
Reference Guide

US Payroll v10x

By CMiC

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US Payroll

Payroll Overview

The Payroll System within Enterprise is designed to accommodate recording of time spent by employees, costing of labor for both hourly and salaried employees, as well as the transfer and calculation of billable labor and equipment costs to Projects or to the company General Ledger. Tracking and calculation of Vacation Time, Benefits, Deductions, Union Dues, and taxes are all components of the Payroll system.

The Employee Profile, including Education, Previous Experience, Licenses, Unions, Dependents, Employment History, drives key functions within the Payroll system. Functions offered through the Human Resources System include additional functionality like Safety and Incident Tracking and Reporting, Education including Courses and Scheduling, and many other features.

Functionality

The Payroll System is integrated into many other applications, including Project Management (Timesheet entry through Daily Journals), Job Costing, Job Billing, Accounts Payable, Accounts Receivable, Human Resources, Equipment Costing, General Ledger and Fixed Assets. Through the payroll system, timesheet data for employees and equipment can be recorded with costing and billing amounts automatically transferred to other applications. Payroll processing will track Leaves, process Deductions and Benefits, and calculate applicable Federal, State and Local Taxes. Checks and/or Electronic Funds Transfers (Direct Deposits) are made through Check Printing, with the option for printing additional Pay Stubs.

Prerequisites

The Payroll System functionality depends on the setup of other modules. GL accounts setup is mandatory to track wages/salaries, leaves, expenses, benefits and deductions. Banking information must also be set up from the GL Global Tables. If Payroll is to be used to charge jobs for employees' time, then Job Cost and Job Billing rates, phases and categories must be set up to accommodate these charges. Payroll accommodates equipment charging with employees' time, and if this is to be used, the necessary equipment must be set up in EC as well.

Vertex, third party software used to calculate employee tax deductions and company tax remittances, is fully integrated into the Enterprise system and must be installed and periodically updated.

Additionally, **Winfiler** or **Greenshades** may be installed to enable electronic tax reporting for the company.

Security is integrated with Payroll functionality. Before the Payroll system can be used, Payroll Security must be set up (Main Menu > System > Security > Payroll Security). Payroll Security Group(s) can be defined to accommodate business needs (at least one Group must be defined per company). Example: company executives could belong to one group, and non-executives to another group. Initially, Enterprise

users are assigned to Payroll Security Groups (Main Menu > System > Security > Payroll Security > Assign Users to Security Groups). Each user must specify a default Security Group in the Payroll log on module (Setup > Default Company). Membership in a Payroll Security Group grants a user access to employees' payroll information for those employees who belong to the same group. Employees are automatically assigned membership in the user's default Payroll Security Group when their Employee Profile is created. Multiple group memberships for employees and users are supported within Payroll Security.

Payroll Checklist

This is where we mention the stuff needed to be completed prior to starting work within this module – so things like GL Setup, Global Tables/Local Tables from the other Modules, etc.

- User Security set in System Data for access to Payroll/Company
- Payroll Security set for access to Employee information
- GL Accounts specified in the Payroll Control module must be set up.
- Bank information must be set up, preferably through GL.
- Tax Rates and Locations must be configured.
- Benefits and Deductions must be determined and configured (also available through HR). At least one employee must exist in the company before Benefits and Deductions can be fully set up, even if there are to be no benefits and deductions assigned to that employee.
- Job Charge/Billing Rates must be setup (see Job Costing manual for more information).
- Equipment must be configured if being charged via Timesheets (see Equipment Costing manual for more information).

Integration

The Payroll system is integrated into the following: (list only of modules)

- Job Cost
- Job Billing
- Project Management
- Equipment Costing
- General Ledger
- Accounts Payable

Accounts Payable Interaction:

The payments for Benefit/Deduction or Tax vendors may be automatic if using the Create AP Voucher settings in Payroll.

Equipment Costing Interaction:

Equipment time can be entered via the timesheets and the costs transferred. Equipment can also be assigned to an employee to have automatic charging for that employee time.

E-Time Interaction:

The portal-based e-Time system is geared for enabling employees to enter their Timesheet and/or Expense information via the Internet.

Timesheets entered via 'E-time' are available in the Enterprise Timesheet Entry Form for viewing immediately.

Timesheet posting in the Enterprise system will not post any timesheets that have not been approved.

Depending on the control file set up payroll processing will, or will not, allow you to process if there are unposted timesheets – i.e. Entered but un-approved timesheets still waiting for approval.

Once an expense is approved it is transferred to the Enterprise system. Expenses are transferred to the pay period in which they were approved, rather than the pay-period the actual date of the expense occurred.

General Ledger Interaction:

Primary to Payroll is the posting of related costs, expenses, benefits, deductions and taxes to the General Ledger for the processing completed. As such, all GL Accounts must be created in the GL prior to processing Payroll. In addition to the GL Accounts that are defined in the Payroll Control file, other GL's will also be required for use in the tracking and postings related to Taxes, Benefits/Deductions and Expenses.

Job Billing Interaction:

Similar to Job Cost interactivity; the Employee time can be either billable or non-billable. This is determined in both the Job Cost and Job Billing setups. Billing codes may be setup in Job Billing local tables that determine generic or job specific billing formula for time recorded against a job. See the Job Billing guide for more detail.

Job Cost Interaction:

When an employee timesheet is entered, a 'J' line may be used to identify those hours as job cost related. The Phases and Categories from Job Cost setups and the related Jobs are then used to transfer the employee costs to the respective Jobs.

Additionally, Salaried employee time can be billed to a job in a similar manner by assigning the time to Phases and Categories within a Job. See the Job Cost guide for more detail.

Project Management Interaction:

When a supervisor enters the Daily Journal activities in Project Management, there is a section for Employee Time. This supplements the Timesheet in Payroll or e-Time by enabling the supervisor to enter time data for specific employees. There is an option for the supervisor to 'Create Timesheet' using the data from the Daily Journal. Validation will be completed and invalid data will not be transferred into the Timesheet portion of Payroll. All subsequent approval, edits, posting is completed within the Payroll application. See the Project Management guide for more detail.

Human Resources Interaction:

The Human Resources and Payroll systems are heavily interconnected. Human Resources is oriented towards the Hiring of, maintenance of employee data, maintenance and election of Benefits and Deductions, as well as tracking and recording Education, Safety Issues and Incidents and Government Reporting requirements. See the Human Resources guide for more detail.

Payroll Security Maintenance

Overview – Payroll Security

Before you can use the payroll application to set up your employees and other required information, each user and company must be set up with an appropriate level of security.

Payroll Security allows you to grant user access to payroll employee information. A payroll security group is created and users are assigned to these groups. Once the groups and users are defined you can then assign employees to these groups. Since all users accessing the payroll information must belong to a payroll security group, at least one 'Master' security group must be created.

All users are required to specify their default Payroll Security Group when they log onto the Payroll application. New employees will automatically be assigned the Employee Security Group of the user creating the employee.

Create Payroll Security Groups

Security Groups

Code	Name
AEPAYROLL	8 Char Comp Code US Payroll
ALTPAYROLL	Company ALT US Payroll
CANMASTER	Canadian Construc. Security Gr
CCCPAYROLL	CCC Payroll Employees
CCQPAYROLL	CCQ Payroll Employees
CCSPAYROLL	CCS Payroll Security
DA-GOOD	DA Employees
DA-LARGTST	DA Large Company Testing
FARMMASTER	UFAR Master Security Group
GLPAYROLL	GL Payroll
LGMMASTER	LG Master Security Group
LGPAYROLL	LG Payroll Security
RRRPAYROLL	RRR Payroll Security

User Extensions +

- User Extension 1
- User Extension 2
- User Extension 3
- User Extension 4
- User Extension 5
- User Extension 6
- User Extension 7
- More Extensions....**

Related Screens +

- Related Screen 1
- Related Screen 2
- Related Screen 3
- Related Screen 4
- Related Screen 5
- Related Screen 6
- Related Screen 7
- More Related ...

Enter The Payroll Security Group Code

Record: 1/? ... <OSC>

Pgm: PYSECGRP – Payroll Security Groups

Employee Security Groups are groupings of access rights to the employee information within the system. All users accessing the payroll information must belong to a payroll security group. The system will validate all employee information against the security table when allowing access to employee data. For this reason, you must establish at least one 'Master' security group if you wish to access any form of employee data within the system.

Code

Enter the code for the Security Group being defined. This code can be up to 10 characters in length.

Name

Enter the name for the Security Group. This name can be up to 30 characters in length.

[Users] – Button

Press the [Users] button to view the users that have been assigned to this security group (this is for displaying of data only).

The screenshot shows the 'System Tables Maintenance - TESTV10_X' window with the 'Payroll Security Groups' tab selected. The 'Security Groups' section on the left lists various codes, including 'GLPAYROL', 'LGMASTER', 'LGPAYROL', 'RRRPAYRC', 'RVGROUP', 'S001EXEC', 'S001FIELD', 'S001GROU', 'S001OFF', 'SMPAYGRF', 'SUSEMPLY', 'SWCPAYR', and 'UKPAYROL'. The 'Users by' section on the right displays a list of users: 'ANDSCH', 'CMIC_QA_USER1', 'DA', 'DANIEL', 'DEAN1', 'DMITRY', 'FARNAZ', 'FARNAZV10X', 'GORD', 'IQBALV10', 'LAGIBSON', 'LORIG', and 'LUDMILA'. The 'User Extensions' section on the far right lists 'User Extension1' through 'User Extension7' and 'More Extensions ...'. The 'Related Screens' section on the far right lists 'Related Screen 1' through 'Related Screen 7' and 'More Related ...'. The 'Enter Value For : JSGU_USER' field is empty. The 'Record: 1/?' field shows 'Record: 1/?'. The '<OSC>' button is visible at the bottom right.

Code	Users by
GLPAYROL	ANDSCH
LGMASTER	CMIC_QA_USER1
LGPAYROL	DA
RRRPAYRC	DANIEL
RVGROUP	DEAN1
S001EXEC	DMITRY
S001FIELD	FARNAZ
S001GROU	FARNAZV10X
S001OFF	GORD
SMPAYGRF	IQBALV10
SUSEMPLY	LAGIBSON
SWCPAYR	LORIG
UKPAYROL	LUDMILA

Pgm: PYSECGRP – Payroll Security Groups

[Employees] – Button

Press the **[Employee]** button to view the employees who have been assigned to this security group (this is for displaying of data only).

The screenshot shows a software interface for 'System Tables Maintenance - TESTV10_X'. The main window has a menu bar (Action, Edit, Block, Field, Record, Query, Utility, Help, Window) and a toolbar. The 'Security Groups' tab is selected, and a sub-window titled 'Employees by Payroll Security Group' is open. This sub-window contains a table of employees:

ID	Name
1002	tezs test
100200	TEST TEST
1011	Mary Gary
1021	Lisa Hey
10220	Ba NI
1044214	Jeremy Forrester
1044217	Antonio Banderas
1044220	Jared Cooper
1044221	Daniel Rock
1044222	Lantern Green
1044223	Dean Harris
10445	Jina Gold
1044589	George Smith

At the bottom right of the sub-window is a 'Close' button. Below the sub-window, there is a 'Security Groups' tab and a list of 'User Extensions' (User Extension1 through User Extension7, and More Extensions ...). To the right of the 'User Extensions' list is a 'Related Screens' section with a '+' button and a list of 'Related Screen' items (Related Screen 1 through Related Screen 7, and More Related ...). At the bottom of the main window, there is a status bar with the text 'Enter Value For : JCGJ_JOB_CODE' and 'Record: 1/?'.

Assign Users to Payroll Security Groups

Group Code

Group

Users

User

- ANDSCH
- CMIC_QA_USER1
- DA
- DANIEL
- DEAN1
- FARNAZ
- FARNAZV10X
- JCRANE
- LAGIBSON
- LUDMILA
- LUDMILAV10_X
- NAZ

User Extensions +

- User Extension1
- User Extension2
- User Extension3
- User Extension4
- User Extension5
- User Extension6
- User Extension7
- More Extensions ...

Related Screens +

- Related Screen 1
- Related Screen 2
- Related Screen 3
- Related Screen 4
- Related Screen 5
- Related Screen 6
- Related Screen 7
- More Related ...

Enter The User Name

Record: 2/? <OSC>

Pgm: PYSECUSR – Users by Payroll Security Group

Once you have defined your Payroll Security Groups, you must define the users who will make up these groups. A user must be assigned to at least one security group in order to have access to the employee data within the system.

A user may belong to more than one security group.

Group

Enter / Select the code for the security group whose users are being defined.

User

Enter / Select the code for the user(s) who are being assigned to the security group.

Assign Employees to Groups

Group Code

Group

Employees

Code	Name
1001	Peterson Gerald
22256	Brenda Jason
CCC-TEST	T T
CCC-WK-HR1	Isabella Lincoln
CCC-WK-HR2	Richard Sherman
CCC-WK-HR3	Abraham John
CCC-WK-SAL2	John Smith
CCC-WKPR-HR1	Taylor Mark
JC001	Test Crane
PY-001	Salary emp PY
PYBW-001	BW SALARY PY

User Extensions +

- User Extension1
- User Extension2
- User Extension3
- User Extension4
- User Extension5
- User Extension6
- User Extension7
- More Extensions ...

Related Screens +

- Related Screen 1
- Related Screen 2
- Related Screen 3
- Related Screen 4
- Related Screen 5
- Related Screen 6
- Related Screen 7
- More Related ...

Enter Employee Number

Record: 2/? ... <OSC>

Pgm: PY_PYSECEMP – Employees by Payroll Security Groups

Once users have been assigned to security groups, grant access to the employees defined in the system by assigning them to security groups. It is important to note that employees can be assigned to more than one security group.

New employees will automatically be assigned the Payroll Security Group(s) of the user creating the employee.

Group

Enter/Select the code for the security group.

Employee Code

Upon entry into this block, the system will automatically display all employees that have been assigned to this security group. If you wish to add an employee to this security group, move to a new line and enter/select the code for the employee that you want to assign to this security group.

To remove an employee from the security group, delete the row showing the employee code and commit the changes.

Banking Setup

Overview – Bank Information

Bank and Branch maintenance forms are shared by the system and may already have had the required data entered. However, there are some minor differences in setting up Bank Accounts for Payroll as compared to the rest of the CMiC Enterprise System. As such, it is advisable to go through all setup steps as shown in this manual even if banking was completed in the Global Tables in another module.

Access to the Banking menu is from the Global Tables Menu.

Currencies

Code	Name
CA	Canadian Dollars
EUR	Euro
GBP	British Pound Sterling
HKD	Hong Kong Dollars
MX	Mexican Pesos
SGD	Singapore Dollars
US	US Dollars

User Extensions +

- User Extension1
- User Extension2
- User Extension3
- User Extension4
- User Extension5
- User Extension6
- User Extension7
- More Extensions ...

Related Screens +

- Related Screen 1
- Related Screen 2
- Related Screen 3
- Related Screen 4
- Related Screen 5
- Related Screen 6
- Related Screen 7
- More Related ...

Enter

Record: 8/8 ... <OSC>

Pgm: BACURR – Bank Currency Maintenance

In order to enable use of multiple currencies, all applicable currency codes must be setup in this form. Primarily the US and Canadian currencies will be defined.

Code

Enter the character Currency Code. A valid code must be unique and between 1-3 characters.

Name

Enter the descriptive name between 1 and 30 characters.

Bank Account Types

Code	Name
C	Checking Account
FX	Foreign Exchange Account
PY	Payroll Account
S	Saving Account
Z1	Operating Accounts

Enter Bank Account Type Code

Record: 6/6 ... <OSC>

Pgm: BAACCTP – Bank Account Types

The Bank Account Types screen is used to define the type of bank accounts utilized by your organization. Bank Account types allow you to classify your bank accounts into different categories. For example, you may wish to distinguish your 'Operating Accounts' from your 'Investment Accounts'.

NOTE: Bank Account Types are mandatory for the setup of bank accounts within the Bank Account Maintenance screen. For this reason there must be at least one bank account type defined.

To complete the setup, enter a 1-2 character Bank Account type with a 1-30 character description code.

Bank Maintenance

Action Edit Block Field Record Query Utility Help Window

System Table Maintenance - TESTV10_X Bank Maintenance

Bank Details

Code	Name	Short Name	Routing Code	File Format	ID	Pwd	Zero Filled Account Num?
003	Royal Bank	Royal Bank	003				<input type="checkbox"/>
987654321	Test Bank	Test	987654321				<input type="checkbox"/>
BARC	Barclays Bank	BARCLAYS	903				<input type="checkbox"/>
BOA	Bank of America	BOA	06539	BOA	BOA		<input type="checkbox"/>
CAPITAL1	Capital One Bank	CAPITAL	33				<input type="checkbox"/>
CITI	Citi Bank	CITI	03				<input type="checkbox"/>
CITIZEN	Citizens Bank	CITIZEN	10	CITZN-BANK	CTZN		<input checked="" type="checkbox"/>
CITYNAT	City National Bank	CITYNATION	896	CITYNATION	CTN		<input type="checkbox"/>
HSBC	HSBC Bank	HSBC	02				<input type="checkbox"/>
JPM	JP Morgan Chase	JPM	010	JPM-CHASE2	JPM		<input type="checkbox"/>
MEXBANK	MEXICAN Bank	MEXBANK	05				<input type="checkbox"/>
RBC	Royal Bank Of Canada	RBC	001				<input type="checkbox"/>
SOVER	Sovereign Bank	SOVER	25	SOVEREIGN	SGN		<input checked="" type="checkbox"/>
TDC	TD Canada Trust Bank	TDC	004				<input type="checkbox"/>

Zero Filled Account Num?

User ACH Logon Text

Electronic Statement File Format

Record: 14/? ... List of Valu... <OSC>

User Extensions +

- User Extension1
- User Extension2
- User Extension3
- User Extension4
- User Extension5
- User Extension6
- User Extension7
- More Extensions ...

Related Screens +

- Related Screen 1
- Related Screen 2
- Related Screen 3
- Related Screen 4
- Related Screen 5
- Related Screen 6
- Related Screen 7
- More Related ...

Pgm: BABANK – Bank Maintenance

Use this form to define the Banks that will be accessed using this payroll system. For those companies utilizing the Electronic Funds Transfer, this will include the banks from which users will be distributing the payroll, as well as all the different banks used by the employees to receive their pays.

NOTE: this maintenance screen is related only to Payroll Processing. Additional Bank Setup will be required for the other modules in use – see the System Data User Reference for more details.

Code

Enter the code for the bank that can be up to 9 alphanumeric characters in length.

Name

Enter the descriptive name that can be up to 30 characters in length.

Short Name

Enter the short name for the bank. This name can be up to 16 characters in length and will be used on screens, stubs and reports where space is prohibitive.

Routing Code

Enter the Routing code, which is a bank defined code that represents the bank that is being defined for the purposes of direct deposit.

File Format

Enter the File format required for the bank that is being defined. The File format is provided by the bank and represents the format of the direct deposit file.

ID

Enter the identification name of the bank.

PWD

Enter Bank Password.

Positive Pay File Format

Enter the Positive Pay File format required for the bank that is being defined. The Positive Pay File format is provided by the bank and represents the format of the direct deposit file.

Positive Pay Output File Name

Enter the Positive Pay file name.

Zero Filled Account Number?

Check field to have account number maintain zero value leading digits. This requirement will be specified by the financial institution.

User ACH Logon Text

If you have to send specific Logon information with your direct deposit file, then enter that information using the [User ACH Logon Text] button. This requirement will be specified by the financial institution.

Branch Maintenance

Select Bank

Bank Code: BOA Bank of America

Branch Details

Code	Name	Short Name
01001	South Manhattan	01001
BLM	Bloomington Branch	Bloomington
CHDWN	Chicago Down Town	CHDWN
EAST	East Chicago Branch	East Chicago
NA	Not Applicable	Not Applicable
NILL	Nothern IL Galesburg Branch	Nothern IL
NY	NewYork	PY NY
PAY	Payroll Processing Centre	PAYROLL

Address

Enter Or Modify The Name Of The Branch

Record: 8/8 <OSC>

User Extensions

- User Extension1
- User Extension2
- User Extension3
- User Extension4
- User Extension5
- User Extension6
- User Extension7
- More Extensions ...

Related Screens

- Related Screen 1
- Related Screen 2
- Related Screen 3
- Related Screen 4
- Related Screen 5
- Related Screen 6
- Related Screen 7
- More Related ...

Pgm: BABRANCH – Branch Maintenance

Use this form to define the Branches that will be accessed using this payroll system. For those companies utilizing the Electronic Funds Transfer, this will include the branches from which you will be distributing the payroll as well as all the different branches that will be used by your employees to receive their pay.

Bank Code

Enter / Select the Bank for which a branch is to be defined or viewed in the next block. This code must have been set up previously within the Bank Maintenance form

Code

Enter the code for the branch, being up to 5 characters in length

Name

Enter the descriptive name for the branch which can be up to 30 characters in length.

Short Name

Enter the short name for the branch. This name can be up to 16 characters in length and will be used on screens, stubs and reports where space is prohibitive.

Address

If you wish you may setup the branch address using the [Address] button. This address is required to use the 'Print Bank Address' option on Checks.

Bank Account Maintenance

Account Details

Company CCC CMIC Test Construction Co

Dept	GL Account	Bank	Branch	Bank Acct Number	Type	Last Check # Title
00	1000.100	BOA	01001	123456	C	158 General Operat
00	1000.200	BOA	EAST	654987	PY	517 Payroll Account
00	1000.400	BOA	NILL	335241	PY	1065 Payroll Account
00	1000.450	JPM	MAIN	444888777	C	JPM Single Use
00	1000.600	WELLS	MAIN	124578	C	Checking
00	1000.700	CITIZEN	MAIN	777555555	C	14 Checking Acco
00	1000.710	CITIZEN	EAST	999999999	PY	3
00	1000.777	UNITED	MAIN	9876543210	C	9 UB Checking A

Department Company Level

GL Account Bank of America (Operating)

Bank Name Bank of America

Branch Name South Manhattan

Account Type Checking Account

Transactions

User Extensions +

- User Extension1
- User Extension2
- User Extension3
- User Extension4
- User Extension5
- User Extension6
- User Extension7
- More Extensions ...

Related Screens +

- Related Screen 1
- Related Screen 2
- Related Screen 3
- Related Screen 4
- Related Screen 5
- Related Screen 6
- Related Screen 7
- More Related ...

Enter GL Department Code

Record: 1/? ... List of Valu... <OSC>

Pgm: BABNKACC – Bank Account Maintenance

Use this form to define the specific bank accounts used by your company to distribute payroll funds. Please note that you have the ability to pay employees out of different pay group, and each pay group can be paid out of a different bank account.

The Bank Account Maintenance screen is used to enter the different bank accounts used by the different companies within the system. The bank accounts that are defined within this screen are used for the processing of cash receipts, cash payment as well as payroll transactions. Bank accounts are based on specific General Ledger accounts. For this reason, bank accounts must be assigned a unique General Ledger account.

The account number consists of 3 distinct parts; the bank code, a prefix or transit number, and the bank account number itself. The bank code and bank account numbers are mandatory fields. Each bank account is designated with a currency which will default to the currency of the company in which it belongs.

NOTE: Do not enter employee bank account information into this form. Employee bank account information will be entered within the Employee Direct Deposit setup screen.

Department

Enter/Select the Department to which the account belongs.

GL Account

Enter/Select the General Ledger account you want to associate with the bank account that is being defined. The GL account must have been set up previously within Chart of Accounts Maintenance within the General Ledger Local Tables

Bank

Enter/Select the bank code for the bank to which this account belongs.

Branch

Enter/Select the Branch Code from the listing provided by setups in Bank Branch Maintenance.

Bank Account Number

Enter the bank account number associated with the bank account. This field can be up to 17 alphanumeric characters in length.

Type

Enter/Select the Bank account type for this account.

Last Check #

Enter the last Check Number used for this account. The system will use this to determine the next check number to use.

Title

Enter a bank account title. The bank account title can be up to 30 alphanumeric characters in length.

Transit Number

Enter the Bank Account Transit Number. This number will be provided by the Financial Institution.

Currency

Enter/Select the Currency for the Account.

Customer ID

Enter customer ID number.

File Number**Check Date Format**

Select the check format from the drop down menu.

Supporting Tables

Overview – Local Tables

The maintenance screens required for most system-wide purposes are accessed from the Global Tables option off the Setup Menu. When setting up Payroll for the first time, definitions of the data required for the Local Tables must be completed prior to attempting the company-specific maintenance. The maintenance screens in this section are shown in the order in which they should be set up rather than their order on the menu. It is important that you follow the correct sequence, as many of the maintenance screens depend on the data defined in another screen for their completion.

Reporting Group Maintenance

Code	Description	Short Description
QAT	QA Test	QA Test
401	Employee 401k Deduction	401k Deduction
UN	Unions	Unions
BEN	Benefits	Benefits
DED	Deductions	Deductions

Pgm: PYGROUPS – Reporting Group Maintenance

Reporting groups are used to group different types of payroll deductions and benefits together for reporting purposes. These reporting groups are currently used on the pay stubs and the payroll journal. The number of groups that you define will depend on the type of detail that you want displayed on the pay stubs and the payroll journal.

Take the following examples:

The total deduction for 401K may be a summation of 3 or 4 individual deduction codes, such as 401K Base + 401K employee extra + 401K + 401K spouse contribution. If these items are all to be reported as 401K then a reporting group for 401K should be setup.

The company may have multiple union due deductions, but may only want to report one total amount called 'Union Dues' on the pay stub and payroll journal. In this case, a 'Union Dues' group should be created and all the individual union deductions can be grouped into this reporting group.

Code

Enter the Reporting Code to be used in grouping items.

Description

Enter the Description that will appear on Pay Checks and Pay Stubs – this is required for each Code defined.

Short Description

Enter a Short Description that will be used in forms displaying the reporting group being used.

FEIN Numbers

FEIN Details

FEIN Number	03-0279465
Name	CCC CMIC Test Construction
Short Name	CMIC Test Con
Address Line 1	3 Maple Road
Address Line 2	
Address Line 3	Chicago
Zip/Postal Code	60609
Country	US United States of America
State/Province	IL Illinois
County/Region	
City/Town	

User Extensions +

- User Extension1
- User Extension2
- User Extension3
- User Extension4
- User Extension5
- User Extension6
- User Extension7
- More Extensions ...

Related Screens +

- Related Screen 1
- Related Screen 2
- Related Screen 3
- Related Screen 4
- Related Screen 5
- Related Screen 6
- Related Screen 7
- More Related ...

Enter FEIN Address

Record: 1/1 ... <OSC>

Pgm: PYFEIN – FEIN Maintenance

Enter the Federal Employer Identification Number within this form. FEIN numbers are required for all payroll companies set up on this system.

Multiple companies can share the same FEIN number but this will depend on your organization government reporting procedures.

The FEIN is a useful tool in the production of payroll checks for multi-companies on the same check run.

NOTE: This is only possible where the same bank account is used for the payment of all companies within the FEIN group.

FEIN Number

Enter the FEIN Code. This code will be 16 characters in length as provided by the Government.

Name

Enter the Name for the FEIN. This description can be up to 30 characters in length.

Short Name

Enter a short description for this FEIN. This description can be up to 16 characters in length and will be used on screens, stubs and reports where space is prohibitive.

Address Lines and Zip Code

Enter the address corresponding to the FEIN Registration. This information must match the FEIN Registration data exactly to avoid issues when reporting.

Country

Enter the Country in which the company office as registered is located.

State/Province

Enter the State/Province Code for the registered address.

County/Region

Enter the County/Region Code for the address.

City/Town

Enter the City/Town Code for the address.

Pay Runs Maintenance

Code	Description	Short Description	Frequency	Regular	Allow Automatic Time Sheet Generation
CCCB	CCC Bonus Run	CCC Bonus Run	Annually	<input type="checkbox"/>	<input type="checkbox"/>
CCCW	CCC Weekly Pay Run	CCC Weekly	Weekly	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CQBW	CCQ Biweekly	CCQ Biweekly	Bi Weekly	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
NEW3	CCQ Biweekly New	CCQ Biweekly new	Bi Weekly	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CQNW	CCQ New Monthly Payroll	CCQ NEw Monthly	Monthly	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CCQW	CCQ Weekly	CCQ Weekly	Weekly	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CMIP	Cash MIP Bonus	CMIP	Weekly	<input type="checkbox"/>	<input type="checkbox"/>
C	Commision payrun	C	Weekly	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
DAVW	DAV Weekly	DAV Weekly	Weekly	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
GLBW	GL Biweekly Payrun	GL Biweekly	Bi Weekly	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
GLWK	GL Weekly Payroll	GL Weekly	Weekly	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
IRMO	IR Monthly Payrun	IR Monthly	Monthly	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
JDUS	JDUS BI-WEEKLY	JDBW	Bi Weekly	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
NEW	LG New Payrun	LG New	Weekly	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
NEW1	LG New1 Payrun	LG New1	Weekly	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Enter Description Of Pay Run Code

Record: 16/? <QSC>

Pgm: PYPAYRUN – Pay Runs Maintenance

Pay Runs determine the frequency with which wages are calculated within the processing of payroll. Pay Runs are used in conjunction with pay groups, so that for the pay run weekly, you may have two pay groups, salary and hourly.

Code

Enter the code for the Pay Run. This code can be up to four (4) alphanumeric characters in length.

Description

Enter the description for the Pay Run. This description can be up to 30 characters in length.

Short Description

Enter a short description for the Pay Run. This description can be up to 16 characters in length and will be used on screens, stubs and reports where space is prohibitive.

Frequency

Select the frequency code for the pay run that is being defined. The system allows you to choose from the following options:

- **Weekly:** Processing is for a seven day cycle based on the first date in the calendar
- **Bi-Weekly:** Processing is for a fourteen day cycle
- **Semi-Monthly:** Processing is for pay on the 15th and last date of the month (hours vary – note the control file option for salaried employees on Semi-Monthly Pay)
- **Monthly:** Processing is for pay period covering a calendar month.
- **Quarterly:** Processing is for a three calendar month cycle.
- **Semi-Annually:** Processing period is for six months.
- **Annual:** Processing is once per calendar year.

Regular

Check this box if this pay run requires the processing of wages.

Leave this box blank if this is an irregular run and wages will not be calculated during the processing of this run. Leave this box blank when you are creating runs such as Bonus, or Quarterly Commissions that preclude the payment of wages.

Allow Automatic Timesheet Generation

Check this box if the pay run will be allowed in the Generate Timesheet Utility. Timesheets cannot be generated for irregular pay runs. This flag is checked by default for regular pay runs.

Work Locations Maintenance

Work Location Details

Location Code	CALIFORNIA
Location Name	California
Short Name	California
Country	US United States of America
State/Province	CA California
County/Region	
City/Town	
ZIP Code	95019
Vertex Geo Code	05-087-1280
Regional Sick Leave Policy Code	CALIFORNIA California Paid Sick Leave Policy

User Extensions +

- User Extension1
- User Extension2
- User Extension3
- User Extension4
- User Extension5
- User Extension6
- User Extension7
- More Extensions ...

Related Screens +

New Payroll

- Related Screen 2
- Related Screen 3
- Related Screen 4
- Related Screen 5
- Related Screen 6
- Related Screen 7
- More Related ...

Pgm: PYWRKLOC – Work Locations Maintenance

The Work Locations are setup to ensure accurate taxation as well as related Worker Compensation and Public Liability.

Location Code / Name

Enter a unique Work Location Code, up to four (4) characters in length as well as a location name.

Short Name

Enter short name for use where space is limited. This can be up to sixteen (16) characters in length.

Country / State

Enter the Country and State/Province codes for where this location is found.

County/Region and City/Town

Enter the optional County/Region and City/Town codes for this location. These values must have been setup previously in Geographies.

Zip / Postal Code

Enter the correct Zip/Postal Code. This will be used to determine valid options for the Vertex Geo Codes in the next field.

Vertex Geo Code

Select the appropriate Vertex Geo Code for this location.

Regional Sick Leave Policy Code

Assign the Sick Leave policy in the Work Locations screen.

Rate Codes Maintenance

Rate Code Details

Code	Description	Short Description	Multiplier	Premium per Hour Amount
DOT	Double Overtime	Double Overtime	2.000	.00
OT	Overtime	Overtime	1.500	.00
OTHR	Other	Other	1.000	.00
REG	Regular	Regular	1.000	.00
Z100	Regular	Regular	1.000	.00
Z200	Overtime	Overtime	1.500	.00
Z300	Double Time	Double Time	2.000	.00
Z400	Other	Other	1.000	.00
			1.000	.00

User Extensions +

- User Extension1
- User Extension2
- User Extension3
- User Extension4
- User Extension5
- User Extension6
- User Extension7
- More Extensions ...

Related Screens +

- Related Screen 1
- Related Screen 2
- Related Screen 3
- Related Screen 4
- Related Screen 5
- Related Screen 6
- Related Screen 7
- More Related ...

Enter The Required Rate Code

Record: 9/9 ... <OSC>

Pgm: PYRATCOD – Rate Codes Maintenance

Use this screen to define the rates codes that will be used to calculate the pay rates associated with different types of hours within timesheet entry. Rate codes determine the premiums for each type of hour whether regular, overtime, double time or other.

As you define these codes keep in mind that you will need to define (at minimum) the pay rates for the following class of hours; NH- Normal Hours, OT – Overtime, DOT – Double Overtime and Other. These hour types will appear as column headers within timesheet entry. The rate codes will default beside each of these types of hours in order to calculate the premium for the pay rate.

Rate codes are defined at the company and the employee level. Note however, that the system will use the rates for each class of hour based on the employee profile setting. The company setting is only used as the default for new employees.

Code

Enter a unique Rate Code. This code can be up to four (4) characters in length.

Description

Enter the description for this rate code. This code can be up to thirty (30) characters in length.

Short Description

Enter short name for use where space is limited. This can be up to sixteen (16) characters in length.

Multiplier

Enter the multiplier for the rate code you are defining. The multiplier is the number that will be multiplied against the base pay rate to determine the appropriate pay rate for the hours entered against this rate code.

For example, if you want normal hours to be calculated at the base rate, you would enter a multiplier factor of 1 in this field. If you want overtime to be calculated at time and a half, you would enter a multiplier factor of 1.5 in this field.

Premium Per Hour Amount

Enter the premium per hour that will be added to each hour of the rate code that is being defined to determine the appropriate pay rate.

For example, if you wish to add a \$0.10 premium to each overtime hour, enter an adjustment of .10 into this field.

Trades Maintenance

Certified	Trade Code	Description	Short Description	Control Trade	EEO Class
<input type="checkbox"/>	007	Department of secret agency CA	DSA		NA
<input checked="" type="checkbox"/>	100	President	President		037
<input type="checkbox"/>	1001	Vice President	Vice President		037
<input checked="" type="checkbox"/>	1412	Accountant	Accountant		023
<input type="checkbox"/>	142	Management Analyst	Mngmt Analyst		026
<input type="checkbox"/>	1610	Architect	Architect		043
<input type="checkbox"/>	1611	Marine Architect	Marine Architect		058
<input type="checkbox"/>	1628	Civil Engineer	Civil Engineer		053
<input type="checkbox"/>	1634	Industrial Engineer	Indust Eng		056
<input type="checkbox"/>	164	Surveyors	Surveyors		063
<input type="checkbox"/>	326	Photographers	Photographers		189
<input type="checkbox"/>	372	Draftsman	Draftsman		217
<input type="checkbox"/>	4645	Receptionists	Receptionists		319

Control Trade Description:

Checked: Print Trade In Certified Payroll Report
Record: 1/? ... <OSC>

Pgm: PYTRADES – Trades Maintenance

Use this form to enter the Trade Codes associated within your organization. Trade codes can be used to determine default employee pay rates. A trade code must be associated with each employee entered in the payroll system.

If your company does not distinguish between trades, you can specify a single trade code to be used by all employees (perhaps MASTER for All Trades).

Trade codes are hierarchical in nature. They allow for the specification of the different trade levels while continuing to provide for reporting at a higher level. Default Pay Rates can be assigned by trade, as well as by trade within job.

NOTE: You must have set up EEO Classes before creating trades.

Certified

This flag allows user to select a Job as certified in the Job Work Location screen and to say whether the employee should appear on the certified payroll report or not, with a check box in the employee profile to "Include in Certified payroll report". However, whether or not an employee appears on the certified payroll report, depends on his/her trade.

Code

Enter a unique Trade Code. This code can be up to four (4) characters in length.

Description

Enter the description for this Trade code. This code can be up to thirty (30) characters in length.

Short Description

Enter short name for use where space is limited. This can be up to sixteen (16) characters in length.

Control Trade

Enter the Controlling Trade Code for the code being defined. The Controlling Trade Code is the code to which this trade belongs. If you specify a control code, it must be a trade which has been previously defined. The control code allows you to group sub-trades together for the assigning of pay rates as well as for the purposes of reporting and analysis.

EEO Classification

Enter the EEO Classification Code relevant to this trade.

EEO Classification Maintenance

Code	Description	Short Description
008	Personnel & Labor Relation Mgr	Labor Relations
018	Property Manager	Property Manager
022	Managers and Administrators	Manager/Admin
023	Accountant/Auditor	Accountants
025	Other Financial Officers	Financial Office
026	Management Analyst	Mgmt Analyst
027	Personnel, Trainers	Trainers
037	Management	Management
043	Architects	Architect
053	Civil Engineer	Civil Eng
056	Industrial Engineer	Industrial Eng
057	Mechanical Engineer	Mech Engineer
058	Marine and Naval Architects	Marine Architect
063	Surveyors	Surveyors
075	Geologists	Geologists

Enter Or Modify The EEO Class Short Description

Record: 15/? ... <QSC>

Pgm: PYEEOCLS – EEO Classification Maintenance

Use this form to enter the EEO Classification Codes defined by the government for your company. EEO reporting is a US requirement for employees paid on government jobs. The government defines EEO Class Codes. EEO codes refer to the general type of work being performed such as Unskilled Labor, Operatives and Clerical Staff.

At least one EEO Classification code must exist in order to run a payroll. The EEO classification code is a mandatory field in the creation of a Trade Code and trade codes are mandatory fields in the creation of Employees.

NOTE: If you are running the system within Canada or do not use EEO Class Codes, please set up one generic code (perhaps N/A for Not Applicable) to be used within the Trade Codes Maintenance screen.

Code

Enter a unique EEO Classification Code up to four (4) characters in length.

Description

Enter the description for this EEO code. This code can be up to thirty (30) characters in length.

Short Description

Enter short name for use where space is limited. This can be up to sixteen (16) characters in length.

Union - Collective Bargaining Region

The screenshot displays a software interface for managing Collective Bargaining Regions. The main window has a menu bar (Action, Edit, Block, Field, Record, Query, Utility, Help, Window) and a toolbar with various icons. The title bar reads 'Payroll - TESTV10_X Collective Bargaining Regions'. The central area contains a table with the following data:

Code	Name	Active
FLORIDA	Florida Collective Bargaining Region	<input checked="" type="checkbox"/>
ILLINOIS	Illinois Collective Bargaining Region	<input checked="" type="checkbox"/>
ILLREG	Illinois Region	<input type="checkbox"/>
OHIO	Ohio Collective Bargaining Region	<input checked="" type="checkbox"/>
ONTARIO	Ontario Collective Bargaining Region	<input checked="" type="checkbox"/>
		<input checked="" type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

On the right side, there are two panels: 'User Extensions' with a '+' button and a list of extensions (User Extension1 through User Extension7, and 'More Extensions ...'), and 'Related Screens' with a '+' button and a list of related screens (Related Screen 1 through Related Screen 7, and 'More Related ...'). At the bottom, a status bar contains the text 'Select Or Enter The Required Collective Bargaining Region Code', 'Record: 6/6', and '<OSC>'.

This screen allows to enter the Code and the Name of the Collective Bargaining Regions for unions and to mark them as Active or not.

Union Setup

The screenshot shows the 'Union Maintenance' screen in the 'Payroll - TESTV10_X' application. The window title is 'Payroll - TESTV10_X Union Maintenance'. The main area is titled 'Union Details' and contains a form for defining union information. The form fields are as follows:

Field	Value
Union	CARP
Short Name	Carpenters
Type	Local
Control Union	
Use Control Union Rates	<input type="checkbox"/>
Collective Bargaining Region	
Contact Name	
License No	
Issue Date	
Address	
Zip/Postal Code	
Country	
State/Province	
County	
City	

On the right side, there are two sections:

- User Extensions**: A list of extensions from User Extension1 to User Extension7, followed by 'More Extensions ...'.
- Related Screens**: A list of related screens from Related Screen 1 to Related Screen 7, followed by 'More Related ...'.

At the bottom of the screen, there is a status bar with the following text:

Enter Collective Bargaining Region Code.
Record: 5/? ... List of Valu... <OSC>

Pgm: PYUNIONS – Union Maintenance

The Union Maintenance screen is used to define the unions to which employees within your organization belong. The union codes defined in this screen may be used to determine pay rates and will be used to assign union benefits and deductions for the correct calculation of union dues and other information required to produce accurate union reports.

Union Code

Enter the code for the union that is being defined of up to 4 alphanumeric characters in length.

Description

Enter a description for the union that is being defined. This description can be up to 30 characters in length.

Short Description

Enter a short description for the union that is being defined. This description can be up to 16 characters in length and will be used on screens, stubs and reports where space is prohibitive.

Union Type

Select the appropriate union type for the union that is being defined. The system allows you to select from the following options: Local, Regional and National.

Control Union

Enter the controlling union code if you want to maintain a hierarchical union structure. Once a union class has been set up, it may then be used as a hierarchical control for another union. The controlling union field is where you specify the union that will control the union being set up.

Leave this field blank if you are not using a hierarchical union structure or if you are establishing this union as being at the top of the hierarchical structure.

Collective Bargaining Region

From the LOV you can choose the region that this union belongs to. The LOV is created in Collective Bargaining Region separate screen.

Contact Name

Enter the name of the primary contact for the union that is being defined. The information in this field is for reference purposes only and can be up to 30 alphanumeric characters in length.

License Number

Enter the License Number for the union that is being defined. The information in this field is for reference purposes only and can be up to 16 alphanumeric characters in length.

Issue Date

Enter the issue date for the license no. pertaining to the union that is being defined. The information in this field is for reference purposes only

Address

Enter the Address for the Union that is being defined. There are three fields available for entry of the address for this union. Each address line can be up to 30 alphanumeric characters in length.

Postal/Zip Code

Enter the zip code for the union you are defining. This field can be up to 16 alphanumeric characters in length.

Country

Enter the country code in which the union that is being defined resides. The country code must have been set up previously within the Country Maintenance form.

State code

Enter the State code in which the union that is being defined resides. The state code must have been set up previously within the State Maintenance form.

County/Region code

Enter the country/region code in which the union that is being defined resides. The county/region code must have been set up previously within the County / Region Maintenance form.

City Code

Enter the city code in which the union that is being defined resides. The city code must have been set up previously within the City Maintenance form.

Union Benefit/Deductions

Action Edit Block Field Record Query Utility Help Window

Payroll - TESTV10_X Union Benefits/Deductions Maintenance

Select Company

Company CCC CMiC Test Construction Co

Benefits/Deductions

Pay Run	Union	Trade	Work Loc	Type	Code	Description	Plan	Plan Desc
CCCW	1000	1610	*	Benefit	UAF	UAF	DEFAULT	DEFAULT PLAN
CCCW	1000	1610	*	Benefit	UAF	UAF	DEFAULT	DEFAULT PLAN
CCCW	1000	ALL	*	Benefit	UAF	UAF	DEFAULT	DEFAULT PLAN
CCCW	21	ALL	CCCH	Benefit	UAF	UAF	DEFAULT	DEFAULT PLAN
			*	Benefit				

Pay Run

Union Rates

Work Loc	Shift	Effective Date	Pay Rate	Non Factor	Charge Out Rate	Non Factor	Billing Rate	Non Factor	Prevailing Wage Pay Rate
	All Shifts			<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
				<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
				<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
				<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
				<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	

Non Factor OT Rates

Enter Pay Run Code

Record: 5/5 ... List of Valu... <OSC>

Pgm: PYUNIBEDE- Benefits/Deductions

This screen allows user to setup benefits and deductions for specific pay runs and unions.

Maintain ACH Codes (Direct Deposit Transaction Codes)

The screenshot displays the 'PYACHMNT - Maintain Automated Check Handling (ACH) Codes' window. The title bar includes 'Payroll - TESTV10_X' and 'Transaction Code Maintenance'. The main area is titled 'Transaction Details' and contains the following fields:

- Normal Code: 10
- Description: Direct Deposit
- Prenotification Code: 11
- Prenotification Payroll Runs: 1

On the right side, there are two expandable sections:

- User Extensions** (+): Lists User Extension1 through User Extension7, followed by 'More Extensions ...'.
- Related Screens** (+): Lists Related Screen 1 through Related Screen 7, followed by 'More Related ...'.

At the bottom, there is an 'Exit' button and a status bar showing 'Record: 1/?' and '<OSC>'.

Pgm: PYACHMNT - Maintain Automated Check Handling (ACH) Codes

Use this screen to enter the ACH (Automatic Check Handling) Transaction codes associated with employee direct deposits. The transaction codes are bank-defined codes that indicate whether a direct deposit should be flagged as a pre-notification or as a normal deposit.

Transaction codes are then assigned to employee codes within the Employee Direct Deposit Maintenance screen, so that the bank can accurately handle the employees pay. Employees are assigned either normal transaction codes or the pre-notification codes depending on their individual needs. Normal codes remain constant while pre-notification codes revert back to the associated normal code once the defined number of payroll periods has been complete.

Normal Code

Enter the code to identify a normal automated deposit transaction.

Description

Enter a descriptive value for this code.

Pre-notification Code

Enter the Pre-notification Code to be used based on the information provided by the financial institution.

Pre-notification Payroll Runs

Enter the number of Payroll Runs to be made using this Pre-notification Code.

SUI Magnetic Media

SUI Magnetic Media

FEIN 03-0279465 CCC CMIC Test Construction
State IL ILLINOIS
☒ Create Quarterly File
Employer Account 1274110 Transmitter Account 12
☐ Address Outside USA
Company Name CMIC TEST CONSTRUCTION
Street
City CHICAGO
State IL ILLINOIS
Contact Title
Contact Name JOHN
Zip Code 60602 Zip Code Extension Second ID
Contact Phone Phone Extension
Suffix Code State Plan
Path and File Name c:\temp\

User Extensions +
User Extension1
User Extension2
User Extension3
User Extension4
User Extension5
User Extension6
User Extension7
More Extensions ...

Related Screens +
Related Screen 1
Related Screen 2
Related Screen 3
Related Screen 4
Related Screen 5
Related Screen 6
Related Screen 7
More Related ...

Additional Tag Entries

Enter File And Path In *Lower* Case, With Extension (If Any). Date In UPPER CASE Letters MMYT (New York=NywrMMYT.Rpt). Each STATE Sho...

Record: 7/7 ... <OSC>

Pgm: PYMAGSUI – SUI Magnetic Media

The SUI Magnetic Media screen is used to define the data required for Winfiler to generate the appropriate W2 files for each state. Please note that you are required to fill out a separate screen for each state in which W2's will be filed.

FEIN number

Enter the FEIN for which the quarterly SUI Wages file will be created.

State

Enter the state code for which the magnetic media quarterly SUI Wages file will be created.

Create Quarterly File

Check this box if you wish to create the quarterly SUI wage magnetic media transmission file.

Employer Account

Enter the state supplied identification number (UI employer account number).

Note that some states require that this field be left blank.

Transmitter Account

Enter the state supplied tape transmitter/authorization number.

Note that some states require that this field be left blank.

Address Outside USA

Check this box if the company address is outside the jurisdiction of the United States of America

Company Name, Street, City, and State

Enter the employer organizational name, street, city and state as it has been registered with the State UI agency.

Contact Title and Name

Enter the title and the name of the person to contact should any problems arise with the filing of the quarterly W2 within the state that is being defined.

Zip Code and the Zip Code Extension

Enter the 5-digit zip code and the 4-digit zip code extension associated with the employer's organizational address.

Second ID (Optional)

For the State of Maine only, enter the Revenue Services ID Number (withholding account ID no).

Contact Phone and Extension

Enter the Phone number and extension of the contact person. Include the area code, but exclude the punctuation. The phone number should be exactly 10 digits in length.

Suffix Code

Enter the Suffix code for the quarterly W2 that is being defined.

NOTE: Texas uses "Test" for test media and once approved will provide a code for use.

State Plan

Enter the State Plan code for the quarterly W2 that is being defined.

NOTE: California 'plan code' is one of S, U, J, L, R, A and P (where A, J and P are government employers). Maine uses a numeric code.

Path and File Name

Enter the fully qualified file and path in lower case, with extension (if any). The date should be entered in UPPER CASE letters MMY (New York=nymrMMYY.rpt).

Payroll - TESTV10_X SUI Magnetic Media Maintenance

SUI Magnetic Media

FEIN: 03-0279465 CCC CMIC Test Construction

State: IL ILLINOIS

☒ Create Quarterly File

Employer Account: 1274110 Transmitter Account: 12

☐ Address Outside USA

Company Name: CMIC TEST CONSTRUCTION

Street:

City: CHICAGO

State: IL ILLINOIS

Contact 1: Payroll - TESTV10_X Additional Tag Entries

Sequence	Tag	Value
	Default Country Code	A
	Outside Country Employees	1

Close

User Extensions +

- User Extension1
- User Extension2
- User Extension3
- User Extension4
- User Extension5
- User Extension6
- User Extension7
- More Extensions ...

Related Screens +

- Related Screen 1
- Related Screen 2
- Related Screen 3
- Related Screen 4
- Related Screen 5
- Related Screen 6
- Related Screen 7
- More Related ...

Enter Tag Code

Record: 3/3 ... <OSC>

Pgm: PYMAGSUI – SUI Magnetic Media – Additional Tag Entries Selection

In the Additional Tag Entries pop-up, the user can specify the values to be assigned to nodes in the Greenshades Quarterly SUTA and W2 File under node CompanySutaInfo State.

Generic Crew Maintenance

Generic Crews

Crew Type	Crew Name	Active
T2	Test 2	<input checked="" type="checkbox"/>
FORM	Forms version	<input checked="" type="checkbox"/>
VACTR	Vacuum Truck	<input checked="" type="checkbox"/>
CARP	Carpenters	<input checked="" type="checkbox"/>
T1	Test1	<input checked="" type="checkbox"/>

Generic Crews Details

Resource Code	Resources Type	Resources Name
EMP	6510	Carpenter
EMP	6511	Carpenter Apprentice
EMP	6520	Carpenter Foreman
EQP	ALT-TRUCKS	ALT Trucks

User Extensions +

- User Extension 1
- User Extension 2
- User Extension 3
- User Extension 4
- User Extension 5
- User Extension 6
- User Extension 7
- More Extensions....

Related Screens +

Set up Related Screens

- Related Screen 2
- Related Screen 3
- Related Screen 4
- Related Screen 5
- Related Screen 6
- Related Screen 7
- More Related ...

Enter The Crew Type.

Record: 6/? ... List of Valu... <OSC>

Pgm: PY_GENERIC_CREW – Generic Crew Maintenance

A generic crew type (i.e. Pipe, Excavation, Concrete, etc.) is a placeholder crew consisting of placeholder foreman, workers (hourly) and equipment. Workers are identified by Occupation/Trade Code. Equipment is identified by Class. Generic crews are used by Management for forecasting and planning.

Crew Type

Enter the Crew Type code.

Crew Name

Enter the Crew Name.

Resource Code

Enter the Resource Code. This is either Equipment or Employee.

Resources Type

Select the Resources Type from the LOV.

Resources Name

Resources Name will populate once the Resource Type is selected from the LOV.

Real Crew Maintenance

Action Edit Block Field Record Query Utility Help Window

Payroll - TESTV10_X Crew Maintenance

Crews

Type	Foreman	Crew Name	Comp	Available Pool Job	Phase	Category	Start Date	Time	Active
EXCAV	WK-BRIGGS	Brigg EXCAV	ALT	UNALLOPOOL	02-100	1000	01-10-2011	00:00	<input checked="" type="checkbox"/>
CARP	ZZ-100	Peter CARP	VA	POOL	POOL	1000	02-12-2009	00:00	<input checked="" type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>

Crews Details

Resource Code	Resource Type	Actual Resource	Name	Crew Assigned Date	Time
EMP	ZZ10	ZZ-100	Patrick P Peterson	02-12-2009	00:00
EMP	1628	ZZ-9876	John Trucker	16-12-2009	00:01

Enter The Crew Type.

Record: 2/2 ... List of Valu... <OSC>

User Extensions +
 User Extension1
 User Extension2
 User Extension3
 User Extension4
 User Extension5
 User Extension6
 User Extension7
 More Extensions ...

Related Screens +
 Related Screen 1
 Related Screen 2
 Related Screen 3
 Related Screen 4
 Related Screen 5
 Related Screen 6
 Related Screen 7
 More Related ...

Pgm: PY_REAL_CREW: Crew Maintenance

A real crew type consists of a Foreman and unlimited other employees and equipment. Every active employee must belong to an active crew. Each employee can only belong to one crew.

Type

Enter the Crew Type.

Foreman

Select the Foreman from the LOV.

Crew Name

Enter the Crew Name and indicate whether it is active or not via the flag on the end of the row.

Company

Available Pool Job

Phase

Category

Resource Code

Select the Resource Code, either Employee or Equipment.

Resources Type

Enter the Resources Type. If Equipment, then enter a specific piece of equipment. If employee, then enter a specific employee.

Actual Resource

Enter the Actual Resource. All employees showing on the report will appear in the ASCII data output file.

Employee Pick List

Company Code

Company: CCC CMIC Test Construction Co Pick List of: Employees

Pick List Code

Pick List Code	Description	Dynamic
OVER3MNTH	Over 3 Months	<input type="checkbox"/>
SALARIED	Salaried Employee	<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

Selection Criteria

Fixed Entity List

Code	Description

Populate by selection criteria

User Extensions +

- User Extension1
- User Extension2
- User Extension3
- User Extension4
- User Extension5
- User Extension6
- User Extension7
- More Extensions ...

Related Screens +

- Related Screen 1
- Related Screen 2
- Related Screen 3
- Related Screen 4
- Related Screen 5
- Related Screen 6
- Related Screen 7
- More Related ...

Enter List Code

Record: 2/2 ... <OSC>

Pgm: SDPICK – Employee Pick List

Employee pick lists provide an alternate method for printing, processing or reviewing multiple employees. This feature is very useful if the employee's required do not fall within a specific range of employee numbers or if you want to create a list of employees according to User Defined Information attached to the Employee Record.

Pick List Code

Enter the code for the pick list being defined. This code can be up to 10 alphanumeric characters in length.

Pick List Description

Enter a description for the pick list. This description can be up to 30 characters in length.

Dynamic

Dynamic Pick Lists are re-created each time you use them, to ensure that any new data added to the system that matches the requirements of the pick list is automatically included.

If you do not check this field you will have to maintain the pick list manually.

If you did not check this field you may continue directly to the Fixed Entity Section on this screen and manually enter the employees required in this pick list. There is a List of Values showing Employee Numbers and Names.

Selection Criteria Window

If your pick list was marked as dynamic you will now need to tell the system what the rules are for this list.

System Data Maintenance - TESTV10_X Pick List Selection Criteria (Employees)

Company

Company: CCC CMiC Test Construction Co

Pick List Code: SALARIED Salaried Employee

Pick List Of: Employees Pick List Type: Static

Selection Criteria

EMP_PYG_CODE	Employee Pay Group (PYEMPLOYEE)	=	SAL

Show matching

Fixed Entity List

Close

Populate by selection criteria

User Extensions

- User Extension1
- User Extension2
- User Extension3
- User Extension4
- User Extension5
- User Extension6
- User Extension7
- More Extensions ...

Related Screens

- Related Screen 1
- Related Screen 2
- Related Screen 3
- Related Screen 4
- Related Screen 5
- Related Screen 6
- Related Screen 7
- More Related ...

Count Hits

Record: 1/1 ... List of Valu... <OSC>

Pgm: SDPICKR – Pick List Selection Criteria

Selection Criteria

The Dynamic pick list can have multiple selection criteria, so you are allowed to enter multiple rows to make this possible.

The first field is a List of values that gives you the ability to select employee number, employee name or any User Defined Field that you have attached to the employee table.

The Next field is the relational operator. This is a predefined list of operators such as ' =, <, >, between, not null ', select the required one.

The last field is the comparative field. This field works with the operator to select the actual data. There is a list of values on this field that will vary depending on the data entered in the first field.

[Show Matching] – Button

This button will bring up a screen that displays all records that match your selection criteria. You may then add these to the fixed entity list or leave them to be re-selected each time. This window is a great way to check that your criteria are correct.

Employee Type Maintenance

Code	Description	Include In VETs Report
F	Full-Time	<input type="checkbox"/>
H	Hourly	<input checked="" type="checkbox"/>
N	N/A	<input checked="" type="checkbox"/>
S	Salaried	<input checked="" type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

Enter Hourly Employee Type Code

Record: 5/5 ... <OSC>

Pgm: PYEMPTYTYPE – Employee Type Maintenance

Employee Type Maintenance screen is pre-populated with two system-defined entries: one for Hourly and the other for Salaried employee type. The user is allowed to add new entries, but cannot edit nor delete any of the system-defined entries.

The Employee type is displayed in the Employee Profile > General Tab screen and allows user to select from drop down menu the appropriate type.

Include in VETs Report

If checked for any of the employee types, then those employees will be included in the EEO reports e.g. Vets 100A, EEO-1, etc. The flag is checked by default.

Holidays

Holiday Date	Description	Web URL
01/JAN/2013	New Years Day	
21/FEB/2013	President's Day	
30/MAY/2013	Memorial Day	
04/JUL/2013	Fourth of July	http://www.american.edu/heintze/fourth.htm
02/SEP/2013	Thanksgiving	

Pgm: PYHOLIDY – Holidays Maintenance

The Holiday Setup screen is used in conjunction with Overtime rules. The procedure for determining overtime rates will check to see if the date is included in this holiday table and if so will then apply holiday rates instead of standard overtime rates if applicable.

Country

Enter the Country Code required. This must be a valid country code already setup in the Payroll System. There is a List of Values available on this field.

State/Province

Enter the State/Province. Federal holidays are indicated with an asterisk. A specific state/province can be selected from the LOV for state/provincial holidays.

Enter Holidays

Enter the date and description of the Holiday. This form should only contain holidays where you have a unique holiday overtime rate.

You may also add a URL link to web sites containing information about the holiday, for example your company may be hosting a July 4th event, you could put a URL to you web site page about the party.

Geographies

The Geographies sub-menu defines the locations from which you run your payroll as well as the locations in which payment will be made. These locations are vital to the processing and reporting of taxes for the employees working within your organization.

Countries Maintenance

ActionEditBlockFieldRecordQueryUtilityHelpWindow

Payroll - TESTV10X

Countries Maintenance

Country Details

Code	Name	Short Name
CA	Canada	Canada
IE	Ireland	Ireland
UK	United Kingdom	UK
US	United States of America	USA
NOR	Norway	Norway

User Extensions

User Extension1

User Extension2

User Extension3

User Extension4

User Extension5

User Extension6

User Extension7

More Extensions ...

Related Screens

New Payroll

Related Screen 2

Related Screen 3

Related Screen 4

Related Screen 5

Related Screen 6

Related Screen 7

More Related ...

Enter Or Modify The Name Of The Country

Record: 4/5

<OSC>

Pgm: PYCOUNTR – Countries Maintenance

Use this form to declare the different countries in which the payroll system will be run. Enterprise will come with the codes for the United States and Canada already defined. If you are running your payroll in either of these countries, you need not to access this form. To add any further countries in the country maintenance screen follow the steps listed below.

Country Code

Enter the code for the country that is being defined. This code can be up to 4 alphanumeric characters in length.

Name

Enter the descriptive name for the country that is being defined. This field can be up to 30 characters in length.

Short Name

Enter the short name for the country that is being defined. This field can be up to 16 characters in length and will be used on screens, stubs and reports where space is prohibitive.

State/Province Maintenance

Code	Name	Short Name	Print on Stub Prevailing Wage Rate
AK	Alaska	Alaska	<input type="checkbox"/>
AL	Alabama	Alabama	<input type="checkbox"/>
AR	Arkansas	Arkansas	<input type="checkbox"/>
AS	American Samoa	Samoa	<input type="checkbox"/>
AZ	Arizona	Arizona	<input type="checkbox"/>
CA	California	California	<input type="checkbox"/>
CO	Colorado	Colorado	<input type="checkbox"/>
CT	Connecticut	Connecticut	<input type="checkbox"/>
CZ	Canal Zone	Canal Zone	<input type="checkbox"/>
DC	District of Columbia	Columbia	<input type="checkbox"/>
DE	Delaware	Delaware	<input type="checkbox"/>

Pgm: PYSTATE – State/Province Maintenance

Use this form to declare the different states and/or provinces in which payroll and taxes must be reported within the countries your payroll system will be run. CMiC Enterprise will come with the following codes for the United States and Canada already defined.

Please note that this table includes any location that must report payroll and taxes to the country specified. For this reason you will note that we have included:

CANADA: Alberta, British Columbia, Manitoba, New Brunswick, Newfoundland and Labrador, Nova Scotia, Northwest Territories, Ontario, Prince Edward Island, Quebec, Saskatchewan and the Yukon Territory.

UNITED STATES: Alaska, Alabama, Arkansas, American Samoa, Arizona, California, Colorado, Connecticut, Canal Zone, District of Columbia, Delaware, Florida, Federated States of Micronesia, Georgia, Guam, Hawaii, Iowa, Idaho, Illinois, Indiana, Kansas, Kentucky, Louisiana, Massachusetts,

Maryland, Maine, Marshall Islands, Michigan, Minnesota, Missouri, Northern Mariana Islands, Mississippi, Montana, North Carolina, North Dakota, Nebraska, New Hampshire, New Jersey, New Mexico, Nevada, New York, Ohio, Oklahoma, Oregon, Pennsylvania, Puerto Rico, Palau, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Virginia, Virgin Islands, Vermont, Washington, Wisconsin, West Virginia, and Wyoming.

If running payroll in any of these pre-defined provinces or states, there is no need to access this form.

Country Code

Enter / Select the Country in whose jurisdiction to define or view the States / Provinces in the next block. This code must have been set up previously within the Country Maintenance form.

State/Province Code

Enter the code for the state/province. This code can be up to 4 alphanumeric characters in length.

Name

Enter the descriptive name for the state/province. This field can be up to 30 characters in length.

Short Name

Enter the short name for the state/province. This field can be up to 16 characters in length and will be used on screens, stubs and reports where space is prohibitive.

Print On Stub Prevailing Wage Rate

If this flag is checked, the prevailing wage rates will be printed on stubs based on the work location of the timesheets.

County/Region Maintenance

Select Country

Country: US United States of America
State/Province: IL Illinois

County/Region Details

Code	Name	Short Name
COOK	Cook County	Cook Cty
LAKE	Lake County	Lake Cty

User Extensions +

- User Extension1
- User Extension2
- User Extension3
- User Extension4
- User Extension5
- User Extension6
- User Extension7
- More Extensions ...

Related Screens +

New Payroll

- Related Screen 2
- Related Screen 3
- Related Screen 4
- Related Screen 5
- Related Screen 6
- Related Screen 7
- More Related ...

Enter A Valid County Code

Record: 1/2 ... <OSC>

Pgm: PYCOUNTY – County/Region Maintenance

This is an Optional Setup. Use this form to enter counties within states where the distinction of this type of geographic region is required. The entry of a county or region is not mandatory and is used for information purposes only. Counties and Regions have no role in the calculation and/or reporting of tax.

NOTE: In order to setup Cities, County/Regions must be setup first.

Country Code

Enter / Select the Country in whose jurisdiction to define or view the counties in the next block. This code must have been set up previously within the Country Maintenance form.

State/Province Code

Enter / Select the State/Province code in whose jurisdiction to define or view the Counties in the next block. This code must have been set up previously within the State/Province Maintenance.

Counties Code

Enter the code for the county/region being defined. This code can be up to 4 alphanumeric characters in length.

Name

Enter the descriptive name for the county/region. This field can be up to 30 characters in length.

Short Name

Enter the short name for the county/region. This field can be up to 16 characters in length and will be used on screens, stubs and reports where space is prohibitive.

City Maintenance

Select Country

Country	US	United States of America
State/Province	IL	Illinois
County	LAKE	Lake County

City/Town Details

Code	Name	Short Name
NBRK	Northbrook	Northbrook

Enter The City Code

Record: 1/1 ... <QSC>

User Extensions +

- User Extension1
- User Extension2
- User Extension3
- User Extension4
- User Extension5
- User Extension6
- User Extension7
- More Extensions ...

Related Screens +

New Payroll

- Related Screen 2
- Related Screen 3
- Related Screen 4
- Related Screen 5
- Related Screen 6
- Related Screen 7
- More Related ...

Pgm: PYCITY – City and Town Maintenance

This is an Optional Program. Use this form to enter cities within states where the distinction of this type of geographic region is required. The entry of a city is not mandatory and is used for information purposes only. Cities have no role in the calculation and/or reporting of tax.

Country Code

Enter / Select the Country in whose jurisdiction to define or view the counties in the next block. This code must have been set up previously within the Country Maintenance form.

State/Province Code

Enter / Select the State/Province code in whose jurisdiction to define or view the Counties in the next block. This code must have been set up previously within the State/Province Maintenance.

Counties Code

Enter the code for the county/region being defined. This code can be up to 4 alphanumeric characters in length.

City Code

Enter the code for the city/town being defined. This code can be up to 4 alphanumeric characters in length.

Name

Enter the descriptive name for the city/town. This name can be up to 30 characters in length.

Short Name

Enter the short name for this city/town. This name can be up to 16 characters in length and will be used on screens, stubs and reports where space is prohibitive.

Overview – Global Tables

Global Tables are maintenance setups that are used throughout the Enterprise System. The most important of these in relation to the Payroll System includes the Banking setups which vary from the standard Banking setups in the other modules as well as the Text Type/Codes.

Text Type

At least one Text Type must be setup for use within the Payroll System. This will be selected in the Control File for Payroll Company Setup.

NOTE: The Text Code values associated to the selected Text Type will be available to the Payroll System when completing items like the updating of an Employee History Profile – using the Text Code to label the Reason for a change being made.

See the System Data Reference Guide for further information on setting up these codes.

Text Code

Although the system will function without any Text Codes setup, they are recommended. When these codes are specified in association with the printing or display of certain forms/reports, they will replace the code with the associated message. A sample might be to have a code for 'Salary Review' that may be used in updates to employee history to identify easily what change was made.

NOTE: These are individual messages for a Company (If using more than one company, each company must enter them with unique codes for use)

See the System Data Reference Guide for further information on setting up these codes.

Weight/Measure

Entering the different Weights and Measures used by different companies being setup in the system requires two steps. First the individual codes must be setup, and then the conversion values must be entered. The most important values for Payroll relate to time – specifically the HOUR setup, but also optional DAY, WEEK, MONTH values for use in Equipment billing through Payroll.

See the System Data Reference Guide for further information on setting up these codes.

Company Settings & Configuration

Payroll Company Setup

Prior to getting started in Payroll, certain Local and Global tables will need to be completed. Global Tables are used by all modules in Enterprise and many are used in multiple applications. However the Bank Account setup is different in Payroll then in the other Modules.

Default Login Settings

Default Company

User DA

Company Code CCC CMiC Test Construction Co

Security Group CCPAYROLL CCC Payroll Employees

User Extensions +

- User Extension1
- User Extension2
- User Extension3
- User Extension4
- User Extension5
- User Extension6
- User Extension7
- More Extensions ...

Related Screens +

- Related Screen 1
- Related Screen 2
- Related Screen 3
- Related Screen 4
- Related Screen 5
- Related Screen 6
- Related Screen 7
- More Related ...

Enter

Record: 1/1 ... List of Valu... <OSC>

Pgm: PYSET – Default Company Login

This form specifies the Default Company and Security Group for the user entering this screen. The company and security group defined on this screen will default to the appropriate fields within the Payroll application whenever this user enters data. If both Canadian and US payrolls are installed in the system, it is possible to have a different default company for each payroll.

The Security Group must have been previously set up via the System Data Payroll Security Menu. Once set, this form does not need to be re-accessed unless a different default company and security group needs to be specified. All values are selected from LOV lists based on company and security access of the current user.

Company Code

Enter/Select the code for the company whose defaults are being defined.

Security Group

Enter/Select the code for the security group to which this user belongs. The security group must have been set up previously via the System Data Payroll Security Menu.

Company Maintenance Setups

A number of file maintenance procedures are specific to each company set up with the Payroll. The Company tables required for this purpose are accessed from the Company option off the Setup menu. If you are setting up the Payroll for the first time, it is recommended that these tasks be done after setting up the Local Tables.

For further information about setting up Pay Runs and Pay Rates, please refer to the *Pay Run Setup – Quick Guide* and *Pay Rates Setup – Quick Guide* sections at the end of this reference guide.

Payroll Control File Configuration

The Payroll Control File is used to hold the default Company information required for processing a payroll. The control file maintains such information as the default pay rate types, GL Accounts and Workers Compensation/Public Liability rules. Each different type of information is on its own related tab.

Payroll Control – General Tab

Company's Profile

Company: CCC CMiC Test Construction Co

FEIN Number: 03-0279465 CCC CMiC Test Construction

Country: US United States of America State/Prov: IL Illinois

County: City:

Work Days/Year: 260 Hours / Year: 2080

Job Summary By: Job by Employee

Default Journal: PY Payroll

Default Adj. Journal: PY Payroll

Text Type: CCC-PY Payroll Reason Codes

Use Charge Rate Multiplier: Normal Hours Only

Use Bill Rate Multiplier: Normal Hours Only

☐ Calculate Workers Compensation ☐ Calculate Workers Comp. by Job

☐ Calculate Public Liability ☐ Public Liability by Job

☒ Post Transaction by Hour Type in Job Cost ☒ Post Transaction by Shift Type in Job Cost

☒ Calculate Overhead ☐ Overhead Summary ☒ Create Vendor From Employee

Checked: Timesheet Posting Will Calculate Payroll Overhead

Record: 1/1 <OSC>

Pgm: PYCOMPRO – Company Profile – General Tab

The information on the General Tab sets up your Company default location (impacting Tax calculations) as well as the company default hours and days of work per year. Additionally it will determine Job Summary, Journal codes used, Text codes available and several check box options for items like Charge/Billing Rate multipliers, Workers Compensation/Public Liability defaults and detail levels in posting to Job cost.

NOTE: More than one company setup can be used by the same Federal Employer's Identification Number (FEIN). Note that all values on the General Tab page in Control are selected from LOV lists except for the Work Days/Year and Hours/Year default options.

FEIN Number

Select the FEIN associated with this company.

This number is very important if you have assigned Minimums and Maximums to the Benefits, Deductions, Taxes or Expenses to the FEIN used. As processing occurs, the system will look to verify whether minimum and maximums need to be applied.

Country

Enter the Country Code where the Company is located.

State/Province

Enter the State Code where the Company is located.

County

Enter the County Code where the Company is located.

City

Enter the City Code where the Company is located.

Work Days/Year

Verify/Modify the default workdays per year for the company that is being defined.

The system will default 260 days to this field (based on a 5-day workweek). The workdays default will be used when the calculation of daily wage for a salary employee is required

Hours/Year

Verify/Modify the default work hours per year for the company that is being defined.

The system will default 2080 hours to this field (based on a 5-day, 40 hour work week). The workdays default will be used when the calculation of daily wage for a salary employee is required

Job Summary By

Select the option that represents the appropriate format for the distribution of costs interfaced from timesheet entry to the job costing application for the company that is being defined.

The system provides for the following options: Job/Phase/Category, Job by Employee, Job by Date, Employee by Date, Timesheet and Job/Phase/Category without Inter-branching. The system defaults the Job by Employee as the standard interface method.

See: Job Summary Reporting Options

Default Journal

Enter/Select the default journal code to be used for the posting of General Ledger transactions generated by the company that is being defined.

The code must have been set up previously within the GL Journal File Maintenance Screen.

Default ADJ Journal

Enter/Select the default journal code to be used when posting Payroll Timesheet Adjustments.

The code must have been set up previously within the GL Journal File Maintenance Screen.

Text Type

Enter the Text Type Code associated with the text codes used in the assigning of reasons within the Employment History

User Charge Rate Multiplier

Charge Rate will be calculated using the Base Rate Multiplier for the hour type selected from the drop down menu list.

Select NONE if you want to use the straight charge out rate regardless of the rate code multiplier associated with the type of hours being charged.

Use Billing Rate Multiplier

Billing Rate will be calculated using the Base Rate Multiplier for the hour type selected from the drop down menu list.

Select NONE if you want to use the straight bill rate regardless of the rate code multiplier associated with the type of hours being billed.

Calculate Workers Compensation

Check this option if you must calculate Worker Compensation within the company that is being defined.

Leave this box blank if you do not require the Calculation of Worker Compensation data within the company that is being defined.

If you check this option the system will validate the entry of all Worker Compensation information and run the required Worker Compensation processing.

Calculate Workers Comp by Job

Check this option if you want the worker compensation rates to be calculated based on the job detail entered within timesheet entry.

If you select this option you must set up the WC code for ALL jobs or for each job within the Worker Compensation by Job screen. If this flag is checked, then this setting takes precedence over the Workers Comp from Job settings at the employee level on the Employee Profile and the worker compensation code on the job will default on the timesheet.

Leave this box blank if you want to apply the worker compensation settings on the Employee Profile, Company tab.

This flag will set the company default, and if unchecked, you have the option to change this default on an employee-by-employee basis.

Calculate Public Liability

Check this box if you must calculate Public Liability within the company that is being defined.

If you check this option the system will validate the entry of all Public Liability information and run the required Public Liability processing.

Leave this box blank if you do not require the calculation of Public Liability data within the company that is being defined.

Public Liability by Job

Check this option if you want the public liability rates to be calculated based on the job detail entered within timesheet entry.

If you select this option you must set up the PL code for ALL jobs or for each job within the Public Liability by Job screen. If this flag is checked, then this setting takes precedence over the Public Liability

from Job setting at the employee level on the Employee Profile and the public liability code on the job will default on the timesheet.

Leave this box blank if you want to apply the public liability settings on the Employee Profile, Company tab.

This flag will set the company default, and if unchecked, you have the option to change this default on an employee-by-employee basis.

Post Transaction by Hour Type in Job Cost

If your operation is going to be using Job Billing, when posting timesheets to Job Cost you will want each hour type to be a unique transaction, so that bill rates are unique by Regular, Overtime and Double-time.

If this field is not checked all hour types are summed together and the bill rate is a merged rate.

Post Transaction by Shift Type in Job Cost

If your operation is going to be using Job Billing, when posting timesheets to Job Cost you will want each shift type to be a unique transaction, so that bill rates are unique by Day, Evening and Night.

Calculate Overhead

If using the Payroll Overhead codes (Payroll>Setup>Job>Overhead Codes), then check this flag to have the Timesheet Posting form default for calculating and applying the overheads. If unchecked, then the Timesheet Posting form flag will by default be unchecked as well. Users will have to check it prior to posting timesheets in order to charge overheads to the jobs.

Create Vendor From Employee

If creating a vendor from an employee, check this flag to enable the “Create BP/Vendor” button on the Employee Profile. The “AP EFT Distribution Method” field in the Direct Deposit tab of the Company Control will be visible when this flag is checked.

Post By Burden Transaction Type – Checkbox

Check this box to order timesheet posting according to the associated burden transaction type.

NOTE: If this box and the ‘Post Transaction by Hour Type in Job Cost’ box are checked, the labor cost transaction lines will display individual lines for each transaction type, as opposed to single lines for base wage and burdens lump sum amount.

Job Summary Reporting Options

Job/Phase/Category

Interface one line per job/phase/category per pay run to the job cost, application of inter-branch charges will be done if applicable.

This option must be used in order to use the Job Billing Report “Labor Detail Report”

Job by Employee

Interface one line per job/phase/category per employee per pay run to the job cost application.

Job by Date

Interface one line per job/phase/category per date per pay run to the job cost application.

Employee by Date

Interface one record per job/phase/category per day per employee per pay run to the job cost application.

Timesheet

Interface one record for each timesheet type entered on a timesheet line.

Job/Phase/Category Without Inter-branching

Interface one line per job/phase/category per pay run to the job cost application and do not apply Inter-branch charges.

Payroll Control – Rate Codes Tab

The screenshot displays the 'Company Profile Maintenance' window for 'Payroll - TESTV10_X'. The 'Rate Codes' tab is active, showing the following data:

Category	Rate Code	Description
Normal Hours	REG	Regular
Overtime Hours	OT	Overtime
Double Overtime Hours	DOT	Double Overtime
Other Hours	OTHR	Other

The right sidebar contains 'User Extensions' (User Extension1 through User Extension7, and More Extensions ...) and 'Related Screens' (New Payroll, Related Screen 2 through Related Screen 7, and More Related ...).

At the bottom, a status bar indicates 'Record: 1/1' and '<OSC>'.

Pgm: PYCOMPRO – Company Profile – Rate Codes Tab

The Rate Codes entered here will determine the default codes used for each of the four types of standard Hours. These values are used to identify hour types in various timesheet forms. The 'Other' Hours type is also used when recording Leave time.

Normal Hours

Enter a default code for Normal Hours.

Overtime Hours

Enter the default Overtime Hours Rate Code.

Double Overtime Hours

Enter a default Double Overtime Hours Rate Code.

Other Hours

Enter the default Other Hours Rate Code.

NOTE: Code Values from Rate Code Maintenance are used to define the type of hours in timesheet entry.

Payroll Control – Accounts Tab

Company's Profile

Company: CCC CMiC Test Construction Co

General | Rate Codes | Accounts | Direct Deposit | Rules | E-Timesheet | Reports

Debit Salary/Wage	6000.100	Non Job Salary Expense
Debit Clearing	6900.100	Payroll Clearing (DR)
Credit Clearing	6900.101	Payroll Clearing (CR)
Advance Holding Account for Expenses	6400.400	Advance Holding For Expenses
Leave Expense Accrual Account	6002.103	Employee Leaves Accrual
Leave Liability Account Code (Clearing)	6002.105	Leave Liability Clearing

User Extensions +

- User Extension1
- User Extension2
- User Extension3
- User Extension4
- User Extension5
- User Extension6
- User Extension7
- More Extensions ...

Related Screens +

New Payroll

- Related Screen 2
- Related Screen 3
- Related Screen 4
- Related Screen 5
- Related Screen 6
- Related Screen 7
- More Related ...

Enter The Account To Which The Debit Of Non Job Cost Direct Salaries/Wages Will Be Expensed

Record: 1/1 ... List of Valu... <OSC>

Pgm: PYCOMPRO – Company Profile – Accounts Tab

The Account Codes entered here will determine the default codes used for each of the labor-related transactions that can be posted.

NOTE: All values on the Accounts Tab page in Control are selected from LOV of the General Ledger Account Codes.

When configuring Accounts for use in Payroll, the GL Account must be preconfigured in the Chart of Accounts (General Ledger – Account Entry). Using the LOV or manual entry, enter the specific GL Accounts to be used for the specified types of transactions on the display.

Payroll Control – Direct Deposit Tab

Company's Profile

Company: CCC CMiC Test Construction Co

General | Rate Codes | Accounts | **Direct Deposit** | Rules | E-Timesheet | Reports

Direct Deposit Remote Identification

Direct Deposit Batch Identification

Positive Pay Remote Identification

Positive Pay Batch Identification

Direct Deposit Routing Code

☐ Direct Deposit Balance Record

Days b/w Desc. And Effective Date: 0

Region Code: 1

Customer ID

Replace Customer ID For: All ACH Record

AP EFT Distribution Method: E-Mail

Direct Deposit Stub Secure Password: SSN/SIN Number

User Extensions +

User Extension1

User Extension2

User Extension3

User Extension4

User Extension5

User Extension6

User Extension7

More Extensions ...

Related Screens +

New Payroll

Related Screen 2

Related Screen 3

Related Screen 4

Related Screen 5

Related Screen 6

Related Screen 7

More Related ...

Wells Fargo RID (Remote Identification) For Direct Deposit.

Record: 1/1

Pgm: PYCOMPRO – Company Profile – Direct Deposit Tab

If your company is not using Direct Deposit payments, then these settings can be left blank. If your company will be using Direct Deposit, then the information provided by your Banking partner will be entered into this form for use in Payroll deposits for employees.

Direct Deposit Remote Identification

Enter the Direct Deposit Remote Identification code.

Direct Deposit Batch Identification

Enter the Direct Deposit Batch Identification.

Positive Pay Remote Identification

Enter the Positive Pay Remote Identification code.

Positive Pay Batch Identification

Enter the Positive Pay Batch Identification code.

Direct Deposit Routing Code

Enter the direct deposit routing code.

Direct Deposit Balance Record

Check the Direct Deposit Balance Record Box if you wish to include a transaction type '27' offset record within the direct deposit file.

Days between Descriptive and Effective Date

Enter the number of Days between the Descriptive date and the Effective date.

Region Code

Enter the Region Code.

Customer ID

Enter the Customer Identification code provided by financial institution.

Replace Customer ID For

Enter either All ACH Record or Only Header Record in this drop-down.

If All ACH Record is selected, the Customer ID will be displayed in the record type 1, 5 and 8 of the ACH file. If Only Header Record is selected, the Customer ID will be displayed in the header of the ACH file, while the FEIN for the subsidiary company in the General tab of the Company Control will be displayed in record types 5 and 8. The FEIN of the parent company can be entered in the Customer ID field of the Company Control and this will be displayed in record type 1 of the ACH file.

AP AFT Distribution Method

This field with a drop down menu is used for identifying the method that should be used when defining the rules for Check stub submission for the checks created for the Employees/Vendors in Accounts Payable. The available drop down menu options are: email and mail.

Direct Deposit Stub Secure Password

This field with a drop down menu allows users to choose different password options for emailing a secure PDF Direct Deposit Stub.

The following options are: No password, SSS/SIN Number, DOB Month +Date +First Name, DOB Month +Date +Last Name, SSN/SIN Last 4 digits +Last Name

Payroll Control – Rules Tab

Company's Profile

Company: CCC CMiC Test Construction Co

Rules

☐ Document Code Required

☒ Allow Timesheet Entry for Inactive Employees

☐ Allow Cost And Bill Adjustment In Open Period

☐ Over Time Rules: Work Week Includes Sat, Sun, & Holidays

☐ Use Pay Rate When Charging GL For Overhead Timesheets

☐ Use Pay Rate For Charging Job Timesheets

☐ Reason Code Is Mandatory On Employee History

☐ Calculate Salary Leave Accrual Like Hourly Employees

☒ Include Emp who have no Timesheets In Processing

☒ Validate Unposted Timesheet In Processing

☒ Allow Posting To Future GL Period

☒ Validate Payroll Processed Before Printing Checks

☐ Primary Exemption(s) Amount Is Mandatory

☐ Primary Exemption(s) Is Mandatory

☐ Include New Employees in Generate TS Utility

☐ New Employees Workers Comp from Job

☐ New Employees Public Liability from Job

SSN unique by: FEIN

Allow Negative Expense Claims: Warning

Salaried Pay Rate: Variable (Based On Period Working Days)

Allow More Than Eligible Hours: No

Payroll Overtime Rule Method: 1. Original Method: either daily or weekly overtime rule but not both

☐ Allow Calculated Salary Charge Rate

Salary Charge Rate Calc Method: 1. Original Method: Prorates full salary wage across all hours

User Extensions +

User Extension1

User Extension2

User Extension3

User Extension4

User Extension5

User Extension6

User Extension7

More Extensions ...

Related Screens +

New Payroll

Related Screen 2

Related Screen 3

Related Screen 4

Related Screen 5

Related Screen 6

Related Screen 7

More Related ...

Checked: Document Code Is Mandatory In Timesheet Entry And Processing

Record: 1/1 ... <OSC>

Pgm: PYCOMPRO – Company Profile – Rules Tab

The Rules set in Payroll Control impact data entry, processing and Cost/Billing processes as well as having an impact on the Human Resources system.

Document Codes, if set as required here, will need to be entered whenever entering timesheet information as well as expenses and benefit/deduction/tax over-rides.

Overtime Rules have an impact in allowing or disallowing the use of weekend and holidays as regular work days or days deemed to be used in Overtime processing.

SSN Unique settings impact both Payroll and Human Resources in determining whether a SSN may exist in more than one place. This may impact companies that use more than one company code.

The Salaried Pay Rate field relates only to Semi-Monthly Pay Runs. It dictates calculation formula as either fixed or variable depending on the Company need for standard hours by Period or by Annual calculation.

Document Code Required

Check this box if you want to make the document code mandatory within timesheet entry screens.

Allow Timesheet Entry for Inactive Employees

Depending on your payroll rules you may need to enter timesheets for inactive employees. If this will be required, then check this field.

If checked, timesheet data may be entered for employees prior to their hire date, after a layoff/termination or after death.

Allow Calculated Salary Charge Rate

If this is checked the system will allow for the re-allocation of charge rates to job cost according to the actual hours worked instead of the standard hourly rate

For example, a salaried employee gets paid \$400 per week for a 40 hour week, i.e. \$10 per hour.

However when the timesheets were entered for this employee 42 hours were charged to job X. This means that the job was charged \$420 while the employee only made \$400.

If you check this box, the system will allow you to pro-rate the salary charges to the job and re-allocate the job at \$9.52 per hour.

Allow Cost and Bill Adjustments in Open Periods

If this flag is unchecked Cost and Billing adjustments may only be done in fully processed and posted pay periods that are considered to be Closed. Adjustments to the current timesheets must be done by reversing the original transaction.

Over Time Rules: Work Week Includes Weekends and Holidays

If this field is unchecked, Overtime rules will only be applied to time worked Monday through Friday. If checked, time worked on Saturday, Sunday and Holiday will be included in regular overtime calculation, and special rules for Saturday, Sunday and Holiday Overtime will be ignored.

Use Pay Rate When Charging the General Ledger for Overhead Timesheets

If selected, employee's Pay Rate will be used when recording Overhead G Lines. If not selected, the system will use the Charge Rate to calculate for Overhead G Lines.

Use Pay Rate For Charging Job Timesheets

If selected, employee's Pay Rate will be used when posting Job Timesheets. If not selected, the system will use the Charge Rate to calculate.

Reason Code Is Mandatory On Employee History

If this field is checked, the Reason Code will be required when adding a history record in the Employment History Maintenance screen.

Include Employees who have no Timesheets in Processing

Selecting this option will allow processing of employees with no Timesheets for the current period, including salaried employees. This can be over-ridden on the Payroll Processing form to include/exclude employees with no current timesheets.

Validate Unposted Timesheet In Processing

If this field is checked, the system will not allow payroll processing if unposted timesheets were found for the period.

Allow Posting in Future GL Period

Check the flag if posting in future GL periods will be allowed.

Validate Payroll Processed Before Printing Checks

If this flag is checked the system will not allow checks for salaried employees to be printed without processing the payroll first, and if it's unchecked, checks can be printed right after timesheet posting.

Primary Exemption(s) Amount Is Mandatory

If this flag is checked the Primary Exemption Amount must be entered in the Tax tab of the employee profile or when updating a history record. The Exemption Amount will also be mandatory when updating exemptions in the Tax Exemptions pop-up in the employee profile.

Primary Exemption(s) Is Mandatory

If this flag is checked, the number of exemptions Amount must be entered in the Tax tab of the employee profile or when updating a history record.

Include New Employees in Generate TS Utility

If this flag is checked, new employees will be included in the Generate Timesheet Utility by default and the Include In Generate Timesheet Utility flag will be automatically checked for new employees.

New Employees Workers Comp from Job

If this flag is checked, the Workers Comp from Job flag will be checked on the Employee Profile by default when creating new employees.

New Employees Public Liability from Job

If this flag is checked, the Public Liability from Job flag will be checked on the Employee Profile by default when creating new employees.

SSN Unique By

Depending on how payroll should be run, there may be a requirement that employee SSN numbers be unique across the FEIN, FEIN/Company, Company/Paygroup or None. Select the required validation.

The default option of None means that there will be no verification that an employee does not already exist in the database in any company.

Allow Negative Expense Claims

Select the option “Yes” if negative expense claims by employees are allowed. Select the option “No” if negative expense claims by employees are not allowed, and select the “Warning” option to receive a warning if negative expense claim exceeds ¼ of the employees’ gross pay.

Salaried Pay Rate

Select the formula to be used in calculation of pay rate in timesheets for salaried employee belonging to Semi-Monthly pay run.

- **Variable** – Based on Period Working Days (Default). This option will change the hours in the formula to match the hours in the current pay period.
- **Fixed** – Based on Annual Working Days. This option will change the hours in the formula to match the hours in the current year.

NOTE: If converting from mPower 2000, this should be set to 'Fixed', while users converting from mPower 2002 should select 'Variable' in order to maintain the same processing functions used previously.

Allow More then Eligible Hours

Select warning levels for employee timesheet entry of Leave hours (Example – Sick Time, Vacation Time) that exceed their allowances.

- No – System will prevent entry of Leave that exceeds allowances.
- Yes – System will allow entry of Leave time exceeding allowance.
- Warning – System will allow entry with a Warning when Leave time exceeds allowance.

Payroll Overtime Rule Method

Select the Overtime Rule Method. Option 1 is the Original Method: either daily or weekly overtime rule but not both. Option 2 is Daily and weekly overtime rules allowed; overtime applied to latest hours first. In option 2, both daily and weekly overtime rules are set up and when the overtime rules are processed, the rule with the higher number of overtime hours is selected.

Salary Charge Rate Calc Method

Select the Salary Charge Rate Calculation Method. Method 1 is the Original Method.

Method 2 considers the unpaid leave hours in order to calculate period salary. The charge rate will be calculated based on the total hours paid for the period rather than based on full period hours.

Payroll Control – E-Timesheet Tab

Company's Profile

Company: CCC CMiC Test Construction Co

General Rate Codes Accounts Direct Deposit Rules E-Timesheet Reports

Maximum Normal Working Hours Allowed:
Maximum Job Hours Allowed:

☒ Default Current Period From Company Pay Period
☐ Automatic Timesheet Approval
☒ Non Billable Hours Post to Job Cost
☒ Allow E-Expense Posting Through Timesheet Posting
☒ Allow Non-Billable Hours Timesheets
☒ Allow Job Cost Hours Timesheets
☐ Allow All Allocations When Access Code Allows None
☒ Allow Other Hours Entry on E-Timesheet Screen
☐ Comments - E Expense
☐ Comments - E Time
☒ Cost Allocated On Equipment Work Order
Default Category: CFB
☐ Overhead Time Account Code

☒ Filter Phases for Default Category
Default Category: 1000
Allow Shift Selection:
☒ "All Shifts"
☒ Day
☒ Evening
☒ Night
Default Shift: Day
☐ Consider OT And DOT As Regular Work Week Hours
☒ Audit E-Timesheet
Reason For Change Entry: Mandatory

Enter The Maximum Number Of Normal Working Hours An Employee Can Enter In E-Timesheets Or Leave Blank If Not Applicable.

Record: 1/1 ... <OSC>

Pgm: PYCOMPRO – Company Profile – E-Timesheet Tab

These values are only required if using the E-Time application for Timesheet data entry by either employees, or some form of supervisor/administrator.

Settings of the controls here impact the functionality of E-Time in offering the administrator control over what employees may enter into their respective timesheets. Additionally the requirement of whether to automatically approve, or manually approve timesheets is controlled here. Entry of data that impacts Job Cost, but not Job Billing is also controlled by this form.

Maximum Normal Working Hours Allowed

If utilizing the E-Time application then you may want to enter the maximum number of normal working hours each employee can enter via E-Timesheets

Time exceeding this limit will not be allowed in e-time, however it can be entered through the normal timesheet entry in Payroll.

Maximum Job Hours Allowed

If utilizing the E-Time application then you may want to enter the maximum number of normal working hours each employee can enter against a single job via E-Timesheets

Time exceeding this limit will not be allowed in E-Time, however it can be entered through the normal timesheet entry in Payroll.

Default Category

This field allows the user to set a default category for timesheet entry.

Default Current Period From Company Pay Period

The default values for Year and Period fields in the e-timesheet entry will come depending on the setting of this flag. If it is unchecked, the current calendar year and period from the system date will be defaulted to those fields, and if the flag is checked default values will be the first open year and period in the Company Pay Period form.

Automatic Timesheet Approval

Check this flag if your company requires specific approval in the E-time module of the timesheets entered via E-Time.

Non Billable Hours Post to Job Cost

If you are using E-Time, you have the ability to pass Non Billable Hours entered in E-Time through to jobs. The E-Time Hour type 'Non billable Hours' can be used simply as a memo transaction in the Payroll System or the Non Billable Hours entered can be posted through to the Job Cost system, thereby updating the Quantities on the job.

When checked the Quantity of hours that are Non Billable will be reflected in Job Cost. If this is not checked the only reporting on non-billable hours is via Payroll Timesheet reports.

Allow E-Expense Posting Through Timesheet Posting

If this flag is checked all approved e-expenses will be available for posting in the Timesheet Posting form, at the same time as the timesheets for the same period, or separately. A document code, created at the time of the e-expense entry containing prefix EXP, employee code and year/period, can be selected from the LOV and posted. Also if this flag is checked all Tax fields will become available in the E-Expense form, giving user an option to enter up to 3 taxes for each line.

When this flag is left unchecked E-Expenses will be posted at the time of the final payroll posting.

Allow Non-Billable Hours Timesheets

If this flag is checked, the Non-billable Hour Type can be entered in timesheet entry.

Allow Job Cost Hours Timesheets

If this flag is checked, the Job Cost Hour Type can be entered in timesheet entry.

Allow All Allocations When Access Code Allows None

If this flag is checked, all allocations are allowed when the Access Code Administration screen does not allow any allocations.

Allow Other Hours Entry on E-Timesheet Screen

If this flag is checked, then Other hour types including Normal Working Hours can be entered in JSP E-timesheet entry.

Comments – E-Expense

If this flag is checked, comments will be mandatory when entering e-expenses.

Comments – E-Time

If this flag is checked, comments will be mandatory when entering timesheets.

Overhead Time Account Code

If this flag is checked in the Company Control, then the Department and Account specified on the Employee Profile that defaults in overhead lines in E-Time timesheet entry will not be editable.

Filter Phases For Default Category

This flag allows users to filter phase LOV to only those phases that have the default category which is specified on the company's Control File. When this flag is checked then "default category" will become mandatory.

Allow Shift Selection

The shifts selected here will be the ones that will be allowed in the Job Pay Rates Maintenance screen. They will also be available for entry in Mechanic Timesheet. Select the Default Shift Type that will default in the Mechanic Timesheet entry screen upon opening the screen.

Consider OT and DOT Regular Work Week Hours

The e-timesheet entry screen will consider the 'Minimum Hours Code' from the employee profile and if the code is null then it will take the Minimum Hours Code from the Company Control.

This rule also exists on company control to consider the "Overtime" and "Double Overtime" as regular work week hours. The default value for the flag will be un-checked.

Audit E-timesheet

When this flag is checked, a new Audit table is created for storing all audit history for employee timesheet activities including updating, inserting and deleting timesheet by user and approver. The audit stores the E-timesheet user access code, action, date, time and comments.

In addition, when this flag is checked, a drop down menu called "Reason for Change entry" is shown up with 3 options: No, Optional, Mandatory. This feature provides to user to make a comment mandatory or optional when updating, approving and un-approving the timesheet.

Payroll Control – Reports Tab

Payroll - TESTV10_X Company Profile Maintenance

Save

Company's Profile

Company: CCC CMIC Test Construction Co

General Rate Codes Accounts Direct Deposit Rules E-Timesheet Reports

Default Rate For Timesheet Edit Listing: Pay

☒ Print Timesheet Billing Information

Bank Files Default Directory Path: C:\CCC_COMPANY\BANK\

Payroll Govt. Files Default Directory Path: C:\CCC_COMPANY\GOVERNMENT_FORMS\

User Extensions +

Py_Infos

User Extension2
User Extension3
User Extension4
User Extension5
User Extension6
User Extension7
More Extensions ...

Related Screens +

New Payroll

Related Screen 2
Related Screen 3
Related Screen 4
Related Screen 5
Related Screen 6
Related Screen 7
More Related ...

Pgm: PYCOMPRO – Company Profile – Reports Tab

Default Rate for Timesheet Edit Listing

Select the default rate for Timesheet Edit List Report.

Print Timesheet Billing Information

Specify if details of the Bill rate as well as the Pay and Charge rate information will print on the Timesheet Edit List and Adjustment Edit List.

If this field is checked the Payroll Timesheet Edit List and Adjustment Edit List will print the bill rate as well as the requested Pay or Charge Out rate.

Bank Files Default Directory Path

Specify the Directory Path for Bank files. This field is 1000 characters long allows users to setup long network path.

Payroll Govt. Files Default Directory Path

Specify the Directory Path for Government files. This field is 1000 characters long allows users to setup long network path.

Pay Groups

Select Company

Company: CCC CMIC Test Construction Co

Pay Group Details

Pay Group Code: HR Description: HOURLY EMPLOYEES

Short Description: HOURLY EMPLOYEES

Bank: UNITED United Bank

Branch: MAIN United Bank - Main Branch

Bank Account Number: 9876543210

Department: 00 Company Level:

Credit Account Code: 1000.777 United Bank - Checking

☐ Secure ☐ Secure Pay Rate

Payroll Overtime Rule Method: 1. Original Method: either daily or weekly overtime rule but not both

Check Options | Direct Deposit

Company Message:

1st Signature File Name:

2nd Signature File Name:

Company Logo File Name:

☐ Print Company Address On Checks

Check Amount Limit For Two Signatures:

Check Amount Limit For Manual Signature:

View

User Extensions +

User Extension1

User Extension2

User Extension3

User Extension4

User Extension5

User Extension6

User Extension7

More Extensions ...

Related Screens +

New Payroll

Related Screen 2

Related Screen 3

Related Screen 4

Related Screen 5

Related Screen 6

Related Screen 7

More Related ...

Enter Pay Group Code

Record: 1/? ... List of Valu... <OSC>

Pgm: PYPAYGRP – Pay Groups Maintenance – Check Options Tab

Pay Groups exist as smaller subsets of Pay Runs. Pay Groups are matched with pay runs to create timesheet and processing groups. For this reason, the same pay group can be matched with several different pay runs.

Pay Groups are typically groupings such as hourly, union, salaried, and executive. Each pay group must have a bank, branch and the bank account related to General Ledger account code, although different pay groups can share a bank account.

Pay Group Code

Enter the code for the Pay Group that is being defined. This code can be up to 4 alphanumeric characters in length.

Pay Group Description

Enter a description for the Pay Group that is being defined. This description can be up to 30 characters in length.

Short Description

Enter a short description for the Pay Group that is being defined. This description can be up to 16 characters in length and will be used on screens, stubs and reports where space is prohibitive.

Bank

Enter the Bank Code for the Pay Group that is being defined. The system will use this bank when determining the place from which monies will be distributed during a pay run for this pay group. The bank must have been set up previously within Bank Code Maintenance.

Branch

Enter the Bank Branch Code for the Pay Group that is being defined. The system will use this branch when determining the place from which monies will be distributed during a pay run for this pay group. The branch must have been set up previously within Branch Code Maintenance.

Bank Account Number

Enter the Bank Code for the Pay Group that is being defined. The system will use this bank account number when determining the place from which monies will be distributed during a pay run for this pay group. The bank account must have been set up previously within Bank Code Maintenance.

Department

Enter the department associated with the bank GL account entered in the next field. If you want to use the Employee Department Code then leave this field blank.

Credit Account Code

The Bank account that the system should credit when monies are paid from the bank account is non-editable and comes from the Bank Account setup forms.

The system will generate the following transaction when payroll posting is run:

DR	Accumulated Payroll Liability / DR Clearing Account
CR	Bank

NOTE: The account used as the DR to the Accumulated Payroll Liability account is defined on the Company Profile Maintenance in the DR Clearing Account Field.

Secure

If this is a Secured pay group, then click this checkbox. It means that pay rates and employee codes of the members of this group will be available only to employees with the adequate privileges.

Secure Pay Rate

If this flag is checked, the Pay Rate of all employees within this Pay Group will be secured in Payroll Time Sheet Entry screens and reports.

Payroll Overtime Rule Method

Payroll Overtime Rule Method can be selected for Pay Groups in the Pay Groups Maintenance. Users can select a different Method from the one selected in the control file. If no Payroll Overtime Rule Method is selected, then the program will apply the rule selected at the control file.

Check Options Tab

Depending on the style of check and your company policy you want to utilize the fields for check options.

Company Message

Enter the message that is to be printed on the check stub.

1st Signature File Name

If you automatically sign checks when they are being printed then enter the 1st signature file name in this field.

2nd Signature File Name

If your checks required two signatures then enter the 2nd signature file name in this field.

Company Logo

If your checks are blank stock and you want to print your logo on the checks then enter your company logo bitmap file name in this field.

Print Company Address on Checks

Depending on if your Company Logo contains your company address, it may be necessary to print your Company Address on the check.

To ensure that the Bitmap File Names entered are correct use the [**View**] button to show the actual bitmap.

Check Amount Limit for two Signatures

If the amount exceeds the limit specified in this field, then two signatures are required on the check.

Check Amount Limit for Manual Signatures

If the amount exceeds the limit specified in this field, then a manual signature is required on the check.

Direct Deposit Tab

The screenshot displays the 'Pay Groups Maintenance' window with the 'Direct Deposit' tab selected. The 'Select Company' section shows 'CCC' and 'CMiC Test Construction Co'. The 'Pay Group Details' section includes fields for 'Pay Group Code' (HR), 'Description' (HOURLY EMPLOYEES), 'Short Description' (HOURLY EMPLOYEES), 'Bank' (UNITED), 'Branch' (MAIN), 'Bank Account Number' (9876543210), 'Department' (00), and 'Credit Account Code' (1000.777). The 'Direct Deposit' section has a checked box for 'Separate Direct Deposit Bank Account' and fields for 'Bank' (BOA), 'Branch' (EAST), 'Bank Account Number' (654987), 'Department' (00), and 'Credit Account Code' (1000.200). The bottom status bar indicates 'Record: 1/?' and '<OSC>'.

Pgm: PYPAYGRP – Pay Groups Maintenance – Direct Deposit Tab

Separate Direct Deposit Bank Account

If checked, a separate bank account is required for direct deposit.

Pay Periods

Action Edit Block Field Record Query Utility Help Window

Payroll - TESTV10_X Company Pay Period Maintenance

Select Company

Company CCC CMIC Test Construction Co

Pay Run

Pay Run CCCW CCC Weekly Pay Run Frequency Weekly

Check PYCHK01U US Standard Payroll Check Year 2013 Periods 52

Stub PYSTB01U CMIC Standard Pay Stub (Detail) Rates on Check Stub ☐ Start Date 01-01-2013

Rates on Deposit Stub ☐ Available For Dispatch ☐ Show Stub On ESS ☒

Pay Period

	Period Start Date	End Date	Process Date	Post Date	Pay Date	Month	Flag	Posted	Closed Period For
1	01-01-2013	07-01-2013	07-01-2013	07-01-2013	07-01-2013	1	✓	None	
2	08-01-2013	14-01-2013	14-01-2013	14-01-2013	14-01-2013	1	✓	None	
3	15-01-2013	21-01-2013	21-01-2013	21-01-2013	21-01-2013	1	✓	None	
4	22-01-2013	28-01-2013	28-01-2013	28-01-2013	28-01-2013	1	✓	None	
5	29-01-2013	04-02-2013	04-02-2013	04-02-2013	04-02-2013	2		None	
6	05-02-2013	11-02-2013	11-02-2013	11-02-2013	11-02-2013	2		None	
7	12-02-2013	18-02-2013	18-02-2013	18-02-2013	18-02-2013	2		None	
8	19-02-2013	25-02-2013	25-02-2013	25-02-2013	25-02-2013	2		None	
9	26-02-2013	04-03-2013	04-03-2013	04-03-2013	04-03-2013	3		None	

E-Time Message

Enter Pay Run Code

Record: 4/? <OSC>

Pgm: PYPAYPRD – Pay Period Maintenance

This form is used to define the periods which make up the pay runs within a company for a specific year. Once the user enters the first pay period start date, the system will calculate all the other dates automatically. To have the system automatically calculate these dates, press the <Next Rec> key or click on [Next Rec] button after each new line. Continue this process until all the pay periods defined by the frequency of the pay run have been established.

Using the example of a 'weekly' frequency, the system will calculate each period based on a 7-day schedule. Once the start date has been entered in the header block, the system will calculate the end date to be seven calendar days after this date. The process date, post date and pay date will also default with this date. Although users have the option to change all other dates, they will not be given access to the start date. Access is denied to the start date to ensure that there will not be a gap between the end date of one period and the start date of the next period.

When reviewing an existing pay run schedule, the periods and dates previously defined will be displayed in the Pay Period Details block once the details of the company selection block are defined.

NOTE: When defining the pay periods for any given year, please note that even if the start date and end date of the first period is in the prior year, the **post date** must be in the current year for the benefits, deduction and taxes of that period to be included in the correct year.

This form is also used to determine the type of Check and Pay Stub formats as well as enabling users to reopen a posted period in cases where this may be required.

Pay Run

Enter/Select the pay run for which you are defining the pay periods. The pay run must have been set up previously within Pay Run Maintenance.

Check and Pay Stub Formats

Select from the drop down list the check format and Deposit Stub format to be used for this pay run.

Print Rates on Checks/Stubs

If you wish to print the pay rates on either the Direct Deposit Stub or the Payroll Check then you must check these boxes.

NOTE: These boxes will only be available if the format chosen in the previous step has allowance for this field, as not all check or stub layouts are capable of printing the rate.

Year

Verify/Modify the Year for which the pay periods are being defined. The system will default the current year into this field.

Periods

Verify/Modify the number of periods within this pay run. The system will default the number of periods based on the frequency of the pay run. You may change this number as required.

Start Date

Enter the first day for which work will be performed and paid for the pay run you are defining. The system will default the current system date to this field.

Available for dispatch

TBD

Show Stub on ESS

When the flag is checked CMiC will print stub for that year only. The application also considers the PAY DATE for current period. If the system date is equal or lower to the check date then the stub will be available on ESS pay stub printing screen.

Pay Period Detail

The system will automatically generate the pay period numbers up to the total number of pay periods for the pay period frequency defined by the pay run in the previous block. As you move to the next line of the pay run schedule the system will return the next available pay period for the completion of the pay period table.

Start Date

Note the Start Date for the period that is being defined. Once you have defined the start date for the first pay period in the schedule, each subsequent start dates will be defined as the calendar day after the previous period's End Date. This is done to ensure that no gaps exist in the pay period's schedule. For this reason you will not be given access to this field.

End Date

Verify/Modify the End Date. The End Date is the last date for which work can be performed and paid for the period specified to the left of this field. Remember that since there cannot be any gaps in the schedule, the date used within this field will determine the start date of the next period.

The system will automatically calculate and display the end date for this period as being 7 days after the start date, but it can be changed here if desired.

Process Date

Verify/Modify the Process Date. The process date is the date on which the checks will be produced for the pay period being defined. This date may not be the same date as the date printed on the checks themselves.

Post Date

Verify/Modify the Post Date. The post date is the date that the debits and credits associated with this pay period should be recorded in the General Ledger. Note that this may not be the same as the date that the checks are processed.

The system will automatically calculate and display this date for each period of the year, based on the end date for that period.

Pay Date

Verify/Modify the Pay Date. The pay date is the date that will appear on the checks, for the pay period being defined.

The system will automatically calculate and display this date for each period of the year, based on the end date for that period.

Month Field

This field determines in which month a pay period is to report to the Government.

For example your pay period posting date may be July 2, but for government earnings reports this is considered part of June. When creating a new pay period the system will default the month number into this field but you may change it if required.

Posted Flag

A check in the Posted Flag box means that payroll posting has occurred for this pay period. The system will automatically check this box as you post the payroll for the period specified. If you are setting up a pay period schedule for a year in which processing has already occurred, you may need to check the Processed Flag for those periods that have passed.

NOTE: If you are only running payroll for Timesheet Posting, after each pay period is complete you should come into this form and mark the period as processed. This will ensure that the correct year/period is defaulted into the payroll screens.

Closed Period For

A drop-down menu option 'Closed Period For' on 'Timesheet Periods Setup' and 'Company Pay Period' screens allows users to close the period for either only the 'E-Timesheet' or both 'Approver & E-Timesheet'.

Check Locations Maintenance

Action Edit Block Field Record Query Utility Help Window

Payroll - TESTV10_X Clear Record Maintenance

Select Company

Company CCC CMiC Test Construction Co

Check Location Details

Code BELLE

Description Belleville

Base Location On Employee Profile

Pay Group HR HOURLY EMPLOYEES

Checking Account:

Bank BOA Bank of America

Branch EAST East Chicago Branch

Account Number 654987 Payroll Account - US

Direct Deposit:

Bank BOA Bank of America

Branch NILL Nothern IL Galesburg Branch

Account Number 335241 Payroll Account DD

User Extensions +

User Extension1

User Extension2

User Extension3

User Extension4

User Extension5

User Extension6

User Extension7

More Extensions ...

Related Screens +

New Payroll

Related Screen 2

Related Screen 3

Related Screen 4

Related Screen 5

Related Screen 6

Related Screen 7

More Related ...

Enter Check Location Description

Record: 1/? <OSC>

Pgm: PYCHKLOC – Check Locations Maintenance

The Check Locations Maintenance screen is used to set up locations where the employee may work along with the associated bank information. If the “Check Location Processing” option is enabled in System Options, check locations must be set up. If an employee works for a company and moves from one location to another, his pay group can remain the same but his bank information can be changed based on the check location where he has worked so that the employee can cash the check in that area.

Code/Description

Enter the check location code and description. The code can be up to 16 characters long.

Base Location On

Select what the location is based on. There are three options: Timesheet Log, Employee Profile, and Both Timesheet And Profile.

Processing payroll and printing checks with a location code that is based on Timesheet Log will select employees with that location code in the Check Location Log. The Check Location Log has the location of where the employee will be on their next pay, i.e. their final location.

Processing payroll and printing checks with a location code that is based on Employee Profile will select employees with that location code in the employee profile. The Check Location Log will be ignored.

Processing payroll and printing checks with a location code that is based on Both Timesheet and Profile will select employees with that location code on their Employee Profile and in the Timesheet Log.

Pay Group

Enter a Pay Group. This field will default in the Check Printing screen when printing checks with a specified location code.

Checking Account Bank/Branch/Account Number

Enter the checking account bank, branch and account information. The system will use this bank, branch and account when determining the place from which monies will be distributed during a pay run for this check location. The bank must have been set up previously within Bank Code Maintenance. The branch must have previously been set up in Branch Maintenance. Also, the account must have been previously set up in Bank Account Maintenance.

Direct Deposit Bank/Branch/Account Number

Enter the Direct Deposit bank, branch and account information. The system will use this bank, branch and account when determining the place from which monies will be distributed during a pay run for this check location. The bank must have been set up previously within Bank Code Maintenance. The branch must have previously been set up in Branch Maintenance. Also, the account must have been previously set up in Bank Account Maintenance.

Company Work Location Maintenance

Select Company

Company CCC CMiC Test Construction Co

Location Details

Code CHIC Chicago, Illinois

Contact Name Bob Harris

Address 6677 James Street
Suite 400
Chicago

Postal/ Zip Code 60601

Worker Compensation Policy Number

Public Liability Policy Number

Effective Date

Effective Date

User Extensions +

User Extension1
User Extension2
User Extension3
User Extension4
User Extension5
User Extension6
User Extension7
More Extensions ...

Related Screens +

New Payroll

Related Screen 2
Related Screen 3
Related Screen 4
Related Screen 5
Related Screen 6
Related Screen 7
More Related ...

Enter A Valid Worker Compensation Policy Number If Applicable Or Leave Empty

Record: 8/8 ... List of Valu... <OSC>

Pgm: PYCOMLOC – Company Work Location Maintenance

The Company Work Locations screen is used to create associated work locations that allow for company specific validations and list of values. As well, this screen can be used to define exclusive Policy Numbers for Workers Compensation and Public Liability based on a specific location within a company.

NOTE: This screen is optional. Work locations can be derived directly from the work locations screen within the local tables. If however, one company work location is assigned within this screen, users will be required to enter all the relevant work locations for this company.

Location Code

Enter/Select the location code for the location you wish to define. The location code must have been created within the Work Locations Maintenance screen within the Local Tables menu.

Contact Name

Enter the Contact name for the work location that you associating with the company indicated in the first field. The contact name can be up to 30 alphanumeric characters in length.

Location Address

Enter the Location address for the work location that you are associating with the company indicated in the first field. The Locations address is made up of 3 separate address lines that can each be up to 30 alphanumeric characters in length.

Postal / Zip Code

Enter the postal/zip code for the work location that you are associating with the company indicated in the first field.

Worker Compensation Policy Number

Enter the Worker Compensation Policy Number associated with the company indicated in the first field if applicable.

Public Liability Policy Number

Enter the Public Liability Policy No associated with the company indicated in the first field if required.

Effective Date(s)

If a Worker Compensation and/or Public Liability Code is assigned, the Effective Dates for the policies will be displayed in these fields.

Hour Types Maintenance

Action Edit Block Field Record Query Utility Help Window

Payroll - TESTV10_X Hour Type Maintenance

Select Company

Company CCC CMIC Test Construction Co

Hour Type Details

Code	Description	Short Description	Type	Leave Code	E-Time	Over Time Rule	Include For Job Alloc	Validate In/Out Time	Default Exclude Other Hour	Exclude From Salary Ch. Rate Dept Allocation	Calculation Dept Source
BERV	Bereavement	Bereavement	Both		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Timesheet
JURY	Jury Duty	Jury Duty	Both		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Timesheet
PDLV	Paid Leave	Paid Leave	Both		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Timesheet
SICK	Sick	Sick	Both	SICK	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Timesheet
UPLV	Unpaid Leave	Unpaid Leave	Both	UPLV	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Timesheet
VAC	Vacation	Vacation	Both	VAC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Timesheet
			Both		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Timesheet
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Enter Hour Type

Record: 7/7 ... <OSC>

Pgm: PYHRTYPE – Hour Types Maintenance

The system provides for three standard types of hours under which employees are paid within Timesheet entry; Normal, Overtime, and Double Overtime. Hour Types allow for the entry of user defined titles under which hours will be paid on timesheets.

The three standard types of hours defined by the system assume their inclusion in the calculation of all benefits and deductions. As you create the user defined hour types you can specify whether hours entered under this type should be included or excluded from the calculation of benefits or deductions.

Take for example the situation where your company pays employees for taking courses for their personal development, but does not want to include hours paid under this type in the calculation of any benefits or deductions. In this case, you could create an hour type titled 'Personal Development' and set the type to none. Timesheet hours entered under this hour type would not be included in the calculation of benefits or deductions.

NOTE: If you wish to restrict the type of hours used in the calculation of a specific benefit or deduction, you would create a base code for that benefit or deduction and apply only those hour types required as the base elements of that code. Please refer to the section on Base Elements for further details on the creation of Base Codes and Base Elements.

Do not confuse the hour type codes with the rate code for each type of hour. The pay rate defines the calculation factor which is applied to a particular number of hours. The hour type defines the hours themselves.

Hour Type Code

Enter the code for the hour type being defined. This code can be up to 4 alphanumeric characters in length.

Hour Type Description

Enter the description for this hour type. This description can be up to 30 alphanumeric characters in length.

Short Description

Enter a short description for the hour type. This description can be up to 16 characters in length and will be used on screens, stubs and reports where space is prohibitive.

Type

Select the appropriate type for the hour type. The system allows you to select from one of the following options:

- Select **Both** to include hours entered in timesheet entry under this hour type in the calculation of all benefits and deductions.
- Select **Benefit** to include hours entered in timesheet entry under this hour type in the calculation of benefits only. The system will disregard hours found under this hour type in the calculation of deductions.
- Select **Deduction** to include hours entered in timesheet entry under this hour type in the calculation of deductions only. The system will disregard hours found under this hour type in the calculation of benefits.
- Select **None** to exclude hours entered in timesheet entry under this hour type in the calculation of all benefits and deductions.

Leave code *(Optional)*

Enter the leave code for the hour type that is being defined, when this code needs to be linked with a particular leave during timesheet entry. If you need to record the hourly leave on timesheet entry in order for the leave to be paid then you would enter the leave code in this field.

E-Time

If checked, the hour type being defined will be available to users in the E-time Timesheet Entry screen.

Over-Time Rule

If this field is checked, it indicates that this hour type will be considered as a Normal Working Hour for the purposes of the Overtime Rules calculation.

Include For Job Allocation

If the flag is checked then this type of Other hours will be included in the calculation of job allocated benefits or deductions regardless of the previously specified Type. If the flag is unchecked then the payroll processing will take into account a Type defined for this hour type.

Validate IN/OUT Time

If the flag is checked, user the hour type is to be validated for IN/OUT time in e-timesheet entry screen.

Default Exclude Other Hour

If the flag is checked, the hour type will default in the Employee Profile on the “Exclude Other Hours” tab upon creation of a new employee. The flag is available for Other Hours that do not have a Leave code assigned and it can be checked only if the “E-time” flag is checked.

Exclude Hour Type from Salary Charge Rate Calculation

If the flag is checked, the hour type will be excluded from Recalculate Charge Rate functionality.

Department Allocation Department Source

Specify department allocation Department source from the drop-down menu list. The selection determines the department source for burdens and other transactions that are set up for 'Department Allocation'. Valid selections are T=Timesheet Dept (default method) or E=Employee Payroll Dept.

E-time Categories

Select Company

Company: CCC CMIC Test Construction Co

Categories

Code	Description	Ctrl	W/M	E Time
1000	Labour	ALL	HR	<input checked="" type="checkbox"/>
2000	Subcontract	ALL	CY	<input type="checkbox"/>
3000	Equipment	ALL	DY	<input type="checkbox"/>
4000	Material	ALL	LS	<input type="checkbox"/>
5000	Sundry	ALL	LS	<input type="checkbox"/>
8100	8100 mASTER	ALL	NA	<input type="checkbox"/>
8100.A	8100.A Sub Cat	8100	NA	<input type="checkbox"/>
CC	Construction Contingency	ALL	\$	<input type="checkbox"/>
CFB	Constn Field Burden	ALL	\$	<input type="checkbox"/>
CFBNR	NR Constn Field Burden	ALL	\$	<input type="checkbox"/>
WMP	WMP Unposted Cost Category	ALL	NA	<input type="checkbox"/>

User Extensions +

- User Extension1
- User Extension2
- User Extension3
- User Extension4
- User Extension5
- User Extension6
- User Extension7
- More Extensions ...

Related Screens +

New Payroll

- Related Screen 2
- Related Screen 3
- Related Screen 4
- Related Screen 5
- Related Screen 6
- Related Screen 7
- More Related ...

Clear Field

Record: 1/11 ... <OSC>

Pgm: PYCATFM – E-time Categories

This screen lists all the categories that exist for the company specified. The E-Time flag restricts which categories can be entered in E-time timesheet entry.

Expense Categories

Select Company

Company CCC CMiC Test Construction Co

Expense Details

Expense HOTL
Description Hotel Expenses
Short Description Hotel Exp
Unit Actual
Expense Rate
Maximum Limit
Expense Type Other

☐ Deductable from Gross Pay

Reporting Group
Print Order 1

Debit Department	00	Company Level
Debit Account	6400.300	Travel Expenses (DR)
Clearing Department	00	Company Level
Clearing Account	6400.301	Travel Expenses (CR)

Tax Elements

User Extensions +

User Extension1
User Extension2
User Extension3
User Extension4
User Extension5
User Extension6
User Extension7
More Extensions ...

Related Screens +

New Payroll

Related Screen 2
Related Screen 3
Related Screen 4
Related Screen 5
Related Screen 6
Related Screen 7
More Related ...

Enter Maximum Limit (If Required)

Record: 1/1 ... <OSC>

Pgm: PYEXPCAT – Expense Category Maintenance

This screen is used to declare the different types of expenses that can be reimbursed via the payroll system. Each expense type can be setup to be paid back as an actual cost, a daily allowance or a mileage allowance.

There is a reporting group associated with these items, as they print on the Payroll Journal and Pay Stubs.

Expense Code

Enter the code for the expense being defined. This code can be up to 4 alphanumeric characters in length.

Expense Description

Enter the description for the expense. This description can be up to 30 alphanumeric characters in length.

Short Description

Enter a short description for the expense code that can be up to 16 characters in length and will be used on screens, stubs and reports where space is prohibitive.

Unit

Select the appropriate unit for the expense being defined. The system allows you to select from one of the following options: Actual, Daily, and Mileage.

- Select **Actual** to enter the actual dollar amount of the expense. An example of this may be reimbursements.

- Select **Daily** to enter the number of days associated with this expense. This unit is used in conjunction with the expense rate in the next field to determine the actual expense amount. An example of a daily expense would be a per diem payment.
- Select **Mileage** to enter the number of miles/kilometers associated with this expense. This unit is used in conjunction with the expense rate in the next field to determine the actual expense amount. An example of a mileage expense would be a travel expense.

Expense Rate

The expense rate field will only become available when the daily or mileage unit has been selected in the previous field. Enter the rate per day or rate per mileage unit for the expense that is being defined.

Maximum Limit (Optional)

Enter the maximum limit for the expense that is being defined. When a value has been entered into this field the system will only allow the reimbursement of this expense up to the value indicated by this field. This maximum is based on a yearly limit.

Expense Type

Select the expense type that matches with the expense code being entered. Expense Types are 'Per Diem', 'Hotel' and 'Other'. This is used with E-Time Expense Entry and when Joint Travel Restrictions are applicable.

Deductible from Gross Pay

If this field is checked this indicates that the expense will be included in Gross Pay for the calculation of deductions. This is for expenses such as Living Allowance that is considered Gross Pay when it comes to garnishments.

Reporting Group

Enter the reporting group associated with this expense. An entry into this field will allow you to group this expense on the payroll journal and pay stub. Note that use of Reporting Groups means that separate details for each type of expense will not show as they will appear under the group name on check stubs and payroll stubs.

Print Order

Enter the Print Order for the expense. The print order is the order in which this expense will appear on the payroll journal and pay stub.

Debit Department

To have this specific expense type be charged to a specific department rather than the employee's department then enter the department code here. If this field is left blank the expense department will default from the employee.

Debit Account

Enter the account that the system will debit when this expense is processed for this company. Typically you will enter the expense account associated with the expense being defined within this field.

The system will credit the bank with the cost of the expense.

Clearing Department

Enter a clearing department when the payroll clearing department should be different for this expense from the department entered on the employee profile.

Clearing Account

Enter a clearing account when the payroll clearing account should be different for this expense from the payroll clearing account entered on the employee profile.

[Tax Elements] – Button

This button will open a window allowing the user to assign the appropriate Taxes to the Expense Category as applicable.

Alternate Work Days

Payroll - TESTV10_X Alternate Work Days

Select Company

Company CCC CMIC Test Construction Co

Weekly Schedule

Day Type:

Pay Run	Pay Grp	Employee No.	Mon	Tue	Wed	Thu	Fri	Sat	Sun
CCCW	*	CCC-WK-HR3	Work	Work	Rest (sat)	Work	Work	Work	Rest (sun)
			Work	Work	Work	Work	Work	Rest (sat)	Rest (sun)

Pay Run

Pay Group

Employee Name

Enter Pay Run Or Asterisk (*) For All Pay Runs

Record: 2/2 ... List of Valu... <OSC>

This screen allows user to specify work days and rest days (weekend) for alternate work schedules.

In other words for schedules not based on North America work days Monday to Friday, and weekends Saturday and Sunday.

Company Loans and Advances Maintenance

Select Company

Company

Loan/Advance Details

Loan/Adv. Code

Loan/Adv. Description

Short Description

Maximum Amount

Maximum Periods

Interest Rate

☐ Automatic Carry Forward

☐ Exclude Loan Without Wages

CR. Dept. (Principal)

CR. Account (Principal)

CR. Dept. (Interest)

CR. GL Account (Interest)

User Extensions +

User Extension1

User Extension2

User Extension3

User Extension4

User Extension5

User Extension6

User Extension7

More Extensions ...

Related Screens +

New Payroll

Related Screen 2

Related Screen 3

Related Screen 4

Related Screen 5

Related Screen 6

Related Screen 7

More Related ...

Enter Loan Or Advance Description

Record: 1/1

<OSC>

Pgm: PYCOMLAA – Company Loans and Advances Maintenance

The Company Loans and Advances screen allows you to define the loans that a company may advance to its employees.

Each loan or advance is given a code, a maximum amount and a credit GL account. If the item being setup is a loan, then the employer has the ability to automatically charge interest and book that interest to a separate account.

Loan/Advance Code

Enter the code for the loan/advance being defined. This code can be up to 4 alphanumeric characters in length.

Loan/Advance Description

Enter the description for the loan/advance. This description can be up to 30 alphanumeric characters in length.

Short Description

Enter a short description for the loan/advance that is being defined. This description can be up to 16 characters in length and will be used on screens, stubs and reports where space is prohibitive.

Maximum Amount *(Optional)*

Enter the maximum amount that can be granted under this loan/advance code. The system will only allow for this loan/advance to be given out up to the maximum value as defined by this field.

Leave this field blank if you do not require a default value in this field.

Maximum periods *(Optional)*

Enter the maximum number of periods in which this loan will be repaid.

Leave this field blank if you do not require a default value in this field.

Interest Rate *(Optional)*

Enter the Interest Rate for the Loan/Advance that is being defined. Note that the interest rate that you are entering in this field will result in a flat rate calculation.

Leave this field blank if you will not be calculating interest on this loan/advance.

Automatic Carry Forward

This flag is used to identify if the loan payment when missed, will be 'carried forward' into the next payroll run. If checked, and an employee does not work in a period, the missed payment will be added to the normal payment for the loan payment in the next period where the employee worked.

If unchecked, there will only be normal payments for the loans made when sufficient pay has been earned by the employee to cover all setup payments. (No period will have multiple payments made)

Carry Forward payments can be identified from normal loan payments by the 'Y' in the Adjustment field on the Payroll Journal Reports.

Exclude Loan Without Wages

If checked, the loan excluded when no basic wages exists. The flag mirrors the functionality of the 'exclude without wages' check box in the Deduction master screen.

Credit Dept & Account (Principal)

Enter the department and account that the system will credit when the principal of this loan/advance is being recovered for this company. Typically you will enter the prepaid asset account associated with the loan/advance being defined within this field. The system will debit the cash / bank account as defined by the pay group associated with this employee.

Credit Dept & GL Account (Interest)

Enter the department and account that the system will credit when the interest portion of this loan/advance is being recovered for this company. Typically you will enter the interest revenue account associated with the loan/advance being defined within this field. The system will debit the cash/bank account as defined by the pay group associated with this employee.

Overtime Rules Setup for Payroll

Parameter Screen

Company	CCC	CMiC Test Construction Co
Pay Run	CCCW	CCC Weekly Pay Run
Pay Group	ALL	All Groups
Union	1000	Int Brotherhood of Elec Wkrs

Overtime Hours

Hours Code	Description	Weekly	Daily	Saturday	Sunday	Holiday(s)
OVHR	Over Time Hours	40				
DTHR	Double Overtime Hours	50				

User Extensions +

- User Extension1
- User Extension2
- User Extension3
- User Extension4
- User Extension5
- User Extension6
- User Extension7
- More Extensions ...

Related Screens +

New Payroll

- Related Screen 2
- Related Screen 3
- Related Screen 4
- Related Screen 5
- Related Screen 6
- Related Screen 7
- More Related ...

Enter Daily Normal Hours For Overtime And Overtime Hours For Double Overtime Hours. (Applicable For Monday To Friday, Non-Holidays)

Record: 1/2 ... <QSC>

Pgm: PYOVTRMU – Overtime Rules Setup for Payroll

Overtime rules are used to define when overtime applies. If using this method for overtime, then timesheets should always be entered as regular hours.

This form allows for the declaration of overtime rules at the Payrun, Paygroup and Union level or any combination thereof. Note that there is also provision of Job Specific Overtime Rules in Job Billing.

Enter the Overtime Parameters

There are four different parameters to each overtime hours structure, Company, Pay Run, Pay Group and Union. Company must be set to a specific payroll company but all the other fields may be set to a specific value or to 'ALL' depending on how complicated your overtime requirements are.

Enter the Over Time Rules

When entering the Over Time rules you can set them up as Daily, Weekly or both.

If Option 2 for the Payroll Overtime Rule Method is selected in the Company Control, then both weekly and daily overtime hours can be entered. The state/province of the Work Location on the timesheet determines which holiday(s) are considered. During processing, the option with the higher number of overtime hours is used. Both posted and unposted hours are considered with Option 2.

When setting rules you declare the number of hours against the Hour Code entered before overtime kicks in. If working on a daily basis you may declare unique levels for weekday, Saturday, Sunday and

Holidays. The State/Provincial holidays used depend on the employee's work location. When Weekly, you can only specify for the complete week regardless of the types of days.

Example1:

The rules are daily as OT = 8 and DOT = 12.

If the timesheets entered are as follows:

Emp1	Job1 Phase1 Cat1	DAY 1	6 Hours NWHR
Emp1	Job2 Phase2 Cat2	DAY 1	6 Hours NWHR

The system will reallocate as follows:

Emp1	Job1 Phase1 Cat1	DAY 1	4 Hours NWHR	2 OVHR
Emp1	Job2 Phase2 Cat2	DAY 1	4 Hours NWHR	2 OVHR

Example 2:

The rules are weekly as OT = 40 and DOT = 50

If the timesheets entered are as follows:

Emp1	Job1 Phase1 Cat1	WEEK 1	26 Hours NWHR
Emp1	Job2 Phase2 Cat2	WEEK 1	26 Hours NWHR

The system will reallocate as follows:

Emp1	Job1 Phase1 Cat1	WEEK 1	20 Hours NWHR	5 OVHR	1 DTHR
Emp1	Job2 Phase2 Cat2	WEEK 1	20 Hours NWHR	5 OVHR	1 DTHR

Company Min/Max Values Maintenance

Select Company

Company: CCC CMiC Test Construction Co

Transaction Type: Deduction

Min/Max Details

Tran. Code	Plan Code	Plan Option	Limit For	Amount Type	Employee	Frequency
401K	DEFAULT	DEFAULT	Employee	Premium	ALL	Weekly

Employee Name: All Employees

Description: DEFAULT

User Extensions

- User Extension1
- User Extension2
- User Extension3
- User Extension4
- User Extension5
- User Extension6
- User Extension7
- More Extensions ...

Related Screens

- New Payroll
- Related Screen 2
- Related Screen 3
- Related Screen 4
- Related Screen 5
- Related Screen 6
- Related Screen 7
- More Related ...

Enter Appropriate Transaction Code. List Available

Record: 1/1 <OSC>

Pgm: PYCOMMAX – Company Min/Max Value Maintenance

This form allows each company to set a minimum and/or maximum amount for benefits, deductions and benefit/deduction groups. For example, a deduction such as Xmas fund may be done on a percentage of salary basis per week but it may have a maximum contribution per Year of \$1000 dollars.

This screen allows the user to identify the Minimum and Maximum amounts for each Benefit or Deduction associated with a company.

An example of where this may come in use is where you may need to set a Medical Plan benefit where the yearly contribution should be no more than 1000 per employee. In such a case, you would call up the benefit and assign the appropriate minimum and/or maximum. This can be done in the FEIN Min/Max maintenance screen, or in the company min/max values screen depending on the whether the values cross FEIN numbers or companies.

Select the Transaction Type

Select the Transaction Type for the item for which you are setting limits. The system allows you to set limits for Benefits, Deductions and Benefit/Deduction groups.

Transaction Code

Move to the detail block and select the benefit or deduction code for which you will define the minimums and/or maximums. This transaction code must have been set up in the benefit/deduction maintenance form in order for them to be accessible within this screen.

Plan Code

Select the benefit/deduction plan code to which you want to apply minimum and/or maximum. The system will default a 'DEFAULT' plan code in this field, but the list of value with different plans previously set up for the selected benefit/deduction will be available.

Plan Option

Select the benefit/deduction plan option to which you want to apply minimum and/or maximum. The system will default a 'DEFAULT' plan option in this field, but the list of value with different plan options previously set up for the selected benefit/deduction plan will be available.

Limit For

This flag is applicable when defining minimum and/or maximum for deductions, user can choose from the list if the minimum and/or maximum that are being defined are for the employer's, employee's portion of deduction or both.

For example this could be used to limit employer's contribution to 401k deduction to 4000\$ annually. Once the limit is reached the system will not calculate the employer's contribution to 401k any more, but the system will continue calculation of the employee's contribution until the limit defined on a separate line for employee's contribution has not been reached, or vice versa.

For benefits, this flag will be automatically set as a limit for employee paid benefits.

Amount Type

Select the Amount type "Premium" for the Employee Benefit/Deduction amounts and "Gross" for the calculated earning for the Benefit/Deduction.

Employee Code

Enter a valid employee number for the minimum and/or maximum being defined against the transaction code specified in the previous field.

If the minimum and/or maximum number that is being defined should apply to all employees, enter the code 'ALL' within this field.

Frequency

Select the period of time over which the maximum value can be reached. The system will accumulate this transaction for the period specified. Once the maximum has been exceeded, the transaction will no longer be calculated for the remainder of the period selected.

The system allows you to set the frequency of the maximum limit as Weekly, Bi-Weekly, Semi-Monthly, Monthly, Quarterly, Semi-Annually, or Annually.

In determining if a maximum has been reached for this Frequency, a Pay Period's **Period End Date** and **Year** fields are used. For instance, if this **Frequency** is set to "Monthly", the month of a Pay Period's **Period End Date** is used to determine the Pay Period's month. The **Year** field is relevant for Pay Periods in December. If one Pay Period's **Period End Date** is "Dec/17/2016" and its **Year** is "2016", and the next Pay Period's **Period End Date** is "Dec/31/2016" and its **Year** is "2017", the Pay Periods are not considered to be in the same month.

Minimum Value

Enter the Minimum value for the transaction type that is being defined. The minimum value is the amount below which this transaction type should not fall. Any value processed below this amount will be bumped up to the value entered in this field.

- *For example, assume you are working with a benefit that is 4% of gross earnings. If gross earnings for a particular pay were \$1000, then the benefit amount would be \$40. However, if you*

enter \$50 as the minimum on the benefit for the same frequency as the pay period, the calculation would be raised to \$50.

Maximum Value

Enter the Maximum value for the transaction type that is being defined. The maximum value is the amount above which this transaction type should not be calculated.

Working in conjunction with the frequency option, the system will accumulate the transaction values over the period of time specified by the frequency until it reaches the maximum. Once reached, the transaction code will not be calculated again until the period of time is over.

- For example, assume an employee deduction is \$1000 per month to a maximum of \$8000 every year. After eight months (assuming that the deduction was calculated every month) the system would not calculate this deduction until the next year.

A maximum limit can be set for a Benefit/Deduction group. If a weekly limit is set and the total amount of the benefits/deductions in that group exceeds the limit, the benefits/deductions are pro-rated on the amount of the limit. If a yearly limit is set and the total amount of the benefits/deductions in that group exceeds the limit, the benefits/deductions are pro-rated, and those benefits/deductions will no longer be calculated when processing payroll in the next period.

Sum on Plan/Option

Click this checkbox if Min/Max Limit is to be used as accumulated limit for all plans and for all options.

FEIN Minimums and Maximums

Select FEIN

FEIN Number: 03-0279485 CCC CMIC Test Construction

Transaction Type: Benefit

Min/Max Details

Tran. Code	Plan Code	Plan Option	Limit For	Amount Type	Frequency	Minimum
CAR	DEFAULT	DEFAULT	Employee	Premium	Weekly	

Description: DEFAULT

User Extensions

- User Extension1
- User Extension2
- User Extension3
- User Extension4
- User Extension5
- User Extension6
- User Extension7
- More Extensions ...

Related Screens

New Payroll

- Related Screen 2
- Related Screen 3
- Related Screen 4
- Related Screen 5
- Related Screen 6
- Related Screen 7
- More Related ...

Enter A Valid Transaction Code. List Available

Record: 1/1 ... List of Valu... <OSC>

Pgm: PYFEINMM – FEIN Min/Max Value Maintenance

This screen allows the user to identify the Minimum and Maximum amounts for benefits, deductions and benefit/deduction groups associated with a FEIN number.

An example of where this may come in use is where you may need to set a Medical Plan benefit where the yearly contribution should be no more than 1000 dollars per employee. In such a case, you would call up the benefit and assign the appropriate minimum and/or maximum. This can be done in the FEIN Min/Max maintenance screen, or in the company min/max values screen depending on the whether the values cross FEIN numbers or companies.

FEIN/Business Number

Select the FEIN number for the transactions for which you are setting limits. The FEIN number must have been set up previously within the FEIN Maintenance screen.

Select the Transaction Type

Select the Transaction Type for the item for which you are setting limits. The system allows you to set limits for Benefits, Deduction or Benefit/Deduction Groups.

Transaction Code

Move to the detail block and select the benefit or deduction code for which you will define the minimums and/or maximums.

Plan Code

Select the benefit/deduction plan code to which you want to apply minimum and/or maximum. The system will default a 'DEFAULT' plan code in this field, but the list of value with different plans previously set up for the selected benefit/deduction will be available.

Plan Option

Select the benefit/deduction plan option to which you want to apply minimum and/or maximum. The system will default a 'DEFAULT' plan option in this field, but the list of value with different plan options previously set up for the selected benefit/deduction plan will be available.

Limit For

This flag is applicable when defining minimum and/or maximum for deductions, user can choose from the list if the minimum and/or maximum that are being defined are for the employer's or employee's portion of deduction.

For example this could be used to limit employer's contribution to 401k deduction to 4000\$ annually. Once the limit is reached the system will not calculate the employer's contribution to 401k any more, but the system will continue calculation of the employee's contribution until the limit defined on a separate line for employee's contribution has not been reached, or vice versa.

For benefits, this flag will be automatically set as a limit for employer paid benefits.

Amount Type

Select the Amount type "Premium" for the Employee Benefit/Deduction amounts and "Gross" for the calculated earning for the Benefit/Deduction.

Frequency

Select the period of time over which the maximum value can be reached. The system will accumulate this transaction for the period specified. Once the maximum has been exceeded, the transaction will no longer be calculated for the remainder of the period selected.

The system allows you to set the frequency of the maximum limit as Weekly, BI-Weekly, Semi-Monthly, Monthly, Quarterly, Semi-Annually or Annually.

Minimum Value

Enter the Minimum value for the transaction type that is being defined. The minimum value is the amount below which this transaction type should not fall. Any value processed below this amount will be bumped up to the value entered in this field.

For example, assume you are working with a benefit that is 4% of gross earnings. If gross earnings for particular pay were \$1000, then the benefit amount would be \$40. However, if you enter \$50 as the minimum on the benefit for the same frequency as the pay period, the calculation would be raised to \$50.

Maximum Value

Enter the Maximum value for the transaction type that is being defined. The maximum value is the amount above which this transaction type should not be calculated.

Working in conjunction with the frequency option, the system will accumulate the transaction values over the period of time specified by the frequency until it reaches the maximum. Once reached, the transaction code will not be calculated again until the period of time is over.

For example, assume an employee deduction is \$1000 per month to a maximum of \$8000 every year. After eight months (assuming that the deduction was calculated every month) the system would not calculate this deduction until the next year.

A maximum limit can be set for a Benefit/Deduction group. If a weekly limit is set and the total amount of the benefits/deductions in that group exceeds the limit, the benefits/deductions are pro-rated on the amount of the limit. If a yearly limit is set and the total amount of the benefits/deductions in that group exceeds the limit, the benefits/deductions are pro-rated, and those benefits/deductions will no longer be calculated when processing payroll in the next period.

Sum on Plan/Option

Click this Checkbox to summarize by Plan/Option.

Payroll Job Setup

When setting up a Job and its related Payroll settings, the following forms are available to ensure correct setup and smooth payroll operations.

NOTE: that some of these forms are optional depending on the requirements of your company and any related outside agencies.

Job Sector Codes

Code	Description
CIVIL	Civil
RES	Residential
COMM	Commercial
IND	Industrial
DEFAULT	Default Sector
GOV	Government

Enter The Sector Code

Record: 7/7 ... List of Valu... <OSC>

Pgm: PYJOBSECTOR – Job Sector Maintenance

Jobs Sector Codes screen allows user to setup Job sectors. This screen consists of two column Sector code and description.

Job Rate Schedule Codes

Select Sector

Sector Code:

Schedule Details

Code	Name
1	Schedule 1

User Extensions +

- User Extension1
- User Extension2
- User Extension3
- User Extension4
- User Extension5
- User Extension6
- User Extension7
- More Extensions ...

Related Screens +

New Payroll

- Related Screen 2
- Related Screen 3
- Related Screen 4
- Related Screen 5
- Related Screen 6
- Related Screen 7
- More Related ...

Enter Or Modify The Description Of The Schedule

Record: 1/1 ... <OSC>

Pgm: PYRATESCHED – Job Rate Schedule Maintenance

This screen allows user to setup Job Schedules; it consists of Job Sector (FK), Schedule (PK) and Schedule Description.

Job Overtime Rules

Action Edit Block Field Record Query Utility Help Window

Payroll - TESTV10_X Job Overtime Rules

Overtime Rules

Rule Code	Description	Overtime:	Weekly	Daily	Saturday	Sunday	Holiday
JOBOVTRULE2	Payroll Job Overtime Rule 2	Overtime: 40 10 10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Combine Jobs: <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Daily		Double Overtime:	<input type="checkbox"/>				
Week Includes:		<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>					
JOBOVTRULE3	Payroll Job Overtime Rule 3	Overtime: 45 9 9	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Combine Jobs: <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Daily		Double Overtime:	<input type="checkbox"/>				
Week Includes:		<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>					
PYJOBOVTRULE1	Payroll Job Overtime Rule 1	Overtime: 40 10 10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Combine Jobs: <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Daily		Double Overtime:	<input type="checkbox"/>				
Week Includes:		<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>					
		Overtime:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Combine Jobs: <input type="checkbox"/> Weekly <input type="checkbox"/> Daily		Double Overtime:	<input type="checkbox"/>				
Week Includes:		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>					
		Overtime:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Combine Jobs: <input type="checkbox"/> Weekly <input type="checkbox"/> Daily		Double Overtime:	<input type="checkbox"/>				
Week Includes:		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>					

Enter Overtime Rule Code

Record: 4/4 ... List of Valu... <OSC>

Pgm: PYJOBOVRTULE – Job Overtime Rules

This screen allows user to setup overtimes rules.

Job Work Locations Maintenance

Action Edit Block Field Record Query Utility Help Window

Payroll - TESTV10_X Jobs Work Location Maintenance

Select Company

Company CCC CMIC Test Construction Co

Job Details

Job Code	Job Name	Work Loc	Max # Hours	WC Policy	PL Policy	Sector Code
1000	Project 1000 With Job Series 1000 (F	PHX				
1000.1	1000.1 Sub Job of 1000	CCCA				
1000.2	1000.2 Sub Job of 1000	CHIC				
13.77210	Test Issue 13.77210	SNY				
2000	2000 Main Job (Forecast with ADF O					
2000.1	2000.1 Sub Job of 2000 (Forecast W					
2000.100	2000.100 To Test 11.62326					
2000.2	2000.2 Sub Job of 2000 (Forecast w					
2222	2222- As Cost Incurred (Without GL)					
2223	2223 - As Cost Incurred with GL					
3000	3000 Main Job					

Description Manhattan, New York

Overtime Rule

Certified Report Info.

Enter The Maximum Number Of Hours That Can Be Charged To This Job By An Employee In E-Timesheets Or Leave Blank If Not Applicable.

Record: 4/? <OSC>

User Extensions +

Estimate Management

Hcssxml1

Invrgcodej

User Extension4

User Extension5

User Extension6

User Extension7

More Extensions ...

Related Screens +

New Payroll

Related Screen 2

Related Screen 3

Related Screen 4

Related Screen 5

Related Screen 6

Related Screen 7

More Related ...

Pgm: PYJOBLOC – Job Work Location Maintenance

The Jobs Work Location Maintenance screen is used to define the way in which the system handles the processing of job work locations and prevailing wage jobs when they are encountered within timesheet entry. Using this screen you can flag a job as prevailing wage, and/or certified to apply Davis Bacon rules, assign taxes by work location as well as over-ride pay rates. Finally, you can assign Worker Compensation and Public Liability Policy numbers by job.

Jobs that are flagged as prevailing wage, will automatically have the prevailing wage benefits applied to the jobs. Jobs that are flagged as certified only, will only have the standard benefits applied but will appear on the certified payroll reports.

The Work Location field allows you to connect a work location to a job. This connection will re-route the taxes from the employee profile to the specific work location on the job. When a job is entered in timesheet entry the system will check the 'Work Location by Job' field within the Employee Profile to determine the place from which taxes are calculated. If the 'Work Location by Job' box is checked, timesheet entry will default the work location associated with the job specified from the work location entered within this screen. If the 'Work Location by Job' box is not specified, the work location will default from that specified on the employee profile.

Prevailing wage jobs often require the payment of specific pay rates to the employees working on those jobs. The Rate by Job flag allows you to over-ride the employee pay rate as defined by the employee profile, and have the system use the pay rates defined by the job.

Finally, you have the ability to specify the Worker Compensation and Public Liability Policy numbers by job.

Work Location

Enter a Work Location for the job(s) whose taxes you want determined by work location specified within this field.

Maximum Number of Hours

If you are utilizing the E-Time application and want to restrict the number of hours that an employee can enter time for a specific job, then use this field to enter the maximum otherwise leave this field blank.

Worker Compensation Policy Number

Enter the Worker Compensation Policy Number associated with the job indicated in the first field if required.

Public Liability Policy Number

Enter the Public Liability Policy Number associated with the job indicated in the first field if required.

PW (Prevailing Wage) Box

As you enter the Job Detail block the system will display all open jobs on your system. Check the PW box beside the job(s) that fall under the prevailing wage rules.

During processing, the system will automatically turn on those benefits flagged as prevailing wage for the hours worked on jobs with this box checked.

NOTE: All Prevailing wage jobs must have the Certified Job Box checked in order for the prevailing wage rules to apply.

Davis Bacon Rules

Check this flag if the job is subject to Davis Bacon rules. For Davis Bacon jobs, the timesheet will record the rate on the job/trade and the prevailing wage rate to compare the PW benefit differential at the time of processing payroll. (The Prevailing Wage Job Rate used in the calculation of the Differential Rate is determined by the Prevailing Wage Pay Rate + PWF Fringe Rate).

Certified Job Box

Check the Certified Job box for those jobs that are subject to 'certified job' rules. These jobs will appear on the Certified Payroll Report.

Rate by Job box

Check the Rate by Job box for the job(s) whose pay rates you want determined by the job specified within this record.

Select Company

Company: CCC CMiC Test Construction Co

Job Details

Job Code	Job Name
CCC-WATER	Water Complex
CCCABS1101	Test For On the Fly
CCCABS1102	TEST FOR Burden
CCCABS1103	STRUCTON PROFIT
CCCABS1121	Big Dig
CCCABSHVY	Highway Construct
CCCBUILD	CCC Building
CCCJOB	CCC Job
CCCJOB1	CCCJOB1
CCCMAIN1	CCCMAIN1
CCCMAIN2	CCC-MAIN2

Description:
 Overtime Rule:

Certified Report Info.

Start Date: 01-01-2012
 End Date: 31-12-2012
 Signatory Name: Mike Wallase
 Signatory Title: Manager
 Contract Number: 20+120
 Fringe Benefit Paid: Cash Box A

Record: 23/? <OSC>

Pgm: PYJOBLOC – Job Work Location Maintenance – Certified Report Info. Selection

The Certified Report Info pop-up is used to record default data on the Signature Page of the Federal Certified Report for each certified job.

Start Date

Enter the job start date. This is used to determine the Payroll No. on the report.

End Date

Enter the job end date.

Signatory Name

Enter the Signatory Name. If entered, this name will appear on the Signature Page of the report. Otherwise, it will be blank.

Signatory Title

Enter the Signatory Title. If entered, this title will appear on the Signature Page of the report. Otherwise, it will be blank.

Contract Number

Enter the Contract Number. If the Contract Number entered in the Certified Report Info pop-up is blank, then the Contract number on the Job Setup screen will be printed beside the Project or Contract No. on the report.

Fringe Benefit Paid

If Cash Box A is selected, then option 4 (a) - “Where Fringe Benefits are paid to approved plans, funds or programs” on the Signature Page of the Federal Certified Report will be checked. If Cash Box B is

selected, then option 4 (b) - “Where Fringe Benefits are paid in cash” on the Signature Page of the report will be checked. If None is selected, then neither option will be checked.

Job Burden Allocation

Pgm: PYJOBAL – Job Burden Allocation

The Job Burden Allocation screen is used to define specific category elements to which benefits, deduction or taxes will be allocated during the distribution of costs interfaced from timesheet entry to the Job Costing.

Benefits, deductions and taxes are typically allocated to the Job Costing in a proportional manner based on the allocation of timesheet labor costs to the jobs specified.

The Job Burden Allocation screen allows for the redirection of labor burden where the allocation of benefits, deductions and taxes requires a different code than the one specified by the timesheet wages.

Within this screen, burden allocation can be as specific or as general as desired. Allocation can apply to all jobs or specific jobs, all benefits, deduction and taxes or specific benefits, deduction and taxes. In both cases a blanket code 'ALL' can be specified within either the job or the benefit, deduction or tax code fields allowing for the allocation to apply to all jobs and / or all burden.

Benefit, Deduction or Tax Tab

The Job Burden Allocation screen is divided into five screens: Benefits, Deductions, Taxes, Workers Compensation and Public Liability. Select the tab for which you wish to define the job burden allocation.

Job Code

Enter / Select the job code for the particular job to which burden should be allocated. If you are applying the same benefit / deduction or tax to all jobs, enter the code 'ALL' in this field. If you are applying the same benefit/deduction or tax to all bid jobs, enter the code 'ALLBID' in this field.

Benefit, Deduction, Tax, Workers Compensation Or Public Liability codes

Depending on the desired allocation screen, enter the appropriate code from which burden will be allocated to the job and category specified by this entry.

If you wish to allocate all benefits, deductions, taxes, workers compensation or public liability to a particular category element, enter the code 'ALL' in this field.

Category code

Enter the category code to which burden will be allocated during the posting of timesheets to the job costing.

Cost Pool Allocation Job

Overhead Cost Rates

Action Edit Block Field Record Query Utility Help Window

Payroll - TESTV10_X Payroll Overhead Cost Rates

Company

Work Company CCC CMIC Test Construction Co

Overhead Codes

Type	Code	Description	Active
Department	PYDPTOVHD1	Payroll Overhead by Department	<input checked="" type="checkbox"/>
Job	PYJOBVHD1	Payroll Job OverHead Markup	<input checked="" type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

Overhead Rates

Effective Date	Payroll Company	Pay Run	Pay Group	Ph			
01-01-2011	CCC	CMIC Test Construction	ALL	All Pay Runs	ALL	All Groups	Al

Enter Effective Date For This Rate

Record: 2/2 ... <OSC>

User Extensions +

- User Extension1
- User Extension2
- User Extension3
- User Extension4
- User Extension5
- User Extension6
- User Extension7
- More Extensions ...

Related Screens +

New Payroll

- Related Screen 2
- Related Screen 3
- Related Screen 4
- Related Screen 5
- Related Screen 6
- Related Screen 7
- More Related ...

Pgm: PYOVHEAD – Payroll Overhead Cost Rates

The Payroll Overhead Cost Rates form is for creating and maintaining Overhead Codes for application of overheads to Jobs and Departments. These overheads can be either Rate or Amount based, and may be general,

or very specific in their determination of amounts to be charged to a job or a department. Multiple Overhead Codes may also be assigned to any job through the Assign Overhead Rates to Job form.

Overhead Codes Block

Type

Specify Department or Job from the drop down menu list. If 'Job' option is chosen, the Overhead Rates block will display details for setting up overhead to be applied to a specific overhead phase and overhead category. If 'Department' option is chosen, the Overhead Rates block will display details for setting up overhead to be applied to a specific overhead department and overhead account.

Code

Enter a unique (by Company) code for the Overhead type being defined. This is a 10 character field.

Description

Enter up to a 60 character description for the Overhead Code.

Active

If checked, this Overhead Code is valid and may be used to calculate overheads. When unchecked, this overhead is not valid and is no longer used in calculations.

Overhead Rates Block

Effective Date

Specifies the Effective Date for the rate to be applied in the calculation of Job or Department Overhead.

Payroll Company

Specifies the Payroll Company from which employees will be used in the calculation of Job Overhead.

Pay Run & Pay Group

Specifies which Pay Runs/Groups will be included in calculations.

Phase & Category

To include all phases in the calculation, enter 'ALL'. Otherwise enter/select the appropriate Phase/Category to be used in calculating the overhead.

Oracle wildcard characters '%' and/or '_' can be used in the in the Phase and/or Category fields.

Work Location

Specify the Work Location or select 'ALL'.

Hour Type

Specify the Hour Type or select all by entering "*".

Method

Select either Rate (Amount * Hours) or Markup (% * Charge Amount) to be applied.

Percent/Rate

Specify the amount or percentage rate to be applied for this overhead.

Overhead Phase & OH Cat

These fields will be available when the 'Job' option is chosen in the Overhead Codes block. To charge the overhead to the same phase or category as used in the calculation, leave these fields blank. To specify a different Phase or Category in which to charge the overhead, enter the appropriate values from the LOV.

Overhead Department & OH Acct

These fields will be available when the 'Department' option is chosen in the Overhead Codes block. To specify a Department and Account to which the overhead charges will be applied, enter the appropriate value from the LOV.

Department & Account

Specify the Department and Account for the GL Posting of the Overhead.

The Department From is available as a drop-down list to allow the user to select whether the department to be allocated the overheads is Specific, Payroll Dept., Timesheet Job department or Home Department.

The Department field is enabled only when 'Specific' is selected. Then the user needs to enter or select the department code. Otherwise, the department code is automatically used based on whether it is from the timesheet job, from the employee's Payroll department or the employee's Home department.

Overhead Groups

The screenshot shows the 'Payroll Overhead Groups' screen. At the top is a menu bar with 'Action', 'Edit', 'Block', 'Field', 'Record', 'Query', 'Utility', 'Help', and 'Window'. Below the menu is a toolbar with various icons. The main window has a title bar that says 'Payroll - TESTV10_X Payroll Overhead Groups'. The screen is divided into several sections:

- Company:** A section with a 'Company' label and a text box containing 'CCC' and 'CMIC Test Construction Co'.
- Payroll Overhead Groups:** A table with two columns: 'Code' and 'Description'. The first row is highlighted in blue and contains 'PYOHGRPI' and 'Payroll Overhead Group I'. There are four empty rows below it.
- Payroll Overhead Codes:** A table with two columns: 'Code' and 'Description'. The first row is highlighted in yellow and contains 'PYJOBOVHD1' and 'Payroll Job OverHead Markup'. There are eight empty rows below it.
- User Extensions:** A section on the right with a '+' button and a list of 'User Extension1' through 'User Extension7', followed by 'More Extensions ...'.
- Related Screens:** A section on the right with a '+' button and a list of 'Related Screen 2' through 'Related Screen 7', followed by 'More Related ...'.
- New Payroll:** A section on the right with a list of 'Related Screen 2' through 'Related Screen 7', followed by 'More Related ...'.

At the bottom of the screen, there is a status bar with the text 'Enter Or Select From The LOV Payroll Overhead Code'. Below that, there is a record indicator showing 'Record: 2/2' and a button labeled '<OSC>'.

Pgm: PYOVHDGRPS – Payroll Overhead Groups

This screen is used to assign Payroll Overhead Rates Codes to a Group Code which can then be assigned to a new job in the Payroll Tab of the Job Setup screen in the Default Overhead Payroll Group field. When a user creates a job they will be able to select a Payroll Overhead Group from a list of Values. This Payroll Overhead Group contains one or more Payroll Overhead Rate Codes. When the Job Record is saved for the first time the system will then assign the Payroll Overhead Rate Codes assigned to this Group to the job. This is a one-time update; therefore any further re-assignment of overhead rates to an already existing job has to be done in Payroll in the usual manner.

Assign Overhead Codes to Job

Select Company

Company: CCC CMIC Test Construction Co
 Job: CCCABSHWY Highway Construction ☐ Retrieve All Jobs

Overhead Codes

Job	Job Name	Overhead Code	Overhead Description	Active
CCCABSHWY	Highway Construction	PYJOBVHD1	Payroll Job OverHead Markup	<input checked="" type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
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				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

User Extensions +
 User Extension1
 User Extension2
 User Extension3
 User Extension4
 User Extension5
 User Extension6
 User Extension7
 More Extensions ...

Related Screens +
New Payroll
 Related Screen 2
 Related Screen 3
 Related Screen 4
 Related Screen 5
 Related Screen 6
 Related Screen 7
 More Related ...

Enter Job Or 'ALL'
 Record: 2/2 ... List of Valu... <OSC>

Pgm: PYOVHJOB – Assign Overhead Codes to Job

This form operates in three different modes. First, if only a company is specified in the top block, then navigation to the lower block retrieves all jobs with assigned overhead codes. Second, if the *Retrieve All Jobs* checkbox is checked, then all jobs will be retrieved, whether assigned overhead or not. Finally, a job can be specified in the top block which will retrieve overhead information related to that single job. All overhead assignments have an *Active* flag which will activate/deactivate the application of the overhead to the job.

Company

Select the Job Company where the Overhead will be applied.

Job

Select the Job to which Overheads will be applied.

Retrieve All Jobs

Checked, with no Job specified will show all jobs whether overhead is applied or not.

Code

Select from the active Overhead Codes to have them applied to the job when posting timesheets.

Active

Indicate if the Overhead Code is currently active by having flag checked.

NOTE: Overheads will only be applied at the Timesheet Posting, and only when the flag for 'Calculate Overhead' is checked on the Timesheet Posting form.

Leave Administration

Payroll Leave Overview and Entry

The Payroll system will automatically track accrued, used and unused Leave time and amounts. In order to use Leaves, the employee timesheet will be used, entering the hours in the OTHER category and recording the type against the appropriate Leave Code. When payroll is processed, the leave recorded will be used to recalculate Leave Remaining, Accrued balances and Paid balances.

Master Leave Maintenance

The screenshot shows the 'PYLEAVE - Master Leave Maintenance' window. The title bar indicates the application is 'Payroll - TESTV10_X' and the window is 'Leave Maintenance'. The main content area is titled 'Leave Maintenance' and contains the following fields and options:

- Leave Code: VAC
- Leave Description: Vacation
- Short Description: Vacation
- Leave Type: Cash (dropdown menu)
- ☒ Accrued
- Accrued Amount by: Percentage (dropdown menu)
- ☐ Carry Forward
- Accessible In Employee Self Service: View And Request (dropdown menu)
- Leave Calculation Method: Timesheet Leave Entered Date (dropdown menu)

On the right side of the window, there are two sections:

- User Extensions** (+): A list of user extensions from User Extension1 to User Extension7, followed by 'More Extensions ...'.
- Related Screens** (+): A section titled 'New Payroll' with a list of related screens from Related Screen 2 to Related Screen 7, followed by 'More Related ...'.

At the bottom of the window, there is a status bar with the following information:

- Enter Leave Code
- Record: 1/1
- <OSC>

Pgm: PYLEAVE – Master Leave Maintenance

This screen is used to define leave codes and some of their default attributes. Leave codes entered here can be used by any payroll company as they are not defined as Company specific.

Leave Code

Enter the code for the leave that is being defined. This code can be up to 4 alphanumeric characters in length.

Leave Description

Enter the description for the leave that is being defined. This description can be up to 30 alphanumeric characters in length.

Short Description

Enter a short description for the leave code that is being defined. This description can be up to 16 characters in length and will be used on screens, stubs and reports where space is prohibitive.

Leave Type

Select the Leave Type from the drop-down menu list. The available options are:

- Cash – If selected costs will be charged to both GL and JC
- Non-cash – If selected costs will be charged to JC but not to GL
- Non-cash without GL and JC Cost – If selected costs will not be charged to JC and GL

Accrued

If this type of leave is usually accrued, check this box. This will be the default value when this leave code is used in the company form.

Accrued Amount By

If the previous field was checked, then you must indicate the default method of the accrual from the selection List – Hour, Percentage, N/A or Fixed Hours (allows calculation of a constant leave accrual based on the number of pay periods for the year or the yearly hours worked regardless of the number of actual hours calculated or entered per employee per period).

**Dependent on ACCRUED value selection being checked/unchecked.*

Carry Forward

Check the Carry Forward box if the leave that is being defined can be carried forward into the next year. When used, allows amounts to be carried forward via the Carry Forward Utility.

Accessible in Employee Self Service

Select from the drop-down menu list. The available options are: View and Request, View Only, No.

Leave Calculation Method

Select the Leave Calculation Method from the drop-down menu list. The default option is Pay Run Year.

The available options are Pay Run Year, Time Sheet Entered Date, Anniversary Date and Fiscal Year.

Company Leave Maintenance

Select Company

Company	CCC	CMIC Test Construction Co
Pay Group	ALL	All Groups
Pay Run	CCCW	CCC Weekly Pay Run

Copy From

Leave Details

General | Accounting | Advance Setup

Leave Code: VAC | Vacation

Short Description: Vacation

Leave Calculation Method: Timesheet Leave Entered Date

Leave Type: Cash | Pay Percent: 100.00

Eligible Days: 10.00 | Eligible Hours: 80

☒ Accrued | Accrued Amount by: Hour

Accrued Percentage: | Restrict Dist. Type in E-Time Sheet: No Restriction

☒ Carry Forward | Max Carry Forward Method: Fixed Hours

Max C Forward: 5.00 | 40 | Additional CF: |

Max Accrual: | Days C Forward Expires: |

User Extensions

User Extension1
User Extension2
User Extension3
User Extension4
User Extension5
User Extension6
User Extension7
More Extensions ...

Related Screens

New Payroll
Related Screen 2
Related Screen 3
Related Screen 4
Related Screen 5
Related Screen 6
Related Screen 7
More Related ...

Enter Additional Number Of Hours To Carry Forward In A Year. Payroll will add these additional hours towards the Max Carry forward.

Record: 2/2 | ... | <OSC>

Pgm: PYCOMLEV – Company Leaves Maintenance – General Tab

Use this screen to define the different types of leaves associated with your company. Leaves are always calculated in hours and can be defined as paid or accrued. When defining leaves as paid you must also define the pay percentage for the leave. Leave codes must have been previously been setup.

If you wish to pay these leaves through timesheet entry, you must return to the Company Hour Types Maintenance screen and associate these leaves with hour types. If you do not do this you will be unable to enter and pay employee leaves within timesheet entry.

To administer Company Leave, open the form, verify/modify the Company Code, enter the Pay Group (select one, or enter 'ALL' for all Pay Groups) and enter the Pay Run. The remaining options are set via the tabbed lower block of the form and are detailed here:

NOTE: A separate Company Leave administration setup is required for each Pay Run in use.

Copy From

When the **[Copy From]** button is activated it opens a window where the user can enter the copy from company. The copy from company must have the same chart of accounts as the copy to company. The copy function will copy all Leaves defined in the copy from company where the pay group and pay run are equal to the current values on the screen. If no Pay Group or Pay Run is entered, and the **[Copy From]** is clicked, it is assumed the user wants to include all pay runs in all the pay groups for the company, in the copy process. In this case the To company is left for the user to enter.

General – Tab

Leave Code

Enter/Select the code for the leave that is being defined. The available codes come from Leaves previously setup in Leaves Master form.

Short Description

This is automatically populated based on Leave Master setup and is a display field only.

Leave Calculation Method

The value for this field is defaulted from the Master Leave Maintenance. The Leave Calculation Method is displayed in the Company Leave Maintenance for reference ONLY.

Leave Type

This field is defaulted from the Master Leave Maintenance. The Leave Type can be overridden on the Company Leaves Maintenance if required.

Pay Percent

Enter the percentage amount of Pay to be used.

Eligible Days

Enter the Eligible Days for the leave that is being defined. All leaves are calculated and maintained in hours. For this reason you can leave this field blank and based on the eligible hours entered in the next field, the system will automatically calculate the eligible days using the normal hours from the control file.

Eligible Hours

Enter the Eligible Hours for the leave that is being defined. The Eligible hours are the maximum number of hours which can be used for this leave type. Once the system hits the maximum eligible hours allowed in a year, you will be unable to enter any further time under this leave code.

Accrual

Check the Accrued box if the leave that is being defined requires the accumulation of the liability in its processing.

Accrued Amount By

This field indicates if the Leave is accrued by Hours Worked, Percentage, Fixed Hours or Fixed Hours With Part Time Hours” and is selected from the following options: Hour, Percent, N/A, Fixed Hours and Fixed Hours With Part Time Hours.

For Fixed Hours, a constant leave accrual of hours for each pay period is determined regardless of the number of hours worked by taking the yearly “eligible hours” on the Company Leave set up or the Employee Leave setup and divide it by the number of pay periods, for both salaried and hourly employees.

The “Fixed Hours with Part Time Hours” option is intended for part-time employees. The hours accrued per pay is calculated as PTO Eligible Hours per Pay / Full Time Standard hours per pay frequency x Employee standard hours per pay frequency. For example, if a biweekly employee’s eligible hours for the leave is 236 and the Employee Profile Hours Per Year = 1560, the Accrued hours = $(236/26) * (1560/2080) = 6.81$.

Accrued Percentage

If the Accrued Amount is set to Percentage, enter the Percentage value, otherwise this is a non-active field.

Restrict Distribution Type in E-time Sheet

This field allows user to restrict the Drop down list to applicable distribution types for specific leave codes. The drop down menu options are: Job, Overhead or No restrictions. For example: PTO could be restricted to only be charged to overhead or Holiday could be restricted to be charged to either overhead or a job. This restriction must also flow through to E-time.

Carry Forward

Leave this field blank if the leave that is being defined cannot be carried forward into the next year.

Maximum Carry Forward Method

This drop-down list has Fixed hours (default method) and Accrued Hours. When the “Accrued Hours” option is selected, the “Max C Forward” field becomes disabled. If a table base is assigned, the “Max Carry Forward” column is ignored.

The Carry Forward Utility considers the employee accrued hours from the Employee Leaves Maintenance screen in order to calculate the carry forward hours for the next year.

This functionality considers the Accrued Hours and the Additional Carry Forward hours from the Company Leaves Maintenance screen.

Maximum Carry Forward

If the 'Carry Forward' box in the previous field is checked, enter the max number of days that can be carried forward into the next year.

The first field is for the DAYS and the second field is for the HOURS that are the Maximum Amounts Carried Forward.

All leaves are calculated and maintained in hours. For this reason you can leave the Days field blank and based on the eligible hours entered in the next field, the system will automatically calculate the carry forward days using the normal hours from the control file.

Additional CF

Enter additional number of hours to carry forward in a year. Payroll will add these additional hours towards the Maximum Carry Forward.

Days Carried Forward Expires

If leave days can be carried forward to next year, this defines the number of days after which the Carried-forward Leave Days will forfeit if not used.

Just like the Max C Forward field, this becomes irrelevant and will be superseded by what is defined in the Table Base, if a Table Base is defined for this Leave Code, on the Advance Setup tab.

This is based on **Calendar Year**, unless superseded and defined otherwise on the Table Base definition.

Maximum Accrual

This is the maximum un-used leave hours that can be accrued. Once the maximum is reached, the system will stop accruing hours. It will start again once the employee uses some leave hours and the accrued balance falls below this maximum.

The routine which checks and applies the maximum un-used accrual hours allowed assumes that payroll is run in a timely fashion, meaning that payroll is run in sequence by period, that there is only one open period at any time, and that all prior periods have already been paid.

Accounting – Tab

Select Company

Company	CCC	CMIC Test Construction Co
Pay Group	ALL	All Groups
Pay Run	CCCW	CCC Weekly Pay Run

Leave Details

General Accounting Advance Setup

Leave Expense Dept. Code	00	Company Level
Leave Expense Account Code	6400.500	Leave Expense Account
Leave Expense Accrual Dept. Code	00	Company Level
Leave Expense Accrual Account	6400.510	Leave Expense Accrual
Leave Liability Dept. Code (Clearing)	00	Company Level
Leave Liability Account Code (Clearing)	6400.520	Leave Liability Clearing
Leave Expense Clearing Dept. Code	00	Company Level
Leave Expense Clearing Account Code	6400.530	Leave Expense Clearing

Enter The Leave Expense Clearing Account Code. Employee Profile Credit/Debit Account Will Be Used If Null

Record: 2/2 ... List of Valu... <OSC>

Pgm: PYCOMLEV – Company Leaves Maintenance – Accounting Tab

Leave Expense Department Code

Enter/Select the Department for the Leave being entered.

If blank, it will be defaulted to the Employee (G-Lines) or Job (J-Lines) department.

Leave Expense Account Code

Enter the GL Account for the Leave being entered to specify the account to track Leave Expense.

Leave Expense Accrual Dept. Code

Enter the Department that the system will debit when this leave is accrued (not taken) for this company. If blank, it will be defaulted to the Employee (G-Lines) or Job (J-Lines) department.

Leave Expense Accrual Account

Enter the Account that the system will debit when this leave is accrued (not taken) for this company.

Leave Liability Dept. Code (Clearing)

This is the Leave Clearing Department used when Accrual type leaves are accrued or taken. If blank, it will be defaulted to the Employee (G-Lines) or Job (J-Lines) department.

Leave Liability Account Code (Clearing)

This is the Leave Clearing Account used when Accrual type leaves are accrued or taken.

Advance Setup – Tab

Select Company

Company	CCC	CMiC Test Construction Co
Pay Group	ALL	All Groups
Pay Run	CCCW	CCC Weekly Pay Run

Leave Details

General | Accounting | **Advance Setup**

Base Element: VAC | Vacation | **Modify Elements**

Table Base: VAC | vacation | **Table Base**

Allow More Than Eligible Hours: **No**

Total Max Hours:

User Extensions +

- User Extension1
- User Extension2
- User Extension3
- User Extension4
- User Extension5
- User Extension6
- User Extension7
- More Extensions ...

Related Screens +

New Payroll

- Related Screen 2
- Related Screen 3
- Related Screen 4
- Related Screen 5
- Related Screen 6
- Related Screen 7
- More Related ...

eXecute

Record: 2/2 ... <OSC>

Pgm: PYCOMLEV – Company Leave Maintenance – Advance Setup Tab

When processing an accrued leave, the system will post the following transaction each period as it builds the liability:

DR Expense account
(defined by the DR. Account as shown above)
CR Accrued Liability Leave Account
(defined by the Accrual CR. Account as shown above)

When paying the leave the system will post the following transaction:

DR Accrued Liability Leave Account
(defined by the Accrual CR. Account as shown above)
CR Cash / Bank
(defined by the pay group Bank Acct. to which the employee belongs)

Base Element

Enter/Select the Base Element to be used if already existing. To create or modify a Base Element, use the **[Modify Elements]** button.

If the leave you are setting up is based on a percentage instead of hours, then you may wish to only have the percentage based on normal hours only (i.e. excluding overtime and double time).

Table Base

Enter/Select the Table Base to be used if already existing. To create a new Table Base or view the existing, use the **[Table Base]** button.

Use of a Table Base allows for grades within the leave code. For example eligible vacation days usually change due to years of service. The Base Table allows you to create a leave table for years of service. This will then override the eligible days entered on the General Tab.

Allow More than Eligible Hours

Select 'Yes' from the drop-down menu list, if more than eligible hours is to be allowed for the specified Company Leave Code.

Employee Leave Maintenance

The Employee Leaves screen is used to both enter any non-standard company leaves against a particular employee and to query the leaves of a particular employee. This screen allows for the over-ride of the eligible hours as well as the entry of carry forward, and Pay Percentage.

The system will default the leave information from Company Leave Maintenance screen.

Query – Tab

Select Company

Company: CCC CMIc Test Construction Co
 Employee: CCC-WK-HR1 Isabella Lincoln
 Year: 2015

Leave Setup

Query | Setup

Code	C. Frwd	Accrued	Expired	Used	Lost	C. Frwd	C. Frwd	Accrued	Accrued	Elig. Hours	Elig. Days	Hours
FLH	.00	.00	.00	.00	.00	31-12-2014	.00			8.00	1.00	8.00
FMSK	.00	.77	.00	.00	.00		.00	63.46		40.00	5.00	.77
PSLV	.00	.00	.00	.00	.00		.00					.00
SICK	.00	.00	.00	.00	.00		.00			40.00	5.00	40.00
UNPD	.00	.00	.00	.00	.00		.00			120.00	15.00	120.00
UPT	.00	.00	.00	.00	.00		.00			80.00	10.00	80.00
VAC	.00	1.54	.00	.00	.00		.00	126.92		80.00	10.00	1.54

Description: Floating Holiday

Leave Detail

User Extensions +

- User Extension1
- User Extension2
- User Extension3
- User Extension4
- User Extension5
- User Extension6
- User Extension7
- More Extensions ...

Related Screens +

New Payroll

- Related Screen 2
- Related Screen 3
- Related Screen 4
- Related Screen 5
- Related Screen 6
- Related Screen 7
- More Related ...

Pgm: PYEMPLEV – Employee Leave Maintenance – Query Tab

Employee and Year

Enter/Select the Employee and the Year to view details for in the lower block.

Code

Select value in a new row only to add a new Leave Type to an employee. This query tab will display all the leaves types that apply automatically to the employee by virtue of being defined at the company level.

Hours Carry Forward

Display – Total Hours of unused leave carried forward from the previous year.

Hours Accrued

Display – Total Hours of Leave Accrued in current year.

Hours Used

Display – Total Hours of Leave Used/Paid in current year.

Hours Lost

Display – Total Hours of Leave ‘Lost’ in the current year after ‘carry forward’ is performed from the current year to the next year.

Carry Forward Expire Date

This is calculated at the same time as when the **Carry Forward Hours** is calculated, i.e. during the running of the **Move Carry Forwards to Next Year** Utility.

Carry Forward Amount

Display- Total dollar amounts for Carried Forward leaves which carried forward from the previous years. The amount will be pro-rated based on CF days in case employee's salary was changed during the year.

Carry Forward Expired Hours

This is calculated in the Job Queue – **Nightly Payroll Carried-Forward Leaves Expire** - which should be set up and enabled to run nightly (see below).

NOTE: During the running of the Job Queue – **Nightly Payroll Carried-Forward Leaves Expire** - Leave Codes that have reached their Expiration Date, will have their Carry Forward Hours moved to Carry .Forward Expired Hours – Net of what is used - that means Carry Forward Hours will only expire if they have not been used.

Accrued Amount

Display – Total Amount of Leave Pay Accrued.

Accrued Amount Paid

Display – Total Amount of Leave Paid in current year.

Eligible Hours

Display – Total Amount of Eligible Hours for current year.

Eligible Days

Display – Total number of Days Eligible in current year.

Hours Remain

Display – Total Hours of Leave remaining is: Remaining Hours= Eligible + Carry Forward + Accrued – Used -Lost

Leave Detail – Popup

Leave Detail									
Leave Calc.									
Start Date	Per.	Credit A/C	Debit A/C	Hours	Amount	Amount Paid	Total Earnings	Total Hours	Type
01-01-2013	1	6400.520	6400.510	1.54	49.56	.00	1,288.46	40.00	A
				1.54	49.56	.00	1,288.46	40.00	
Close									

Pgm: PYEMPLEV – Employee Leave Maintenance – Leave Details

The Leave Detail display will show all details for Accrued (Type = A) and Used (Type = U) Leave for an employee. Details will include the Period, Credit and Debit GL Accounts, Hours, Amount, Amount Paid, Total Earnings for period and Total Hours worked for period. A summary at the bottom will display overall totals for the employee.

The Type 'A' identifies Accrued Leave, and 'U' identifies Leave Used or Paid.

The Leave Calculation Start Date column displays the date as per the Leave Calculation Method that is set for the leave code.

Setup – Tab

Select Company

Company: CCC CMIC Test Construction Co
Employee: CCC-WK-SAL2 John Smith
Year: 2013

Leave Setup

Query Setup

Epl Lev Code: SICK
Eligible Hours:
Max Carry Forward Hours:
Days C Forward Expires:
Manual Override: ☐
Pay Percent:
Accrued Percent:
Leave Calculation Method: Timesheet Leave Entered Date
Leave Calc. Period Start Date:
End Date:
Description: Sick Time Off

User Extensions

User Extension1
User Extension2
User Extension3
User Extension4
User Extension5
User Extension6
User Extension7
More Extensions ...

Related Screens

New Payroll
Related Screen 2
Related Screen 3
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Related Screen 6
Related Screen 7
More Related ...

Enter Or Modify Leave Days

Record: 1/1 ... <OSC>

Pgm: PYEMPLEV – Employee Leave Maintenance – Setup Tab

Employee and Year

Enter/Select the Employee and Year.

Eligible Hours

Enter the number of Hours employee is eligible for. This is an over-ride for Company Hours Eligible.

Pay Percent

Display – Payment percentage to be used as set at Company level.

Max Carry Forward Hours

Enter the maximum hours this employee is eligible to carry forward. This is an over-ride for Company set carry forward maximum.

Days C Forward Expires

Enter the number of days after which the Carry Forward Hours will expire.

Accrued Percent

Display – Payment percentage accrued as set at Company level.

Manual Override

Check this flag if you do not want the information for this employee to be updated when processing leave eligibility for a calendar year.

Leave Calculation Method

The value for this field is defaulted from the Master Leave Maintenance. The Leave Calculation Method is displayed in the Employee Leave Maintenance for reference ONLY.

Leave Calc. Period Start/End Date

The Start Date and the End date for the Leave Calculation Period are displayed in these fields. These dates are populated based on the Leave Calculation Method option selected in the Master Leave Maintenance for the selected Leave Code.

Sick Leave Policy Setup

Step 1: Leave Code Setup

Payroll - DEW10X Leave Maintenance

Leave Maintenance

Leave Code: PSL3

Leave Description: Paid Sick Leave

Short Description: Paid Sick Leave

Leave Type: Cash

☒ Accrued

Accrued Amount by: Sick Leave Policy

☒ Carry Forward

Accessible In Employee Self Service: No

Leave Calculation Method: Pay Run Year

☒ Show Leave on Pay Check And Pay Stub

☐ Include In PY Forecast Burden Calculation

Leave Code is setup using the Accrued Amount By Sick Leave Policy.

Pgm: PYLEAVE – Leave Maintenance (Master); standard Treeview Path: Payroll > Administration > Leaves > Master

Use the Leave Maintenance screen to set up the Leave Code for the Sick Leave setup, and ensure the **Accrued Amount** field is set to “**Sick Leave Policy**”.

Step 2: Sick Leave Policy Setup

Policy Code	Description	Accrue Start Date	Accrual Rate Per Hour Work	New Hire Wait Period Before Accrue Starts (days)	Maximum Hrs Annual Accrue	Maximum Hrs Carry Forward
CALIFORNIA	California Paid Sick Leave Policy	01-JAN-2014	.033333	30	48	9999

Pgm: PYSICKLEAVE – Sick Leave Policy; standard Treeview Path: Payroll > Administration > Leaves > Sick Leave Policy

Next, set up the Sick Leave Policy via the Sick Leave Policy screen. There is no need for the Benefit/Deduction Table Base setup, as the values set on this screen are used to calculate the leave.

Accrue Start Date

This is when the Sick Leave Policy starts as the legislation.

Accrue Rate Per Hour worked

If you accrue one hour per 30 hours worked, the value should be defined 1/30, which gives you 0.033333. By default, the hours worked are based on BW lines; if you require to add other types, than you need the Base Elements screen.

New Hire Wait Period Before Accrue Starts (days)

Number of days a new hire needs to work before the accrual can start.

Maximum Hrs Annual Accrue

New accrued hours for the year will not exceed this value.

Max Hrs Carry Forward

This is a standard functionality of Carry forward. The value must be entered.

Step 3: Set Up Leave at Company Level

Payroll - DEV10X Company Leaves Maintenance

Select Company

Company	IA	Pyramid & Technologies
Pay Group	HRLY	HOURLY
Pay Run	BMK	BI Weekly Payroll Long

Copy From

Leave Details

General Accounting Advance Setup

Leave Code **PSL3** Paid Sick Leave

Short Description Paid Sick Leave

Leave Calculation Method Pay Run Year

Leave Type Cash

Eligible Days 9.00

Pay Percent 100.00

Eligible Hours 72

☒ Accrued Accrued Amount by Sick Leave Policy

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

Regional Sick Leave Policy CALIFORNIA California Paid Sick Leave Policy

User Extension

User Extension

User Extension

User Extension

User Extension

User Extension

User Extension

More Extension

Related Screen

Related Screen

Related Screen

More Related

Annotations:

- You must select "Sick Leave Policy" for the Accrued Amount by field.
- This must be defined for the Region.

Pgm: PYCOMLEV – Company Leave Maintenance; standard Treeview path: Payroll > Administration > Leaves > Company

In this step, set up the Leave at the Company Level, ensuring that Accrued Amount by field is set to “Sick Leave Policy”, and the **Regional Sick Leave Policy** field must be entered.

Step 4: Check Allow Accrued Leave Flag in Emp. Profile

Payroll - DEVV10X Employment History Maintenance

Enter Employment Details

Employee: IA-001 Kerry H Matheson

Action: Change Effective Date: 01-OCT-2016 SSN: 857-49-6589

Personal Company Rate/Salary Address Tax HR Info HCM

Reason Code:

Last Name: Matheson First Name: Kerry H Initial:

Prefix: Suffix: Alias:

SSN/SIN No: 857-49-6589 Type: Hourly Full/Part: Full-Time

Status: Active Work Status: Working ☒ Allow Accrued Leave

FLSA Type: Non-Exempt

☐ Unionized Union Membership Date: ☐ Eligible for Rehire

Union:

Union Mem No:

Position:

Place Of Birth:

Date Of Birth: 01-JAN-1975

Seniority Date: Primary Employee: IA-001

Hire Date: 01-JAN-2015 Date Deceased: Work Days/Year:

Termination Date: Next Review Date: Hours/Year:

Re-Hire Date: Adjusted Service Date: 01-JAN-2015 Service/Years: 0

Pgm: PYEMPDIS - Employment History

For each Employee, ensure the **Allow Accrued Leave** checkbox is checked on the **Personal** tab.

Step 5: Link Work Location to Sick Leave Policy

Payroll - DEVV10X Work Location Maintenance
eXecute

Work Location Details

Location Code CA
Location Name California
Short Name CA
Country US United States of America
State/Province CA California
County/Region
City/Town
ZIP Code 90210
Vertex Geo Code 05-037-0360
Regional Sick Leave Policy Code CALIFORNIA California Paid Sick Leave Policy

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

Using the Work Locations screen, link the relevant Work Location to the Sick Leave Policy via the Regional Sick Leave Policy Code field.

Step 6: Link Job to Work Location

Payroll - DEVV10X Jobs Work Location Maintenance

Select Company

Company IA Pyramid & Technologies

Job Details

Job Code	Job Name	Work Loc	Max # Hours	WC Policy	PL Policy	Sector Code
IA0000001	Building Road Surface, and others	CA				
IA0000002	Hotels Renovations "and ~-.,?&@,o	YORK				
IA0000004	Expending HWY 407	NY		L-234234555		
IA0000005	Govt. Hospital Renovation	NWRK		H-01233445		
IA0000006	Highway Extension					QA
IA0000007	National Stadium renovation					
IA0000008	Re-building Bridge	CA				

Pgm: PYJOBLOC – Job Work Locations; Payroll > Setup > Jobs > Job Work Locations

Using the Job Work Locations screen, link the Job to the relevant Work Location.

Implementation

Enter the timesheet with the work location CA. Then, post the timesheet, process the payroll, cut the check, and now when you look at the Employee Leave info, you will see the leave code has accrued hours:

Payroll - DEV10X Employee Leaves Maintenance First Record

Select Company

Company Pyramid & Technologies

Employee Kerry H Matheson

Year

Leave Setup

Query Setup

Code	Hours					C.Frwd Expire Date	C.Frwd Amount	Accrued Amount	Accrued Amount Paid	Elig. Hours	Elig. Days	Hours Remain
	C. Frwd	Accrued	Expired	Used	Lost							
ANN	.00	.00	.00	.00	.00		.00			40.00	5.00	40.00
FS	.00	.00	.00	.00	.00		.00			40.00	5.00	40.00
PSL3	.00	1.33	.00	.00	.00		.00	99.75		72.00	9.00	1.33
PTO	.00	.00	.00	.00	.00		.00			40.00	5.00	40.00
TS	.00	.00	.00	.00	.00		.00			16.00	2.00	16.00

Sick Leave Functionality for Federal Contractors

The Sick Leave functionality has been updated based on the rule and requirement by US Department of Labor to establish 'Paid Sick Leave for Federal Contractors' as part of compliance starting in year 2017.

The Sick Leave Functionality for Federal Contractors is a Job Sick Leave Policy. Setups are just like the current Regional Sick Leave Policy, which is referenced on the Work Location. With the update, users can also reference a Job Sick Leave Policy on the Job (from Job Work Location Maintenance screen). The Job Sick Leave Policy will take precedence over the Work Location Sick Leave Policy.

Payroll - TESTV10_X Leave Maintenance

Leave Maintenance

Leave Code

Leave Description

Short Description

Leave Type

☒ Accrued

Accrued Amount by

☒ Carry Forward

Accessible In Employee Self Service

Leave Calculation Method

User Extensions +

User Extension1
User Extension2
User Extension3
User Extension4
User Extension5
User Extension6
User Extension7
More Extensions ...

Related Screens +

Mid-year Pay History
Timesheet Edit List
Employee Leaves
Related Screen 4
Related Screen 5
Related Screen 6
Related Screen 7
More Related ...

Pgm: PYLEAVE – Leave Maintenance (Master); standard Treeview Path: Payroll > Administration > Leaves > Master

Use the Leave Maintenance screen to set up the Leave Code for the Sick Leave setup, and ensure the **Accrued Amount** field is set to “**Sick Leave Policy**”.

Next, set up the Federal Sick Leave Policy via the Regional Sick Leave Policy screen. There is no need for the Benefit/Deduction Table Base setup, as the values set on this screen are used to calculate the leave. Federal Sick Leave for contractors allows employees to accrue 1 hour for every 30 hours worked ($1/30 = .033333$ accrue rate) and can accrue a maximum of 56 hours (or 7 days) for the year .

Accrue Start Date

This is when the Sick Leave Policy starts as the legislation.

Accrue Rate Per Hour worked

If you accrue one hour per 30 hours worked, the value should be defined $1/30$, which gives you 0.033333. By default, the hours worked are based on BW lines; if you require to add other types, then you need the Base Elements screen.

New Hire Wait Period Before Accrue Starts (days)

Number of days a new hire needs to work before the accrual can start.

Maximum Hrs Annual Accrue

New accrued hours for the year will not exceed this value.

Max Hrs Carry Forward

This is a standard functionality of Carry forward. The value must be entered.

Pgm: PYCOMLEV – Company Leave Maintenance

In this step, set up the Leave at the Company Level, ensuring that Accrued Amount by field is set to “Sick Leave Policy”, and the **Regional Sick Leave Policy** field must be entered.

NOTE: Days C Forward Expires should be defined for the region, if any.

Payroll - TESTV10_X Employee Profile Maintenance

Employee Details

Employee

Personal | Company | Rates/Salary | Address | Tax | HR Info | HCM | Security | Notes | Exclu... <>

Last Name First Name Initial

Prefix Suffix Alias

SN/SIN No. Type Full/Part

Status Work Status ☒ Allow Accrued Leave

FLSA Type

☐ Unionized Union Membership Date ☒ Eligible for Rehire

Union

Union Mem. No.

Position Description

Place of Birth

Date of Birth

Hire Date Seniority Date Work Days/Year

Terminate Date Next Review Date Hours/Year

Re Hire Date Adjusted Service Date Service/Years

Date Deceased Primary Employee Valid

User Extensions +

Benefic code
Employee 401K
Employee Availability
Last Name
Employment
User Extension6
User Extension7
More Extensions ...

Related Screens +

New Payroll
Related Screen 2
Related Screen 3
Related Screen 4
Related Screen 5
Related Screen 6
Related Screen 7
More Related ...

Pgm: PYEMPLOY – Maintain Employee Information

For each Employee, ensure the **Allow Accrued Leave** checkbox is checked on the **Personal** tab.

Payroll - TESTV10_X Work Location Maintenance

Work Location Detail

Location Code

Location Name

Short Name

Country

State/Province

County/Region

City/Town

ZIP Code

Vertex Geo Code

User Extensions +

User Extension1
User Extension2
User Extension3
User Extension4
User Extension5
User Extension6
User Extension7
More Extensions ...

Related Screens +

Mid-year Pay History
Timesheet Edit List
Employee Leaves
Related Screen 4
Related Screen 5
Related Screen 6
Related Screen 7
More Related ...

Pgm: PYWRKLOC – Work Locations

[illegible]

Using the Job Work Locations screen, link the Job to the Federal Job Sick Leave Policy. A new column and field 'Payroll Sick Leave' is added to Job Work Location screen to reference the FEDERAL Sick Leave Policy.

Reference Guide US Payroll v10x

Payroll - TESTV10_X Jobs Work Location Maintenance

Select Company

Company CMiC Test Construction Company

Job Details

Job Code	Job Name	Payroll Code	Payroll Overtime Rule	Payroll Sick Leave Policy	DB	Cert	Rate
CCC-1000.1	CCC-1000.1 Sub Jobs			FEDERAL			

Description

Overtime Rule

User Extensions +

Estimate Management

Hcssxml1

Invrgcodej

Job_UE

User Extension5

User Extension6

User Extension7

More Extensions ...

Related Screens +

Mid-year Pay History

Timesheet Edit List

Employee Leaves

Related Screen 4

Related Screen 5

Related Screen 6

Related Screen 7

More Related ...

Enter the timesheet for the Job setup with Federal Sick Leave Policy. Then, post the timesheet, process the payroll and cut the check. Review Employee Leave info, you will see the leave code set up with FEDERAL Sick Leave Policy has accrued hours. For 40 hours worked on the job– employee gets 1.33 hours of accrued Federal Sick Leave.

CCC - CMiC Test Construction Company

PAYROLL - TIMESHEET EDIT LIST BY EMPLOYEE

Page: 1 of 1
Date: 19122016
Time: 02:08 AM

Date	Comp	Job/Equip/WO Code	Phase/Equip/Cat/WO Line No.	Cat/Tr/WO Exp	WCB Code	Union/ Trade Work Loc.	Dept / Batch #	Account	Tran Stat	Rate Type / Shift / Void Date	Expense Quantity	Hours	Pay Rate	Amount	Billable Rate	Billable Amount
Employee: CCC-WK-HR121 Jack Laraby NWHR: 40 OVHR: 0 DTHR: 0 OTHR: 0																
Period: 1																
06012017	CCC	J CCC-1000.1	02 41 16 13		1000	164	00	5200.100	Y	Normal	0.00	40.00	60.000	2,400.00	120.000	4,800.00
		CCC-1000.1 Sub Jobs				SNY		39469		Day Shift						
Period 1 Total												40.00	2,400.00		4,800.00	
Employee Total												40.00	2,400.00		4,800.00	
Grand Total												40.00	2,400.00		4,800.00	

END OF REPORT

Report Parameters

Pay Group Code: ALL	Employee Pick List:
Payroll Run Code: CCC Weekly	Starting Employee:
Year: 2017	Ending Employee:
Period: 1	Transaction Status: Posted
From Document: CMIC TEST 2	Sort By Flag: E
To Document: CMIC TEST 2	Report Code: PY1010
Rate Used: Pay	
Operator: MARJAN	

Regional Sick Leave & Federal Sick Leave Policy

Job Work Location Setup & Reference with Sick Leave Policies

The Accrual Benefits functionality was developed to sum all benefit amounts based on the parameter screen. The values will be inserted into Payroll Adjustment table to pay the amount to the Employee.

Overview of Sick Leave Accrual Calculations – State Vs Federal Sick Leave Policies

In this example, if a Work Location has a Regional Sick Leave Policy for State, like CALIFORNIA assigned, user can reference the FEDERAL sick leave policy on the job from Job Work Location Maintenance screen directly without linking and referencing it on Work Location. The Federal job sick leave policy referenced under Payroll Leave Policy on the Job Work Location screen will take precedence over the Work Location sick leave policy in terms of accrual calculations.

Payroll - TESTV10_X Work Location Maintenance

Work Location Detail

Location Code	CALIFORNIA
Location Name	California
Short Name	Califorfnia
Country	US United States of America
State/Province	CA California
County/Region	
City/Town	
ZIP Code	95019
Vertex Geo Code	05-087-1280
Regional Sick Leave Policy Code	CALIFORNIA California Paid Sick Leave Policy

User Extensions +

- User Extension1
- User Extension2
- User Extension3
- User Extension4
- User Extension5
- User Extension6
- User Extension7
- More Extensions ...

Related Screens +

- Mid-year Pay History
- Timesheet Edit List
- Employee Leaves
- Related Screen 4
- Related Screen 5
- Related Screen 6
- Related Screen 7
- More Related ...

Pgm: PYWRKLOC – Work Locations

Payroll - TESTV10_X Jobs Work Location Maintenance

Select Company

Company

Job Details

Job Code	Job Name	Work Loc	Max #WC Hours	Policy	PL Policy	Sector Code
CCC-1000	ccc-1000 MAIN	CALIFORN				

Description

Overtime Rule

Certified Report I...

User Extensions +

Estimate Management

Hcssxml1

Invrgecodej

Job_Use

User Extension5

User Extension6

User Extension7

More Extensions ...

Related Screens +

Mid-year Pay History

Related Screen 2

Related Screen 3

Related Screen 4

Related Screen 5

Related Screen 6

Related Screen 7

More Related ...

Payroll - TESTV10_X Jobs Work Location Maintenance

Select Company

Company

Job Details

Job Code	Job Name	Payrate Schedule	Payroll Code	Payroll Overtime Rule	Payroll Sick Leave Policy	DB	Cert
CCC-1000	ccc-1000 MAIN						

Description

Overtime Rule

Certified Report I...

User Extensions +

Estimate Management

Hcssxml1

Invrgecodej

Job_Use

User Extension5

User Extension6

User Extension7

More Extensions ...

Related Screens +

Mid-year Pay History

Related Screen 2

Related Screen 3

Related Screen 4

Related Screen 5

Related Screen 6

Related Screen 7

More Related ...

User can enter and reference a sick leave policy on the job from Job Work Location Maintenance screen.

The job sick leave policy will take precedence over the work location sick leave policy.

Enter Job Sick Leave Policy Code. It Takes Precedence Over Sick Leave Policy Set Up On Work Location.

Payroll - TESTV10_X Jobs Work Location Maintenance

Select Company

Company CCC CMiC Test Construction Company

Job Details

Job Code	Job Name	Payroll	Payroll	DB	Cert	Rate
		le Code	Sick Leave Policy			
CCC-1000	ccc-1000 MAIN		FEDERAL			

Description California

Overtime Rule

Certified Report I...

Related Screens

Mid-year Pay History

Related Screen 2

Related Screen 3

Related Screen 4

Related Screen 5

Related Screen 6

Related Screen 7

More Related ...

User Extensions

Estimate Management

Hcssxml1

Invgcodej

Job_Ue

User Extension5

User Extension6

User Extension7

More Extensions ...

This Job has both California Regional Sick Leave policy referenced via Work Location screen as well as Federal Sick Leave policy referenced directly on the Job Work Location maintenance screen

Enter Job Sick Leave Policy Code. It Takes Precedence Over Sick Leave Policy Set Up On Work Location.

Pgm: PYJOBLOC – Job Work Locations

User enters timesheet with 40 hours worked on the job for California Work Location. The Job is set up with both California Sick Leave and Federal Sick Leave Policy.

CCC - CMiC Test Construction Company

PAYROLL - TIMESHEET EDIT LIST BY EMPLOYEE

Page: 1 of 1

Date: 19122016

Time: 02:48 AM

Date	Comp	Tran Type	Job/Eqp/WO Code	Phase/Eqp. Cat/ WO Line No.	Cat/Tr/ WO Exp	WCB Code	Union/ Trade	Dept / Batch #	Account	Tran Stat	Rate Type / Shift / Void Date	Expense Quantity	Hours	Pay Rate	Amount	Billable Rate	Billable Amount
Employee: CCC-WK-HR15																	
Period: 1																	
06012017	CCC	J	CCC-1000	02 41 13 13	1000		164	00	5200.100	Y	Normal	0.00	40.00	54.0000	2,160.00	108.000	4,320.00
Day Shift																	
Period 1 Total																	
													40.00		2,160.00		4,320.00
													40.00		2,160.00		4,320.00
													40.00		2,160.00		4,320.00
													40.00		2,160.00		4,320.00
END OF REPORT																	
Report Parameters																	
Pay Group Code: ALL									Employee Pick List:								
Payroll Run Code: CCC Weekly									Starting Employee: CCC-WK-HR15								
Year: 2017									Ending Employee: CCC-WK-HR15								
Period: 1 To: 1									Transaction Status: Posted								
From Document:									Sort By Flag: E								
To Document:									Report Code: PY1010								
Rate Used: Pay																	
Operator: MARJAN																	

Sick Leave accrued for the employee is Federal Sick Leave Policy:

For 40 hours worked by employee, 1.33 hours of Leave Code PSLF for Sick Leave (Federal) has been accrued for year 2017. Federal Sick Leave policy referenced on Job Work Location maintenance screen is taken

precedence over California Sick Leave referenced from Work Location screen. Leave Code SLV is set up with California Sick Leave Policy and has not been accrued for the hours worked in the period.

Payroll - TESTV10_X Company Leaves Maintenance

Select Company

Company: CCC CMiC Test Construction Company
 Pay Group: HR HOURLY EMPLOYEES
 Pay Run: CCCW CCC Weekly Pay Run

Leave Details

General Accounting Advance Setup

Leave Code: PSLF Sick Leave FED
 Short Description: Sick Leave FED
 Accrual Calculation Method: Pay Run Year
 Leave Type: Cash Pay Percent: 100.00
 Eligible Days: Eligible Hours:
☒ Accrued Amount by: Sick Leave Policy
 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:
 Default Sick Leave Policy: FEDERAL Federal Contractor Sick Leave

User Extensions

User Extension1
 User Extension2
 User Extension3
 User Extension4
 User Extension5
 User Extension6
 User Extension7
 More Extensions ...

Related Screens

Related Screen 1
 Related Screen 2
 Related Screen 3
 Related Screen 4
 Related Screen 5
 Related Screen 6
 Related Screen 7
 More Related ...

Payroll - TESTV10_X Company Leaves Maintenance

Select Company

Company: CCC CMiC Test Construction Company
 Pay Group: HR HOURLY EMPLOYEES
 Pay Run: CCCW CCC Weekly Pay Run

Leave Details

General Accounting Advance Setup

Leave Code: PSLV Paid Sick Leave
 Short Description: Paid Sick Leave
 Accrual Calculation Method: Pay Run Year
 Leave Type: Cash Pay Percent: 100.00
 Eligible Days: Eligible Hours:
☒ Accrued Amount by: Sick Leave Policy
 Accrued Percentage: Restrict Dist. Type in E-Time Sheet: No Restriction
☒ Carry Forward Max Carry Forward Method: Fixed Hours
 Max C Forward: 365.00 2920 Additional CF:
 Max Accrual: 2.5 Days C Forward Expires:
 Default Sick Leave Policy: CALIFORNIA California Paid Sick Leave Policy

User Extensions

User Extension1
 User Extension2
 User Extension3
 User Extension4
 User Extension5
 User Extension6
 User Extension7
 More Extensions ...

Related Screens

Mid-year Pay History
 Timesheet Edit List
 Employee Leaves
 Related Screen 4
 Related Screen 5
 Related Screen 6
 Related Screen 7
 More Related ...

Benefit Administration

Overview – Benefits

The Enterprise Payroll and Human Resources modules provide the automation of Benefits calculation and payments. If using the Human Resources module with Payroll, there is an additional method for maintaining and electing employees for Benefits. For further information, see the Human Resources manual.

For further information about setting up benefits, please refer to the *Benefits Setup (Standard) – Quick Guide* section at the end of this reference guide.

Master Benefits

Payroll - TESTV10_X Benefits Master Maintenance

Benefit Details

Code: MED
Description: Medical Benefits
Short Description: Medical Benefits
Reporting Group: BEN Benefits
☐ Prevailing Wage
Type: Lump Sum
Base Code: NONE None
Amount: 100,000
☐ Paid in Cash ☐ Calculation Benefit
☒ Job Allocation ☐ Work Location Allocation
☐ Department Allocation ☐ Calculate Overhead
☐ Allocate Non Prevailing Wage Benefits to Prevailing Wage Jobs
☐ Dependent Enrollment Allowed ☐ Exclude Without Wages
☐ Process Separate Check For This Benefit ☐ Print Check Only
☒ Create Voucher For Accounts Payable ☐ Include In Salary In GC Monitor
Job Allocation Based On: Default Method ☐ Job Allocate Using User-Defined Base Code
Temporary Check Number:
Calculation Sequence: 5000
Effected Deduction:
Print Order: 1
Maximum Limit Group Code:

User Extensions +
User Extension1
User Extension2
User Extension3
User Extension4
User Extension5
User Extension6
User Extension7
More Extensions ...

Related Screens +
New Payroll
Related Screen 2
Related Screen 3
Related Screen 4
Related Screen 5
Related Screen 6
Related Screen 7
More Related ...

Enter Benefit Description
Record: 1/1 ... <OSC>

Pgm: PYBENFIT – Benefits Master Maintenance

The benefits master screen is used to enter the master set of benefits from which you assign the individual sets of company benefits required by each company processing a payroll.

Benefit Code

Enter the code for the benefit that is being defined. This code can be up to 4 alphanumeric characters in length.

Description

Enter a description for the benefit that is being defined. This description can be up to 30 characters in length.

Short Description

Enter a short description for the benefit that is being defined. This description can be up to 16 characters in length and will be used on screens, stubs and reports where space is prohibitive.

Reporting Group (Optional)

Enter the reporting group code for the benefit that is being defined.

Reporting groups allow you to group different types of payroll deductions and benefits together for reporting purposes. This code must have been set up previously within the Reporting Group Maintenance form.

This is an optional field and can be changed at any time.

Prevailing Wage

Check this box if the benefit that is being defined is subject to the Prevailing Wage Rule. The benefit will only be used if the Job associated with the time is a Prevailing Wage Job.

The Prevailing Wage rule is an U.S. requirement based on the Davis Bacon Act, whereby some government jobs are subject to minimum wage rates and mandatory benefits. Benefits which fall under this category must be distinguished using this check box for the appropriate calculation and reporting to occur.

Benefit Type

Select the appropriate benefit type for the benefit that is being defined. The system allows you to select from one of the following types of benefits; Lump Sum, Percentage and Hourly.

- Select **Lump Sum** to indicate that the benefit will be a flat amount no matter how much the employee earns or how many hours worked.
- Select **Percentage** to indicate that the benefit is based on a percentage of wages earned.
- Select **Hourly** to indicate that the benefit is based on the number of hours worked. (Most PW benefits are hourly)
- Select **Daily** to indicate that the benefit is based on work days.
- Select **Percent** of Union Pay Rate to indicate that the benefit is based on union pay rate.

Base Code

Select the appropriate Based On option for the benefit that is being defined. The options available within this field come from the Benefit and Deduction Base Maintenance screen. The system provides for the following options; None, Base Wage, Hours Worked, and Hours Paid although you have the option to include custom bases.

This field works in conjunction with the Type field to determine how the benefit will be calculated.

- When using the **Lump Sum** Benefit type select the **None** option.
- When using the **Percentage** Benefit Type select the **Base Wage** option.
- When using the **Hourly** Benefit type, select **Hours Worked** or **Hours Paid** option.
- When using the **Daily** Benefit Type, select **Daily** option.
- When using the **Percent of Union Pay Rate** Benefit Type, select **Hours Worked** option.

NOTE: The benefit type selected for a custom base option will be determined by the desired calculation against that base.

Amount

Enter the amount or value for the benefit that is being defined. The amount field will be a dollar amount or a percentage depending on the type of benefit you have selected in the previous fields.

You may choose to leave this field blank in the master list if the amount that is required for this benefit is specific to each company, union or employee to which it will be assigned.

Paid in Cash

Check the 'Paid in Cash' box if the benefit that is being defined is a receivable benefit where the employee will be paid monies directly. An example of this type of benefit would be a Car Allowance.

Leave this box blank if this benefit is non-receivable and the employer will pay a third party on behalf of the employee. An example of this type of benefit would be Group Life Insurance.

Calculation Benefit

Check the Calculation Benefit box if this benefit is only used in the calculation of other benefits. When this box is checked, this benefit will not appear within the employee history or on any reports.

Leave this box blank if this is a standard benefit and should be recorded within the employee history and reported on the relevant reports.

Job Allocation

Check the Job Allocation box if this benefit should be charged as payroll burden to the job(s) on which the employee is working during the pay periods for which this benefit is calculated.

The payroll burden associated with this benefit is pro-rated by the total wages calculated for the pay period. The calculated amount will be divided amongst the timesheet entry lines in relative proportion to the total wages represented on each line.

Leave this field blank if a job allocation is not required for this benefit.

Work Location Allocation

Check the Work Location Allocation box if the benefit that is being defined should be allocated to the employee's work location to be included in the taxable income within that location, if applicable.

Leave this field blank if the benefit should be included in the taxable income within the employee's home location, if applicable.

NOTE: This box only pertains to the appropriate allocation of benefits that are not job allocated. When the benefit is allocated to the job it is automatically allocated to the job work location.

Department Allocation

Check the Department Allocation box if this benefit should be charged as payroll burden to the Department being entered on the timesheet.

Leave this field blank if a department allocation is not required for this benefit.

Calculate Overhead

If the flag is checked, Payroll Job Costing Overhead will be calculated.

Allocate Non Prevailing Wage Benefits to Prevailing Wage Jobs

To avoid having to setup a benefit twice once as a prevailing wage benefit and once as not a prevailing wage benefit check this flag if the benefit is applicable to both types of jobs.

This flag is only available if the Benefit is being defined with Job Allocation.

Dependent Enrollment Allowed

Check the Dependent Enrollment Allowed box if dependents are allowed on this benefit.

This field is used in conjunction with the Human Resources application. Please refer to the Human Resources manual and on-line help for further details.

Exclude Without Wages

Check the 'Exclude Without Wages' checkbox to have the system not calculate this benefit for employees with no wages (basic wage or paid leave) in the processing period. Applicable only for Lump Sum Benefits.

Process Separate Check for this Benefit

Check this flag if the benefit will be processed as a separate check. This option is only available if the benefit is set up as a lump sum cash benefit and it cannot be overridden at the company or employee level.

Print Check Only

The 'Print Check Only' flag will cause a check to be printed regardless of the employee's direct deposit setup. This flag is enabled if the 'Process Separate Check for this Benefit' flag is checked.

Create Voucher for Accounts Payable

Check the Create Voucher box to have the vouchers for this benefit created through the Generate AP Voucher option in Processing.

Include in Salary in GL Monitor

When this is checked will automatically assign an employee to a GC Employee Group linked with the employee department (if found).

Job Allocation Based on

Select the appropriate Job Allocation Based on option that are based on Base Code that has been chosen previously on this screen. The system provides for the following options; Default Method, Base Wage, Hours Worked, and Hours Paid.

This field works in conjunction with the Base Code field to determine how the benefit will be calculated.

- When using the **Default Method** Benefit type select the **None** option.
- When using the **Base Wage** Benefit Type select the **Base Wage** option.
- When using the **Hours Worked** Benefit type, select **Hours Worked** or **Hours Paid** option.

Job Allocate Using User-Defined Base Code

When this flag checked Job allocates only to transaction types+ codes specified in user-defined base code.

Temporary Check Number

A temporary check number is assigned to the benefit that will be processed as a separate check and this number will be the user-defined check number for the benefit check. This temporary check number can be changed here and it cannot be less than 100.

Calculation Sequence

Enter the Calculation Sequence for the benefit that is being defined. The calculation sequence number is shared with the deduction's calculation sequence number. The Calculation sequence number is a 38-digit number which indicates the numeric order of the benefit relative to all the other Benefits and Deductions. The system will use the sequence number of each Benefit and Deduction to determine the correct processing order for all the payroll calculations.

This can be critical when a benefit requires the prior calculation of another benefit or deduction to process its amount.

EXAMPLE: 401K benefit may be calculated on Base Wage plus the Benefit Car Allowance minus the deduction Union Dues. In this case, the 401K deduction must have a calculation sequence number larger than the Car Allowance benefit and the Union Dues deduction.

Effected Deduction

Enter the Effected Deduction for the benefit that is being defined. This field is only accessible if you have indicated that this benefit is subject to the prevailing wage rule.

The Effected Deduction field allows for a benefit to be paired with a deduction for the purposes of calculating that deduction. When a deduction is assigned in this field the system will exclude the amount of wages used for the benefit being defined when calculating this deduction.

Take for example the situation where defining a prevailing wage benefit such as a Pension Trust. In this case, enter the 401K deduction into this field so that when that 401K deduction was calculated it would exclude the portion of wages that were used in the calculation of the Pension Trust benefit.

In dollar terms it would mean that if \$40 of a total \$100 week were earned working on a prevailing wage job, the associated 401K deduction would only be calculated on the remaining \$60.

Print Order

Enter the print order number for the benefit that is being defined. The print order number is a 4-digit numeric field which determines the order of this benefit on the payroll journal.

Maximum Limit Group Code

Enter the Maximum Limit Group Code. This will include the benefit in that group when processing payroll.

Company Benefits

Action Edit Block Field Record Query Utility Help Window

Payroll - TESTV10_X Company Benefits Maintenance

Select Company

Company: CCC CMIC Test Construction Co

Pay Group: NONE No Groups

Pay Run: CCCW CCC Weekly Pay Run

Benefit Details

Basic Pay Frequency Advanced

Benefit Code: MED Medical Benefits ☐ Cash

Plan Code: DEFAULT DEFAULT PLAN

Plan Option: DEFAULT DEFAULT

Start Date: 01-01-2012 End Date:

Benefit Type: Lump Sum

Debit Dept. Code: 00

Debit Account Code: 6400.550 Benefit DR

Credit Dept. Code: 00 Company Level

Credit Account Code: 6400.551 Benefit CR

Employees Jobs Tax Elements

Benefit: MED Medical Benefits

Enter Plan Code

Record: 1/1 ... List of Valu... <OSC>

User Extensions +

User Extension1

User Extension2

User Extension3

User Extension4

User Extension5

User Extension6

User Extension7

More Extensions ...

Related Screens +

New Payroll

Related Screen 2

Related Screen 3

Related Screen 4

Related Screen 5

Related Screen 6

Related Screen 7

More Related ...

This form is used to identify the required benefits for the company; pay group and pay run combination. Company Benefits are selected from the 'master' set of benefits created in the Master Benefits Maintenance screen. It is possible on this screen to change the frequency of the benefit, the benefit amount, to declare the eligible amount for this particular pay run and assign the debit and credit accounts that will be used by this benefit. As well, benefits can be connected with plans and options allowing for the further customization of benefits at the plan and option level.

The Impact of Pay Groups

The manner in which you assign company benefits to pay groups is vital in terms of those benefits applying to employees. The proper set up will save you work in the long run. Before you assign your company benefits map out the required benefits by determining whether they belong to one of the following categories; all employees, specific employees only, employees within a specific pay group or benefits belonging to a union.

Benefits that Belong to ALL (or most) Employees in the Pay Run

When defining a company benefit that applies to all employees within a pay run, enter the code '**ALL**' in the pay group field. Since the pay group is entered as '**ALL**', all employees will receive this benefit regardless of their individual pay groups.

Benefits can be customized at the Employee level by selecting the desired benefit in the Employee Benefit and modifying the detail of the benefit for the specific employee.

If specific employees do not require a benefit, you can call up the benefit for that employee and reduce the amount to zero. The benefit will not be calculated for the employee under this situation.

Benefit that Belong to Specific Employees in the Pay Run

When defining a company benefit that applies to specific employees in a pay run, enter the code '**NONE**' in the pay group field. This will automatically exclude this benefit from all employees within the pay run. In order for this benefit to apply to an employee it must be assigned directly to the employee within the Employee Benefit screen.

Benefits that Belong to a Specific Pay Group

When defining a company benefit that only applies to the employees in a specific pay group, enter the pay group code in the pay group field. This will automatically assign this benefit to all employees within that pay group and exclude that benefit from employees within other pay groups. In order for this benefit to apply to an employee outside of the pay group it must be assigned directly to the employee within the Employee Benefit screen.

Benefits that Belong to Unions

When defining a company benefit that only applies to the employees within a specific union, enter the pay group code '**NONE**' in the pay group field. This will automatically exclude this benefit from all employees.

Once you define your unions, you will have the opportunity to assign union benefits. At this point, assign the benefit to the appropriate union in the Union Benefits Maintenance screen. The benefit will automatically become a union benefit and those employees that belong to that union will automatically receive that benefit. All other employees will not have this benefit assigned.

Benefits that are Connected to Plans and Options

When defining a company benefit that is connected to a plan or option, enter the pay group code '**NONE**' in the pay group field. Benefits connected to a plan or option must be excluded from all employees and assigned individually at the employee level within the Employee Benefit screen or at the Union level within the Union Benefit screen.

Basic – Tab

Action Edit Block Field Record Query Utility Help Window

Payroll - TESTV10_X Company Benefits Maintenance

Select Company

Company	CCC	CMiC Test Construction Co
Pay Group	NONE	No Groups
Pay Run	CCCW	CCC Weekly Pay Run

Benefit Details

Basic Pay Frequency Advanced

Benefit Code MED Medical Benefits ☐ Cash

Plan Code DEFAULT DEFAULT PLAN

Plan Option DEFAULT DEFAULT

Start Date 01-01-2012 End Date

Benefit Type Lump Sum

Debit Dept. Code 00

Debit Account Code 6400.550 Benefit DR

Credit Dept. Code 00 Company Level

Credit Account Code 6400.551 Benefit CR

Employees Jobs Tax Elements

Benefit MED Medical Benefits

Enter Plan Code

Record: 1/1 ... List of Valu... <OSC>

User Extensions +

- User Extension1
- User Extension2
- User Extension3
- User Extension4
- User Extension5
- User Extension6
- User Extension7
- More Extensions ...

Related Screens +

New Payroll

- Related Screen 2
- Related Screen 3
- Related Screen 4
- Related Screen 5
- Related Screen 6
- Related Screen 7
- More Related ...

Pgm: PYCOMBEN – Company Benefits Maintenance – Basic Tab

Pay Group

Enter / Select the Pay Group to which you wish to apply benefits within the company specified in the previous field. The Pay Group must have been set up previously within Pay Groups Maintenance off the Company Menu or you may choose to use the code 'ALL' or 'NONE'. See the overview of this section for a detailed explanation on the impact of pay groups.

Pay Run

Enter / Select the Pay Run to which you wish to apply benefits within the company specified in the previous field. The Pay Run must have been set up previously within the Pay Run Maintenance screen off the Local Tables Menu.

Benefit Code

Enter / Select the benefit code for the company's pay run you are defining. The benefit must have been set up previously with the Benefit Master Maintenance screen off the Local Tables Menu.

Cash Field

The Cash box will default from the Benefit Master File and cannot be changed at the company level.

The Cash box will be checked if the benefit is a receivable benefit where the employee will be paid monies directly. An example of this type of benefit would be Car Allowance.

The box will be blank if this benefit is non-receivable and the employer will pay a third party on behalf of the employee. An example of this type of benefit would be Group Life Insurance.

Plan Code

Enter the plan code associated with the benefit.

The plan code field will automatically default with the code 'DEFAULT' when a company benefit is defined under a specific paygroup or the paygroup 'ALL'. When defining a benefit under the paygroup 'NONE', you may select from the available list of plan codes. Only those plan codes previously defined within the Plan Code Maintenance screen can be used within this field. Please refer to the Benefit And Deduction Plans Maintenance for further details.

Plan Option

Enter the plan option associated with the option defined in the previous field.

The plan option field will automatically default with the code 'DEFAULT' when a company benefit is defined under a specific paygroup or the paygroup 'ALL'. When defining a benefit under the paygroup 'NONE', you may select from the available list of plan options. Only those options defined within the Plan Options Maintenance screen can be used within this field. Please refer to the Benefit and Deduction Plans Maintenance screen for further details.

Start Date

Enter the Start Date that the Benefit becomes active. During Payroll processing this benefit will only calculate if the payrun period processing date is on or after the start date indicated within by this field.

End Date

Enter the end date after which the benefit will cease to be active. During payroll processing this benefit will only calculate if the pay run period processing date is on or before this date.

To leave this benefit turned on indefinitely, leave this field blank.

Benefit Type

The Benefit Type will default from the Benefit Master File and cannot be changed at the company level.

The system allows for the following types of benefits; Lump Sum, Percentage and Hourly.

- **Lump Sum** indicates that the benefit will be a flat amount no matter how much the employee earns or how many hours he works.
- **Hourly** indicates that the benefit is based on the number of hours worked.
- **Percentage** indicates that the benefit is based on a percentage of wages earned.

Debit Department and Account

Enter the department and account that the system will debit when this benefit is processed for this company. Typically, enter the expense account associated with the benefit being defined within this field. If the department is left blank the system will use the employee department code.

If the job allocation was checked on the master benefit, the system will debit the job/phase/category department and account as defined by the timesheet entry line.

Credit Department and Account

Enter the department and account that the system will credit when this benefit is processed for this company. Typically, enter the accrued liability account associated with the benefit being defined within this field. If the department is blank, the system will use the employee department code.

Leave this field blank if the cash flag has been set for this benefit on the benefit master screen, as a cash benefit the system will credit the cash / bank account (as defined by the pay group associated with the employee) for the amount of the receivable benefit.

[Employee] – Button

This button on company level will allow user to see all employees who are applicable for the benefit/deduction.

[Jobs] – Button

This button will launch the new ‘Job Benefits/Deductions Maintenance’ screens to allow users to add benefit or deduction by jobs.

[Tax Elements] – Button

This button will open a form to be used for assigning Taxes to the Benefit if they are required.

Pay Frequency – Tab

Select Company

Company	CCC	CMIC Test Construction Co
Pay Group	NONE	No Groups
Pay Run	CCCW	CCC Weekly Pay Run

Benefit Details

Basic | **Pay Frequency** | Advanced

Calculation Frequency: Weekly

Amount: 120.000

Remittance Frequency: Weekly

Remittance Amount:

Vendor:

Comments:

☐ Create AP Voucher From Remittance Total Amount

Benefit: MED Medical Benefits

User Extensions +

- User Extension1
- User Extension2
- User Extension3
- User Extension4
- User Extension5
- User Extension6
- User Extension7
- More Extensions ...

Related Screens +

New Payroll

- Related Screen 2
- Related Screen 3
- Related Screen 4
- Related Screen 5
- Related Screen 6
- Related Screen 7
- More Related ...

Enter Remittance Amount If Applicable Based On Remittance Frequency

Record: 1/1 ... <OSC>

Pgm: PYCOMBEN – Company Benefit Details – Pay Frequency

Calculation Frequency

Verify / Modify the Frequency with which this benefit will calculate. The Frequency Type will default from the Pay Run type but can be changed to a frequency different from the one indicated by the pay run.

Amount

Verify/Modify the amount for the benefit that is being defined. The system will default the value as entered on the benefit master listing but you may change it to better reflect the appropriate value within the company, pay group and pay run that is being defined.

The amount field will be a dollar amount or a percentage depending on the type of benefit you have selected in the previous fields.

NOTE: This amount must be ZERO if using the Remittance Amount and Frequency to define the payments for this benefit, or if the Benefit will be defined at the Employee/Union levels.

Remittance Frequency

Specify the frequency to which payments will be made to the vendor for this Benefit.

Remittance Amount

Specify the optional Remittance amount to be paid to the vendor based on the Remittance Frequency. This is typically used in cases where the payment is a fixed amount per period.

NOTE: This amount will be ZERO if the Benefit will be defined at the Employee/Union levels.

Vendor

Enter the vendor code for the vendor that represents the benefit that is being defined if the Master has the Generate AP Voucher option selected.

Comments

Enter optional comment here that will print on the AP Check stub depending on the check format used.

Create AP Voucher From Remittance Total Amount

Any benefit or deduction set up against Pay Group 'NONE' that has a type of 'Lump Sum' can be set to Create Voucher for Accounts Payable. The master record must also have been flagged for this function. The Amount field must be entered as 0 (zero) and the Remittance Frequency set different than Calculation frequency with a Remittance amount entered in order to use this flag. The Vendor Code must have been entered and be a valid AP Vendor in order for the vouchers to be created. If required, turn off the Create Voucher function within a specific company.

Advanced – Tab

Payroll - TESTV10_X Company Benefits Maintenance

Select Company

Company	CCC	CMiC Test Construction Co
Pay Group	NONE	No Groups
Pay Run	CCCW	CCC Weekly Pay Run

Benefit Details

Basic Pay Frequency **Advanced**

Base Code

Eligible Base Base Wage

Eligible Amount

☒ Benefits Print Flag

☒ Benefits Secure Flag

☐ Calculate Only On First Check

Benefit MED Medical Benefits

User Extensions +

- User Extension1
- User Extension2
- User Extension3
- User Extension4
- User Extension5
- User Extension6
- User Extension7
- More Extensions ...

Related Screens +

New Payroll

- Related Screen 2
- Related Screen 3
- Related Screen 4
- Related Screen 5
- Related Screen 6
- Related Screen 7
- More Related ...

Enter Eligibility Amount If Applicable

Record: 1/1 ... <OSC>

Pgm: PYCOMBEN – Company Benefits Detail – Advanced Tab

Base Code

Enter a Base Code for the benefit. This field is only used when you wish to define a different base from the one defaulted within this screen. This field is not available for Lump Sum benefits.

The base code must have been defined previously within the Benefit and Deduction Base Elements screen.

Base Codes are combinations of hours and benefits or deductions that are used to calculate other benefits and deductions. Base elements are required when a benefit or deduction calculation is non-standard. Please refer to the section on Benefit and Deduction Base Elements for more details.

Eligible Base

Select the optional eligibility base for the benefit that is being defined. Used in conjunction with the Eligible Amount field, you can establish a base amount under which this benefit will not calculate.

The Eligible Base allows for you to select one of the following options: Base Amount, Hours Worked, and Hours Paid. The value that you enter in this field is based on the previously selected Base Code.

- If you have selected the **Base amount**, the Eligible Amount would be the minimum gross wages earned before this benefit would be calculated.
- If you have selected the **Hours Worked**, or **Hours Paid** base amount, the Eligible Amount would be the minimum number of hours worked before this benefit would be calculated.

Eligible Amount

Enter the optional eligibility amount for the benefit that is being defined. The eligibility amount is a minimum restriction on the base from which this benefit is calculated. Used in conjunction with the Eligible Base, you can establish a base amount under which this benefit will not calculate.

The Eligible Base allows for you to select one of the following options: Base Amount, Hours Worked, and Hours Paid. The value entered in this field is based on the Base selected.

- If you have selected the **Base Amount**, the Eligible Amount would be the minimum gross wages earned before this benefit would be calculated.
- If you have selected the **Hours Worked**, or **Hours Paid** base amount, the Eligible Amount would be the minimum number of hours worked before this benefit would be calculated.

Benefits Print Flag

Check the Benefits Print Flag to have this benefit appear on the relevant payroll reports.

Leave this field blank if this benefit is used for calculation purposes and should not be reported on the relevant payroll reports.

Benefits Secure Flag

Check the Benefits Secure Flag to have this benefit appear in the relevant queries.

Leave this field blank if this benefit is used for calculation purposes and/or should not be reported in the relevant payroll queries.

Calculate Only On First Check

Check this flag if the benefit being defined should only be calculated and processed once per pay period regardless of how many checks are processed for the employee during the pay run. For example if your benefit is for GTL you would check this flag. This option only applies when the benefit is a Percentage or Hourly.

Employee Benefits

Select Company

Company	CCC	CMIC Test Construction Co
Employee	CCC-WK-HR2	Richard Sherman
Employee Pay Group	HR	HOURLY EMPLOYEES
Pay Run	CCCW	CCC Weekly Pay Run

Benefit Details

Benefit Code	MED	Medical Benefits
Plan Code	DEFAULT	DEFAULT PLAN
Plan Option	DEFAULT	DEFAULT
Start Date	01-01-2012	Frequency Weekly
Benefit Type	Lump Sum	Default Amount 120.000
Benefit Amount	120.000	
Effective Date	01-01-2012	
<input type="checkbox"/> Out of Area		
End Date		
Vendor		
Vendor Address		
Comment		

User Extensions +

- User Extension1
- User Extension2
- User Extension3
- User Extension4
- User Extension5
- User Extension6
- User Extension7
- More Extensions ...

Related Screens +

New Payroll

- Related Screen 2
- Related Screen 3
- Related Screen 4
- Related Screen 5
- Related Screen 6
- Related Screen 7
- More Related ...

Enter A Valid Vendor Code

Record: 1/1 ... List of Valu... <OSC>

Pgm: PYEMPBEN – Employee Benefits Maintenance

The Employee Benefits screen is used to enter any non-standard company benefits against a particular employee. This screen allows for the over-ride of the benefit amount as well as the default effective and end dates. The system will default the benefit information from the Company Benefit Maintenance screen.

Select Company – Block (Header)

Company and Employee Code

Enter / Select the company and related employee code for the employee whose benefit(s) will be customized.

Pay Group

The employee pay group will default from the employee profile.

Pay Run

Enter / Select the pay run code associated with the employee whose benefit(s) you want to customize.

Benefit Details – Block

Benefit Code

Enter / Select the benefit that you want to customize for the employee selected in the first block.

Plan Code

Enter / Select the plan code associated with the benefit that is being defined.

The system will only allow you to assign a plan that has been defined previously as part of the benefit under the Company Benefit Maintenance screen.

If not separating benefits into different rates by plans and options, the code '**DEFAULT**' will be the only available option for entry within this field.

Plan Option

Enter the plan option associated with the option defined in the previous field.

The system will only allow assigning an option that has been defined previously as part of the benefit and plan under the Company Benefit Maintenance.

If not separating benefits into different rates by plans and options, the code '**DEFAULT**' will be the only available option for entry within this field.

Start Date, Frequency and Benefit Type

Verify the Start Date, Frequency and Benefit Type associated with the benefit that you are modifying for this employee.

Benefit Amount

Modify the amount of this benefit if the employee requires a different amount than the company default. The company default is displayed in the Default Amount field.

Effective Date

Modify the effective date for this benefit if the employee requires a different date than the company default.

Out of Area – Checkbox

Check the 'Out of Area' box if the employee lives out of the plan option area. Note that this field is a reference field used by the Human Resources application.

End date

Modify the end date for this benefit if the employee requires a different date than the company default. Leave blank to leave this benefit on indefinitely.

Vendor Code

Enter the vendor code for the vendor that represents the benefit that is being defined. Note that this field is a reference field used by the Human Resources application.

Vendor Address

Enter an alternate address code for the vendor specified if necessary. This address will be used when generating AP vouchers. Multiple vouchers will be generated if the benefits and deductions have different vendor address codes. The vendor address can be entered for existing records but is only applicable to new records processing.

Comment

Enter any comments related to the benefit that you are customizing for this employee. The comment field can be up to 60 characters in length.

[Enroll Dependents] – Button

If the benefit being applied to the employee allows dependent enrollment then if applicable you should use the [Enroll Dependents] button to add the required dependents.

Job Benefits Maintenance

Select Benefit

Company	CCC	CMIC Test Construction Co	Plan Code	DEFAULT	DEFAULT PLAN
Pay Run	CCCW	CCC Weekly Pay Run	Plan Option	DEFAULT	DEFAULT
Benefit	MED	Medical Benefits	Start Date	01-01-2012	

Job Benefit Details

Job	Company	Job	Phase	Category	Employee	Trade	Pay Grp	Effective Date	Amount	End Date	Ven
	CCC	CCC-KING	00 01 01	*	*	*	*	01-01-2012	120		

Filters:

Company	CMIC Test Construction Co	Employee	All Employees
Job	King Restaurant	Trade	All Trades
Phase	Introductory Information - Project Title Page	Pay Group	All Pay Groups
Category	All Categories	Vendor	

Enter End Date

Record: 1/1 ... <OSC>

'Jobs' button will launch the new 'Job Benefits Maintenance' screens to allow users to add benefit or deduction by jobs.

This screen allows users to setup all jobs where the benefit/deduction is applicable. Program will facilitate users to setup "*" as "ALL" for Job, Phase and Category code along with Employee, Trade and Pay Group code.

The amount column on Job detail level will be optional to allow users to setup amount on company level.

The hierarchy for processing to select amount for benefit/deduction by job would be to select the employee level "Amount" first when assigned on employee level, when employee level amount is not overridden then the amount will be picked up from Job level and if not found, the amount will be picked up from company level.

Union Benefits Maintenance

Select Company

Company	CCC	CMIC Test Construction Co	Union	1000	Int Brotherhood of Elec Wkrs
Pay Run	CCCW	CCC Weekly Pay Run	Trade	ALL	ALL Trades
Work Location			*	All Work Locations	

Benefit Details

Benefit Code	MED	Medical Benefits	
Plan Code	DEFAULT	DEFAULT PLAN	
Plan Option	DEFAULT	DEFAULT	
Start Date	01-01-2012	Frequency	Weekly
Benefit Type	Lump Sum	Based On	None
Amount	120.000		
Effective Date	01-01-2012	End Date	
<input type="checkbox"/> Advanced Payment			
Advanced Pay Account			
Vendor	FIDELITY	Fidelity Investments	
Comment	Union Benefit for Union 1000 all Trades		

Enter Appropriate Comment For Selected Benefit

Record: 1/1 ... <OSC>

Pgm: PYUNIBEN – Union Benefits Maintenance

The Union Benefits screen is used to set the different rates for union benefits by trade. Once you select the company, pay run and union you can designate a benefit to a specific trade or to all trades within that union. The desired benefits are then selected and rates can be modified by union as well as trade. Within each benefit assigned to a union and trade, you can further separate benefit rates into specific plans and options.

At this point you also have the ability to designate each benefit as an Advance Payment benefit. Advance Payment benefits assume that a pre-payment has already been recorded on your companies books in relation to this benefit. During payroll processing the system will calculate the benefit amount for the period, but rather than credit the accrued liability account as specified by the Company Benefit Maintenance screen, the system will reduce the pre-payment amount by the designation of that account within the Advance Pay account field.

Select Company – Block (Header)

Company Code and Pay Run

Select the Company and Pay Run for the Union benefits to be defined.

Union

Select the Union for the benefit being defined. When job allocating non lump-sum union benefits, the system only allocates to details that have the same Union Code and Work Location Code for which the amount was calculated on.

Trade

Select the Trade code for the benefit.

If you wish to apply this benefit to all trades in the system enter the code '**ALL**' in this field.

Work Location

Select the Work Location for the benefit.

Benefit Details – Block

Benefit Code

Enter / Select the benefit to be assigned to the selected Company/Pay Run/Union/Trade.

Plan Code

Enter / Select the plan code associated with the benefit.

The system will only allow assigning a plan that has been defined previously as part of the benefit under the Company Benefit Maintenance screen.

If you are not separating union benefits into rates by plans and options, the code 'DEFAULT' will be the only available option for entry within this field.

Plan Option

Enter the plan option associated with the option defined in the previous field.

The system will only allow you to assign an option that has been defined previously as part of the benefit and plan under the Company Benefit Maintenance screen.

If you are not separating union benefits into rates by plans and options, the code 'DEFAULT' will be the only available option for entry within this field.

Start Date, Frequency

Once the benefit, plan and option have been selected, the system will display the default start date, frequency, benefit type as based on selections. These fields cannot be modified at this point but should be noted for their accuracy. Changes must be made in the Company Master or Benefit Master as applicable.

Amount

The system will display the default benefit rate from the Company Benefit Maintenance screen. At this point you can modify this amount to accommodate the specific union / trade you are defining.

Effective Date

Enter the Effective Date for the benefit you are assigning. The system will begin calculating this benefit from the date specified within this field.

End Date

Enter the End Date for the benefit you are assigning. The system will stop calculating this benefit after the date specified by this field.

If you wish to leave this benefit turned on indefinitely, leave this field blank.

Advance Payment box

Check the Advance Payment box if this union benefit is an advanced payment benefit where a pre-payment has already been recorded on your companies books in relation to this benefit.

Leave this field blank if this benefit should be paid directly to the employee.

Advance Pay Account

If you have checked the Advance Payment box in the previous field, enter the Advance Pay account associated with this benefit. During payroll processing the system will calculate the benefit amount for the period, but rather than credit the accrued liability account, the system will reduce the pre-payment amount by the designation of that account within the Advance Pay account field.

The system will post a credit to this liability account for the amount of the benefit going to the union.

Vendor Code

Enter the vendor code for the vendor that represents the benefit that is being defined. Note that this field is a reference field used by the Human Resources application.

Comment

Enter any comments related to the benefit that you are assigning to this union. The comment field can be up to 60 characters in length.

Union Pay Rates

Action Edit Block Field Record Query Utility Help Window

Payroll - TESTV10_X Union Benefits/Deductions Maintenance

Select Company

Company CCC CMiC Test Construction Co

Benefits/Deductions

Pay Run	Union	Trade	Work Loc	Type	Code	Description	Plan	Plan Desc
CCCW	1000	1610	*	Benefit	UAF	UAF	DEFAULT	DEFAULT PLAN
CCCW	1000	1610	*	Benefit	UAF	UAF	DEFAULT	DEFAULT PLAN
CCCW	1000	ALL	*	Benefit	MED	Medical Benefits	DEFAULT	DEFAULT PLAN
CCCW	1000	ALL	*	Benefit	UAF	UAF	DEFAULT	DEFAULT PLAN
CCCW	21	ALL	CCCH	Benefit	UAF	UAF	DEFAULT	DEFAULT PLAN

Pay Run CCC Weekly

Union Rates

Work Loc	Shift	Effective Date	Pay Rate	Non Factor	Charge Out Rate	Non Factor	Billing Rate	Non Factor	Prevailing Wage Pay Rate
CHIC	All Shifts	01-01-2012	30.000	<input type="checkbox"/>	30.000	<input type="checkbox"/>	30.000	<input type="checkbox"/>	
				<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
				<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
				<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
				<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	

Non Factor OT Rates

Checked: Non-Multiply Pay Rate; 0 = Shortcut Access Key

Record: 1/1 ... <OSC>

Pgm: PYUNIBEDE – Union Benefits/Deductions Maintenance

The Union Benefits/Deductions Maintenance provides a comprehensive grid view of union benefits, deductions and rates. Records can be created and viewed in this screen but not updated. The Edit icon to the left of each record in the Benefits/Deductions block opens the Union Benefits Maintenance screen for benefits or the Union

Deductions Maintenance screen for deductions. The Union Rates block shows union pay rates for that Trade, Work Location and Shift, for the selected Union, if it was previously entered in the Union Pay Rates screen

Control Union Benefits Maintenance

Select Union and Trade

Company CMIC Test Construction Co Control Union Int Brotherhood of Elec Wrkrs
 Pay Run CCC Weekly Pay Run Trade ALL Trades

Benefit Details

Benefit Code Pension Benefit
 Plan Code DEFAULT PLAN
 Plan Option DEFAULT
 Start Date Frequency
 Benefit Type Based On
 Amount
 Effective Date End Date
☐ Advanced Payment
 Advanced Pay Account
 Vendor
 Comment

User Extensions +
 User Extension1
 User Extension2
 User Extension3
 User Extension4
 User Extension5
 User Extension6
 User Extension7
 More Extensions ...

Related Screens +
New Payroll
 Related Screen 2
 Related Screen 3
 Related Screen 4
 Related Screen 5
 Related Screen 6
 Related Screen 7
 More Related ...

Enter Vendor Code
 Record: 1/1 ... List of Valu... <OSC>

Pgm: PYUNIBENCTRL – Control Union Benefit Maintenance

The Control Union Benefits Maintenance screen is used to set the different rates for control union benefits by trade. Once you select the company, pay run and union you can designate a benefit to a specific trade or to all trades within that union. The desired benefits are then selected and rates can be modified by union as well as trade. Within each benefit assigned to a union and trade, you can further separate benefit rates into specific plans and options.

Benefits are set up at the controlling union level and then applied to member unions using the **[Apply to member Unions]** button in either block below that controlling union.

Select Union and Trade – Block (Header)

Company Code and Pay Run

Select the Company and Pay Run for the Control Union benefits to be defined.

Control Union

Select the Control Union for the benefit being defined.

Trade

Select the Trade code for the benefit.

If you wish to apply this benefit to all trades in the system enter the code '**ALL**' in this field.

Apply to member Unions

Click the button "Apply to member Unions" to apply this Benefit to members of the Union which was specified above.

Benefit Details – Block

Benefit Code

Enter / Select the benefit to be assigned to the selected Company/Pay Run/Union/Trade.

Plan Code

Enter / Select the plan code associated with the benefit.

The system will only allow assigning a plan that has been defined previously as part of the benefit under the Company Benefit Maintenance screen.

If you are not separating union benefits into rates by plans and options, the code 'DEFAULT' will be the only available option for entry within this field.

Plan Option

Enter the plan option associated with the option defined in the previous field.

The system will only allow you to assign an option that has been defined previously as part of the benefit and plan under the Company Benefit Maintenance screen.

If you are not separating union benefits into rates by plans and options, the code 'DEFAULT' will be the only available option for entry within this field.

Note the display fields

Once the benefit, plan and option have been selected, the system will display the frequency, benefit type as based on selections. These fields cannot be modified at this point but should be noted for their accuracy. Changes must be made in the Company Master or Benefit Master as applicable.

Amount

The system will display the default benefit rate from the Company Benefit Maintenance screen. At this point you can modify this amount to accommodate the specific union / trade you are defining.

Effective Date

Enter the Effective Date for the benefit you are assigning. The system will begin calculating this benefit from the date specified within this field.

End Date

Enter the End Date for the benefit you are assigning. The system will stop calculating this benefit after the date specified by this field.

If you wish to leave this benefit turned on indefinitely, leave this field blank.

Advance Payment – Checkbox

Check the Advance Payment box if this union benefit is an advanced payment benefit where a pre-payment has already been recorded on your companies books in relation to this benefit.

Leave this field blank if this benefit should be paid directly to the employee.

Advance Pay Account

If you have checked the Advance Payment box in the previous field, enter the Advance Pay account associated with this benefit. During payroll processing the system will calculate the benefit amount for the period, but rather than credit the accrued liability account, the system will reduce the pre-payment amount by the designation of that account within the Advance Pay account field.

The system will post a credit to this liability account for the amount of the benefit going to the union.

Vendor Code

Enter the vendor code for the vendor that represents the benefit that is being defined. Note that this field is a reference field used by the Human Resources application.

Comment

Enter any comments related to the benefit that you are assigning to this union. The comment field can be up to 60 characters in length.

PW Rate Codes

Payroll - TESTV10_X PW Rate Setup

PW Rate Code

PW Rate Code: PWF Prevailing Wage

Rate Details

Benefit	Effective Date	Applied Date	Applied User	Re-Applied Date	Re-Applied User	Applied
PWF	01-01-2015	18-03-2015	LUDMILA	18-03-2015	LUDMILA	<input checked="" type="checkbox"/>
PWF	01-01-2011					<input type="checkbox"/>
PWF	01-01-2010	04-03-2015	DA	04-03-2015	DA	<input checked="" type="checkbox"/>
						<input type="checkbox"/>

Description: Prevailing Wage Fringe Copy Trades

Trade Code(s)

Trade Code	Trade Description	Shift	Per Hour Pay Rate	OT Premium
6432	Electrician	All Shifts	0.250	<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

Apply To Payroll

User Extensions +

User Extension 1

User Extension 2

User Extension 3

User Extension 4

User Extension 5

User Extension 6

User Extension 7

More Extensions....

Related Screens +

New Payroll

Related Screen 2

Related Screen 3

Related Screen 4

Related Screen 5

Related Screen 6

Related Screen 7

More Related ...

Pgm: PYPWCODE – PW Rate Setup

The PW Rate Setup screen is used to define prevailing wage rates on a master level with a PW Rate Code. That PW Rate code can then be assigned to the prevailing wage job for the calculation of prevailing wage benefits. The rates dynamically change for the job when the rates for the PW Rate Code are changed and the user updates payroll with the new rate changes. Rates on the job can be overridden with the Prevailing Wage Override Rate in the Job Setup screen in Job Costing. An audit is kept of the Applied Date, the Applied User, the Re-Applied Date and the Re-Applied User.

PW Rate Code

Enter / Select the PW Rate Code and description.

Rate Details – Block

Benefit

Select the benefit code from the LOV. To apply this rate code to all benefits you can choose '*'.

Effective Date

Enter the effective date. Once the rates have been applied, new rates can be entered with a new effective date.

Applied

This flag becomes checked when the user has pressed the Apply to Payroll button and the rates have been updated in the PW Benefit by Trade Maintenance screen. This flag can be unchecked for the latest effective date so that changes can be made and then reapplied to payroll.

Copy Trades

The Copy Trades button copies all trades in the Trade Code(s) block with a rate of 0.

Trade Code(s) – Block

Trade Code

Enter the trade code. If using the Copy Trades button, all the trades will be listed here.

Shift

Select the shift in order to consider the new rates by shift to calculate the benefit accordingly. By default shift code will be all shifts for existing client data.

Per Hour Pay Rate

Enter the rate associated with the trade.

Apply To Payroll

The Apply To Payroll button overwrites the rates on the job in the PW Benefit By Trade Maintenance screen with the new rates defined on the latest effective date.

OT Premium

If checked, the overtime and double overtime multiplier as defined in the Rate Codes Maintenance screen will be applied in the calculation of the benefit for that trade.

PW Benefit by Trade Maintenance

Trade Code	Trade Description	Shift	Per Hour Pay Rate	OT Premium
1628	Civil Engineer	All Shifts	75.000	0

Pgm: PYBENTRD – Prevailing Wage Benefit by Trade Maintenance

The Prevailing Wage Benefit by Trade Maintenance screen is used to define the pay rates to be used in the calculation of prevailing wage benefits subject to specific trades on a Prevailing Wage jobs. This is most commonly used for the Pension Trust benefit calculation on a prevailing wage job. In this case, the rates that are used to determine the Pension Trust benefit for each trade under a prevailing wage are set by the government and are different from the actual pay rate, charge out rate and billing rates.

In order for the proper calculation to be processed the job must be flagged as a prevailing wage job on the Job Work Locations Maintenance screen and the benefit has been flagged as a prevailing wage on the Benefits Master Maintenance screen. When the system processes this benefit, it will use the rates as defined within the Benefits by Trade screen in the calculation of the specified benefit.

Job

Enter/Select the Prevailing Wage Job for the trades whose pay rate you must over-ride.

Benefit

Enter/Select the Benefit which applies to the Prevailing Wage Job entered in the previous field.

Trade Code

Move to the Trade Details block and select the trade code that requires a different pay rate under the prevailing wage job.

Shift

Select the shift in order to consider the new rates by shift to calculate the benefit accordingly. By default shift code will be all shifts for existing client data.

Per Hour Pay Rate

Enter the per hour pay rate that will be used when employees with this trade code work on this job and receive the benefit listed above. Rates can also be copied from the PW Rate Setup screen using the Apply To Payroll button.

OT Premium

If checked, the overtime and double overtime multiplier as defined in the Rate Codes Maintenance screen will be applied in the calculation of the benefit for that trade.

Accrual Benefits

Overview – Accrual Benefits

The Accrual Benefits functionality was developed to sum all benefit amounts based on the parameter screen. The values will be inserted into Payroll Adjustment table in order to pay the amount to the Employee.

Benefit Accrual Setup

Action Edit Block Field Record Query Utility Help Window

Payroll - TESTV10_X Benefit Accrual Maintenance

Non-Cash Benefit

Code	Description	Include in Accrual Paid-out
BPL2	Professional Liability	<input type="checkbox"/>
BSK2	Sick Pay Job	<input type="checkbox"/>
CAR1	Car Allowance	<input type="checkbox"/>
CAR3	car3	<input type="checkbox"/>
CB	Commission	<input type="checkbox"/>
CMIP	Commission Bonus	<input type="checkbox"/>
COVE	Optional Life Insurance	<input type="checkbox"/>
DBCT	Davis Bacon Construct Fringe	<input type="checkbox"/>
DBMF	Davis Bacon Medical Fringe	<input type="checkbox"/>
DENT	Dental	<input checked="" type="checkbox"/>
DRUG	Drugs Benefits	<input type="checkbox"/>
EDFU	Education Fund	<input type="checkbox"/>
EXH1	Expense Lump Sum	<input type="checkbox"/>
GTL	GTL	<input type="checkbox"/>
HOL	Holiday	<input type="checkbox"/>

Build Payout Summary

User Extensions +

User Extension1
User Extension2
User Extension3
User Extension4
User Extension5
User Extension6
User Extension7
More Extensions ...

Related Screens +

New Payroll
Related Screen 2
Related Screen 3
Related Screen 4
Related Screen 5
Related Screen 6
Related Screen 7
More Related ...

Enter Benefit Code

Record: 16/? ... List of Valu... <OSC>

Pgm: PYBEN_ACCRUAL_SETUP – Benefit Accrual Setup; standard Treeview path: Payroll > Administration > Benefits > Accrual Benefit > Benefit Accrual Setup

This screen lists the Non-Cash Benefits from the Master Benefits screen.

Select the Non-Cash Benefit that is going to be paid to Employee and click the **[Build Payout Summary]** button.

Benefit Accrual Paid Out

Selection

Company: CCC | CMIC Test Construction Company

Payment Pay Run: CCCW | CCC Weekly Pay Run

Payment Pay Year: 2014

Payment Period: 11 | 10/MAR/2014 | 16/MAR/2014

Payment Benefit: CASH | Cash Benefit

Payment Plan Code: SINGLE | Single

Payment Plan Option: T-FREE | Tobacco Free

Accrued Benefit: DENT | Dental

Job Company: CCC | CMIC Test Construction Company

Job Pick List: | | Edit

From Job: | |

To Job: | |

Employee Pick List: | | Edit

From Employee: CCC-WK-HR2 | Richard Sherman

To Employee: CCC-WK-HR2 | Richard Sherman

Benefit Accrued Until Date: 16-03-201

Process

User Extensions +

User Extension1

User Extension2

User Extension5

User Extension6

User Extension7

More Extensions ...

Related Screens +

Related Screen 1

Related Screen 2

Related Screen 3

Related Screen 4

Related Screen 5

Related Screen 6

Related Screen 7

More Related ...

Pgm: PYBEN_ACCRUAL_PAIDOUT – Benefit Accrual Paid Out

This screen is used to fill out the benefit's details, and to create a Benefit Accrual Paid-Out Transaction in the Salary Adjustment table.

Use either an **Employee Pick List** to select the Employees, or use the **From Employee** and **To Employee** fields to select a range of Employees.

Payment Benefit

Selects the Paid in Cash Benefit

Accrued Benefit

Select the Non-Cash Benefit.

[Process] – Button

Click this button to create the Benefit Accrual Paid-Out Transaction in the Salary Adjustment table:

Payment Benefit: CASH | Cash Benefit

Payment Plan Code: SINGLE | Single

Payment Plan Option: T-FREE

Accrued Benefit: MED

Job Company: CCC

Job Pick List: | | Edit

From Job: | |

To Job: | |

Forms

Created 1 Benefit Accrual Paid-out Transaction(s) into Salary Adjustment

OK

Run payroll processing and print a check. The created Cash Benefit amount in the Adjustment Entry screen is processed and included in the pay check:

Payroll - TESTV10_X Employee Pay History

Employee

Company	CCC	CMIC Test Construction Co	Pay Run	CCCW	CCC Weekly Pay Run
Year	2014	Period 11	10-03-2014	-	16-03-2014
Employee	CCC-WK-HR2	Richard Sherman	Assigned Check No.		

Detail

Per	Chk	Tran Type	Tran Code	Plan Code	Plan Option	Quantity	Amount	Pay Amount	Gross Earning	WRL Code	DT
11		BN	CASH	SINGLE	T-FREE		960.00	960.00		CCCH	G
11		BN	DENT	DEFAULT	DEFAULT		25.00	0.00	2,600.00	CCCH	G
11		BN	MED	DEFAULT	DEFAULT		120.00	0.00	2,600.00	CCCH	G
11		BN	MED	FAMILY	T-FREE		120.00	0.00	2,600.00	CCCH	G
11		BN	PEN	DEFAULT	DEFAULT		3,250.00	0.00	2,600.00	CCCH	J
11		BN	PWB	SINGLE	T-FREE		860.00	0.00	2,600.00	CCCH	J
11		BN	PWDF	DEFAULT	DEFAULT		11.75	11.75	2,600.00	CCCH	G
11		BW	NMHR			40.00	2,600.00	2,600.00		CCCH	J
11		DE	401K	DEFAULT	DEFAULT		20.00	-20.00	2,600.00	CCCH	G
11		DE	401K	DEFAULT	DEFAULT	0.00	7.50	0.00	2,600.00	CCCH	J
Total For Period 11							10,897.05	1,133.07			
Grand Total								1,133.07			

Transaction Type: Benefit Description: Cash Benefit Plan: Single Option: Tobacco Free

Pgm: PYPAHISQ – Employee Pay History

NOTE: Users can delete Salary Adjustments before processing, which removes the Salary Adjustment link from the Employee Salary History table so that users can re-process them.

Deduction Administration

Overview – Deductions

CMiC Payroll has separate functions for Benefits, Deductions and Taxes. As covered earlier in the Benefits, the system for maintaining Deductions while different, is very similar in the use and process of the forms. Deductions are NOT taxes, these are taken care of in the Taxes Menu; deductions are items such as Union Dues, Insurance Plan Payments, Garnishments, Savings Bonds ...etc.

Master Deductions

Action Edit Block Field Record Query Utility Help Window

Payroll - TESTV10_X Deductions Master Maintenance

Deduction Details

Code: LIFE

Description: Life Insurance

Short Description: Life Insurance

Reporting Group:

Type: Lump Sum

Based On: NONE

Amount:

☒ Mandatory

☒ Employer Contribution

☐ Job Allocation

☐ Work Location Allocation

☐ Department Allocation

☐ Automatic Carry Forward

☐ Include on Invoices

☒ Dependent Enrollment Allowed

☒ Create Voucher For Accounts Payable

☐ Exclude Without Wages

Job Allocation Based On: Default Method

Calculation Sequence: 11

Priority: 1

Print Order: 1

Maximum Limit Group Code:

User Extensions +

User Extension1

User Extension2

User Extension3

User Extension4

User Extension5

User Extension6

User Extension7

More Extensions ...

Related Screens +

New Payroll

Related Screen 2

Related Screen 3

Related Screen 4

Related Screen 5

Related Screen 6

Related Screen 7

More Related ...

Enter Short Description For Deduction

Record: 1/1

<OSC>

Pgm: PYDEDUCT – Deductions Master Maintenance

The deductions master screen is used to enter the master set of deductions from which you assign the individual set of company deductions required by each company processing a payroll within this system.

Code

Enter the code for the deduction. This code can be up to 4 alphanumeric characters in length.

Description

Enter a description for the deduction. This description can be up to 30 characters in length.

Short Description

Enter a short description for the deduction. This description can be up to 16 characters in length and will be used on screens, stubs and reports where space is prohibitive.

Reporting Group

Enter the reporting group code for the deduction that is being defined.

Reporting groups allow you to group different types of payroll deductions and benefits together for reporting purposes. This code must have been set up previously within the Reporting Group Maintenance form.

This is an optional field and can be changed at any time.

Deduction Type

Select the appropriate deduction type for the deduction that is being defined. The system allows you to select from one of the following types of deductions; Lump Sum, Percentage and Hourly.

- Select **Lump Sum** to indicate that the deduction will be a flat amount no matter how much the employee earns or how many hours he works.
- Select **Hourly** to indicate that the deduction is based on the number of hours worked or hours paid.
- Select **Percentage** to indicate that the deduction is based on a percent of wages earned.
- Select **Daily** to indicate that the deduction is based on work days.
- Select **Percent** of Union Pay Rate to indicate that the deduction is based on union pay rate.

Based On

Select the appropriate Based On option for the deduction that is being defined. The options available within this field come from the Benefit and Deduction Base Maintenance screen. The system provides for the following options; None, Base Wage, Hours Worked, and Hours Paid although you have the option to include custom bases.

This field works in conjunction with the Type field to determine how the deduction will be calculated.

- When using the **Lump Sum** Deduction type select the **None** option
- When using the **Hourly** Deduction type select Hours **Worked** or Hours **Paid** option.
- When using the **Percentage** Deduction Type select the **Base Wage** option.
- When using the **Daily** Deduction Type select the **Daily** option
- When using the **Percent of Union Pay Rate** select **Hours Worked** Option

The deduction type selected for a custom base option will be determined by the desired calculation against that base.

Amount (Optional)

Enter the amount for the deduction that is being defined. The amount field will be a dollar amount or a percentage depending on the type of deduction you have selected in the previous fields.

You may choose to leave this field blank in the master list if the amount that is required for this deduction is specific to each company or employee to which it will be assigned.

Mandatory *(Optional)*

Check the Mandatory box if the deduction that is being defined is a mandatory deduction and should be deducted immediately following the deduction of tax. Mandatory deductions are subtracted prior to all other deductions.

Leave this field blank if this deduction is not mandatory and can be subtracted from the net pay in the order of the calculation sequence. Generally any Garnishments will have this flag checked to meet legal requirements of garnishee treatment.

Employer Contribution *(Optional)*

Check the Employer Contribution box if the employee deduction that is being defined requires a corresponding payment made by the employer. The details of the link will be defined at the company level.

See Company Deductions Maintenance Screen for further details.

Leave this box blank if there is no associated contribution required by the employer for this deduction.

Job Allocation *(Optional)*

Check the Job Allocation box if the employer contribution portion of this particular deduction should be charged as payroll burden to the job the employee is working on during the pay periods for which this deduction is calculated.

Leave this field blank if a job allocation is not required for this deduction.

Work Location Allocation *(Optional)*

Check the Work Location Allocation box if the deduction that is being defined should be allocated to the employee's work location to reduce the taxable income within that location.

Leave this field blank if the deduction should only reduce taxable income within the employee's home location.

NOTE: This box only pertains to the appropriate allocation of deductions that are not job allocated. When the deduction is allocated to the job it is automatically allocated to the job work location. Also keep in mind that work allocation of deductions is not applicable to salaried employees' timesheets.

Department Allocation *(Optional)*

Check the Department Allocation box if this particular deduction should be allocated to the department entered on the timesheet.

Leave this field blank if a department allocation is not required for this deduction.

Automatic Carry Forward *(Optional)*

Check the Auto Carry Forward box if the balance owing on this deduction should be carried forward into the next period(s) when there are not enough funds to cover this deduction in the current period. This amount is cumulative from period to period so that you will continue to carry this amount into subsequent periods until it is paid.

Leave this box blank if a carry forward is not required.

Include on Invoices *(Optional)*

The 'Include on Invoices' box is only applicable when you have checked the Auto Carry Forward box in the previous field.

Check the Include on Invoices box when you want to invoice the employee for any outstanding carry forward amounts paid on behalf of the employee from the calculation of this deduction.

This field is used in conjunction with the Human Resources application. Please refer to the Human Resources manual and on-line help for further details.

Dependent Enrollment Allowed (Optional)

Check the Dependent Enrollment Allowed box if dependents are allowed on this deduction. This field is used in conjunction with the Human Resources application. Please refer to the Human Resources manual and on-line help for further details.

Create Voucher for Accounts Payable

Setting this option will enable the Payroll system to prepare a voucher for the AP System. This voucher can be completed through the Payroll Processing option of 'Generate AP Vouchers' which will finalize the voucher and make it available with the AP System.

Exclude Without Wages

If the element being added includes an Employer Contribution and it is not desired to have the Employer Portion calculated when there is no Basic Wage for the pay, then check this box.

Job Allocation Based On

Select the appropriate Job Allocation Based on option that are based on Base Code that has been chosen previously on this screen. The system provides for the following options; Default Method, Base Wage, Hours Worked, and Hours Paid.

This field works in conjunction with the Base Code field to determine how the benefit will be calculated.

- When using the **Default Method** Benefit type select the **None** option.
- When using the **Base Wage** Benefit Type select the **Base Wage** option.
- When using the **Hours Worked** Benefit type, select **Hours Worked** or **Hours Paid** option.

Job Allocate Using User-Defined Base Code

When this flag checked Job allocates only to transaction types+ codes specified in user-defined base code.

Calculation Sequence

Enter the Calculation Sequence for the deduction that is being defined.

The calculation sequence number is a shared sequence number with the benefit calculation sequence number. The Calculation sequence number is a 38-digit number which indicates the numeric order of the deduction relative to all the other Benefits and Deductions. The system will use the sequence number of each Benefit and Deduction to determine the correct processing order for all the payroll calculations.

This can be critical when a deduction requires the prior calculation of another benefit or deduction to process its amount.

EXAMPLE: 401K deduction may be calculated on Base Wage plus the Benefit Car Allowance minus the deduction Union Dues. In this case, the 401K deduction must have a calculation sequence number larger than the Car Allowance benefit and the Union Dues deduction.

Priority Number

Enter the Priority number for the deduction that is being defined. The priority of the deduction can be a number from 1 to 9999 and need not be unique. The priority number is used to order the application of the deduction and should not be confused with the sequence number.

A priority of 1 should be applied to deductions that are mandatory such as union dues, and insurance premiums. Low priority items would be deductions such as Christmas savings funds.

Print Order

Enter the print order number for the deduction that is being defined. The print order number is a 4-digit numeric field which determines the order of this deduction on the payroll journal.

Maximum Limit Group Code

Enter the Maximum Limit Group Code. This will include the deduction in that group when processing payroll.

Company Deductions

This form is used to identify the required deductions for the company, pay group and pay run combination. Company Deductions are selected from the 'master' set of deductions created in the Master Deductions Maintenance screen. This screen is very similar to the Company Benefits screen in that it is possible to change the frequency of the deduction, the deduction amount, to declare the eligible amount for this particular pay run and assign the debit account affected by this deduction. As well, deductions can be connected with plans and options allowing for the further customization of deductions at the plan and option level.

The impact of pay groups

The manner in which you assign company deductions to pay groups is vital in terms of those deductions applying to employees. The proper set up will save you work in the long run. Before you assign your company deductions map out the required deductions by determining whether they belong to one of the following categories; all employees, specific employees only, employees within a specific pay group or deductions belonging to a union.

Deductions that Belong to ALL (or most) Employees in the Pay Run

When defining a company deduction that applies to all employees within a pay run, enter the code 'ALL' in the pay group field. This will automatically apply this deduction to all employees within the pay run regardless of their individual pay groups.

Deductions can be customized at the Employee level by selecting the desired deduction in the Employee Deduction screen and modifying the detail of the deduction for the specific employee.

If specific employees do not require a deduction, you can call up the deduction for that employee and reduce the amount to zero. The deduction will not be calculated for the employee under this situation.

Deductions that Belong to Specific Employees in the Pay Run

When defining a company deduction that applies to specific employees in a pay run, enter the code 'NONE' in the pay group field. This will automatically exclude this deduction from all employees within the pay run. In order for this deduction to apply to an employee it must be assigned directly to the employee within the Employee Deduction screen.

Deductions that Belong to a Specific Pay Group

When defining a company deduction that only applies to the employees in a specific pay group, enter the pay group code in the pay group field. This will automatically assign this deduction to all employees within that pay group and exclude that deduction from employees within other pay groups. In order for this deduction to apply to an employee outside of the pay group it must be assigned directly to the employee within the Employee Deduction screen.

Deductions that Belong to Unions

When defining a company deduction that only applies to the employees within a specific union, enter the pay group code 'NONE' in the pay group field. This will automatically exclude this deduction from all employees.

Once you define your unions, you will have the opportunity to assign union deductions. At this point, assign the deduction to the appropriate union in the Union Deductions Maintenance screen. The deduction will automatically become a union deduction and those employees that belong to that union will automatically receive that deduction. All other employees will not have this deduction assigned.

Deductions that are Connected to Plans and Options

When defining a company deduction that is connected to a plan or option, enter the pay group code 'NONE' in the pay group field. Deductions connected to a plan or option must be excluded from all employees and assigned individually at the employee level within the Employee Deduction screen.

Creating an Automatic Employee Contribution

The screenshot displays the 'PYCOMDED - Company Deductions Maintenance' application window. The 'Basic' tab is active, showing the following fields:

- Select Company:** Company (CCC), Pay Group (NONE), Pay Run (CCCW).
- Deduction Details:** Deduction Code (LIFE), Plan Code (DEFAULT), Plan Option (DEFAULT), Start Date (01-01-2012), End Date, Deduction Type (Lump Sum), Credit Dept. Code (00), Credit GL Account Code (6300.101).
- Employer Contribution:** A checkbox labeled 'Employer Contribution In The Advanced Tab' is checked.
- Buttons:** Employees, Jobs, Tax Elements.
- User Extensions:** A list of extensions from User Extension1 to User Extension7, with a 'More Extensions ...' link.
- Related Screens:** A list of related screens from Related Screen 2 to Related Screen 7, with a 'More Related ...' link.

The bottom of the screen shows a status bar with 'Record: 1/1', 'List of Valu...', and '<OSC>'.

Pgm: PYCOMDED – Company Deductions Maintenance – Basic Tab

The deduction screen allows creation of an automatic employee contribution benefit that will be associated with this deduction through the use of the Employer Contribution flag. This type of benefit / deduction link can only be created if the employer contribution follows the same calculation rule as the employee's deduction or is a factor of that deduction. If the employer's contribution requires a different calculation method you must create a separate benefit for the employer contribution and you should not check the Employer Contribution box on the deduction master.

For example, if you have a union deduction based on 2% of gross wages and the employee contribution is .5% of gross wages, you can easily link the benefit to an employer contribution of the deduction.

If however the union deduction is based on 2% of gross wages and the employee contribution is .25 cents per hour worked, you could not create an automatic link. In this case, the employee contribution would require the creation of a separate benefit with no mention of the employer contribution within the deduction.

Header Block

Pay Group

Enter / Select the Pay Group to which you wish to apply deductions within the company specified in the previous field. The Pay Group must have been set up previously within Pay Groups Maintenance off the Company Menu or you may choose to use the code 'ALL' or 'NONE'. See the overview of this section for a detailed explanation on the impact of pay groups.

Pay Run Type

Enter / Select the Pay Run Type to which you wish to apply deductions within the company specified in the previous field. The Pay Run Type must have been set up previously within the Pay Run Maintenance screen off the Local Tables Menu.

Detail Block – Basic Tab

Deduction Code

Enter / Select the deduction code for the company's pay run. The deductions must have been set up previously within the Deduction Master Maintenance screen.

Plan Code

Enter the plan code associated with the deduction.

The plan code field will automatically default with the code 'DEFAULT' when a company deduction is defined under a specific paygroup or the paygroup 'ALL'. When defining a deduction under the paygroup 'NONE', you may select from the available list of plan codes. Only those plan codes previously defined within the Plan Code Maintenance screen can be used within this field. Please refer to the Benefit and Deduction Plans Maintenance screen for further details.

Plan Option

Enter the plan option associated with the plan code defined in the previous field.

The plan option field will automatically default with the code 'DEFAULT' when a company deduction is defined under a specific paygroup or the paygroup 'ALL'. When defining a deduction under the paygroup 'NONE', you may select from the available list of plan options. Only those options defined within the Plan Options Maintenance screen can be used within this field. Please refer to the Benefit and Deduction Plan Options screen for further details.

Start Date

Enter the Start Date that the Deduction becomes active. During Payroll processing this deduction will only calculate if the payrun period processing date is on or after the start date indicated within by this field.

End Date *(Optional)*

Enter the end date that the deduction you are defining will cease to be active. During payroll processing this deduction will only calculate if the pay run period processing date is on or before this date.

If you wish to leave this deduction turned on indefinitely, leave this field blank.

Deduction Type

The Deduction Type will default from the Deduction Master File and cannot be changed at the company level.

The system allows for the following types of deductions; Lump Sum, Percentage and Hourly.

- **Lump Sum** indicates that the deduction will be a flat amount no matter how much the employee earns or how many hours he works.
- **Hourly** indicates that the deduction is based on the number of hours worked.
- **Percentage** indicates that the deduction is based on a percentage of wages earned.

Credit Department and Account

Enter the department and account that the system will credit when this deduction is processed for this company. Typically you will enter the accrued liability account associated with the deduction being defined within this field. If blank, the Department Code will be taken from the Employee profile.

Employer Contribution

The Employer contribution box will default from the Deduction Master File and cannot be changed at the company level.

The Employer contribution box will be checked, if the deduction that is being defined will automatically create a corresponding employer contribution benefit. An example of this may be a union due where the employer must match the employee deduction with an equal contribution.

[Employee] – Button

This button on company level will allow user to see all employees who are applicable for the deduction.

[Jobs] – Button

This button will launch the new 'Job Benefits/Deductions Maintenance' screens to allow users to add deduction by jobs.

[Tax Elements] – Button

This button will open a form to be used for modifying the Deduction's taxability. Deductions are automatically after-tax (i.e. taxable - paid out employee's check after taxes are calculated – the amount to be deducted is included in the tax calculation). If a deduction is not taxable, like Union Dues, then select the tax elements for which the deduction is not taxable, move them to the right-hand list, enter an effective date, and select the Deduction ID from the LOV which contains a pre-defined list of deductions which are to be deducted from gross wages before taxes are calculated.

Detail Block – Pay Frequency Tab

Select Company

Company: CCC CMIC Test Construction Co

Pay Group: NONE No Groups

Pay Run: CCCW CCC Weekly Pay Run

Deduction Details

Basic Pay Frequency Employer Contribution Advanced

Calculation Frequency: Weekly

Amount: 25,000

Remittance Frequency: Weekly

Remittance Amount:

Vendor: FIDELITY Fidelity Investments

Comments:

☐ Create AP Voucher From Remittance Total Amount

Deduction: LIFE Life Insurance

Enter Comments For Vendor. This Comments Will Be Posted In AP Voucher For Reference

Record: 1/1

Pgm: PYCOMDED – Company Deductions Maintenance – Pay Frequency Tab

Frequency

Verify/Modify the Frequency with which this deduction will calculate. The Frequency Type will default from the Pay Run type but can be changed to a pay run frequency greater than or equal to the one indicated by the pay run.

Amount

Verify/Modify the amount for the deduction that is being defined. The system will default the value as entered on the deduction master listing but you may change it to better reflect the appropriate value within the company, paygroup and payrun that is being defined.

The amount field will be a dollar amount or a percentage depending on the type of deduction you have selected in the previous fields.

NOTE: This amount must be ZERO if using the Remittance Amount and Frequency to define the payments for this deduction or the Deduction will be defined at the Employee/Union levels.

Remittance Frequency

Specify the frequency to which payments will be made to the vendor for this Deduction.

Remittance Amount

Specify the optional Remittance amount to be paid to the vendor based on the Remittance Frequency. This is typically used in cases where the payment is a fixed amount per period.

NOTE: This amount must be ZERO if the Deduction will be defined at the Employee/Union levels.

Vendor

Enter the vendor code for the vendor that represents the deduction that is being defined.

Comments

Enter optional comment here that will print on the AP Check stub depending on the check format used.

Create AP Voucher From Remittance Total Amount

Any benefit or deduction set up against Pay Group 'NONE' that has a type of 'Lump Sum' can be set to Create Voucher for Accounts Payable. The master record must also have been flagged for this function. The Amount field must be entered as 0 (zero) and the Remittance Frequency set different then Calculation frequency with a Remittance amount entered in order to use this flag. The Vendor Code must have been entered and be a valid AP Vendor in order for the vouchers to be created. If required, turn off the Create Voucher function within a specific company.

Detail Block – Employer Contribution Tab

Payroll - TESTV10_X Company Deductions Maintenance

Select Company

Company	CCC	CMIC Test Construction Co
Pay Group	NONE	No Groups
Pay Run	CCCW	CCC Weekly Pay Run

Deduction Details

Basic | Pay Frequency | **Employer Contribution** | Advanced

Effective Date	01-01-2012	
Amount Type	Flat Amount	
Amount	20,000	
Maximum Type	Flat Amount	
Maximum Amount		
Department	00	Company Level
Debit Account	6300.100	HMO Deductions (DR)

Deduction LIFE Life Insurance

Enter A Valid Account Code For Employer Contribution

Record: 1/1 ... List of Valu... <OSC>

Pgm: PYCOMDED – Company Deductions Maintenance – Employer Contribution Tab

Effective Date

If this date is entered, the Employer Contribution will start on the date specified. If this date is left blank, the Employer Contribution will begin calculation on the same date as the Employee Contribution.

This date is also available for specification within the Employee Deduction setup allowing specific dates for specific employees.

'Amount type is a Multiplier'

Check the Amount is a multiplier' box if the deduction has a corresponding employer contribution and this contribution is calculated as a factor of the deduction. For example, if the employer contribution is one and a half times the employee deduction you would check this field and enter the factor 1.5 into the amount field.

Leave this box blank if this deduction does not have a corresponding employer contribution or if the employer contribution is a value that requires the same base calculation (base wage, hourly worked, hourly paid) as the deduction.

Employer Contribution Amount

Enter the amount/value for the employer contribution to this deduction.

- When entering a lump sum amount, enter the dollar amount of the employer contribution into this field. For example, if the Employer contribution is \$100, enter 100 into this field.
- When entering an amount based on a Percentage Base Wage, enter the percentage amount. For example, if the employer contribution is 2% of gross, then enter 2 into this field.
- When entering an amount based on the hours worked, enter the number of hours within this field. For example, if the employer contribution is 2 dollars per hour enter the number 2 into this field.

When entering a factor of the deduction (as specified by the check in the Employer Contribution as factor box in the previous field) enter the factor that should be used on the deduction to determine the employer contribution. For example, if the employer contribution is one and a half times the employee deduction you would check this field and enter the factor 1.5 into the amount field.

Maximum Type

Select the type related to the Employer Contribution. By default the value is a 'Flat Amount'. If 'Percent' is entered, then the value in the Maximum Amount Field becomes a percentage instead of an Amount value.

This allows the employer contribution to be capped at a maximum value/percent on the pay run rather than a maximum amount per year.

Maximum Amount

Enter the maximum amount for the employer contribution portion of this deduction where applicable. The system will calculate the employer contribution portion of this deduction up until it reaches the value indicated within this field. The period of time over which the maximum amount is reached is based on the frequency of the deduction.

Note, if the Employer Contribution as Factor box has been checked, and you enter a value greater than 0 and less than 1, this field would represent the maximum percent of the employee deduction to which the employer's contribution could apply. For example, you may have a deduction which requires the employer to pay .5 % of the employee contribution but only to a maximum of 80% of the deduction.

Department and Debit Account

Enter the department and account that the system will debit when an employer contribution has been associated with the deduction.

Typically you will enter the expense account associated with the benefit being defined by the employer contribution associated with this deduction.

Detail Block – Advanced Tab

The screenshot displays the 'PYCOMDED - Company Deductions Maintenance - Advanced Tab' window. The 'Select Company' section includes fields for Company (CCC), Pay Group (NONE), and Pay Run (CCCW). The 'Deduction Details' section has tabs for Basic, Pay Frequency, Employer Contribution, and Advanced. The Advanced tab is active, showing fields for Base Code, Eligible Base (Base Wage), Eligible Amount, and checkboxes for Deductions Print Flag, Deductions Secure Flag, and Calculate Only On First Check. At the bottom, the 'Deduction' field is set to 'LIFE' with 'Life Insurance' as the description.

Pgm: PYCOMDED – Company Deductions Maintenance – Advanced Tab

Base Code

Enter a Base Code for the deduction that is being defined. The base code must have been defined previously within the Benefit and Deduction Base Elements screen.

Base Codes are combinations of hours, wages, benefits or deductions, taxes, leaves, and expenses that are used to calculate other benefits and deductions. Base elements are required when a benefit or deduction calculation is non-standard. Please refer to the section on Benefit and Deduction Base Elements for more details.

Eligible Base

Select the eligibility base for the deduction that is being defined. Used in conjunction with the Eligible Amount field, you can establish a base amount under which this deduction will not calculate.

The Eligible Base allows for you to select one of the following options: Base Amount, Hours Worked, and Hours Paid. The value that you enter in this field is based on the Base selected.

- If you have selected the Base amount, the Eligible Amount would be the minimum gross wages earned before this deduction would be calculated.

- If you have selected the Hours worked, or hours paid base amount, the Eligible Amount would be the minimum number of hours worked before this deduction would be calculated.

Eligible Amount

Enter the eligibility amount for this deduction. The eligibility amount is a minimum restriction on the base from which this deduction is calculated. Used in conjunction with the Eligibility Base, you can establish a base amount under which this deduction will not calculate.

The Eligible Base allows for you to select one of the following options: Base Amount, Hours Worked, and Hours Paid. The value that you enter in this field is based on the Base selected.

- If you have selected the Base amount, the Eligible Amount would be the minimum gross wages earned before this deduction would be calculated.
- If you have selected the Hours worked, or hours paid base amount, the Eligible Amount would be the minimum number of hours worked before this deduction would be calculated.

Deductions Print Flag

Check the Deductions Print Flag if you want this deduction to appear on the relevant payroll reports.

Leave this field blank if this deduction is used for calculation purposes and should not be reported on the relevant payroll reports.

Deductions Secure Flag

Check this flag to enable this deduction to be shown in payroll queries. If unchecked, this deduction will not appear.

Calculate Only on First Check

Check this flag to ensure that the Deduction is only calculated on the first check in the processing period. This will ensure the Deduction is not taken when multiple checks are produced in the processing for that period.

Employee Deductions

Select Company

Company	CCC	CMIC Test Construction Co
Employee	CCC-WK-HR2	Richard Sherman
Employee Pay Group	HR	HOURLY EMPLOYEES
Pay Run	CCCW	CCC Weekly Pay Run

Deduction Details

Deduction Code	LIFE	Life Insurance	
Plan Code	DEFAULT	DEFAULT PLAN	
Plan Option	DEFAULT	DEFAULT	
Start Date	01-01-2012	Frequency	Weekly
Deduction Type	Lump Sum		
Deduction Amount	25,000	Default Amount	25,000
Effective Date	01-01-2012	<input type="checkbox"/> Out of Area	End Date
Contribution Amount		Maximum Contribution Amount	
Employer Effective Date		Minimum Take Home Amount	
Base Amount		Life-To-Date Total Amount	
Total Amount			
Vendor	FIDELITY	Fidelity Investments	
Vendor Address			
Comment			

User Extensions +

- User Extension1
- User Extension2
- User Extension3
- User Extension4
- User Extension5
- User Extension6
- User Extension7
- More Extensions ...

Related Screens +

New Payroll

- Related Screen 2
- Related Screen 3
- Related Screen 4
- Related Screen 5
- Related Screen 6
- Related Screen 7
- More Related ...

Record: 1/1 ... <OSC>

Pgm: PYEMPDED – Employee Deduction Maintenance

The Employee Deductions screen is used to enter any non-standard company deductions against a particular employee. This screen allows for the over-ride of the deduction amount as well as the default effective and end dates. The system will default the deduction information from the Company Deduction Maintenance screen.

Prior to being available for use in assigning a Deduction to an employee, the deduction must exist in the Deduction Master and Company Master data.

Header Block

Employee Code

Enter/Select the employee code for the employee whose deduction(s) you want to customize.

Employee Pay Group

The employee pay group will default from the employee profile.

Pay Run

Enter/Select the pay run code associated with the employee whose deduction(s) you want to customize.

Details Block – Deduction Details

Deduction Code

Enter/Select the deduction that you want to customize for the employee selected in the first block.

Plan Code

Enter/Select the plan code associated with the deduction that is being defined.

The system will only allow you to assign a plan that has been defined previously as part of the deduction under the Company Deduction Maintenance screen.

If you are not separating deductions into different rates by plans and options, the code 'DEFAULT' will be the only available option for entry within this field.

Plan Option

Enter the plan option associated with the plan code defined in the previous field.

The system will only allow you to assign an option that has been defined previously as part of the deduction and plan under the Company Deduction Maintenance screen.

If you are not separating deductions into different rates by plans and options, the code 'DEFAULT' will be the only available option for entry within this field.

Start Date, Frequency and Deduction Type

Verify the Start Date, Frequency and Deduction Type associated with the deduction that you are modifying for this employee.

Deduction Amount

Modify the amount of this deduction if the employee requires a different amount than the company default. The company default is displayed in the Default Amount field.

Effective Date

Modify the effective date for this deduction if the employee requires a different date than the company default.

Out of Area – Checkbox

Check the 'Out of Area' box if the employee lives out of the plan option area. This is a reference field only, used by the Human Resources application.

End Date

Modify the end date for this deduction if the employee requires a different date than the company default.

Contribution Amount

Modify the amount of the employer contribution for this deduction if the employee requires a different amount than the company default.

Maximum Contribution Amount

Modify the maximum for this deduction if the employee requires a different amount than the company default.

Employer Effective Date

Enter the date for which the Employer Contribution will begin, if applicable.

Base Amount

Enter the Base Amount for the deduction that is being defined.

Minimum Take Home Amount

Enter the minimum pay that this employee must take home prior to the calculation and subtraction of this deduction. This field is most often applied to garnishment deductions where the garnishment can only be taken when a minimum net pay is guaranteed to the employee.

When an amount is entered within this field, the system will take the gross pay amount, deduct taxes and any mandatory deductions, and then determine how much of this deduction can be taken while still allowing for the minimum net pay represented by the amount within this field.

Total Amount

Enter the total amount for this deduction if applicable. This is usually only relative to Garnishment deductions.

Life-To-Date Total Amount

Enter the life-to-date total amount for this deduction if applicable. This life-to-date total amount is considered over all service years until the maximum or end date is reached. If a new effective date is entered, then the deduction will start again from the new effective date with the new life-to-date total.

Vendor (Optional)

Enter the vendor code for the vendor that represents the deduction that is being defined.

Vendor Address (Optional)

Enter an alternate address code for the vendor specified if necessary. This address will be used when generating AP vouchers. Multiple vouchers will be generated if the benefits and deductions have different vendor address codes. The vendor address can be entered for existing records but is only applicable to new records processing.

Comment

Enter any comments related to the deduction that you are customizing for this employee. The comment field can be up to 30 alphanumeric characters in length.

[Enroll Dependents] – Button

The **[Dependent Enrollment]** button is used by the Human Resources application and details can be found within that application.

Union Deductions

Select Company

Company	CCC	CMIC Test Construction Co	Union	1000	Int Brotherhood of Elec Wrkrs
Pay Run	CCCW	CCC Weekly Pay Run	Trade	ALL	ALL Trades
Work Location			*	All Work Locations	

Deduction Details

Deduction Code	LIFE	Life Insurance	
Plan Code	DEFAULT	DEFAULT PLAN	
Plan Option	DEFAULT	DEFAULT	
Start Date	01-01-2012	Frequency	Weekly
Deduction Type	Lump Sum	Based On	None
Amount	25.000		
Effective Date	01-01-2012	End Date	
<input type="checkbox"/> Advanced Payment			
Advanced Pay Account			
Vendor	FIDELITY	Fidelity Investments	
Comment			

User Extensions +

- User Extension1
- User Extension2
- User Extension3
- User Extension4
- User Extension5
- User Extension6
- User Extension7
- More Extensions ...

Related Screens +

New Payroll

- Related Screen 2
- Related Screen 3
- Related Screen 4
- Related Screen 5
- Related Screen 6
- Related Screen 7
- More Related ...

Enter End Date For The Deduction

Record: 1/1 ... <QSC>

Pgm: PYUNIDED – Union Deductions Maintenance

The Union Deduction screen is used to set the different rates for union deductions by Trade. Once you select the company, payrun and union you can designate a deduction to a specific trade or to all trades within that union. The desired deductions are then selected and rates can be modified by union as well as trade. Within each deduction assigned to a union and trade, you can further separate deduction rates into specific plans and options.

At this point you also have the ability to designate each deduction as an Advance Payment deduction. Advance Payment deductions assume that a pre-payment has already been recorded on your companies books in relation to this deduction. During payroll processing the system will calculate the deduction amount for the period, but rather than credit the accrued liability account as specified by the Company Deductions Maintenance screen, the system will reduce the pre-payment amount by the designation of that account within the Advance Pay account field.

Header Block

Pay Run

Select the Pay Run for which the Union deduction will apply.

Union

Select the appropriate Union for the deduction being defined.

Trade

Select the Trade code for the deduction. If you wish to apply this deduction to all trades in the system enter the code 'ALL' in this field.

Work Location

Select the Work Location for the deduction.

Detail Block

Deduction Code

Once you establish the union, pay run and trade under which this deduction will fall, move to the detail block and select the deduction that you wish to assign.

Plan Code

Enter/Select the plan code associated with the deduction that is being defined.

The system will only allow you to assign a plan that has been defined previously as part of the deduction under the Company Deduction Maintenance screen.

If you are not separating union deduction into rates by plans and options, the code 'DEFAULT' will be the only available option for entry within this field.

Plan Option

Enter the plan option associated with the option defined in the previous field.

The system will only allow you to assign an option that has been defined previously as part of the deduction and plan under the Company Deduction Maintenance screen.

If you are not separating union deductions into rates by plans and options, the code 'DEFAULT' will be the only available option for entry within this field.

NOTE: Once the deduction has been selected, the system will display the default start date, frequency, deduction type as well as the based on selection. These fields cannot be modified at this point but should be noted for their accuracy.

Amount

The system will display the default deduction rate from the Company Deduction Maintenance screen. At this point you can modify this amount to accommodate the specific union / trade.

Effective Date

Enter the Effective Date for the deduction you are assigning. The system will begin calculating this deduction from the date specified within this field.

End Date

Enter the End Date for the deduction you are assigning. The system will stop calculating this deduction after the date specified by this field.

If you wish to leave this deduction turned on indefinitely, leave this field blank.

Advance Payment box

Check the Advance Payment box if this union deduction is an advanced payment deduction where a pre-payment has already been recorded in relation to this deduction.

Leave this field blank if this deduction should be handled as a standard deduction.

Advance Pay Account

If the Advance Payment box in the previous field was checked, enter the Advance Pay account associated with this deduction. During payroll processing the system will calculate the deduction amount for the period, but rather than credit the accrued liability account, the system will reduce the pre-payment amount by the designation of that account within the Advance Pay account field.

The system will post a credit to this liability account for the amount of the deduction going to the union.

Vendor Code

Enter the vendor code for the vendor that represents the deduction that is being defined. Note that this field is a reference field used by the Human Resources application.

Control Union Deductions Maintenance

Select Union and T

Company	CCC	CMIC Test Construction Co	Control Union	1000	Int Brotherhood of Elec Wrkrs
Pay Run	CCCW	CCC Weekly Pay Run	Trade	ALL	ALL Trades

Deduction Details

Deduction Code	LIFE	Life Insurance	
Plan Code	DEFAULT	DEFAULT PLAN	
Plan Option	DEFAULT	DEFAULT	
Start Date	01-01-2012	Frequency	Weekly
Deduction Type	Lump Sum	Based On	None
Amount	25.000		
Effective Date	02-01-2012	End Date	
<input type="checkbox"/> Advanced Payment			
Advanced Pay Account			
Vendor	FIDELITY	Fidelity Investments	
Comment			

User Extensions

- User Extension1
- User Extension2
- User Extension3
- User Extension4
- User Extension5
- User Extension6
- User Extension7
- More Extensions ...

Related Screens

- New Payroll
- Related Screen 2
- Related Screen 3
- Related Screen 4
- Related Screen 5
- Related Screen 6
- Related Screen 7
- More Related ...

Enter End Date For The Deduction

Record: 1/1 ... <OSC>

Pgm: PYUNIDEDCTRL – Control Union Deductions Maintenance

The Control Union Deduction screen is used to set the different rates for controlling union deductions by Trade. Once you select the Company, Payrun and Control Union you can designate a deduction to a specific trade or to all trades within that union. The desired deductions are then selected and rates can be modified by union as well as trade. Within each deduction assigned to a union and trade, you can further separate deduction rates into specific plans and options.

Deductions are set up at the controlling union level and then applied to member unions using the **[Apply to member Unions]** button in either block below the controlling union.

Header Block

Pay Run

Select the Pay Run for which the Control Union deduction will apply.

Control Union

Select the appropriate Control Union for the deduction being defined.

Trade

Select the Trade code for the deduction. If you wish to apply this deduction to all trades in the system enter the code 'ALL' in this field.

Apply to member Unions

Click the button "Apply to member Unions" to apply this Deduction to members of the Union which was specified above.

Detail Block

Deduction Code

Once you establish the union, pay run and trade under which this deduction will fall, move to the detail block and select the deduction that you wish to assign.

Plan Code

Enter / Select the plan code associated with the deduction that is being defined.

The system will only allow you to assign a plan that has been defined previously as part of the deduction under the Company Deduction Maintenance screen.

If you are not separating union deduction into rates by plans and options, the code 'DEFAULT' will be the only available option for entry within this field.

Plan Option

Enter the plan option associated with the option defined in the previous field.

The system will only allow you to assign an option that has been defined previously as part of the deduction and plan under the Company Deduction Maintenance screen.

If you are not separating union deductions into rates by plans and options, the code 'DEFAULT' will be the only available option for entry within this field.

NOTE: Once the deduction has been selected, the system will display the default start date, frequency, deduction type as well as the based on selection. These fields cannot be modified at this point but should be noted for their accuracy.

Amount

The system will display the default deduction rate from the Company Deduction Maintenance screen. At this point you can modify this amount to accommodate the specific union / trade.

Effective Date

Enter the Effective Date for the deduction you are assigning. The system will begin calculating this deduction from the date specified within this field.

End Date

Enter the End Date for the deduction you are assigning. The system will stop calculating this deduction after the date specified by this field.

If you wish to leave this deduction turned on indefinitely, leave this field blank.

Advance Payment – Checkbox

Check the Advance Payment box if this union deduction is an advanced payment deduction where a pre-payment has already been recorded in relation to this deduction.

Leave this field blank if this deduction should be handled as a standard deduction.

Advance Pay Account

If the Advance Payment box in the previous field was checked, enter the Advance Pay account associated with this deduction. During payroll processing the system will calculate the deduction amount for the period, but rather than credit the accrued liability account, the system will reduce the pre-payment amount by the designation of that account within the Advance Pay account field.

The system will post a credit to this liability account for the amount of the deduction going to the union.

Vendor Code

Enter the vendor code for the vendor that represents the deduction that is being defined. Note that this field is a reference field used by the Human Resources application.

Benefit/Deduction Table Bases and Elements

Overview – Table Bases in Benefits and Deductions

The Benefit and Deduction Base Elements Screen is used to define combinations of hours, salaries, taxes, benefits or deductions that are used to calculate other benefits and deductions. Base elements are required when a benefit or deduction calculation is non-standard. Standard benefits and deductions are those that are calculated using the base wage for salaried employees and total hours worked (or paid) for hourly employees.

Keep in mind, base elements are not benefits or deductions. Base elements are used in the calculation of benefits and deductions. When a benefit or deduction requires a calculation based on anything other than base wages or total hours a base element should be created.

Take for example the situation where you have a union training fund which is paid as 5% on the normal hours worked. You could not create this benefit using a standard benefit calculation. In this case you would need to define a base code where the elements of the code would be actual normal hours. When the benefit is defined you would reference the base code instead of the base wage in the determination of the calculation.

Base elements work on the inclusion theory. When defining a base element the system will include only those items defined in this screen in deriving the correct 'base' with which to calculate a benefit or deduction. For this reason if you have a Benefit that uses 9 out of 10 other benefits in its' calculation, you must create a base element and define all 9 benefits for inclusion in its calculation.

The Base Codes are created at the system level in the Benefit/Deductions Base Maintenance Screen while the details of the code are defined within this screen at the company level.

For further details about setting up Benefits, please refer to the following quick guide: [*Benefits Setup \(Standard\) – Quick Guide*](#).

Benefit and Deduction Plans

Action Edit Block Field Record Query Utility Help Window

Payroll - TESTV10_X Benefit / Deduction Plans

Plan Detail					
Plan Code	Description	Short Description	Dependent Coverage	Maximum Age	
				in Schl	no Schl
CHILD	Employee and Child	Child	Child coverage	25	19
DEFAULT	DEFAULT PLAN	DEFAULT PLAN	Single coverage		
FAMILY	Employee and Family	Family	Spouse and child	25	19
SINGLE	Single	Single	Single coverage		
SPOUSE	Employee and Spouse	Spouse	Spouse coverage		
UNION	UNION	UNION	Single coverage		
			Single coverage		

User Extensions +

User Extension1
User Extension2
User Extension3
User Extension4
User Extension5
User Extension6
User Extension7
More Extensions ...

Related Screens +

New Payroll

Related Screen 2
Related Screen 3
Related Screen 4
Related Screen 5
Related Screen 6
Related Screen 7
More Related ...

Enter Plan Code

Record: 7/7 ... List of Valu... <OSC>

Pgm: PYBDPLAN – Benefit and Deduction Plans

The Benefit and Deduction Plans screen is used to set up the health coverage plans available to the employees within your company. These plans are then assigned the specific options that are associated with the plan. Once you have defined both the plans and the associated options, these items can then be applied to benefit and deductions at the company level allowing for the individualization of benefits and deductions on a plan or plan option basis.

The plan field is a mandatory field within the Company Benefit and Deductions screen. For this reason the system comes with a 'Default' plan that can be utilized when you are not associating a plan with a company benefit or deduction.

Plan Code

Enter the code for the plan that is being defined. The plan code can be up to 10 alphanumeric characters in length.

Plan Description

Enter the description for the plan that is being defined. This description can be up to 30 alphanumeric characters in length.

Short Description

Enter a short description for the plan that is being defined. This description can be up to 16 characters in length and will be used on screens, stubs and reports where space is prohibitive.

Dependent Coverage

Select the dependent coverage that should be associated with the plan that is being defined. The system provides for the following options:

- Single coverage
- Spouse coverage
- Child coverage only
- Spouse and child coverage
- Other

This field is used by the Human Rescues application. If you are not using the HR system, this field is used for reference purposes only.

Maximum Age Coverage

If the plan being entered covers child dependents then you should enter the maximum age the plan covers if the child is in school vs. not in school.

Benefit and Deduction Plan Options

Payroll - TESTV10_X Benefit / Deduction Plan Options

Plan Code

Plan Code: FAMILY Employee and Family

Plan Detail

Plan Option	Description	Short Description
T-FREE	Tobacco Free	Tobacco Free
T-SMOKE	Tobacco Smoker	Tobacco Smoker

User Extensions +

- User Extension1
- User Extension2
- User Extension3
- User Extension4
- User Extension5
- User Extension6
- User Extension7
- More Extensions ...

Related Screens +

New Payroll

- Related Screen 2
- Related Screen 3
- Related Screen 4
- Related Screen 5
- Related Screen 6
- Related Screen 7
- More Related ...

Enter Plan Option Description

Record: 1/2 ... <QSC>

Pgm: PYBDPOPT – Benefit/Deduction Plan Options

The Benefit and Deduction Plan Options screen is used to enter the different options that are available under the plans defined within the Benefit and Deductions Plans screen.

Once you have defined both the plans and the associated options, these items can then be applied to benefit and deductions at the company level allowing for the individualization of benefits and deductions on a plan or plan option basis.

The plan option field is a mandatory field within the Company Benefit and Deductions screen. For this reason the system comes with a 'Default' option that can be utilized when you are not associating an option with a company benefit or deduction.

Plan Code

Enter the code for the plan which options you wish to define. The plan must have been set up previously within the Benefit and Deduction Plan screen.

Option Code

The option code can be up to 10 alphanumeric characters in length.

Option Description

Enter the description for the option being defined. This description can be up to 30 alphanumeric characters in length.

Short Description

Enter a short description for the plan. This description can be up to 16 characters in length and will be used on screens, stubs and reports where space is prohibitive.

Benefit and Deduction Bases Maintenance

The screenshot displays the 'Benefit/Deduction Bases Maintenance' window. At the top is a menu bar with 'Action', 'Edit', 'Block', 'Field', 'Record', 'Query', 'Utility', 'Help', and 'Window'. Below the menu is a toolbar with various icons. The main area is titled 'Bases Data' and contains a table with the following columns: 'Code', 'Description', 'Short Description', and 'Base Code Type'. The table lists several base codes, including 25DI, 401C, 401K, 401P, BASE, DISP, EXHR, EXWC, GTL, GTLI, HRPD, HRWK, and LTD2. To the right of the table is a 'User Extensions' section with a '+' button and a list of extensions from User Extension1 to User Extension7, plus a 'More Extensions ...' link. Below that is a 'Related Screens' section with a '+' button and a list of related screens from Related Screen 2 to Related Screen 7, plus a 'More Related ...' link. At the bottom of the window is a text entry field labeled 'Enter Or Modify The Base Description' and a status bar showing 'Record: 71?' and '<QSC>'.

Code	Description	Short Description	Base Code Type
25DI	Disposable Income 25 Percent	25DI	Others
401C	401k Catch Up Wages	401k - CU	Others
401K	401k Wages	401k	Others
401P	401P Wages	401P	Others
BASE	Base Wage	Base Wage	Others
DISP	Disposable Income	DISPOS	Others
EXHR	Expense - hourly	EXHR	Others
EXWC	WVC Expense adjust	WVC Expense	Others
GTL	Group Term Life	GTL	Others
GTLI	Group Term Life Income	GTLI	Others
HRPD	Hours Paid	Hours Paid	Others
HRWK	Hours Worked	Hours Worked	Others
LTD2	LTD2	LTD2	Others

Pgm: PYDBASE – Benefit/Deduction Bases Maintenance

This form is used to setup deduction and benefit base codes. Base Codes are defined at the system level and are used in two different ways. The first way in which they are used is within the Benefit and Deduction Master Maintenance to define the base options and calculation types used in the processing of the benefit or deduction. The system automatically provides for the standard four (4) base options used within the Benefit and Deduction Master Maintenance screen: None, Hours Worked, Hours Paid and Base Wage. Other base options can be added where required.

As well, bases are used to create base elements at the company level. Base elements are combinations of hours, benefits or deductions, taxes and salaries that are used to calculate other benefits and deductions.

For example, the employer's contribution of the 401K deduction may be calculated on Total Normal Hours Worked, Car Allowance and Union Dues, while the benefit 'Dental Plan' may be calculated on 75% of Normal Hours Worked, 50% of Overtime Hours. For the system to know how to handle these situations, a Base Element Code must be setup. This code will then be used in the Company Setup stage to apply the required rules.

Base Code

Enter the code for the Base Code being configured. This code can be up to 4 alphanumeric characters in length.

Base Code Description

Enter a description for the Base Code. This description can be up to 30 characters in length.

Short Description

Enter a short description for the Base Code. This description can be up to 16 characters in length and will be used on screens, stubs and reports where space is prohibitive.

Type

When defining a base for leaves the type should 'Leaves'. If defining a base for a Benefit Group, the type should be 'Limits Benefit Group'. If defining a base for a Deduction Group, the type should be 'Limits Deduction Group'. If defining a base for a Benefit and Deduction Group, the type should be Limits Benefit/Deduction Group. The Limits Benefit Group, Limits Deduction Group and Limits Benefit/Deduction Group codes can then be assigned to the benefits and/or deductions in the Benefits Master Maintenance or Deductions Master Maintenance screens. All other bases should be defined as 'Other'.

Benefit and Deduction Table Base

Ben./Ded. Table Base

Table Code: UPL1 Table Description: Unpaid Leave

Table Type: Leave Effective Date: 22-02-2013

Based on: Years Of Service Term: Months

Retrieve: Single Row Apply To Base: ☐ Factor ☒ Percentage

Ben./Ded. Table Rows

From	To	Eligible Hours	Leave Amount	Max. Accrued	Carry Forward	Additional CF	Max. Accrual	Expires(Days)
0	60	120	6	80	0			
61	120	160	7.7	80	0			
121	180	200	9.5	100	0			
181	9999	240	11.5	120	0			

User Extensions +

User Extension1
User Extension2
User Extension3
User Extension4
User Extension5
User Extension6
User Extension7
More Extensions ...

Related Screens +

New Payroll

Related Screen 2
Related Screen 3
Related Screen 4
Related Screen 5
Related Screen 6
Related Screen 7
More Related ...

Enter Benefit Deduction Table Description

Record: 1/1 ... <OSC>

Pgm: PYBDTAB – Benefit/Deduction Table Base

The Benefit and Deduction Tables Bases screen is used to define table lookups for the purposes of calculating base elements. Note that dependent on the type of table base being defined, there are multiple format displays of this form with fields relevant only to those particular table types.

Header Block

Table Code

Enter a code for the table base that is being defined.

Table Description

Enter a description for the table that is being defined

Table Type

There are three types available 'HR', 'Leaves' and 'Others'. Depending on which option is selected, the Detail Block and Header Block fields may change. Additionally, the Based On option will vary based on the Table Type selected here. For example, the Leaves option will only allow selection of Years of Service or Years when defining the Based On option. The sample above shows the standard 'Others' version of this form.

Effective Date

Enter the Effective Date for this table code. The system will begin using this table in its calculations from the date specified within this field.

Based On Option

Select the 'based on' option that best suits the table that is being defined. The system provides for the following options depending on the Table Type selected:

- Select **Age** if the table lookup should be based on the employee's current age as indicated by the Employee Profile.
- Select **Salary** if the table lookup should be based on the employee's yearly salary. For salaried employees the system will take the annual salary as indicated by the Employee Profile. For hourly employees the system will take the current pay rate and annualize that rate into a yearly salary. Please refer to the section on Pay Rates for a detailed explanation of how the current pay rate is derived.
- Select **Years of Service** if the table lookup should be based on the seniority of the employees. Note that dependent on the Employee Profile setting, this may mean use of the Seniority Date, the Adjusted Seniority Date, Hire Date, Rehire Date as set in the HR Tab options.
- Select **Years** if defining Vacation/Leave table bases. This value is based on the Calendar Year and is used for example in cases where Vacation Leave amounts are varied by the Company on the Year, not the Employee service record. (e.g. 10 days in 2003, but 8 days in 2004)
- Select **Reg Hours Worked To-Date** if defining Vacation/Leave table bases. The number of hours accrued depends on the category in which the employee's number of hours worked falls e.g. if the number of hours worked falls into the category where From = 81 and To = 200, the number of hours accrued is the sum of the values in the Eligible Hours column up to the category in which the employee falls.
- Select the **Base Elements** if the table lookup should be based on the existing Base Elements. (Only available when using the 'Others' table type)

Retrieve Option

Select the retrieve option that best suits the table that is being defined. The system provides for the following options: 'Single Row' and 'From First Row'

- Select **Single Row** if the value that you want returned is the value attached to the record in which the look-up value falls.

- Select **From First Row** if the value that you want returned is a sum of values for all rows up to the row matched by the index.

Apply to Base

Select the Apply to Base option that best suits the table that is being defined. The system allows you to select from the following options:

- Select **factor** to apply the value as a factor against the base element to which this table will apply.
- Select **percentage** to apply the value as a percentage against the base element to which this table will apply.

Benefit/Deduction Table Rows

Enter the 'To' portion of the look-up range

Enter the values required for the 'to' portion of the look-up rows. The 'from' value will be filled in automatically by returning the next sequential number from the value entered in the 'to' range. These fields will change depending on the Table Type and the Based On selections used.

If you have selected the Based On 'salary' option in the previous block, the 'from' and 'to' fields will represent the employee's annual salary.

If you have selected the Based On 'age' option in the previous block, the 'from' and 'to' fields will represent the employee's age.

Value

Enter the value associated with the 'from' and 'to' range that is being defined.

HR Eligibility Table Based on Years of Service:

To value represents the number of years of service (as defined in the employee profile) to be used in the calculations.

Effective Days is the number of days to add when an employee is rehired prior to restarting the benefit/deduction calculations.

The **Round Direction** specifies the type of rounding to be used. Options include Up, Down or None.

Round To options include Week, Bi-Week, Month, Not Applicable, Quarter (calendar quarters) or blank/null.

The **Eligible** flag is used to determine eligibility when the calculations and numbers apply for that specific row of values.

Leave Table Based on Years of Service:

To value represents the number of years of service (as defined in the employee profile) to be used in the calculations.

Eligible Hours is the number of hours of Leave the employee will be eligible for based on the calculations meeting requirements for that row.

Leave Amount Accrued defines the number of hours accrued required prior to the employee being eligible to use the eligible hours.

Maximum Carry Forward represents the maximum amount of hours allowed to be carried forward.

Carry Forward Expires (Days)

This takes precedence over what is defined in the Company Leave Maintenance screen, and could be based on **Years** or **Years of Service**.

Benefit/Deduction Base Elements Maintenance

Action Edit Block Field Record Query Utility Help Window

Payroll - TESTV10_X Company Benefit/Deduction Elements Maintenance

Select Company

Company	CCC	CMIC Test Construction Co
Base Code	401K	401k Wages
Table Base		
Base Type	Others	

Create Base Code

Base Elements

Trans Type	YTD Base	Code	Hour Type	Factor	Threshold	Ceiling	Round Direction	Round To
Benefit		ANNU		1			None	

Code Description
ANNUITY

Table Base

Enter Threshold Value

Record: 1/1

<OSC>

Pgm: PYCBDELM – Benefit/Deduction Base Elements

Header Block

Base Code

Enter / Select the Base Code for which elements should be defined. The Base Code can also be set up by using the **[Create Base]** button.

Table Base (Optional)

Enter a table base code if the calculation of all elements being defined will be dependent on variables within a base table. The table base must have been set up previously within the Table Base File Maintenance screen.

Leave this field blank if the calculation of this base element is not dependent on variables within a base table, or if only certain items will be using table bases which can be defined on each individual element in the details block.

Detail Block

Define the Elements of the Base Code

The Base elements block is used to define the elements that make up the base code entered in the previous block for the company specified. Remember that base elements work in an inclusive manner and that you have the ability to include as many transaction lines against this base code as required to calculate the correct value.

Transaction Type

Select The Transaction Type for the element of the base code that is being defined. The system allows for the following transaction types: Base Wage, Benefit, Deduction and Leave.

- Select **Annual Salary** to include the annual salary in this base code calculation.
- Select **Average Wage** to include the average of a specific wage or hour selection within this calculation.
- Select **Base Wage** to include a specific wage or an hour selection in this calculation (i.e. Normal hours only, overtime premium hours, etc.)
- Select **Taxes** to include a specific tax in the calculation of this base code.
- Select **Expenses** to include a specific expense in the calculation of this base code.
- Select **Benefit** to include a specific benefit in this base code calculation
- Select **Deduction** to include a specific deduction in this base code calculation.
- Select **Leave** to include the leave hour in this base code calculation.
- Select **YTD Earning** to include the year to date earning in this base code calculation.

Code

Select the code associated with the transaction type for the element of the base code that is being defined.

For the **Base Wage** and **Average Wage** type you can select from NWHR – Normal Hours, OVHR – Overtime Hours and DTHR – Double Overtime hours.

- For **Base Wage** the base value is taken from the current period wages of the specified type of hours.
- For **Average Wage**, the base value is the employee's actual average wage, based on the employee pay history gross pay amounts for the specified wage code, averaged over a number of preceding pay periods for the current pay run. The number of periods used for this averaging is taken from the Threshold column.

For the **Annual Salary** Transaction Type you can select from ANNL - Annual Salary and ANNW- Annualized Wages.

- **ANNL – Annual Salary:** The base value is the employee's salary, which is obtained from the employee history. If a valid salary does not exist within the employee history, the salary will be obtained from the employee profile. A valid salary is one which has an effective date on or before the date in which this base element calculation will take place within the current pay period.
- **ANZD – Annualized Wages.** The base value is the employee's pay rate, which is taken from the employee pay rates tables. If a valid pay rate does not exist within ALL the pay rate tables, the pay rate will be taken from the employee profile. A valid salary is one which has an effective date on or before the date in which this base element calculation will take place within the current pay period. The rate is then multiplied by the number of hours in the year as specified in the employee profile or, if none are specified in the company profile.

For the **Expense** Transaction Type you can select from the various expenses set up at the company level within the Expense Maintenance screen. The base value is the amount of the specified expense in the current period.

For the **Benefit** Transaction Type you can select from the various benefits set up at the system level within Benefit Master Maintenance. Use the LOV to view and select the desired benefit. The base value is taken from the amount calculated in the current period for the specified benefit.

For the **Deduction** Transaction Type you can select from the various deductions set up at the system level within Deduction Master Maintenance. Use the LOV to view and select the desired benefit. The base value is taken from the amount calculated in the current period for the specified deduction.

For the **Leave** Transaction Type you can select from NWHR – Normal Hours, OVHR – Overtime Hours and DTHR – Double Overtime hours. The base value is the number of hours claimed in the current period for the specified type of leave.

For the **Taxes** Transaction Type you can select from the various taxes set up at the Company level. The base value is the amount of the specified tax in the current period.

For the **YTD Earnings** Transaction Type you can select from NWHR – Normal Hours, OVHR – Overtime Hours and DTHR – Double Overtime hours. The base value is the employee's actual earnings, based on the employee pay history gross pay amounts for the specified wage code. This is based on pay date rather than period and includes all pay runs.

Select the Hour Type

The Hour Type is only used in defining an element with a Base Wage transaction type. The Hour Type field should be blank if the Transaction Type is Benefit or Deduction.

For the Base Wage transaction types the following options are available: Actual, Premium or Total.

- Select **Actual** when the base wage should be based on the actual hours worked for the type of hours defined by the selection code.
- Select **Premium** when the base wage should be based on the difference between the normal hours and the total overtime or double overtime hours worked (depending on the selection code specified in the previous field).
- Select **Total** when the base wage should be based on Total Hours worked based on the conversion factor of the selection code.

The following table illustrates sample values for each option:

Actual Hours Worked	Rate Factor	Total Hours Worked	Premium
10 Normal	1	10 Hours	None
10 Overtime	1.5	15 Hours	5 hours
10 Double Overtime	2	20 Hours	10 hours

As you make your selections keep in mind the example above. In this example you can get a feel for the values that will be used based on your selection. If you have a base element with a Base Wage Transaction type and an Overtime hours selection code the actual hours would produce 10 hours as the base wage; the total hours would produce 15 hours as the base wage, and the premium selection would produce a base wage of 5 hours.

Verify / Modify the Factor

Verify/Modify the factor for the code selected. The system will default a factor of 1 into this field but you may change this as desired.

Do not confuse this factor with the pay rate factor. The pay rate factor will help determine the hours to be used under the selection of the various hour types.

Enter the Threshold

Enter the minimum value of the base element (per pay period) for a value to be returned. Leave this field blank if the calculation of the base element is not based on the value of the base element.

The following exceptions apply to the value within this field:

- Where the '**Average Wage**' transaction code has been selected, this number is used to define the number of periods over which to take the average.
- Where the '**Annual Salary**' transaction code has been selected, this number is based on an annual value rather than a pay period value.
- Where a table base (indexed by salary) has been entered against the base element, the number is based on an annual value rather than a per period value.

Enter the Ceiling

Enter the maximum value (per pay period) of this base element. The ceiling value replaces the result of the first 5 columns if the result is greater than the ceiling.

Leave this field blank if the calculation of the base element is not based on the upper value of the base element.

The following exceptions apply to the value within this field:

- Where the '**Annual Salary**' transaction code has been selected, this number is based on an annual value rather than a pay period value.
- Where a table base (indexed by salary) has been entered against the base element, the number is based on an annual value rather than a per period value.

Select the Round Direction

Select the desired round direction for the value returned by the calculation of this base element.

The system provides for the following selections: Up (always), Down (always), True (closest of up and down), and None (no rounding).

Enter the 'Round To' value

Enter the rounding value for the calculation of this base element. This number specifies the precision to which the result of the base element will be rounded.

Leave this value blank if you have selected 'None' as the rounding direction in the previous field or if rounding is not required.

Enter a Table Base *(Optional)*

Enter a table base code if the calculation of this base element is dependent on variables within a base table. The table base must have been set up previously within the Table Base File Maintenance screen.

Leave this field blank if the calculation of this base element is not dependent on variables within a base table.

Apply Only on First Check

Check this box, if the element of the base code should only be used once per pay period, regardless of the number of checks the employee receives during the period.

PW Differential Setup

The correct determination between the Prevailing Wage Rate and the Employee's Pay Rate is being accommodated and paid to the employee accordingly by the PW differential. If an employee's Pay Rate is higher than that of the Prevailing Wage Rate, a credit for the difference between the rates is applied against the Prevailing Wage Fringe Rate. In addition to the Pay Rate determination, Fringes are also compared between what is assigned to an employee, and the fringe(s) associated with the Prevailing Wage Job.

This combined differential between the Pay Rates and Fringes should then be allocated to the employee through either a paid-in-cash benefit, or allocated to a non-cash benefit. The determination of which benefit the difference gets allocated to is based on the Pay Group to which an employee belongs.

a) Employee Pay Rate > PW Rate

Rate difference à credit against PW Fringe Rate

b) Employee Fringes compared with PW Job Fringes

Combined differential of a) and b) à paid-in-cash benefit or non-cash benefit.

PW Payroll Fringes

The screenshot displays the 'PYPWFRINGE - Prevailing Wage Payroll Fringes' application window. The interface includes a menu bar (Action, Edit, Block, Field, Record, Query, Utility, Help, Window) and a toolbar with various icons. The main area is divided into sections: 'Select Company' with a dropdown for 'Company' (currently showing 'CCC' and 'CMIC Test Construction Co'), 'Payroll Fringes' containing a table, 'User Extensions' with a list of extensions and a '+' button, and 'Related Screens' with a list of related screens and a '+' button. The 'Payroll Fringes' table has the following data:

Tran. Type	Tran. Code	Description	P/W Comparison Benefit
Benefit	EDF	Education Development Fund	<input type="checkbox"/>
Benefit	PEN	Pension Benefit	<input type="checkbox"/>
Deduction	401K	401K Deduction	<input type="checkbox"/>
Benefit	PWF	Prevailing Wage Fringe	<input checked="" type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

At the bottom of the screen, there is a status bar with the text 'Record: 1/4', a button labeled 'List of Valu...', and the text '<OSC>'.

Pgm: PYPWFRINGE – Prevailing Wage Payroll Fringes

Payroll fringes and the comparison benefit needed for the calculation of prevailing wage differentials are setup in the Prevailing Wage Payroll Fringes screen.

A dummy “PWF” benefit that will be used to get the “prevailing wage fringe rate” used in the comparison is entered here. It should only be set up in the Benefit Master. There can only be one benefit designated as this

type of benefit. When the 'PW Comparison Benefit' checkbox is checked for a benefit, it indicates that the defined fringe is for PW comparison benefit.

The contractual fringe rate/hr is stored under this benefit in the PW Benefit by Trade table.

PW Differential Destination

Payroll - TESTV10_X Prevailing Wage Differential Destination

Select Company

Company CCC CMIC Test Construction Co

Differential Destination

Pay Group	Description	Destination Benefit	Description
*	All Pay Groups	MED	Medical Benefits
SAL	SALARIED EMPLOYEES	DENT	Dental

User Extensions +

User Extension1
User Extension2
User Extension3
User Extension4
User Extension5
User Extension6
User Extension7
More Extensions ...

Related Screens +

New Payroll
Related Screen 2
Related Screen 3
Related Screen 4
Related Screen 5
Related Screen 6
Related Screen 7
More Related ...

Enter Pay Group Code Or Asterisk (*) For All Pay Groups

Record: 3/3 ... List of Valu... <OSC>

Pgm: PYPDIFFDEST – Prevailing Wage Differential Destination

A destination benefit for the differential needs to be setup in the Prevailing Wage Differential Destination screen for pay groups. The asterisk is designated for all pay groups. The destination benefit must also be set up at the Company level for the given pay group(s).

Timesheet posting will determine the “base pay rate” for each time entry for hourly employees (wage and leave time entry). Base pay rate is defined as the employee’s standard pay rate for regular hours for that job and trade. The job should be a PW job with the Davis Bacon flag checked. The calculation of base pay rate will be the time entry’s actual pay rate less the rate code premium and less the rate code factor increase, rounded to 2 decimal places. The calculation on the pay rate differential is always relative to the base pay rate even for overtime and double overtime.

The Process Payroll function will be run in two passes:

First pass - For each hourly employee the payroll fringes are first calculated to determine if there is a non-zero differential.

Second pass – The fringes calculated from the first process are included if a non-zero differential amount is calculated on any time entry line and the differential taken into the processing run.

Calculation of the PW Differential follows certain rules and conditions:

It is applicable only to hourly employees on prevailing wage jobs and prevailing wage trades.

The job trade must have a non-zero fringe rate set up for the PWF benefit for it to be considered as a prevailing wage trade.

All wages (this includes other hours) and leaves time entries will be subject to the same prevailing wage rule, except for adjustments.

Wages and leaves entered through the adjustment screen will be excluded from all areas of the calculation since they do not carry the associated hours and pay rates – values necessary in the differential calculation.

Differential calculation will be determined and calculated line-by-line for each wage/leave time entry. Each line will be determined based on its own merits independent of any other hours for the week.

The calculated differential amount and the components used in the calculation will be stored against each time line.

Negative hours will be subject to the same differential calculation and will result in a negative differential amount.

For each prevailing wage job and trade:

$$\text{Payroll Fringe Rate} = \text{SUM}(\text{all payroll fringe amounts for that job-trade}) / \text{SUM}(\text{all wage and leave hours worked (for that job-trade rounded to 2 decimal places)})$$

The “Payroll Fringe Rate” is one single rate determined for the whole job-trade.

The calculation process will make a determination based on a comparison of the pay and fringe rates. If it is determined that a positive rate differential exists for that time entry line, then the differential rate will be multiplied by the hours worked to get the differential amount.

- $\text{Payroll Package Rate} = \text{Base Pay Rate} + \text{“Payroll Fringe Rate”}$
- $\text{Prevailing Wage Job Rate} = \text{Prevailing Wage Pay Rate} + \text{PWF Fringe Rate}$
- $\text{Differential Rate} = \text{Prevailing Wage Job Rate} - \text{Payroll Package Rate}$ (0 if negative)
- $\text{Differential Amount} = \text{Differential Rate} \times \text{Hours Worked}$ (rounded to 2 decimal places)

On the prevailing wage benefit trade screen, if the PWF “OT Premium” check-box is checked then the PWF Fringe Rate will be multiplied by the pay rate factor used for that time line.

It is assumed that the wage pay and payroll fringes are not split across multiple-checks (e.g. a fringe that is a lump sum cash benefit paid in a separate check). It will not work otherwise.

Setting Up Payroll Taxes

Overview of Payroll Taxes

In the Payroll application, although there is Tax Setup done, all tax calculations are done through Vertex Processing. It is vital that the step 'Process Payroll' is run for every employee as this is where the actual Tax Calculations are made within Enterprise.

Vertex

Vertex Software is provided to complete calculation of taxes within the Enterprise Payroll application by CMiC.

For further information, contact your CMiC Consultant.

Vertex Software information is available at: <http://www.vertexinc.com/>

Winfiler

CMiC software is designed for use with Winfiler for preparing and filing of Tax Information.

For further information, contact your CMiC Consultant.

Winfiler information is available at:

<http://www.greatland.com/Products/products.asp?MerchID=102&Page=tax/>

Greenshades

CMiC software is designed for use with Greenshades for preparing and filing of Tax Information. If Greenshades has been installed, the ability to generate XML files for Greenshades is available. The user can create XML files for the Annual W2 Transactions File, Quarterly SUTA and W2 File and the New Hire File. The Greenshades interface files will display the company legal name from GL. If there is more than one company in the FEIN, the first company legal name found that is not null will be used. If no company legal names are found, the W2's will be printed with the FEIN legal name.

For further information, contact your CMiC Consultant.

Setting up of a Payroll Tax

In order for a Tax to be created and applied when processing Payroll, the following steps must be followed. For details on individual setup forms, follow the link at the end of each item.

- The control of access to Vertex and the locations of the required files must be defined for each individual user processing Payroll. See: **Tax System Setup**. This enables Enterprise and Vertex to communicate and complete required tax calculations and processing prior to printing checks.
- Tax Codes are defined in **Tax Master Maintenance**. This defines the tax code to be used throughout Payroll when processed. In some cases the tax may also be optionally added to employees, however they are typically assigned automatically. It is not recommended to use Reporting Groups with taxes in order to fully display the individual tax types and amounts on the Pay Checks and Stubs.
- Taxable Items optionally defined in **Tax Elements Maintenance**. In some tax scenarios, the tax will apply to more than base wages. If the tax is applicable on Benefits, Deductions or Expenses, this form will allow assignment of items that will be included in the tax calculations.
- Tax Locations are required to calculate taxes. As defined in **Taxes By Location**, the specific tax codes will be made effective through the locations defined and the locations where the employee resides and/or works. You must set up taxes for each state and work location in which taxes must be calculated. Taxes will not calculate for employees that work or reside in a state or work location where taxes have not been defined.
- In some cases, there may be multiple calculation methods applicable to a tax. In these cases, see **Tax Calculation Method (Optional)**.
- When processing Taxes, the **Tax Accounts** must also be configured. This specifies the GL Accounts where the liabilities and transactions will be processed for each tax code used. Each tax code should have its own Debit and Credit accounts.
- The **Company Tax Rates** must be defined for FUTA, SDI, SUI and WC at the Federal and State levels.
- Additional Notes about Taxes to consider:
 - SUI/SDI Taxes are calculated, with the location being used for the employee being retrieved from the Employee Profile – Tax Information.
 - WC Calculations are based on Employee Profile, and are either by Employee or by Job Location.
 - Reporting details on Pay Checks and Stubs is impacted by use of Reporting Groups. This enables grouping of taxes into Reporting Groups if desired, but will not display the taxes individually if a reporting group code is entered in the Tax Master setups.
 - Employer Taxes do not print on employee Checks/Stubs. Amounts can be viewed on the posting reports.
 - Taxes defined as payable by job will include separate amounts and lines for each different job and phase for that employee when viewed in the posting reports.
 - To verify taxes prior to printing the actual checks, use the Employee Pay History Query to view details for the specified period/employee.
- Taxes will be processed when the Process Payroll process is run. At that time, Vertex tables will be used in the calculations and the amounts created.

Tax Master Maintenance

Tax Details

Tax Code: EIC
Description: Earned Income Credit Tax
Short Description: EIC
Tax Level: Federal
Reporting Group:
☐ Paid by Employer
☐ Job Allocation
☐ Department Alloc...
☐ Single State Tax
☐ Create Voucher For Accounts Payable
Vertex Tax ID: 05 Earned income Credit
Calculation Method: 06 Annualized Concurrent Aggregation
Alternate Calculation Code:
Print Order: 1

User Extensions +
User Extension1
User Extension2
User Extension3
User Extension4
User Extension5
User Extension6
User Extension7
More Extensions ...

Related Screens +
New Payroll
Related Screen 2
Related Screen 3
Related Screen 4
Related Screen 5
Related Screen 6
Related Screen 7
More Related ...

Enter Reporting Group Code
Record: 1/1 ... List of Valu... <OSC>

Pgm: PYTAXES – Tax Master Maintenance

The Tax Master screen is used to enter the master set of taxes from which you assign the individual sets of company, location and job taxes required by each company processing a payroll.

Taxes can be assigned at the Federal, State and Local Levels.

Tax Code

Enter the code for the tax that is being defined. This code can be up to 4 alphanumeric characters in length.

Description

Enter a description for the tax that is being defined. This description can be up to 30 characters in length.

Short Description

Enter a short description for the tax that is being defined. This description can be up to 16 characters in length and will be used on screens, stubs and reports where space is prohibitive.

Tax Level

Select the appropriate tax level for the tax that is being defined from the selection List – Federal, State, or Local.

Reporting Group

Select the appropriate Reporting Group if desired. Reporting groups allow you to group different types of payroll deductions and benefits together for reporting purposes.

Leave blank to provide detailed display of all items individually on Checks and Pay Stubs.

Paid by Employer

Check the Paid by Employer box if the tax that is being defined is to be paid by the employer. Taxes can be flagged as paid by the employer if applicable; otherwise the system assumes the employee pays them.

Leave this box blank if the tax that is being defined is to be paid by the employee.

Job Allocation

If the employer pays the tax, then the tax amount can be cost to the job if required.

Single State Tax

Check the single State Tax box when the tax that is being defined should be calculated against the employees default work location, rather than the employees actual work location.

An employer must have applied and received permission to run payroll using this method.

This feature is typically used when an employee requests the ability to maintain their state unemployment insurance and disability within a specific state.

This feature is dependent on the Employer, not the employee.

Create Voucher for Accounts Payable

Check to have Payroll generate vouchers for the Tax Vendor assigned. If checked, Payroll processing will create and post the voucher in Accounts Payable for the appropriate Tax Vendor used.

Vertex Tax ID

Select the appropriate Vertex Tax ID for the tax that is being defined. The Vertex Tax ID is a unique identifier and can only be assigned to one tax at any given time.

Calculation Method

Select the Calculation Method that applies to the tax that is being defined. The list of available methods will change depending on the Vertex Tax ID code selected in the previous screen.

Alternate Calculation Code

Select the appropriate alternate calculation code associated with the tax that is being defined. This code will typically be set at '00'. Check your Vertex Calculation Guide for situations where a different code is required.

This code is only applicable on State Tax in certain states (including NJ, AR and AZ), and for the Federal Tax 'EIC'.

Print Order

Enter the print order number for the tax that is being defined. The print order number is a 4-digit numeric field, which determines the order in which this tax is calculated.

Tax Elements Maintenance

Action Edit Block Field Record Query Utility Help Window

Payroll - TESTV10_X Tax Elements Maintenance

Select Tax

State ALL All States

Tax EIC Earned Income Credit Tax

Element Details

Start Date	End Date	Type	Code	Regular Pay	Cash	Exclude Without Wages	Deduction ID	Supplemental Deduction ID
01-01-2012		Benefit	3620	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
01-01-2012		Benefit	CAR	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
01-01-2012		Benefit	BNSB	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
01-01-2012		Deduction	OLIF	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	00	
01-01-2012		Benefit	3730	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
01-01-2012		Deduction	MED1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	00	04
09-05-2011	09-05-2012	Deduction	401P	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	00	00
01-01-2011		Benefit	3620	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
01-01-2010		Benefit	PEN	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
01-01-2009		Deduction	VIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	00	
01-01-2009	08-05-2011	Deduction	401P	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01	05

Type Description Optional Life Vertex Description 125 Deduction

Supplemental

Enter End Date

Record: 4/? <OSC>

User Extensions +

User Extension1

User Extension2

User Extension3

User Extension4

User Extension5

User Extension6

User Extension7

More Extensions ...

Related Screens +

New Payroll

Related Screen 2

Related Screen 3

Related Screen 4

Related Screen 5

Related Screen 6

Related Screen 7

More Related ...

Pgm: PYTAXELM – Tax Elements Maintenance

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

State

Enter/Select ALL or a State Code. ALL identifies Federal Level Taxes.

Tax

Enter/Select the Tax Code.

Start Date

Starting Date for Tax – The system will begin including this element in the total gross pay from which this tax is calculated from the date specified within this field.

End Date

Last Effective Date for Tax – The system will stop including this element in the total gross pay from which this tax is calculated after the date specified by this field.

To leave this element turned on indefinitely, leave this field blank.

Type

Select from – Expense, Deduction or Benefit to identify the type of transaction that will have taxes defined.

Code

Enter/Select the Transaction being defined. Available options from defined Benefit, Expense, and Deduction data previously defined.

Regular Pay

For Benefits only – checked if item is part of Regular Pay.

Leave this field blank for Expenses, Deductions or if this Benefit is a non-standard benefit, like bonus, which is only calculated periodically. In this case the system will apply a flat tax rate to the benefit amount.

Cash

For Deductions only – Check the Cash box if this deduction allows for the employee to withdraw monies.

It usually applies to Pension Plan, savings plans or 401K type deductions.

Exclude Without Wages

For Non-Cash Benefits only.

If the element being added is a Non Cash Benefit and you do not want to have tax calculated on the amount if there are no Basic Wages for the pay then check this box.

Deduction ID

For Deductions Only – The Deduction ID matches a deduction with a recognized, government approved, deduction taxation category. This deduction ID is used when processing regular pay runs. It will also be used when processing irregular pay runs if the Supplemental Deduction ID is blank. Vertex provides for a list of available Deduction ID numbers.

This must be blank for Benefits and Expenses, but is Mandatory for Deductions.

Through this Deduction ID category, Vertex will verify the admissibility of pre-tax deductions as well as control the maximum limits on the tax.

Supplemental Deduction ID

For Deductions Only – The Supplemental Deduction ID matches a deduction with a recognized, government approved, deduction taxation category. This Supplemental Deduction ID is used when processing irregular pay runs. The appropriate deduction ID will be selected based on the payrun. If the Supplemental Deduction ID is blank, then the Deduction ID is used in processing. Vertex provides for a list of available Deduction ID numbers.

This must be blank for Benefits and Expenses, but is Mandatory for Deductions.

Through this Deduction ID category, Vertex will verify the admissibility of pre-tax deductions as well as control the maximum limits on the tax.

End Date

Last Effective Date for Tax – The system will stop calculating this tax in the total gross pay for the element after the date specified by this field.

To leave this tax turned on indefinitely, leave this field blank.

Regular Pay

For Benefits only – checked if item is part of Regular Pay.

Leave this field blank for Expenses, Deductions or if this Benefit is a non-standard benefit, like bonus, which is only calculated periodically. In this case the system will apply a flat tax rate to the benefit amount.

Cash

For Deductions only – Check the Cash box if this deduction allows for the employee to withdraw monies.

It usually applies to Pension Plan, savings plans or 401K type deductions.

Exclude Without Wages

For Non-Cash Benefits only.

If the element being added is a Non Cash Benefit and you do not want to have tax calculated on the amount if there are no Basic Wages for the pay then check this box.

Deduction ID

For Deductions Only – The Deduction ID matches a deduction with a recognized, government approved, deduction taxation category. This deduction ID is used when processing regular pay runs. It will also be used when processing irregular pay runs if the Supplemental Deduction ID is blank. Vertex provides for a list of available Deduction ID numbers.

This must be blank for Benefits and Expenses, but is Mandatory for Deductions.

Through this Deduction ID category, Vertex will verify the admissibility of pre-tax deductions as well as control the maximum limits on the tax.

Supplemental Deduction ID

For Deductions Only – The Supplemental Deduction ID matches a deduction with a recognized, government approved, deduction taxation category. This Supplemental Deduction ID is used when processing irregular pay runs. The appropriate deduction ID will be selected based on the payrun. If the Supplemental Deduction ID is blank, then the Deduction ID is used in processing. Vertex provides for a list of available Deduction ID numbers.

This must be blank for Benefits and Expenses, but is Mandatory for Deductions.

Through this Deduction ID category, Vertex will verify the admissibility of pre-tax deductions as well as control the maximum limits on the tax.

Taxes By Location

Action Edit Block Field Record Query Utility Help Window

Payroll - TESTV10_X Taxes by Work Location Maintenance

Select Company

Company: CCC CMic Test Construction Co
 State: ALL All States
 Work Location: ALL All Work Locations

Copy From

Taxes Details

Tax Code	Description	Effective Date	End Date	Tax Type	Calc Meth	Alt Code
SSEE	Social Security Employee	01-01-2005		Both	13	
SSER	Social Security Employer	01-01-2005		Both	13	
ZFED	Federal Withholding Tax	01-01-2005		Both	03	
ZFUT	FUTA (Employer)	01-01-2005		Both	13	
ZMD2	FICA Employee (Medicare)	01-01-2005		Both	13	
ZME1	FICA - Employer	01-01-2005		Both	13	

Vendor Name:
 Vertex: Calc. Method: Self Adjust

Enter Tax Code

Record: 1/6 <OSC>

User Extensions +
 User Extension1
 User Extension2
 User Extension3
 User Extension4
 User Extension5
 User Extension6
 User Extension7
 More Extensions ...

Related Screens +
New Payroll
 Related Screen 2
 Related Screen 3
 Related Screen 4
 Related Screen 5
 Related Screen 6
 Related Screen 7
 More Related ...

Pgm: PYTAXWRL – Taxes by Location Maintenance

The Taxes by Location form is used to assign the company, local and state taxes required by the system to process a payroll. There must be a setup of taxes for each individual state and work location in which taxes will be calculated. Taxes will not calculate for employees that work or reside in a state or work location where taxes have not been defined.

To assign Federal Taxes:

- Enter the code ALL in the State field.
- Enter the code ALL in the Work Location field.

To assign State Taxes:

- Enter the appropriate state code in the State field.
- Enter the code ALL in the Work Location field.

To assign Local Taxes:

- Enter the appropriate state code in the State field.
- Enter the appropriate location in the Work Location field.

As shown in the example below, using ALL in both State and Work Location will assure that the Federal Taxes are calculated in all cases regardless of particular State/Work Location setups.

State

Enter/Select the State Code (or ALL) for the state to which you are assigning taxes. If you are applying Federal Taxes enter the code ALL in this field.

Work Location

Enter/Select the Work Location for the location to which you are assigning taxes. If you are assigning Federal or State Taxes enter the code ALL in this field. If you are assigning Local Taxes enter the appropriate work location in this field.

Tax Code / Description

Enter/Select the Tax code for the tax that you are applying. The Tax Code must have been set up previously within Tax Master Maintenance, which is where the Description is defined.

Effective Date

Enter the Effective Date for the tax code you are assigning to the company specified in the first block. The system will begin calculating this tax from the date specified within this field.

End Date

Enter the End Date for the tax code you are assigning to the company specified in the first block. The system will stop calculating this tax after the date specified by this field. If you wish to leave this tax turned on indefinitely, leave this field blank.

Tax Type

Select the tax type for the tax you are assigning. The system allows for the following Tax Type options: Both, Resident or Work.

NOTE: Taxes will not calculate if this tax type is set up incorrectly. For example, State Unemployment must be set to 'Work' for this tax to calculate.

Calc Method

Verify/Modify the Vertex Calculation Method associated with the tax that is being defined. You may change this calculation method to suite the tax calculation required by the specific company, state, or work location. The code displayed will default from the Tax Master Maintenance

Alternative Calculation Method

Verify/Modify the Alt. Code associated with the tax that is being defined. You may change this Alternative Code to suite the tax calculation required by the specific company, state, or work location. Not all taxes have Alternative Calculation Methods.

Tax Type Definitions

BOTH

Select Both if the tax that is being defined requires the calculation of taxes at the employee's location of residence as well as the individual work locations as indicated by the employees' timesheets.

NOTE: State Withholding must be set to BOTH.

RESIDENT

Select Resident if the tax that is being defined requires the calculation of taxes only at the employee's location of residence. When this tax type is selected the system will ignore the work locations as indicated by the employees' timesheets when this tax is calculated.

WORK

Select Work if the tax that is being defined requires the calculation of taxes only at the employees work location as indicated by the employee's timesheets. In this situation the taxes will be pro-rated based on the hours worked within the individual work locations. When this tax type is selected the system will ignore the location of residence when this tax is calculated.

NOTE: SUI and FUTA Taxes must be setup as WORK.

Tax System Setup Parameters

The screenshot shows a software window titled "Payroll - TESTV10_X Tax Calculation Parameters Maintenance". The window has a menu bar (Action, Edit, Block, Field, Record, Query, Utility, Help, Window) and a toolbar with various icons. The main area is divided into two panes. The left pane, titled "Tax Settings", contains a table with columns "User", "Description", and "Value". The right pane, titled "User Extensions", contains a list of extensions from "User Extension 1" to "User Extension 7" and a "More Extensions...." link. Below the table is a section for "Enter User Name" and a "Record: 1/?" indicator.

User	Description	Value
ANDY	User Path	c:\temp
ANDYTESTV10	User Path	c:\temp
DA	User Path	c:\temp
DAVID2008	User Path	\\pdc2000\users\user\transfer\david\
DAVIDV10	User Path	\\pdc2000\users\user\transfer\david\
DAVIDV10X	User Path	\\pdc2000\users\user\transfer\david\
	DLL Path	D:\CMW10\TESTV10X\V
FARNAZY10X	User Path	\\pdc2000\users\user\transfer\udmila\W10_X\TEST\
GORD	User Path	\\pdc2000\users\user\transfer\gord\
GUEST	User Path	c:\temp
	Application	D:\CMW10\TESTV10X\WPYCALC01.EXE
JASON	User Path	\\pdc2000\users\user\transfer\jason\dang
JCRANE	User Path	c:\temp

Enter User Name

Record: 1/? ... List of Valu... <OSC>

Pgm: PYTAXSET – Tax Setup Maintenance

The Tax Setup / Parameters screen is used to configure the Vertex and CMiC interaction. If the directories are not setup according to the configuration of the installed software, taxes will not be calculated when processing Payroll.

This section should only be modified by the System Administrator or on direction of your CMiC Consultant.

NOTE: If a new user account will be used when processing Payroll, a new row must be inserted to specify the Temporary Directory (User Path) used for system calculations.

User

Enter/Select the required User Code, only required when assigning the User Path working directory.

Description

Select the type of configuration detail being set.

Value

Specify the required directory location.

Description Types

DLL Path

This is the location of the file **PYCALC02.dll**

Application

This is the location and file name for the file **PYCALC01.exe**

Tax Database

Set to 'T'

Database Path

Set this to the directory that contains all the Vertex **.dbf** files

User Path

Set this to the working directory where each unique user is able to create temporary working files. Each user who will process payroll must have an entry against this description.

Web Server DLL Path

This is the location accessible by the Web Server, of the file **PYCALC02.dll**

Web Server Application Path

This is the location accessible to the Web Server for the file **PYCALC01.exe**

Web Server Database Path

Set this to the web server directory that contains all the Vertex **.dbf** files

Tax Calculation Method (Optional)

Company

Company

Select Parameters

Pay Run	Work Loc	Tax Code	Description	Pay Type	Calculation Method
CCCW	ALL	EIC	Earned Income Credit Tax	00	02

Description

Calc. Method Description

User Extensions +

- User Extension1
- User Extension2
- User Extension3
- User Extension4
- User Extension5
- User Extension6
- User Extension7
- More Extensions ...

Related Screens +

New Payroll

- Related Screen 2
- Related Screen 3
- Related Screen 4
- Related Screen 5
- Related Screen 6
- Related Screen 7
- More Related ...

Enter Pay Run Code

Record: 1/1 ... List of Valu... <OSC>

Pgm: PYSUPMET – Tax Calculation Method Maintenance

The Tax Calculation Method screen allows for the entry of alternate pay types against specific pay runs. These pay types can distinguish supplemental pay runs from regular pay runs for the purposes of tax calculation within specific states.

Pay Run

Enter / Select the Pay Run to which the alternate pay type should apply.

Work Loc

Enter / Select the work location to which the alternate pay type should apply.

Tax Code

Enter / Select the tax code to which the alternate pay type should apply.

Description

Description of Tax Code used which is automatically populated from the Tax Master setup.

Pay Type

Select the Pay Type for the pay run and state that is being defined. The system allows you to select from the following options:

- 00 – Supplemental with Regular Pay,

- 01 – Regular Pay Only,
- 02 – Supplemental Pay Without Regular Pay

Calculation Method

Calculation Method entered here will override Calculation Method assigned on Taxes By Location screen.

Notes to remember:

The following Taxes must be setup (as per Vertex Documentation) in the Tax by Locations tables as shown here in order to calculate correctly:

SUI – must be set to '**WORK**' location

FUTA – must be set to '**WORK**' location

State Withholding – must be set to '**BOTH**' location

Tax Accounts

Select Company

Company: CCC CMIC Test Construction Co
 State: ALL All States
 Location: ALL All Work Locations

Tax Details

Tax Code	Tax Description	Credit Dept.	CR. Account	Debit Dept.	DR. Account
SSEE	Social Security Employee		6030.200		6030.100
SSER	Social Security Employer		6030.300		6030.400
ZFED	Federal Withholding Tax		6010.101		6010.100
ZFUT	FUTA (Employer)		6040.601		6040.600
ZMD2	FICA Employee (Medicare)		6040.101		6040.100
ZME1	FICA - Employer		6040.201		6040.200

Credit Department Name:
 Credit Account Description: Social Security Employee (CR)
 Debit Department Name:
 Debit Account Description: Social Security Employee (DR)

Enter Department Code:
 Record: 1/6 ... List of Valu... <OSC>

User Extensions +
 User Extension1
 User Extension2
 User Extension3
 User Extension4
 User Extension5
 User Extension6
 User Extension7
 More Extensions ...

Related Screens +
New Payroll
 Related Screen 2
 Related Screen 3
 Related Screen 4
 Related Screen 5
 Related Screen 6
 Related Screen 7
 More Related ...

Pgm: PYTAXACC – Company Taxes Maintenance

The Company Taxes Maintenance screen is used to assign the Debit and Credit accounts associated with the taxes that are applicable to the company you are defining.

To assign Federal Taxes:

Enter the code ALL in the State field.
Enter the code ALL in the Work Location field.

To assign State Taxes:

Enter the appropriate state code in the State field.
Enter the code ALL in the Work Location field.

To assign Local Taxes:

Enter the appropriate state code in the State field.
Enter the appropriate location in the Work Location field.

State

Enter/Select the State Code for the state to which you wish to assign tax accounts.

- If you are applying Federal Tax accounts enter the code ALL in this field.
- If you are assigning State or Local Taxes enter the appropriate state code for the state to which you are assigning tax accounts.

Location

Enter/Select the Work Location for the location to which you are assigning taxes.

- If you are assigning Federal or State Tax accounts enter the code ALL in this field.
- If you are assigning Local Tax accounts enter the appropriate work location in this field

Tax Code

Enter/Select the Tax code for the taxes to which you are applying accounts. The available taxes will depend on the level at which you are assigning taxes.

For example, if you have ALL/ALL in the State/Work Location fields, the system will assume Federal taxes and only display those taxes listed as federal in the Taxes Master file.

Tax Description

Display only - Description of Tax Code used

Credit Department

Enter/Select the Department to Credit If blank will default to the Employee department

Credit Account

Enter the account that the system will credit when this tax is processed for this company. Typically you will enter the liability account associated with the tax selected on this line.

Debit Department

Enter/Select the Department to Debit If blank will default to the Employee department

Debit Account

Enter the account that the system will debit when this tax is processed for this company. Typically you will enter the expense account associated with the tax selected on this line.

Leave this field blank if the tax is paid by the employee. In this case the system will debit the cash/bank account for the amount of the tax as it records the payment made by the employee.

Company Tax Rates

Select Company

Company: CCC CMIC Test Construction Co
 State: ALL All States

Rate Details

Effective Date	End Date	Employer FUTA Rate	Employer SDI Rate	Employer SUI Rate	Employer SUI Limit
01-01-2005		.008000			

User Extensions +

User Extension1
 User Extension2
 User Extension3
 User Extension4
 User Extension5
 User Extension6
 User Extension7
 More Extensions ...

Related Screens +

New Payroll

Related Screen 2
 Related Screen 3
 Related Screen 4
 Related Screen 5
 Related Screen 6
 Related Screen 7
 More Related ...

Enter Effective Date

Record: 1/1 ... <OSC>

Pgm: PYTAXRAT – Tax Rates Maintenance

The Tax Rates Maintenance screen is used to assign the required rates for FUTA, SDI, SUI and WC at the Federal and State levels. If no rates are defined, processing will not calculate the taxes expected.

Once setup, if no 'end dates' are defined, the tax rate will be indefinitely used. Unless a tax has a specific ending date and a new rate takes effect, it is recommended to not enter ending dates.

State

Enter/Select the State Code for the state to which you wish to assign tax accounts.

If you wish to apply the same rate for all the states enter the code ALL in this field. (Federal Taxes for Example)

If you must assign a different SDI and SUI rate to a specific State, enter the appropriate state in this field.

Effective Date

Enter the Effective Date for the tax rates you are assigning to the company specified in the first block. The system will begin calculating these tax rates from the date specified within this field.

End Date

Enter the End Date for the tax rates you are assigning to the company specified in the first block. The system will stop calculating these tax rates after the date specified by this field.

If left blank, tax will be calculated indefinitely.

Employer FUTA Rate

Enter the FUTA rate to be used as the multiplier factor for the calculation of FUTA. If you have specified the FUTA rate for the state code 'ALL' you need not re-enter this rate for individual states to which you change the SDI or SUI rate.

Employer SDI Rate

Enter the SDI rate to be used as the multiplier factor for the calculation of SDI. SDI may not apply to all states – Verify against the current legislation/Vertex documentation.

Employer SUI Rate

Enter the SUI rate to be used as the multiplier factor for the calculation of SUI. SUI may not apply to all states – Verify against the current legislation/Vertex documentation.

Employer SUI Limit

Enter the yearly SUI Limit if applicable. This field is used for informational reporting purposes only.

Employer WC Rate

Enter the Workers Compensation Tax Rate. This is only applicable if the state has a WC Tax.

Employee WC Rate

Enter the Workers Compensation Rate for Employee. This is only applicable if the state has a WC Tax. Applicability is affected by the Employee Setup of the 'Calculate WC by' fields.

Excise Tax Rate

Enter the Excise Tax Rate for the employer. This is only applicable if the state has an Excise Tax.

Notes on EIC (Earned Income Credit)

The Earned Income Tax Credit is a refundable credit for certain qualified workers. It is intended to help offset some of the increases in living expenses and Social Security taxes. This credit reduces the amount of tax owed, if any, and may result in a refund to the taxpayer.

When setting up the EIC (Vertex Tax ID=5), the Master setup should specify that this is not an Employer Paid Tax, and it is not Job Allocated. This is a credit which is added to the employee's net pay after all benefits, deductions and taxes have been calculated. It is paid by the employer out of the Federal Withholding, and FICA (Social Security and Medicare) taxes that have been collected by the employer on the government's behalf.

Payroll Tax Reports

There are many Tax Reports available in Payroll Reports. Under the Reports / Tax Reports option the following are available:

- Federal Unemployment Insurance Report
- Tax Status Report Federal
- Tax Report State
- Tax Status Report State

- State Unemployment Insurance Report
- State Disability Insurance Report
- Tax Status Report – Local
- Employee Tax Report – Local
- Local Withholding
- Tax Element Setup
- Head Count

Government Forms for Use in Tax Reporting

Several Government Reports are automatically created or data transferred to Winfiler for reporting purposes. Besides the various Tax and Wage type reports found under the Reports menu, there is also the 941, 940, W2, SUI and 401K reporting options found under the Government Forms menu.

W-2 Form

Parameters Selection

Export File?

Federal Jurisdiction

Report Based On

Report Year

FEIN Number

Company

Pay Run

From Quarter To Quarter

State Code From

State Code To

Start Employee

End Employee

Sort Employees by City

Information

Output Type

ASCII File

User Extensions

User Extension1

User Extension2

User Extension3

User Extension4

User Extension5

User Extension6

User Extension7

More Extensions ...

Related Screens

New Payroll

Related Screen 2

Related Screen 3

Related Screen 4

Related Screen 5

Related Screen 6

Related Screen 7

More Related ...

Enter Fully Qualified ASCII File Name To Be Exported. Error File Will Have Extension ".err".

Record: 1/1

<OSC>

Pgm: PYW2PARM – W2/T4 Parameter Screen

CMiC does not print the W2 – Wage and Tax Statement form. Enterprise will export the data in multiple different formats for 3rd party printing programs. CMiC supplies **Winfiler** as the 3rd party product. Greenshades is also supported as a 3rd party product and can be used for electronic filing.

Export File

There are four options to export the file: Export File, Export File by State, State Wages Report by State and State Wages Report by Employee.

Federal Jurisdiction

Select Federal Jurisdiction from pull down list. The options are All Jurisdictions Combined, United States, Guam and Puerto Rico.

Report Based On

Select the option by which the report will be created. Running the report by Calendar Year/Qtr of Check Date will process employees' checks issued in that calendar year regardless of the payroll year. Running the report by Payroll Year/Qtr Setup on Pay Period screen processes checks issued in the payroll year specified.

Report Year

Enter the Report Year.

FEIN Number/Company

Enter the FEIN number or company code.

Pay Run

Enter the Pay Run. This field is optional.

From Quarter/To Quarter

Enter the range of quarters. If creating quarterly file for Greenshades, only one quarter at a time can be selected.

State Code From/State Code To

Enter the State range.

Start Employee/End Employee

Enter the employee range.

Sort Employees By

Select the method of sorting employees when generating the output file.

City

Select the way the city will be determined for printing on the W2's.

Information

Select the information to be printed on the W2 forms.

Output Type

Select the file output type. If using Greenshades, the user can generate an Annual W2 Transactions File, Quarterly SUTA and W2 file, or New Hire file. If generating a New Hire file, the Hire Date range is required.

When printing the New Hire File, there are three options for Employee State. The selection made will determine the state in the "State Employed Value" node of the New Hire File. If Employee Residence State is selected, then the state of the mailing address on the employee profile is printed in the file. If Employee Work Location State is selected, then the state of the work location on the employee profile is

printed. If Employee Company State is selected, then the state of the Payroll Company on the employee profile is printed.

ASCII File

Enter the ASCII output file. If using Greenshades, the xml files generated will default in the ASCII File field. These files can then be imported in Greenshades.

The Winfiler and Greenshades interface files will display the company legal name from GL. If there is more than one company in the FEIN, the first company legal name found that is not null will be used. If no company legal names are found, the W2's will be printed with the FEIN legal name.

941 Form

The screenshot shows the '941 Parameter Screen' in the 'Payroll - TESTV10_X' application. The main area is titled 'Parameters Selection' and contains the following fields:

- Federal Jurisdiction: All Jurisdictions Combined (dropdown)
- Report Based On: Payroll Year/Qtr Setup on Pay Period Screen (dropdown)
- Report Year: 2015 (text box)
- Quarter: 1 (text box)
- FEIN Number: 03-0279465 (text box)
- Company: CCC (text box)
- Pay Run: CCCW (text box)
- Start Employee: (empty text box)
- End Employee: (empty text box)
- Deposit Frequency: Semi-weekly (dropdown)
- Deposit State: IL (text box)
- ASCII File: C:\CCC_COMPANY\GOVERNMENT_FORMS\PY941_2015Q1.XML (text box)

A 'Process' button is located at the bottom right of the main area. To the right of the main area, there are two sections:

- User Extensions** (+): A list of user extensions from User Extension1 to User Extension7, followed by 'More Extensions ...'.
- Related Screens** (+): A section titled 'New Payroll' with a list of related screens from Related Screen 2 to Related Screen 7, followed by 'More Related ...'.

Pgm: PY941 – 941 Parameter Screen

CMiC does not print the 941 form. Enterprise will create an xml file to be imported into a 3rd party program when the Process button is pressed. Greenshades is supported as a 3rd party product and can be used for electronic filing. The form uses the W2 mapping when creating the file.

Federal Jurisdiction

Select Federal Jurisdiction from pull down list. The options are All Jurisdictions Combined, United States, Guam and Puerto Rico.

Report Based On

Select the option by which the report will be created. Running the report by Calendar Year/Qtr of Check Date will process employees' checks issued in that calendar year regardless of the payroll year. Running the report by Payroll Year/Qtr Setup on Pay Period screen processes checks issued in the payroll year specified.

Report Year

Enter the Report Year.

Quarter

Enter the Quarter.

FEIN Number

Enter the FEIN Number. The report can be run by either FEIN or by Company.

Company

Enter the Company Code.

Pay Run

Enter the Pay Run.

Start Employee/End Employee

Enter the employee range.

Deposit Frequency

Enter Semi-weekly if you are a semi-weekly schedule depositor or Monthly if you are a monthly schedule depositor.

Deposit State

Enter the state where the deposits were made or enter "MU" if the deposits were made in multiple states.

ASCII File

Enter the ASCII output file. The path and file generated will default in the ASCII File field. The file can then be imported into Greenshades.

940 Form

Payroll - TESTV10_X Fed 940 Report

Enter Parameters

Report Based On: Payroll Year Setup on Pay Period Scr...
Report Year: 2016
FEIN Number: MD14799001
Company: PYUS
Start Employee:
End Employee:
Contact Title: Payroll Admin
Contact Name: MDE
Contact Phone: 416 7360123 Ext.
Contact Fax:
Contact Email Preferred: marjan.d@us
Notification Method: E-Mail
ASCII File: C:\TEMP\PY940_2016.XML

Process

In progress...

User Extensions +
User Extension1
User Extension2
User Extension3
User Extension4
User Extension5
User Extension6
User Extension7
More Extensions ...

Related Screens +
Related Screen 1
Related Screen 2
Related Screen 3
Related Screen 4
Related Screen 5
Related Screen 6
Related Screen 7
More Related ...

Pgm: PY940 – Fed 940 Report

This program is used to compile and export data for Federal Form 940 reporting. The raw exported data, in XML format, can then be uploaded to Greenshades for proper formatting and e-filing.

For details, please refer to the *Greenshadesv10_x.doc* user guide.

SUI Magnetic Media

The SUI Magnetic Media Creation screen is used to create the data file required for Winfiler to generate the appropriate W2 files for each state.

Please note that only those states previously created within the SUI Magnetic Media Maintenance screen will be available for Magnetic Media Creation.

401K Mapping

Payroll - TESTV10_X 401K Plan Maintenance

401K Plan Details

Plan Code: 401KDEFAULT Description: 401K Plan

Plan Administrator: V. Henry Plan Number: 09876

Greenshades Type: TRCN

User Extensions +

User Extension1
User Extension2
User Extension3
User Extension4
User Extension5
User Extension6
User Extension7
More Extensions ...

Related Screens +

New Payroll

Related Screen 2
Related Screen 3
Related Screen 4
Related Screen 5
Related Screen 6
Related Screen 7
More Related ...

Company

Company	Company Name
CCC	CMIC Test Construction Co

Pgm: PY401KPLAN – 401K Plan Maintenance

The plan code should be set up in the 401K Plan Maintenance screen. The Greenshades Type code for the 401K plan is provided by Greenshades to the customer and determines the layout of the 401K plan file.

Payroll - TESTV10_X 401K Mapping Maintenance

Mapping Screen

401K Plan Code: 401KDEFAULT 401K Plan

Box Code	Tran Type	Tran Code	Amount Type	Employer's Contr. Flag	Factor Number	Description	Enrollment Indicator	YrEnd Only	Include Rec.
CONTR1	DE	401K	Employee Amount	All	-1		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
GRCOMP	BW	DTHR	Employee Amount	All	1		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
GRCOMP	BW	NWHR	Employee Amount	All	1		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
GRCOMP	BW	OVHR	Employee Amount	All	1		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
MATCH	DE	401K	Calculated Amount	All	1		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Pgm: PY401KMAP – 401K Mapping Maintenance

The 401K Mapping Maintenance screen allows the user to map box codes to transaction codes. The “Enrollment Indicator” flag, when checked, will include the employee in the file generated if there is a non-zero value in that category. The “YrEnd Only” flag, if checked, will include year-end results for the transaction if the “Year End Run” flag is checked in the 401K Parameter screen. The “Include Rec.” flag, if checked, will include that row in the 401K file created.

Pgm: PY401KMAP – 401K Mapping Maintenance

The 401K Parameter screen allows the user to create the 401K file based on the pay run, year, period range, plan code and pay group entered. The .xml file is created in the path specified in the ASCII File field. Greenshades must be installed and the “Greenshades Installed” flag must be checked in System Options in order to access this screen.

FEIN

Enter or select from the FEIN from the LOV.

Company

Enter or select the Company code from the LOV.

Report Date By

Select Pay Period or Monthly from the Report Date By drop-down.

Pay Run

Select the Pay Run to be used when generating the 401K file.

Year, From Pay Period, To Pay Period

Select the year, and period range to be used when generating the 401K file.

From Month, To Month

If the Report Date By field is Monthly, then the From Month and To Month fields are available. Enter the Month range.

401K Plan Code

Select the 401K Plan Code for generating the 401K file.

From Pay Group, To Pay Group

Select the Pay Group range.

City

Select the City code option from the drop-down.

ASCII File

Enter the path including the name of the XML file to be created.

Year End Run

Check the Year End Run if generating the file at year end.

Greenshades Locality

Work Location	Description	State	Locality Code	Municipality Code	Third Party Code
AGPA	ABINGTON PA	PA	ABNGTN	Abington	027
ECPA	Erie City, PA	PA	ERIE	Erie	023
ECPA	Erie City, PA	PA	ERIE	Erie	025
WSPA	WILLIAMSPORT PA	PA	WLSPT	Williamsport	029

Pgm: PYGSHLOCMAP - Work Location to Greenshades Locality Mapping Maintenance

Local Tax filing through Greenshades is set up in the Work Location to Greenshades Locality Mapping Maintenance screen. Work Locations are mapped to Locality Codes and Municipality Codes already defined in Payroll. The Locality Code represents the locality where the tax is reported. Localities are further broken down into segments and are represented by Municipalities. Not all Local Codes have associated Municipalities.

W2 Mapping Parameters should be set up to include local taxes. When the W2 is processed, the xml file generated will include the “Local W2” node with the State, Local Code (Locality Code) and Municipality Code. The LocalityName, AnnualLocalWages and AnnualLocalTax Withheld are also printed.

Workers Compensation

Overview – Worker Compensation

The handling and calculation for Workers Compensation is done through interaction of the Payroll, and Job Costing (Job Setup) systems. The system allows for costing of Workers Compensation to the job, allows for Employee Workers Compensation to be based on employee location, or inherited from the jobs they work and Worker Compensation rates are set as required within Payroll.

Worker Compensation Codes

The screenshot shows the 'Worker Compensation Codes Maintenance' window. The title bar indicates the program is 'Payroll - TESTV10_X' and the window is 'Worker Compensation Codes Maintenance'. The menu bar includes Action, Edit, Block, Field, Record, Query, Utility, Help, and Window. The toolbar contains various icons for file operations and navigation.

Select Company

Company	CCC	CMiC Test Construction Co
Country	US	United States of America
State/Province	IL	Illinois

Copy From

Code Details

Workers Compensation Code: CWC

Workers Compensation Desc: Workers Compensation CCC

Short Description: Workers Comp

☒ Job Allocation

☐ Department Allocation

Debit Dept. Code:

Debit Account: 6001.106 Worker Comp - IL (DR)

Credit Dept. Code:

Credit Account: 6001.107 Worker Comp - IL (CR)

☐ Create Voucher For Accounts Payable

Vendor:

Comments:

User Extensions +

- User Extension1
- User Extension2
- User Extension3
- User Extension4
- User Extension5
- User Extension6
- User Extension7
- More Extensions ...

Related Screens +

New Payroll

- Related Screen 2
- Related Screen 3
- Related Screen 4
- Related Screen 5
- Related Screen 6
- Related Screen 7
- More Related ...

Enter Worker Compensation Short Description

Record: 1/1 ... <OSC>

Pgm: PYWCCODE – Worker Compensation Code Maintenance

The Worker Compensation Codes Maintenance screen is used to set up the Worker Compensation Codes used by a company in a particular state. As well, in this form you have the ability to indicate if the Worker Compensation that is being defined should be allocated to a job.

Select Company Block

Enter / Modify the Company Code, Country Code and State Codes

Verify the company and specify the Country and State for the WC Codes being defined.

Code Details Block

Worker Compensation Code

Enter a code for the Worker Compensation. This code can be up to 4 alphanumeric characters in length.

Worker Compensation Description

Enter a description for the Worker Compensation. This description can be up to 30 characters in length.

Short Description

Enter a short description for the Worker Compensation. This description can be up to 16 characters in length and will be used on screens, stubs and reports where space is prohibitive.

Job Allocation Flag

Check the Job Allocation flag if this Worker Compensation should be charged as payroll burden to the job(s) on which the employee is working during the pay periods for which this WC is calculated.

The payroll burden associated with this Worker Compensation is pro-rated by the total wages calculated for the pay period. The calculated amount will be divided amongst the timesheet entry lines in relative proportion to the total wages represented on each line.

Leave this field blank if a job allocation is not required for this Worker Compensation.

Debit Department and Account

Enter the department and account that the system will debit when this Worker Compensation is processed for this company. Typically you will enter the expense account associated with the compensation payment being defined within this field.

If the department field is left blank, the system will use the employee department for non-job allocated time.

Credit Department and Account

Enter the department and account that the system will credit when this Worker Compensation is processed for this company. Typically, enter the accrued liability account associated with the compensation payment being defined within this field.

If the department field is left blank, the system will use the employee department for non-job allocated time.

Create Voucher for Accounts Payable

This flag, if set allows automatic creation of vouchers to the AP Module when using the Generate AP Vouchers option in Processing.

Vendor

If using the create voucher for AP, the Vendor code must be specified here.

Comments

When creating AP Vouchers, this comment field will be included in the voucher.

Worker Compensation Rates

The screenshot shows the 'Worker Compensation Rates Maintenance' window. It has a menu bar (Action, Edit, Block, Field, Record, Query, Utility, Help, Window) and a toolbar with various icons. The window title is 'Payroll - TESTV10_X Worker Compensation Rates Maintenance'. The form is divided into several sections:

- Company Details:** Fields for Company (CCC), Country (US), State/Province (IL), and Workers Compensation Code (CWC). Each field has a corresponding value field.
- Rate Details:** A table with columns: Policy No, Effective Date, End Date, Rate Type, Rate, Amount Type, and Frequency. The first row is populated with 'ALL', '01-01-2005', 'Percentage', '1.000', 'Premium', and 'Yearly'.
- User Extensions:** A list of user extensions from User Extension1 to User Extension7, with a 'More Extensions ...' link.
- Related Screens:** A list of related screens from Related Screen 2 to Related Screen 7, with a 'More Related ...' link.
- Footer:** Fields for 'Enter Policy's End Date', 'Record: 1/1', and '<OSC>'.

Pgm: PYWCRATE – Worker Compensation Rate Maintenance

The Worker Compensation Rates form is used to enter the specific Worker Compensation rates. The user may enter the rates against specific Worker Compensation Policy numbers or enter ALL if it is unknown or not applicable.

The rate type allows a choice of percentage or per hour. Select the correct choice for your policy. The user then enters either an hourly rate or percentage. Some policies have a maximum limit; if so enter the maximum here. The Amount Type can be either Premium or Gross. The Frequency determines how the rate will be calculated, whether weekly or yearly and is also used in determining the maximum limit for the frequency selected. The last field indicates if the Worker Compensation premiums are to be calculated using the overtime rate multipliers for overtime hours, or using the regular pay rate for all hours.

Company Code

Enter/Select the Company code for the Worker Compensation code being defined.

Country / State and Worker Compensation Codes

Enter/Select the Country, State and Worker Compensation codes for Worker Compensation code whose rates are being defined in the next block.

Policy Number

Enter the Policy number for the Worker Compensation rates you wish to define on this line.

If there is no specific policy number associated with the Worker compensation code selected in the first block, enter the word 'ALL'. This will establish the rate for 'all' policies which fall under this Worker Compensation code.

Effective Date

Enter the Effective Date for the rate you are assigning to the policy specified on this line. The system will use this rate from the date specified within this field.

End Date

Enter the End Date for the rate you are assigning to the policy number specified on this line. The system will stop using this rate after the date specified by this field.

Leave this field blank if you wish to continue using this rate indefinitely.

Rate Type

Select the rate type for the policy number specified on this line. The system allows you to select a percentage or a per hour rate type.

- Select **Percentage** to calculate the Worker Compensation as a percentage of gross earning.
- Select **Per Hour** to calculate the Worker Compensation as a premium per each normal hour worked.

Rate

Enter the percentage rate or the per hour pay rate that will be used when calculating this Worker Compensation code. When entering a percentage, enter 10 to represent 10%.

Amount Type

Enter the Amount Type for the rate that is specified. This can be either Premium or Gross. If it is Gross, the rate will be calculated using the gross earning.

Frequency

Enter the frequency at which the rate will be calculated. This may be weekly or yearly and the maximum limit will be calculated based on this frequency.

Maximum Limit (Optional)

Enter the maximum yearly value for the worker compensation policy that is being defined. The maximum yearly value is the amount above which this Worker Compensation should not be calculated.

The system will accumulate the transaction values for the year until it reaches the maximum. Once reached, the transaction code will not be calculated again until the period of time is over.

OT Premium (Optional)

Check the OT Premium box if Worker Compensation should be paid using the overtime rate multipliers on Overtime hours.

For example, if the regular pay rate for an employee is 10\$ per hour and overtime multiplier is 1.5 and employee worked 40 regular hours and 5 overtime hours, when the flag is checked, the amount of 475\$(40 NH*10\$+5OH*15\$) will be used in WC calculation, and if the flag is unchecked the amount of 450\$(45 total hours*10\$) will be used in WC calculation.

Leave this box blank if Worker Compensation is paid using the regular pay rate for all type of hours.

Effective Date

Enter the Effective Date for the rate you are assigning to the code specified on this line. The system will use this rate from the date specified within this field.

End Date

Enter the End Date for the rate you are assigning to the code specified on this line. The system will stop using this rate after the date specified by this field.

Leave this field blank if you wish to continue using this rate indefinitely.

Rate Type

Select the rate type for the policy number specified on this line. The system allows you to select a percentage or a per hour rate type.

- Select **Percentage** to calculate the Worker Compensation as a percentage of gross earning.
- Select **Per Hour** to calculate the Worker Compensation as a premium per each normal hour worked.

Rate

Enter the percentage rate or the per hour pay rate that will be used when calculating this Worker Compensation code. When entering a percentage, enter 10 to represent 10%.

Amount Type

Enter the Amount Type for the rate that is specified. This can be either Premium or Gross. If it is Gross, the rate will be calculated using the gross earning.

Frequency

Enter the frequency at which the rate will be calculated. This may be weekly or yearly and the maximum limit will be calculated based on this frequency.

Maximum Limit (Optional)

Enter the maximum yearly or weekly value for the worker compensation code and policy that is being defined. The maximum yearly or weekly value is the amount above which this Worker Compensation should not be calculated.

The system will accumulate the transaction values for the year or week until it reaches the maximum. Once reached, the transaction code will not be calculated again until the period of time is over.

OT Premium (Optional)

Check the OT Premium box if Worker Compensation should be paid using the overtime rate multipliers on Overtime hours.

For example, if the regular pay rate for an employee is 10\$ per hour and overtime multiplier is 1.5 and employee worked 40 regular hours and 5 overtime hours, when the flag is checked, the amount of 475\$(40 NH*10\$+5OH*15\$) will be used in WC calculation, and if the flag is unchecked the amount of 450\$(45 total hours*10\$) will be used in WC calculation.

Leave this box blank if Worker Compensation is paid using the regular pay rate for all type of hours.

Worker Compensation by Job

Job Details

Company CMIC Test Construction Co

Job King Restaurant ☒ Retrieve All Phases

Code Details

Phase	Category	Trade	Workers Compensation Code
00 01 01	ALL	ALL	CWC Workers Compensation CCC
00 01 05	ALL	ALL	CWC Workers Compensation CCC
02 40 00	ALL	ALL	CWC Workers Compensation CCC

Phase Name

Category Name

Trade Name

User Extensions +

User Extension1
User Extension2
User Extension3
User Extension4
User Extension5
User Extension6
User Extension7
More Extensions ...

Related Screens +

New Payroll

Related Screen 2
Related Screen 3
Related Screen 4
Related Screen 5
Related Screen 6
Related Screen 7
More Related ...

Enter Phase Code

Record: 4/4 ... List of Valu... <OSC>

Pgm: PYWCJOB – Worker Compensation by Job Maintenance

The Worker Compensation Jobs screen joins the workers compensation rates to the jobs, according to the trade, on a specific category and phase.

This form allows for the entry of the Worker Compensation code at a unique phase/category combination, or at any level above that. To assign the same Worker Compensation code to the entire job, enter ALL in both the phase and category fields.

The ability to assign codes at the phase / category level, allows for the same employee doing the same trade on the same job to have more than one Worker Compensation rate. This situation can be quite common for a welder who has a different rate when working at ground level than when working on the 35th floor.

Job Code

Enter/Select the code for the job to which the Worker Compensation codes will apply.

'Retrieve All Phases' box

Check the 'Retrieve all Phases' box if you want the system to automatically retrieve all the phases that are currently assigned to the job specified in the last field.

Leave this box blank to manually specify the phases for which Worker Compensation codes will be applied, or if using the same code for all Category/Phases.

Phase

Enter/Select the Phase Code to which a Worker Compensation Code must be applied.

To apply the same Worker Compensation to the entire job, enter the code '**ALL**' in this field as well as the subsequent category field.

Category

Enter/Select the Category code to which a Worker compensation code must be applied.

To apply the same Worker Compensation to the entire job, enter the code '**ALL**' in this field as well as the previous phase code field.

Trade

Enter the Trade code for the particular trade to which a Worker Compensation code must be applied.

To apply the same Worker Compensation to all trades on the job, enter the code '**ALL**' in this field.

Worker Compensation Code

Enter the Worker Compensation code for the particular phase / category / trade combination to which a Worker Compensation code must be applied.

NOTE: The WC codes may have been entered at the phase level in Job Cost Assign Phases and defaulted to the WC Job Maintenance screen. The code will default Category ALL and Trade ALL

Worker Compensation Benefits

Select Company

Company	CCC	CMIC Test Construction Co
Country	US	United States of America
State/Province	IL	Illinois

Benefit Details

Type	Code	Description	Amount Allocated to Job
Benefit	MED	Medical Benefits	<input checked="" type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

User Extensions +

- User Extension1
- User Extension2
- User Extension3
- User Extension4
- User Extension5
- User Extension6
- User Extension7
- More Extensions ...

Related Screens +

New Payroll

- Related Screen 2
- Related Screen 3
- Related Screen 4
- Related Screen 5
- Related Screen 6
- Related Screen 7
- More Related ...

Enter The Benefit Or Deduction Code. For Deductions Only Employer Contribution Deduction Will Be Allowed For WC Calculation

Record: 1/1 ... List of Valu... <OSC>

Pgm: PYWCBEN – Worker Compensation Benefit Maintenance

Workers compensation is calculated on wages and benefits. This screen allows for the selection of which benefits are to be utilized in calculating WCB and if the WCB amount calculated on the benefit is to be job allocated.

Verify/Modify the Company Code

When you first enter this form the system will automatically display all benefits in the details area.

Code

Add/Delete benefits to be considered for WCB calculations.

Amount Allocated to Job

If you wish the dollar amount of WCB calculated on the benefit to be allocated to job cost then check this box otherwise leave the box unchecked.

Workers Compensation Dual Wage Level Classification

Action Edit Block Field Record Query Utility Help Window

Payroll - TESTV10_X Dual Wage Level Classification

Selection

Company CCC CMIC Test Construction Co
Country US United States of America
State/Province IL Illinois
Transaction Type Worker Compensation (WCB)

Dual Wage Level

Start Date	Higher Rated Code	Description	Hourly Rate	Lower Rated Code	Description
01-01-2012	CWC	Workers Compensation CCC	50.00	CWC	Workers Compensation CCC

Enter Lower Rated WC Code

Record: 1/1 ... List of Valu... <OSC>

User Extensions +

User Extension1
User Extension2
User Extension3
User Extension4
User Extension5
User Extension6
User Extension7
More Extensions ...

Related Screens +

New Payroll

Related Screen 2
Related Screen 3
Related Screen 4
Related Screen 5
Related Screen 6
Related Screen 7
More Related ...

Pgm: PYDUAL_WAGE_LEVEL – Dual Wage Level Classification

The **Dual Wage Level Classification** provides a method for reporting workers' compensation payroll. While the descriptions of the operations remain the same, each classification has two codes, depending on the regular hourly wage paid to each employee in any given pay period. For example, if you are a painting contractor, you will report your employees' payroll as follows:

- Code 5474, Painting** – All employees whose regular hourly wage is \$23.99 or less per hour.
- Code 5482, Painting** – All employees whose regular hourly wage is \$24.00 or more per hour.

To determine the classification code for salaried employees, divide their earnings by the number of hours in the salary period.

All workers compensation codes need to first be defined in the Workers Compensation Codes Maintenance screen.

Once that is done, the Dual Level Wage Level Classification screen must be used to define the Higher Rated and Lower Rated WC Codes, the Effective Start Date, and the Hourly Rate that is applicable for each classification.

PROCESSING

Prior to timesheet posting, in the posting procedure, the process will find any timesheet record that has a Higher Rated WC Code listed in the Dual Wage Level Classification screen and then run a routine that will:

1. Get the timesheet hourly rate
2. Calculate the total Fringe Benefits per hour and add it to the timesheet hourly rate
3. Compare the New Hourly Rate to the Hourly Wage of the Higher Rated WC Code. If the New Hourly Rate is greater than or equal to the Hourly Wage, the system will update the timesheet WC Code with the Lower Rated code.

Public Liability

Overview – Public Liability Codes

Public Liability may or may not be applicable to jobs. Additionally, the payroll system enables employees through settings in their profile, to inherit automatically the Public Liability Code from Job's where the Liability applies.

Public Liability Code Setup

The screenshot shows the 'Public Liability Codes Maintenance' window. The title bar indicates the program is 'Payroll - TESTV10_X' and the window is 'Public Liability Codes Maintenance'. The menu bar includes Action, Edit, Block, Field, Record, Query, Utility, Help, and Window. The toolbar contains various icons for file operations and navigation.

Select Company

Company	CCC	CMiC Test Construction Co
Country	US	United States of America
State/Province	IL	Illinois

Code Details

Public Liability Code: CPL

Description: Public Liability CCC

Short Description: Public Liability

☐ Job Allocation

☐ Department Allocati...

Debit Dept. Code:

Debit Account: 6003.106 Public Liability - IL (DR)

Credit Dept. Code:

Credit Account: 6003.107 Public Liability - IL (CR)

☐ Create Voucher For Accounts Payable

Vendor:

Comments:

User Extensions +

- User Extension1
- User Extension2
- User Extension3
- User Extension4
- User Extension5
- User Extension6
- User Extension7
- More Extensions ...

Related Screens +

New Payroll

- Related Screen 2
- Related Screen 3
- Related Screen 4
- Related Screen 5
- Related Screen 6
- Related Screen 7
- More Related ...

Enter Public Liability Description

Record: 1/1

<OSC>

Pgm: PYPLCODE – Public Liability Code Maintenance

The Public Liability Codes Maintenance screen is used to set up the Public Liability Codes used by a company in a particular state. As well, in this form you have the ability to indicate if the Public Liability that is being defined should be allocated to a job.

Public Liability Code

Enter a code for the Public Liability you are defining. This code can be up to 4 alphanumeric characters in length.

Description

Enter a description for the Public Liability that is being defined. This description can be up to 30 characters in length.

Short Description

Enter a short description for the Public Liability that is being defined. This description can be up to 16 characters in length and will be used on screens, stubs and reports where space is prohibitive.

Job Allocation *(Optional)*

Check the Job Allocation box if this Public Liability should be charged as payroll burden to the job(s) on which the employee is working during the pay periods for which this liability is calculated.

The payroll burden associated with this Public Liability is pro-rated by the total wages calculated for the pay period. The calculated amount will be divided amongst the timesheet entry lines in relative proportion to the total wages represented on each line.

Leave this field blank if a job allocation is not required for this Public Liability.

Debit Department

Enter the optional Department Code to use when recording the debit. If left blank, it will default to the employee department.

Debit Account

Enter the account that the system will debit when this Public Liability is processed for this company. Typically you will enter the expense account associated with the liability payment being defined within this field.

Credit Department

Enter the optional Department Code to use when recording the credit. If left blank, it will default to the employee department.

Credit Account

Enter the account that the system will credit when this Public Liability is processed for this company. Typically you will enter the accrued liability account associated with the liability payment being defined within this field.

Create Voucher for Accounts Payable

This flag, if set allows automatic creation of vouchers to the AP Module when using the Generate AP Vouchers option in Processing.

Vendor

If using the create voucher for AP, the Vendor code must be specified here.

Comments

When creating AP Vouchers, this comment field will be included in the voucher. This comment can be up to 60 characters in length.

Public Liability Rates

Select Company

Company	CCC	CMIC Test Construction Co
Country	US	United States of America
State/Province	IL	Illinois
Public Liability Code	CPL	Public Liability CCC

Rate Details

Policy No.	Effective Date	End Date	Rate Type	Rate	Amount Type	Frequency
ALL	01-01-2005		Percentage	2.000	Premium	Yearly

Enter Policy's End Date

Record: 1/1 ... <OSC>

Pgm: PYPLRATE – Public Liability Rates Maintenance

The Public Liability Rates form is used to enter the specific Public Liability rates. The user may enter the rates against specific Public Liability Policy numbers or enter ALL if it is unknown or not applicable.

The rate type allows a choice of percentage or per hour. Select the correct choice for your policy. The user then enters either an hourly rate or percentage. Some policies have a maximum limit; if so enter the maximum here. The last field indicates if the PL premiums are to be calculated on overtime hours as well as normal hours, again, refer to your policy.

Country Code

Enter/Select the Country code for the Public Liability code that is being defined.

State Code

Enter/Select the code for the state in which you are defining the Public Liability rates.

Public Liability Code

Enter/Select the Public Liability Code for the Public Liability rates you are defining in the next block.

Policy Number

Enter the Policy number for the Public Liability rates you wish to define on this line.

If there is no specific policy number associated with the Public Liability code selected in the first block, enter the word 'ALL'. This will establish the rate for 'all' policies which fall under this Public Liability code.

Effective Date

Enter the Effective Date for the rate you are assigning to the policy specified on this line. The system will use this rate from the date specified within this field.

End Date

Enter the End Date for the rate you are assigning to the policy number specified on this line. The system will stop using this rate after the date specified by this field.

Leave this field blank if you wish to continue using this rate indefinitely.

Rate Type

Select the rate type for the policy number specified on this line. The system allows you to select a percentage or a per hour rate type.

- Select Percentage to calculate the Public Liability as a percentage of gross earning.
- Select Per Hour to calculate the Public Liability as a premium per each normal hour worked.

Rate

Enter the percentage rate or the per hour pay rate that will be used when calculating this Public Liability.

Amount Type

Enter the Amount Type for the rate that is specified. This can be either Premium or Gross. If it is Gross, the rate will be calculated using the gross earning.

Frequency

Enter the frequency at which the rate will be calculated. This may be weekly or yearly and the maximum limit will be calculated based on this frequency.

Maximum Limit (Optional)

Enter the Maximum value for the Public Liability policy that is being defined. The maximum value is the amount above which this Public Liability should not be calculated.

The system will accumulate the transaction values over the period of time specified by the frequency until it reaches the maximum. Once reached, the transaction code will not be calculated again until the period of time is over.

Overtime Premium (Optional)

Check the OT Premium box if the amount used in Public Liability calculation should be calculated using the overtime rate multipliers for Overtime hours.

For example, if the regular pay rate for an employee is 10\$ per hour and overtime multiplier is 1.5 and employee worked 40 regular hours and 5 overtime hours, when the flag is checked, the amount of 475\$(40 NH*10\$+5OH*15\$) will be used in PL calculation, and if the flag is unchecked the amount of 450\$(45 total hours*10\$) will be used in PL calculation.

Leave this box blank if the amount used in Public Liability calculation should be calculating using the regular pay rate for all type of hours.

Pgm: PYPLPRTE – Public Liability Rate Maintenance By Policy

Effective Date

Enter the Effective Date for the rate you are assigning to the policy specified on this line. The system will use this rate from the date specified within this field.

End Date

Enter the End Date for the rate you are assigning to the policy specified on this line. The system will stop using this rate after the date specified by this field.

Leave this field blank if you wish to continue using this rate indefinitely.

Rate Type

Select the rate type for the policy code specified on this line. The system allows you to select a percentage or a per hour rate type.

- Select Percentage to calculate the Public Liability as a percentage of gross earning.
- Select Per Hour to calculate the Public Liability as a premium per each normal hour worked.

Rate

Enter the percentage rate or the per hour pay rate that will be used when calculating this Public Liability.

Amount Type

Enter the Amount Type for the rate that is specified. This can be either Premium or Gross. If it is Gross, the rate will be calculated using the gross earning.

Frequency

Enter the frequency at which the rate will be calculated. This may be weekly or yearly and the maximum limit will be calculated based on this frequency.

Maximum Limit (Optional)

Enter the Maximum value for the Public Liability policy that is being defined. The maximum value is the amount above which this Public Liability should not be calculated.

The system will accumulate the transaction values over the period of time specified by the frequency until it reaches the maximum. Once reached, the transaction code will not be calculated again until the period of time is over.

Overtime Premium (Optional)

Check the OT Premium box if the amount used in Public Liability calculation should be calculated using the overtime rate multipliers for Overtime hours.

For example, if the regular pay rate for an employee is 10\$ per hour and overtime multiplier is 1.5 and employee worked 40 regular hours and 5 overtime hours, when the flag is checked, the amount of 475\$(40 NH*10\$+5OH*15\$) will be used in PL calculation, and if the flag is unchecked the amount of 450\$(45 total hours*10\$) will be used in PL calculation.

Leave this box blank if the amount used in Public Liability calculation should be calculating using the regular pay rate for all type of hours.

Public Liability by Job

Select Company

Company: CCC CMIC Test Construction Co
 Job: CCC-KING King Restaurant ☒ Retrieve All Phases

Job/Code Details

Phase	Category	Trade	Public Liability
00 01 01	ALL	ALL	CPL Public Liability CCC
00 01 05	ALL	ALL	CPL Public Liability CCC
02 40 00	ALL	ALL	CPL Public Liability CCC

Phase Name:
 Category Name:
 Trade Name:

Enter Phase Code For The Job Or Enter 'ALL' To Indicate Applicable For All Jobs - Do The Same For Category And Trade

Record: 4/4 ... List of Valu... <OSC>

User Extensions +
 User Extension1
 User Extension2
 User Extension3
 User Extension4
 User Extension5
 User Extension6
 User Extension7
 More Extensions ...

Related Screens +
New Payroll
 Related Screen 2
 Related Screen 3
 Related Screen 4
 Related Screen 5
 Related Screen 6
 Related Screen 7
 More Related ...

Pgm: PYPLJOB – Public Liability by Job Maintenance

The Public Liability Jobs screen joins the Public Liability rates to the jobs, according to the trade, on the specific category and phase.

This form allows for the assigning of Public Liability codes at the phase/category level or at any level above that. To assign the same Public Liability code to the entire job, enter ALL in both the phase and category fields.

Job Code

Enter/Select the code for the job to which you are assigning Public Liability codes.

Phase Code

Enter/Select the Phase Code for the particular phase to which a Public Liability Code must be applied.

If you are applying the same Public Liability code to the entire job, enter the code 'ALL' in this field as well as the subsequent category field.

Category Code

Enter the Category code for the particular category to which a Public Liability code must be applied.

If you are applying the same Public Liability to the entire job, enter the code 'ALL' in this field as well as the previous phase code field.

Trade Code

Enter the Trade code for the particular trade to which a Public Liability code must be applied.

If you are applying the same Public Liability to all trades on the job, enter the code 'ALL' in this field.

Public Liability Code

Enter the Public Liability code for the particular phase/category/trade combination to which a Public Liability code must be applied.

Public Liability Benefits

Select Company

Company: CCC CMiC Test Construction Co

Benefit Details

Type	Code	Description	Job Allocation
Benefit	MED	Medical Benefits	<input checked="" type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

User Extensions +

- User Extension1
- User Extension2
- User Extension3
- User Extension4
- User Extension5
- User Extension6
- User Extension7
- More Extensions ...

Related Screens +

New Payroll

- Related Screen 2
- Related Screen 3
- Related Screen 4
- Related Screen 5
- Related Screen 6
- Related Screen 7
- More Related ...

Checked: Benefit Amount Will Be Allocated To Job. Unchecked: Benefit Amount Will Not Be Allocated To Job

Record: 1/1 ... <OSC>

Pgm: PYPLBEN – Public Liability – Benefits Maintenance

Public Liability can be calculated on both wages and benefits. This screen allows for the selection of which benefits are to be utilized in calculating Public Liability and if the amount calculated on the benefit is to be job allocated.

Verify/Modify the Company Code

When you first enter this form the system will automatically display all benefits in the details area.

Code

Add/Delete benefits to be considered for Public Liability calculations.

Amount Allocated to Job

If you wish the dollar amount of Public Liability calculated on the benefit to be allocated to job cost then check this box otherwise leave the box unchecked.

Public Liability Dual Wage Level Classification

Selection

Company: CCC, CMIC Test Construction Co
Country: US, United States of America
State/Province: IL, Illinois
Transaction Type: Public Liability (PL)

Dual Wage Level

Start Date	Higher Rated Code	Description	Hourly Rate	Lower Rated Code	Description
01-01-2012	CPL	Public Liability CCC	20.00	CPL	Public Liability CCC

Enter Higher Rated WC Code

Record: 1/1 ... List of Valu... <OSC>

User Extensions

- User Extension1
- User Extension2
- User Extension3
- User Extension4
- User Extension5
- User Extension6
- User Extension7
- More Extensions ...

Related Screens

New Payroll

- Related Screen 2
- Related Screen 3
- Related Screen 4
- Related Screen 5
- Related Screen 6
- Related Screen 7
- More Related ...

Pgm: PYDUAL_WAGE_LEVEL – Dual Wage Level Classification

The **Dual Wage Level Classification** provides a method for reporting workers' compensation and public liability payroll. While the descriptions of the operations remain the same, each classification has two codes, depending on the regular hourly wage paid to each employee in any given pay period. For example, if you are a painting contractor, you will report your employees' payroll as follows:

- Code 5474, Painting** – All employees whose regular hourly wage is \$23.99 or less per hour.
- Code 5482, Painting** – All employees whose regular hourly wage is \$24.00 or more per hour.

To determine the classification code for salaried employees, divide their earnings by the number of hours in the salary period

Once that is done, the Public Liability Dual Level Wage Level Classification screen must be used to define the Higher Rated and Lower Rated PL Codes, the Effective Start Date, and the Hourly Rate that is applicable for each classification.

PROCESSING

A process has been created that will run prior to posting timesheets. This process will find any timesheet record that has a Higher Rated PL Code listed in the Dual Wage Level Classification screen and then run a routine that will:

- a. Get the timesheet Employee Pay Rate
- b. Calculate the total Fringe Benefits per hour and add it to the timesheet Employee Pay Rate
- c. Compare the New Employee Pay Rate to the Hourly Rate defined on the 'Dual Wage Level Classification' screen
- d. If Employee Pay Rate is equal or greater than the Hourly Rate, then pick the Higher Rated Code
- e. If Employee Pay Rate is less than the Hourly Rate, then pick the Lower Rated Code

Creating AP Vouchers

Generating AP Vouchers from Payroll

The Payroll system can automatically create Accounts Payable Vouchers for Taxes, Benefits and Deductions. This functionality incorporates the 'Remittance Amount' functionality mentioned in the setup screens for Taxes, Benefits and Deductions.

Flag Item for Creation of AP Vouchers

In each of the Tax, Benefit and Deduction Master Setup forms, there is a field identified as 'Create Voucher for Accounts Payable'. When setting up the various taxes, benefits and deductions, setting this flag will enable the Payroll System to proceed with generating AP Vouchers from within Payroll.

NOTE: If not setup as being eligible for 'Creating AP Voucher' in the Master setups, the option will not be available at the Company Level for Benefits and Deductions as well as Worker Compensation and Public Liability.

Setting Company Level Defaults

When setting up a Benefit or Deduction, the Generate AP Voucher option will exist only in cases where the Pay Group is set to 'NONE' and there is a 'LUMP SUM' payment type. The master record must also be setup with the flag set for Creating AP Vouchers. The Vendor Code must be entered in order to create the AP Voucher. Additionally, a unique Remittance Description that will print on the Check can be entered. If required, the option for creating a voucher can also be disabled at the Company level in the Company Setup forms regardless of the setting in the Master tables.

There is no separate Company Level setting for Taxes related to Creating AP Vouchers.

Setting Employee Level Details

If required, the Remittance Descriptions for Benefits and Deductions can be overridden at the Employee Level. The option to enable/disable creation of AP Vouchers is set at the Company for Benefits and Deductions, while at the System level for Taxes.

When the company level item is applied to the Employee, the Comment field can be changed for the employee, overriding the Company or Master comment.

Process Payroll

There is no change to processing Time Sheets or Process Payroll options.

Create AP Vouchers

Payroll - TESTV10_X AP Voucher Generate

Voucher Parameters

Company: CCC CMiC Test Construction Co

Voucher Prepare By: Pay Date Setup on Pay Period Screen

Pay Run: CCCW CCC Weekly Pay Run Pay Year: 2012

From Period: 1 01-01-2012 - 07-01-2012

To Period: 52 23-12-2012 - 29-12-2012

Starting Quarter: Start Date: Ending Quarter: End Date:

Starting Pay Date: 07-01-2012 Ending Pay Date: 29-12-2012

From Employee: To Employee:

From Vendor: FIDELITY Fidelity Investments

To Vendor: FIDELITY Fidelity Investments

Create Voucher: By Detail Including Comments

Voucher Description:

Posting Date: 31-12-2012 Journal: PY

☐ Preview Posting ☐ Print Reports Immediately ☐ Delete Reports After Printing

Message:

Prepare Voucher

User Extensions +

User Extension 1

User Extension 2

User Extension 3

User Extension 4

User Extension 5

User Extension 6

User Extension 7

More Extensions....

Related Screens +

New Payroll

Related Screen 2

Related Screen 3

Related Screen 4

Related Screen 5

Related Screen 6

Related Screen 7

More Related ...

Checked: The Reports Will Be Printed Right Away

Record: 1/1 ... <OSC>

Pgm: PYCRAPVO – Create AP Vouchers

This process will generate, according to the setups, the appropriate vouchers in Accounts Payable.

When the **[Prepare Voucher]** button is clicked, the system will generate the AP Vouchers. This includes creating the GL transactions to move the AP amounts from the payroll accumulation accounts to the AP Current Payables account. The vouchers will be automatically prefixed with a 'PY**' in front of a 7 digit number.

If the employee check is voided, and a voucher was created for the check, the system will automatically create a 'Credit Voucher' for the same amount.

Company

Vouchers are generated for individual Companies. Enter/Select the company for which the Vouchers will be generated.

Voucher Prepare By

Select the date periods for use in calculation of amounts for the Vouchers. The options include:

- Pay Date Setup on Pay Period Screen
- Actual Posting Dates to GL/JC

- Pay Period
- Quarterly – Defined by Month on Pay Period Screen

Pay Run and Year

Specify the Pay Run and Year to be used in AP Voucher creation.

From/To Period

Enter the From and To Periods for creating the AP Vouchers amounts from.

If using the Quarterly Option, these fields will not be available.

Starting/Ending Quarter

This option will only be available when using the Quarterly option. Specify the Starting and Ending Quarters for use in calculations for the AP Voucher amounts.

Starting/Ending Posting Date

If using the Actual Posting Date to GL/JC, enter the starting and ending Posting dates. They will by default be populated based on the entries in the From/To Period.

From/To Employee

Enter the From/To Employee options if required.

From/To Vendor

Enter/Select the Starting and Ending Vendor range if required.

Create Voucher

From the options, select the method for creating vouchers:

- By Detail, Including Comments
- By Detail, Including Comments and Employee Numbers
- By Vendor, Without Comments
- By Vendor, With User Description and Without Comments

Voucher Description

If using the Method 'By Vendor, With User Description and Without Comments', then enter the User Description to be printed on the check.

Posting Date

Enter the Posting Date for the transactions being created.

Journal

Specify the Journal under which to code the transactions.

Preview Posting

Check this box to print the reports prior to generating the AP voucher.

Print Reports Immediately

Check this box to print the posting report immediately after posting.

If left blank, the posting report will not print after posting but can be printed later using the posting report utility.

Delete Reports after Posting

Check this box to delete this posting report at the end of the posting process. Once deleted, you will not be able to print the posting report at a later time.

If left blank, the posting report can be re-printed at a later time.

Employee Maintenance

Overview – Employees

The Employee Maintenance screens (many shared in the Human Resources module) enable entry and updating of Employee Profiles including address information for payments and contacting, tax setups for default use, setting of WC and PL options, as well as recording the history of all changes made to that employee. Rates and salaries as well as Leaves, Benefits and Deductions are all controlled by the Employee Profile and History screens.

For simplicity and keeping the history, all changes to the existing employee will be made in the Employee History screen, which is laid out in the same fashion as the Employee Profile screen used to originally create the Employee.

Addition of an Employee

When an employee has been hired, that person will need to be added to the Payroll system. This function can be done before or after the actual hiring of the person. Employees may be entered directly into the Payroll system, or if using the Human Resources module they may be entered there, or 'hired' from Applicant status in Human Resources as well.

Prior to adding the employee to the system, the persons Date of Birth, SSN/SIN Number and ZIP/POSTAL Codes must be known. Also, the wage/salary, Pay Group and Pay Run must be known in order to commit the new employee to the database.

Depending on the company setup, the Employee Number may be system defined, or your company may have specific numbering patterns to be used. Check with your supervisor before beginning the entry of the new employee.

NOTE: Payroll can track a lot of detail on an employee. This may include Certificates, Licenses, Educational history, previous work history and many more types of data. Although most data is optional for entering into the system, verify your company requirements to ensure all information required is both collected and entered, as some may be required for Government Reporting requirements!

Employee Profile

The Employee Profile is used to enter the employees for whom you will be processing a payroll and paying monies for services rendered within your organization. As you enter the information you will note that the screens are broken down into employee details, wages information, personal information, taxes and security.

The Employee Profile screen is split into multiple tabs containing similar data to make entering easier.

NOTE: Please note that the details in the Employee Profile cannot be changed for an employee once the screen has been committed/saved. All changes must be recorded within the Employment History Maintenance.

Personal – Tab

The screenshot shows the 'Employee Profile Maintenance' window with the 'Personal' tab selected. The window has a menu bar (Action, Edit, Block, Field, Record, Query, Utility, Help, Window) and a toolbar with various icons. The title bar reads 'Payroll - TESTV10_X Employee Profile Maintenance'. The main area is titled 'Employee Details' and contains a form for entering employee information. The form includes fields for Employee ID (CCC-WMK-HR2), Name (Sherman Richard), and a 'Copy Employee' button. Below this are tabs for Personal, Company, Rates/..., Address, Tax, HR Info, HCM, Security, Notes, Exclu..., Proje..., and Dispa.... The 'Personal' tab is active, showing fields for Last Name (Sherman), First Name (Richard), Initial, Prefix, Suffix, Alias, SSN/SIN No. (902-31-5640), Type (Hourly), Full/Part (Full-Time), Status (Active), Work Status (Working), FLSA Type (Non-Exempt), Unionized checkbox, Union Membership Date, Eligible for Rehire checkbox, Union, Union Mem. No., Position Description, Place of Birth, Date of Birth (01-01-1975), License/Cert., Skills, Hire Date (01-01-2005), Seniority Date, Work Days/Year, Terminate Date, Next Review Date, Hours/Year, Re Hire Date, Adjusted Service Date (01-01-2005), Service/Years (0), Date Deceased, Primary Employee (CCC-WMK-HR2), and Valid (Y). On the right side, there are sections for 'User Extensions' (with a '+' button) and 'Related Screens' (with a '+' button). The 'User Extensions' section lists 'Employee 401K', 'Last Name', 'Employetab', and 'User Extension5' through 'User Extension7'. The 'Related Screens' section lists 'New Payroll', 'Related Screen 2' through 'Related Screen 7', and 'More Related ...'. At the bottom, there is a status bar with 'Enter Employee Number', 'Record: 1/1', and '<OSC>'.

Employee Details

Employee: CCC-WMK-HR2 Sherman Richard Copy Employee

Personal Company Rates/... Address Tax HR Info HCM Security Notes Exclu... Proje... Dispa...

Last Name: Sherman First Name: Richard Initial: Prefix: Suffix: Alias: SSN/SIN No.: 902-31-5640 Type: Hourly Full/Part: Full-Time Status: Active Work Status: Working FLSA Type: Non-Exempt Allow Accrued Leave: [X]

Unionized: [] Union Membership Date: Eligible for Rehire: [X] Union: Union Mem. No.: Position Description: Place of Birth: Date of Birth: 01-01-1975 License/Cert.: Skills:

Hire Date: 01-01-2005 Seniority Date: Work Days/Year: Terminate Date: Next Review Date: Hours/Year: Re Hire Date: Adjusted Service Date: 01-01-2005 Service/Years: 0 Date Deceased: Primary Employee: CCC-WMK-HR2 Valid: Y

User Extensions +

Bitmod

Employee 401K

Last Name

Employetab

User Extension5

User Extension6

User Extension7

More Extensions ...

Related Screens +

New Payroll

Related Screen 2

Related Screen 3

Related Screen 4

Related Screen 5

Related Screen 6

Related Screen 7

More Related ...

Enter Employee Number

Record: 1/1 ... <OSC>

Pgm: PYEMPLOY – Employee Profile – Personal Tab

Use the Employee Details screen to specify the default detail for the Employee. In this screen you must specify such things as whether this employee is hourly or salaried, the company and department to which this employee belongs, the default debit and credit accounts for posting as well as the relevant pay run, pay group, and work location.

Employee Code

Enter the code for the employee that is being defined. The code can be up to 16 alphanumeric characters in length. The employee code will be used throughout the Payroll system to reference this employee.

NOTE: If you have checked the ' Payroll/HR Auto Numbering' box, in the System Options, this field will not be accessible and the system will automatically number any new employees by checking the employee profile for the highest employee number within the table, and assigning the next sequential number to the new employee.

Last Name

Enter the last name of the employee.

First Name

Enter the first name of the employee.

Initial (Optional)

Enter the middle initial or middle name of the employee.

Status

Select the status for the employee that is being defined. The system allows for the following options: Working, On Leave, and Temporary Layoff, FMLA, W/C and Suspension

The system will default the status 'Working' for all new employees.

Prefix (Optional)

Enter the Prefix for the employee that is being defined. This code is descriptive in nature and is used for reference purposes only.

Suffix (Optional)

Enter the Suffix for the employee that is being defined. This code is descriptive in nature and is used for reference purposes only.

Alias (Optional)

Enter the Alias for the employee that is being defined. This code is descriptive in nature and is used for reference purposes only

SIN/SSN No.

Enter the SIN/SSN No. for the employee. The SSN No. must be entered in the 'XXX-XX-XXXX' format.

Depending on the Control file settings, the system will verify the uniqueness of this SSN.

Type

Select the employee type that distinguishes this employee as 'Salaried' or 'Hourly'.

Hourly

- If the employee is hourly, the system will pay the employee based on the hours entered within timesheets for the payroll period. Date sensitive pay rates, charge out and billing rates for hourly employees can default from the Customer, Job, Trade, Union, or Employee Pay Rate tables. The place from which these rates default is determined by the Preference selection indicated on the next screen.
- If date sensitive pay rates are not required, you can enter the static hourly, charge out and billing rate within these fields on the Employee Profile – Wages Information screen.

Salaried

- If the employee is salaried, then timesheets are not required and the system will determine the employee wages based on the annual salary entered on the Employee Profile – Wage Information screen divided by the number of periods within the pay run defined for that employee.
- If the payroll costs for a salaried employee must be transferred to a job, you can still enter timesheets for that employee. The Job Cost will receive the costs as specified by the timesheet transaction lines, but the Employee will still be paid according to his salary. The hourly pay rate will calculate automatically based on the annual salary divided by the standard number of hours. For this reason, the 'Preferred Pay Rate' selection has no meaning under a salaried employee.
- Date sensitive charge out and billing rates can still be achieved for salaried employees by checking the appropriate preference selection based on the Customer, Job, Trade, Union, or Employee Pay Rate tables.

FLSA Type

Select the FLSA Type which can be Exempt or Non-Exempt. Employees are Non-exempt by default but can be changed in the Employment History screen. For Exempt employees, all timesheets will validate the hours based on the employee pay run frequency, e.g. if the employee belongs to a weekly pay run, then timesheets will not allow the user to enter more than 40 NWHR per week. This includes hours that are posted, submitted or saved within that pay run year and period.

For e-timesheets, additional hours must be entered as JCHR or NBHR.

Overtime and Double Overtime hours are disallowed for Exempt employees in all timesheets.

Overtime Rules Processing excludes timesheets for Exempt employees.

Start and End Times must be entered for Non-exempt employees only in JSP E-timesheet Entry.

Eligible for Rehire

This flag indicates whether the employee is eligible for rehire in the event of termination. This flag can be updated on the Employment History and the Terminate Employees screens. The default value is 'checked'. The flag can also be updated by the Payroll Nightly Process (see System Options –General-> Job Queues).

Unionized Box (Optional)

Check the Unionized box if this employee belongs to a union. If this box is checked the system will require the entry of a default union in the union field on this screen.

Union Membership Date

If known enter the Date this employee joined the Union

Union Code

Enter the Code representing the Union this employee belongs to. There is a List of Values for this field. The employee may belong to more than one Union; if so enter the most common working union for this employee as this is the default that will be displayed during time sheet entry.

Union Member Number

If known enter this employees Union Membership Number.

Position Description

Enter a description of the position for the employee. This is a reference field and is free-format allowing up to 30 characters to be entered.

Place of Birth

If known and required enter the place of birth of the employee using a four digit year.

Date of Birth

This is a required field. This field must be entered with a four digit year.

Hire Date

Enter the date on which this employee was hired by your company.

Terminate, Re-Hire, Deceased and Seniority Dates

The information displayed in these fields will default from the Employment History file. When setting up an employee for the first time, these fields will be accessible for entry.

Work Days/Year

Enter the Work Days/Year where they differ from that specified on the Company Profile. The number of workdays is used when the calculation of daily wage for a salaried employee is required.

Hours/Year

Enter the Hours/Year where they differ from that specified on the Company Profile. The work hours default is used when the calculation of hourly wage for a salary employee is required.

Enter the Years of Service

Enter the years of service for this employee.

Valid

Valid is a display field that will read 'Y' unless mandatory user extensions are being used and an extension has not been entered for the employee in which case it will read 'N' and the employee will not be available for entry until a user extension has been entered.

[License/Certification], [Skills] – Buttons

These buttons enable entry of Licensing and Skills information for the HR Application. Until the Employee record has been committed, these functions are not available.

[Copy Employee] – Button

The screenshot shows a software window titled "Payroll - TESTV10_X Employee Profile Maintenance". Inside, there's a section for "Employee Details" with fields for "Employee" (CCC-WK-HR2) and "Sherman Richard", and a "Copy Employee" button. Below this is a "Duplicate Primary Employee Across Companies" dialog box. The dialog contains instructions: "Use this program to duplicate/copy a primary employee to another payroll company. The secondary employee will be linked to the primary employee for ease of maintenance. Changes to the primary employee will also affect the secondary (duplicate) employee." It has fields for "Copy From Employee" (CCC-WK-HR2), "Richard Sherman", "To Payroll Company" (ZZ), "CMIC ZZ Construction Company", and "New Employee Number" (CCC-WK-HR2-ZZ). At the bottom of the dialog are "Proceed" and "Close" buttons. To the right of the dialog is a sidebar with "User Extensions" (User Extension1 through User Extension7 and More Extensions ...) and "Related Screens" (New Payroll, Related Screen 2 through Related Screen 7 and More Related ...). At the bottom of the main window, there's a status bar with "Enter The Primary Employee To Copy From", "Record: 1/1", "... List of Valu...", and "<OSC>".

Pgm: PYEMPLOY – Copy Employee

Press the **[Copy Employee]** button to copy the employee to one or more companies. In the Duplicate Primary Employee Across Companies popup enter the employee code, and company the employee is to be copied to. A new employee number will be created as employee number – To Payroll Company (8500-CE) and will default to the New Employee Number field.

The employee to be copied 'from' is referred to as the Primary employee. All changes will be made at the primary employee level and will automatically replicate and reflect in the secondary employee that is the copy 'to' employee. Tax exemptions and Tax overrides that are done in Employee Profile will not be allowed for the secondary employee but must be made at the Primary Employee Profile and will automatically be replicated on the secondary employees.

Employment History entry mode will allow the selection or entry of the Primary Employee only. In Employment History query mode the secondary employee can be queried by selecting from the LOV or entering manually.

Direct Deposit information will be copied to the secondary employees. Loans, Advances and deductions will not be copied to the secondary employees. If the primary employee is created as a vendor the bank information will not be copied to the secondary employee.

Pressing the **[Proceed]** button will bring the user to the employee profile screen of the New (Secondary) Employee.

The system will validate certain fields that must exist in both companies. When a field is not found in the secondary employee file the user can either exit and rollback the copy or leave employee profile screen,

add the missing field and return to the employee profile screen to continue the copy. The validated fields are:

- Departments
- GL Accounts
- Pay Group
- Work Location or SUI Location
- Workers Compensation Code
- Public Liability Code
- Job/Equipment Phase and Job Category
- Reason Text Type and Reason Text Code

Primary Employee

If the employee profile is for a secondary employee the Primary Employee field will display the employee code of the primary employee. If the employee profile is for a primary employee the Primary Employee field will default the code of the primary employee.

Company – Tab

Employee Details

Employee: CCC-WK-HR2 Sherman Richard Copy Employee

Personal Company Rates/... Address Tax HR Info HCM Security Notes Exclu... Proje... Dispa... <>

Payroll Company: CCC CMIC Test Construction Co WC Code: CWC Workers Compensation CCC

Home Company: CCC CMIC Test Construction Co PL Code: CPL Public Liability CCC

Payroll Dept: 00 Company Level

Home Dept: 00 Company Level

Debit Salary Acc: 6000.100 Non Job Salary Expense

Credit Clearing Acc: 6900.101 Payroll Clearing (CR)

Debit Clearing Acc: 6900.100 Payroll Clearing (DR)

Leave Exp Accrual: 6002.103 Employee Leaves Accrual

Leave Liab Accrual: 6002.105 Leave Liability Clearing

Pay Run: CCCW CCC Weekly Pay Run

Pay Group: HR HOURLY EMPLOYEES

Work Loc: CCCH Chicago, Illinois

Grade:

Trade: 1610 Architect

Exp Appr Group:

E-Time: CCCW CCC Weekly Pay Run

☒ Workers Comp from Job

☒ Public Liability from Job

☒ Work Location for Job

☐ Include in Exception Report

☒ Include into Certified Payroll Report

☒ Include in Generate Timesheet Utility

☐ Available For Dispatch

☐ Include in Field Tracking

User Extensions +

Bitmod

Employee 401K

Employertab

User Extension5

User Extension6

User Extension7

More Extensions ...

Related Screens +

New Payroll

Related Screen 2

Related Screen 3

Related Screen 4

Related Screen 5

Related Screen 6

Related Screen 7

More Related ...

Enter Company Code

Record: 1/1 ... <OSC>

Pgm: PYEMPLOY – Employee Profile – Company Tab

Payroll Company

Enter the payroll company from which this employee will be paid his wages. The company code will determine such things as the taxes, benefit, deductions, locations and pay groups.

Home Company

Enter the company to which this employee belongs on a day to day working basis not a payroll basis. This company code determines when inter-company transactions and inter-branch transactions should be created. The home and payroll companies may be the same.

Payroll Department

Enter the payroll department that should be used for posting any non-job cost transactions for the employee you are defining.

Home Company Department

Enter the department code that this employee belongs to for the Home Company.

Debit Salary/Wage Account

Verify/Modify the default General Ledger account that the system will use to post the debit associated with the direct labor costs from the posting of timesheets. The default account comes from the Company Control Profile. See the Company Control Profile Maintenance for further details on this account. .

Debit and Credit Clearing Accounts

Verify/Modify the default General Ledger account that the system will use to post the debit/credit associated with the clearing of the accrued payroll liability during the payroll update. The default account comes from the Company Control Profile. See the Company Control Profile Maintenance for further details on this account.

Leave Expense Accrual Account

This is the Account that will be used when 'leave' is accrued for this employee. This account will default from the Company Control File. This will only be used if the LEAVE table account is blank.

Leave Liability Accrual Account

This is the Leave Liability clearing account. This account is used when Accrued leave is either Taken or accumulated as the offset account. This account will only be used if the LEAVE table account is blank.

Pay Run

Enter/Select the Pay Run on which this employee will be processed.

Pay Group

Enter/Select the pay group on which this employee will be processed.

Work Location

Enter/Select the default work location for the employee that is being defined. The default work location will determine the place from which taxes are calculated. The work location indicated within this field will default to the employee's timesheet entry but can be changed on a line-by-line basis.

Grade

Enter/Select the grade code for the employee that is being defined. Company Grades are user-defined classifications that can be assigned to employees to indicate the scale or grade in which they belong. Grades are typically set up in terms of length of service and pay scales, and are used for reporting purposes only.

Trade

Enter/Select the default trade for the employee. The trade indicated within this field will default to this employee's timesheet entry but can be changed on a line-by-line basis.

E-Time Expense Approval Group

If utilizing E-Time, then expenses must be approved and each employee who submits expenses must belong to an expense approval group. Enter the Group code here. There is a list of values available.

E-Time

If utilizing E-time, enter the Timesheet Code this employee will use to enter Timesheets via E-time. This will default from the Pay Run specified earlier in the form, but may be changed to reflect the E-Time Pay Run code to be used when entering timesheets via E-Time.

Check Location

If utilizing the "Check Location Processing" option, this field is mandatory when creating an employee or saving a history record. Otherwise, the check location field is not visible.

Worker Compensation

Enter/Select the default Worker Compensation code associated with this employee. If you have checked the Calculate Workers Compensation box in the Company Profile this field will become a mandatory entry within the Employee Profile.

Public Liability

Enter/Select the default Public Liability code associated with this employee. If you have checked the Calculate Public Liability box in the Company Profile, this field will become a mandatory entry within the Employee Profile. This field will be checked by default when creating new employees if the New Employees Public Liability by Job flag is checked on the Company control.

Workers Comp from Job

This box will be checked by default when creating new employees if the New Employees Workers Comp from Job flag is checked on the Company Control.

If the Calculate Workers Comp by Job flag is unchecked on the Company Control, then the Workers Comp from Job flag can be managed at the employee level. When the Workers Comp from Job flag on the Employee Profile is checked and the Calculate Workers Comp by Job flag on the Company Control is unchecked, the workers compensation code on the job will be considered and will default on the timesheet in timesheet entry. The workers compensation rates calculated will be based on the job detail entered within timesheet entry. WC codes should be assigned to the job. If the Workers Comp from Job flag on the Employee Profile is unchecked and the Calculate Workers Comp by Job flag on the Company Control is unchecked, then the workers compensation code on the employee profile will default on the timesheet.

If the Calculate Workers Comp by Job flag is checked on the Company Control then the Workers Comp from Job flag on the Employee Profile is not considered and the workers compensation code on the job will default on the timesheet in timesheet entry.

Public Liability from Job

This box will be checked by default when creating new employees if the New Employees Public Liability from Job flag is checked on the Company Control.

If the Public Liability by Job flag is unchecked on the Company Control, then the Public Liability from Job flag can be managed at the employee level. When the Public Liability from Job flag on the Employee Profile is checked and the Public Liability by Job flag on the Company Control is unchecked, the public liability code on the job will be considered and will default on the timesheet in timesheet entry. The public liability rates calculated will be based on the job detail entered within timesheet entry. PL codes should be assigned to the job. If the Public Liability from Job flag on the Employee Profile is unchecked

and the Public Liability by Job flag on the Company Control is unchecked, then the public liability code on the employee profile will default on the timesheet.

If the Public Liability by Job flag is checked on the Company Control then the Public Liability from Job flag on the Employee Profile is not considered and the public liability code on the job will default on the timesheet in timesheet entry.

Work Location for Job box

Check the 'Work Location for Job' box if you want timesheet entry to default the job work location(s) as specified on the Job Work Location screen when time is entered against a job.

Leave this box blank to have timesheet entry default the work location as specified on the employee profile when time is entered against a job.

Include in Exception Reports

This flag is only visible if the employee is Salaried, not Hourly. This flag will include if checked, the employee on the Missing Employees Report used when verifying Timesheets. If not checked, this salaried employee will not be included.

Include Into Certified Payroll Report

Checked the employee will appear on the Certified Payroll report. Unchecked the employee will not appear on the Certified Payroll Report.

Include In Generate Timesheet Utility

Checked timesheets can be automatically generated for the employee. A default job should be defined on the employee level to generate timesheets.

Available for Dispatch

TDB

Include in Field Tracking

When this checkbox is checked, it allows the transfer of employee between jobs. In addition to transferring employees between jobs, the information processed within the screen adds records/entries to the Project History Tab and related project tables.

Rates/Salary – Tab

Employee Details

Employee: CCC-WK-HR2 Sherman Richard Copy Employee

Personal Company Rates/S... Address Tax HR Info HCM Security Notes Exclu... Proje... Dispa...

Annual Salary Preferred Pay Rate Job

Hourly Rate 50.000 Preferred Charge Out Rate Job

Charge Out Rate 75.000 Preferred Bill Rate Job

Billing Rate 100.000 Preferred Method For Direct Deposit Stubs Mail

NWHR Rate Code REG Regular Direct Deposit Email

OT Rate Code OT Overtime Minimum Hour Code

DOT Rate Code DOT Double Overtime ☐ Entered Over Time

OTHR Rate Code OTHR Other ☐ Entered Double OverTime

Override Burden Job Allocation

Job Equipment

Company CCC CMiC Test Construction Co Code

Job Phase

Phase Catg

Catg Trans

Enter Employee's Hourly Rate

Record: 1/1 ... <OSC>

Pgm: PYEMPLOY – Employee Profile – Rates/Salary Tab

Annual Salary

Enter the annual salary for the employee that is being defined. This field is required for the calculation of salaried wages. The system will always use the annual salary as defined by this field to calculate the wages for the period by taking the number specified within this field and dividing it by the total number of pay periods within the pay run specified.

Please note that the salary amount entered within this field is not date sensitive.

Hourly Rate

Enter the hourly rate for the employee that is being defined.

The hourly rate entered within this field is not a date sensitive rate. For date sensitive rates enter the employee pay rates within the Customer, Job, Trade, Union or Employee Pay Rate screens. The Preferred Pay Rate selection on this screen will determine the place from which the pay rates will default to the timesheet entry.

For salaried employees that require the entry of timesheets, the system will use the annual salary divided by the total standard hours (defined on the company profile) in determining the pay rate for normal hours regardless of the timesheet entry.

The hourly rate indicated within this field is only used as the 'base' hourly rate that is used against timesheet hours other than 'normal hours'. When determining overtime, double overtime and other hour types, the system will use the rate entered within this field multiplied by the factor set by the pay rate associated with these hours.

Charge Out Rate

Enter the Charge Out Rate for the employee that is being defined. The system will default the hourly rate into this field, but you can modify it as required. Charge out rates are the rates used to post costs against jobs for the hours worked on those jobs.

The hourly charge out rate entered within this field is not a date sensitive rate. For date sensitive rates enter the employee charge out rates within the Customer, Job, Trade, Union or Employee Pay Rate screens. The Preferred Charge Out Pay Rate selection on this screen will determine the place from which the charge out rates will default to the timesheet entry.

The determination of an employee's charge out rate is the same for hourly as well as salaried employees.

Billing Rate

Enter the Billing Rate for the employee that is being defined. The system will default the hourly rate into this field, but you can modify it as required. Billing rates are the rates used to post billing amounts against jobs for the hours worked on those jobs.

The hourly-billing rate entered within this field is not a date sensitive rate. For date sensitive rates enter the employee billing rates within the Customer, Job, Trade, Union or Employee Pay Rate screens. The Pref. Billing Rate selection on this screen will determine the place from which the billing rates will default to the timesheet entry.

The determination of an employee's billing rate is the same for hourly as well as salaried employees.

NWHR Rate Code (Normal Hours)

Verify/Modify the default Normal Working Hours Rate Code for the company that is being defined. This code will default from the Company Control Profile screen.

OT Rate Code (Overtime Hours)

Enter the default Overtime Rate Code for the company that is being defined. This code will default from the Company Control Profile screen.

DOT Rate Code (Double Overtime Hours)

Enter the default Double Overtime Rate Code for the company that is being defined. This code will default from the Company Control Profile screen.

OTHR Rate Code (Other Hours)

Verify/Modify the default Other Hours Rate Code for the company that is being defined. This code will default from the Company Control Profile screen.

Preferred Pay/Charge Out/Bill Rates

Enter/Select the place from which to employee pay/charge/bill rates will default within timesheet entry.

- **Pay Rate** is the rate per hour that the employee is paid for the timesheet entered.
- **Charge Out** rates are the rates used to post costs to Jobs.
- **Billing Rates** are the rate per hour on the Job timesheets that will be eventually billed to the Customer.

The system provides for the following options: Customer, Employee, Job, Trade, Union and Job/Trade.

If you select Customer, Job, Trade, Union or Job/Trade and the system cannot find the required pay rate associated with the information specified on the timesheet line, it will then try and default the rate from the Employee pay rate table. If an appropriate pay rate cannot be found within the Employee pay rate table, it will use the static information from the Employee Profile.

- Select **Customer** if the customer code is used to determine the default timesheet pay rates based on the job codes entered on the timesheet. This option is used in conjunction with the customer field on the Job Maintenance screen (within the Job Cost application) to determine the customer assigned to the job specified on the timesheet. If this option is selected you must define the pay rates by customer within the Customer Pay Rates form.
- Select **Employee** if the default timesheet pay rates should come directly from the employee himself. If this option is selected you must define the pay rates by employee within the Employee Pay Rates form. The Employee Pay Rates selection is an historical date sensitive way in which to outline an employees pay rates. If date sensitive pay rates are not required, you can simply enter the desired employee pay rate within the hourly rate field specified on this screen. The system will first look to the Employee Pay Rates to determine whether a rate is defined for the period specified by the payroll run. If no rates are found for this employee within the rate table, the system will take the hourly rate from the Employee Profile for hourly employees.
- Select **Job** if the job code is used to determine the default timesheet pay rates based on the job codes entered on the timesheet. If this option is selected you must define the pay rates by job within the Job Pay Rates form.
- Select **Trade** if the employee's trade code is used to determine the default timesheet pay rates. Trade codes that default to the timesheet comes from the trade code specified on the employee profile but can be changed on a line-by-line basis during timesheet entry. If this option is selected you must define the pay rates by trade within the Trade Pay Rates form.
- Select **Union** if the employee's union code is used to determine the default timesheet pay rates. The union codes that defaults to the timesheet come from the union code specified on the employee profile, but can be changed on a line-by-line basis during timesheet entry. If this option is selected you must define the pay rates by union within the Union Pay Rates form.
- Select **Job/Trade** if the default timesheet pay rates should come directly from the Job Rates if setup, and then Trade Rates if no Job Rate existed. This is a hierarchical search for rate selection starting with Job, then Trade, then if both are missing the standard search of Employee Rates, then Employee Profile rate.
- Select **Job/Union** if the default timesheet pay rates should come directly from the Job Rates if setup, and then Union Rates if no Job Rate existed. This is a hierarchical search for rate selection starting with Job, then Union, then if both are missing the standard search of Employee Rate Table, then Employee Profile rate.
- Select **Job/Union/Employee** if the default timesheet pay rates should come directly from the Job Rates if setup, then Union Rates if no Job Rate existed, then Employee Rates if neither Job nor Union rates existed. This is a hierarchical search for rate selection starting with Job, then Union, then Employee. If the Davis Bacon flag is checked on the job, the pay rate on the timesheet will be the highest of all three rates.

Preferred Method For Direct Deposit Stubs

Select the preferred by employee method for sending Direct Deposit stubs: Email, Mail or None.

Direct Deposit Email

Enter a valid e-mail address when the preferred method for Direct Deposit stubs is Email.

Minimum Hour Code

- Enter the Minimum Hour Code for the employee which is defined in the Minimum Hour Codes screen in E-time. This would be used for salaried employees. The system uses the Working Hours/Year and the Working Days/Year to calculate the number of working hours per day. This is multiplied by the number of normal working days in the E-time period (e.g. Monday to Friday). This is then multiplied by the minimum code percentage to get the minimum hours required for

the individual employee for that period. The minimum hours required is truncated to a whole number and is applied in E-time timesheet entry.

Entered Overtime

If you are using E-Time and employees enter their own time, do you allow this employee to enter his/her own Overtime.

Entered Double Overtime

If you are using E-Time and employees enter their own time, do you allow this employee to enter his/her own Double Overtime?

Job/Phase/Category

Optionally specify any of the Job, Phase or Category values to default into the Timesheets for this employee. These values can be changed in the Timesheet Entry form as required.

Equipment Number/Job Phase/Equipment Category/Equipment Transaction Code

Optionally specify any Equipment values to default into the Additional Values – Equipment section of the standard Timesheet entry form for this employee. These values can be changed in the Timesheet Entry – Additional Values (Equipment tab) form as required.

Time for Equipment will be automatically inherited from the hours recorded in the Timesheet for this equipment, but this can be modified through the Additional Values option.

Override Burden Job Allocation

Effective Date	Job Company	Job	Benefits	Deductions	Taxes	Workers Comp	Public Liability
01-01-2005			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Job Company

Job

This pop-up allows specification by Job (the effective date default value is taken from the employee Hire Date) of Burdens that will NOT be Job Allocated. This includes Benefits, Deductions, Taxes, WC and PL flags to allow specific settings by Employee/Job. When the burdens are created, the date is used to identify from which Period they will be excluded (it is not specific to the Day, but the period in which the date is found). Use the option ALL in either the Job or Company fields to set these values for all jobs or companies.

Job/Phase/Category

Optionally specify any of the Job, Phase or Category values to default into the Timesheets for this employee. These values can be changed in the Timesheet Entry form as required.

Benefits/Deductions/Taxes/Workers Compensation/Public Liability

Check applicable boxes for transactions that should not be allocated to the job.

Address – Tab

The screenshot shows the 'Employee Profile Maintenance' window with the 'Address' tab selected. The 'Employee' field contains 'CCC-WK-HR2' and the 'Name' field contains 'Sherman Richard'. The 'Address' tab is active, showing fields for 'Mailing Address' and 'Physical Address'. The 'Mailing Address' section includes a 'Geo Code From' dropdown set to 'Mailing Address', a 'Foreign Address' checkbox, and three address lines: '39 Fairview Road', 'Suite 109', and 'Chicago'. The 'Zip Code' is '60609'. The 'Country' is 'US' and 'United States of America'. The 'State/Province' is 'IL' and 'Illinois'. The 'City/Town' is empty. The 'Home Phone' is '312 555 4059'. The 'Work Phone' is empty. The 'Home Fax' is empty. The 'Work Fax' is empty. The 'Cell Phone' is empty. The 'Work Cell Phone' is empty. The 'Email Address' is empty. The 'Work Email' is empty. The 'Residence' section includes 'Latitude' and 'Longitude' fields, both empty. The 'Business Partner Code' is empty. The 'AP EFT Distribution Method' is 'E-Mail'. The 'Create BP/ Vendor' button is visible. The 'Related Screens' section on the right lists 'New Payroll' and 'Related Screen 2' through 'Related Screen 7'.

Pgm: PYEMPLOY – Employee Profile – Address Tab

Mailing Address/Zip Code

Enter the mailing address for the Employee. There are three fields available for entry of the address for this employee. Each address line can be up to 30 alphanumeric characters in length. This is the Address that will be used when printing Checks or W2's for the Employee.

You must enter a valid zip code in this field as Vertex will use this field in the determination of valid Geo codes. The Vertex Geo codes will in turn determine the appropriate residential tax rates.

Physical Address/Zip Code

Enter the physical address for the Employee that is being defined if it differs from that of the mailing address. There are three fields available for entry of the address for this employee. Each address line can be up to 30 alphanumeric characters in length. Enter the zip code for the employee if it differs from that of the mailing address.

Country/State Codes

These will be populated automatically based on the Zip/Postal Code entered for the Mailing Address.

County/Region Code *(Optional)*

Enter the country/region code in which the employee that is being defined resides. The county/region code must have been set up previously within the County/Region Maintenance form.

City/Town *(Optional)*

Enter the city code in which the employee that is being defined resides. The city code must have been set up previously within the City Maintenance form.

Contact Number's *(Optional)*

Enter the appropriate phone/fax/cell/pager numbers for the employee.

Email Address *(Optional)*

Enter the Email address for the employee.

Latitude/Longitude *(Optional)*

Enter the Residence latitude and longitude values for the employee. These fields may be used within the HR application as a cross reference to the employee's location of residence and are optional.

Create BP/Vendor

When this button is pressed, a vendor is created in Accounts Payable with code "ZEMPxxxx" where "xxxx" is a system generated number. The mailing address of the employee becomes the vendor's address. The 1099 code and vendor class of the vendor are defaulted from the values defined in the Payroll Tab of System Options.

Tax – Tab

Employee Details

Employee CCC-VWK-HR2 Sherman Richard Copy Employee

Personal Company Rates/... Address Tax HR Info HCM Security Notes Exclu... Proje... Dispa...

Geo Code 14-031-0510

School District Code

Residential Status Citizen

Federal Filing Status 01 Single

State Filing Status

City Filing Status

Primary Exemptions

Secondary Exemptions

Primary Exemption Amount

Suppl Exemption Amount

SUI/SDI Location

☒ Non-Residence Certificate

☐ Pension

☐ Deferred Compensation

Exemptions Overrides

User Extensions +

Bitmod

Employee 401K

Last Name

Employertab

User Extension5

User Extension6

User Extension7

More Extensions ...

Related Screens +

Related Screen 1

Related Screen 2

Related Screen 3

Related Screen 4

Related Screen 5

Related Screen 6

Related Screen 7

More Related ...

Next Record

Record: 1/1 ... <OSC>

Pgm: PYEMPLOY – Employee Profile – Tax Tab

As the Vertex System will be using the values set here to calculate the appropriate taxes (in combination with the Tax setups made in Payroll such as the codes and rates), it is vital that the information here be accurate.

Geo Code

Select the appropriate Vertex Geographical code associated with the residential location of the employee that is being defined. The system will validate the zip code range based on the State code and provide a list of appropriate codes. Select the code that is closest to the region to you are defining.

School District Code

Select the appropriate Vertex School District Code associated with the residential location of the employee that is being defined. The system will validate the zip code range based on the State code and provide a list of appropriate School District codes.

Residential Status

Select the appropriate residential status for the employee that is being defined. The system allows you to select one of the following options: Citizen, Immigrant/Resident Alien, Refugee, or Work Permit.

Federal Filing Status

Select the appropriate filing status associated with the employee that is being defined. The system allows you to select from one of the following options: 01-Single, 02-Married filing jointly, 03-Head of Household or 04-Married Filing Separately.

State Filing Status

Select the appropriate state filing status associated with the employee that is being defined. The List of values available will change by state code, and in some states is not required depending on the Vertex GEO Code.

City Filing Status

Select the appropriate city filing status associated with the employee that is being defined. This field may not be required depending on the employee GEO Code.

Primary Exemptions

Enter the number of primary exemptions applicable for this employee based on his place of residence.

Leave this field blank if you wish to leave the default setting turned off or if primary exemptions are not applicable for this employee.

Secondary Exemptions

Enter the number of secondary exemptions applicable for this employee based on his place of residence.

Leave this field blank if you wish to leave the default setting turned off or if secondary exemptions are not applicable for this employee.

Primary Exemption Amount

Enter the primary exemption amount applicable for this employee based on his place of residence.

Leave this field blank if you wish to leave the default setting turned off or if the primary exemptions amount is not applicable for this employee.

Supplementary Exemptions Amount

Enter the supplementary exemption amount applicable for this employee based on his place of residence.

Leave this field blank if you wish to leave the default setting turned off or if the supplementary exemptions amount is not applicable for this employee.

SUI/SDI Location

Enter / Select the default location to be used for the State Unemployment Insurance and State Disability Insurance calculation for the employee that is being defined. This field should only be used if you want to calculate SUI/SDI from the location specified by this entry rather than from the work locations indicated by the employee timesheets.

Non-Resident Certificate

Check the Non-residence certificate box if you have provided the NR Certificate for tax reciprocity to the work location states for this employee.

Leave this field blank if you wish to leave the default setting turned off or if you have not provided the NR Certificate to the work location states for this employee.

Pension

Check the Pension box to have the Pension Box checked on this employee's W2 form. The 'Pension' box on this screen is a direct link to the Pension box on the W2 form and no further meaning should be attached to this field.

Leave this box blank if the Pension box should not be included on the employee's W2 form.

Deferred Compensation box

Check the Deferred Compensation box to have the Deferred Compensation Box checked on this employee's W2 form. The 'Deferred Compensation' box on this screen is a direct link to the Deferred Compensation box on the W2 form and no further meaning should be attached to this field.

Leave this box blank if the Deferred Compensation box should not be included on the employee's W2 form.

Employee Tax Exemptions

State	Work Location	Effective Date	Filing Status	NR	Primary Exmp	Secndry Exmp	Tertiary Exmp	Exemption Amount	Supl Exemption Amount	Residence Location	Primary Location
IL	ALL	01-01-2014		<input type="checkbox"/>	1			2,500.00			
				<input type="checkbox"/>							
				<input type="checkbox"/>							
				<input type="checkbox"/>							
				<input type="checkbox"/>							
				<input type="checkbox"/>							
				<input type="checkbox"/>							
				<input type="checkbox"/>							

State Name: ILLINOIS Residence Locn:
Work Locn: All Work Locations Primary Work Locn:
Filing Status:
Close

Pgm: PYTAXEXM – Employee Tax Exemptions Maintenance

Tax exemption refers to a monetary exemption which reduces taxable income. The Employee Tax Exemptions screen allows you to alter employee tax exemptions by state. Use this form to set up different exemptions for each state in which this employee must file tax information.

As employee taxes are processed, the system will first check the Employee Exemptions screen for state specific vertex values. If none are found or the system comes across a work location where the state information has not been defined it will use the Vertex values entered within the employee profile.

State

Select the state associated with the employee exemptions being defined.

Work Location

Select work location from available LOV.

Effective Date

Specify the starting Effective Date for this Exemption.

Filing Status

Select the appropriate filing status associated with the employee that is being defined. The system allows you to select from one of the following options: 01-Single, 02-Married filing jointly, 03-Head of Household or 04-Married Filing Separately.

NR Certificate – Checkbox

Check the Non-residence certificate box if you have provided the NR Certificate for tax reciprocity to the work location states for this employee.

Leave this field blank if you wish to leave the default setting turned off or if you have not provided the NR Certificate to the work location states for this employee.

Primary Exemptions

Enter the number of primary exemptions applicable for this employee based on his place of residence.

Leave this field blank if you wish to leave the default setting turned off or if primary exemptions are not applicable for this employee.

Secondary Exemptions

Enter the number of secondary exemptions applicable for this employee based on his place of residence.

Leave this field blank if you wish to leave the default setting turned off or if secondary exemptions are not applicable for this employee.

Tertiary Exemptions

Enter the number of tertiary exemptions applicable for this employee based on his place of residence.

Leave this field blank if you wish to leave the default setting turned off or if tertiary exemptions are not applicable for this employee.

Primary Exemption Amount

Enter the primary exemption amount applicable for this employee based on his place of residence.

Leave this field blank if you wish to leave the default setting turned off or if the primary exemptions amount is not applicable for this employee.

Supplementary Exemptions Amount

Enter the supplementary exemption amount applicable for this employee based on his place of residence.

Leave this field blank if you wish to leave the default setting turned off or if the supplementary exemptions amount is not applicable for this employee.

Employee Taxes Overrides

State Code	Work Location	Effective Date	Tax Code	Tax Description	Tax Amount	Tax Type	Amt. Type	Calc. Meth.	Alt. Calc.
IL	ALL	01/JAN/2006	ZSTA	State Withholding Tax	25	Both	01	03	

State Name: ILLINOIS
 Work Loc. Name: All Work Locations
 Vertex Description: Calc. Meth: Flat Rate Combined

Close

Pgm: PYTAXEMP – Employee Taxes Overrides

The Employee Taxes Overrides screen is used to override the employee's standard tax calculations. This screen can be used to customize federal tax calculations as well as specific state or work locations.

State Code

Enter/Select the State Code for the state to which you wish to over-ride tax calculations. If you are modifying Federal Tax calculations enter the code '**ALL**' in this field.

If you are modifying State or Local Tax calculations enter the appropriate state code for the state in which you are modifying tax calculations.

Work Location

Enter/Select the Work Location for the location to which you wish to over-ride tax calculations.

If you are modifying Federal or State Tax calculations enter the code '**ALL**' in this field. If you are modifying Local Tax calculations enter the appropriate work location in this field.

Effective Date

Enter the Effective Date for the tax code you are modifying. The system will begin calculating the overrides in this tax for the employee specified from the date specified within this field.

Tax Code

Enter/Select the Tax code for the tax you wish to modify. The Tax Code must have been set up previously within Taxes Master Maintenance.

The available taxes will depend on the level at which you are modifying taxes. For example, if you have **ALL/ALL** in the State/Work Location fields, the system will assume Federal taxes and only display those taxes listed as federal in the Taxes Master file.

Tax Amount

Enter the applicable tax amount in the tax amount field. The tax amount that you are entering is a flat dollar amount. The way in which this amount is processed with the standard tax will depend on your selection of the Amount Type in a subsequent field.

Tax Type

Select the tax type for the tax you are modifying. The system allows for the following Tax Type options: Both, Resident or Work.

- Select **Both** if the tax that you are modifying requires the calculation of taxes at the employee's location of residence as well as the individual work locations as indicated by the employee's timesheets.
- Select **Resident** if the tax that you are modifying requires the calculation of taxes only at the employee's location of residence. When this tax type is selected the system will ignore the work locations as indicated by the employee's timesheets when this tax is calculated.
- Select **Work** if the tax that you are modifying requires the calculation of taxes only at the employee's work location as indicated by the employee's timesheets. In this situation the taxes will be pro-rated based on the hours worked within the individual work locations. When this tax type is selected the system will ignore the location of residence when this tax is calculated.

Amount Type

Vertex requires that you define the type of tax amount you are adding to the tax code selected on this line. An LOV will appear detailing the various options that are available for selection.

Calculation Method

Verify/Modify the Calculation Method that applies to the tax amount that you are modifying. The list of available methods will change depending on the Vertex Amount Type code selected in the previous field.

Alternative Calculation Code

Verify/Modify the appropriate tax code associated with the tax that you are modifying. This code will typically be set at 'Null'. Check your Vertex Calculation Guide for situations where a different code is required.

Additional Primary Exemption Amount

Enter any additional Primary Exemption Amount to be added to the primary exemption amount calculated for this tax.

Additional Supplemental Exemption Amount

Enter any additional Supplementary Exemption Amount to be added to the supplementary exemption amount calculated for this tax.

Override Regular Exemption Amount

Enter the Primary Exemption Amount to be used instead of the primary exemption amount calculated for this tax.

Override Supplemental Exemption Amount

Enter the Supplementary Exemption Amount to be used instead of the supplementary exemption amount calculated for this tax.

Additional Regular Tax Rate

Enter any additional rate of tax that should be added to the standard tax rate in order to calculate this tax.

Additional Supplemental Tax Rate

Enter any additional rate of tax that should be added to the supplementary tax rate in order to calculate this tax.

Override Regular Tax Rate

Enter the tax rate to be used on this tax instead of the standard rate instead of the one listed on the Company Tax Maintenance screen.

Override Supplemental Tax Rate

Enter the supplementary tax rate to be used in the calculation of this tax instead of the one listed on the Company Tax Maintenance screen.

Maximum Wage Limit

Enter the maximum wage limit set for this tax as defined for this employee.

Max. Deduction Override Amount

Enter the maximum deduction amount to be used instead of the maximum deduction amount listed on the Company Tax Maintenance Screen.

Exclude Box

Check the Exclude box if this tax should be excluded from the standard calculations of tax for this employee.

HR Information – Tab

Payroll - TESTV10_X Employee Profile Maintenance

Employee Details

Employee: CCC-WK-HR2 Sherman Richard [Copy Employee](#)

Personal Company Rates/... Address Tax HR Info HCM Security Notes Exclu... Proje... Dispa...

Addr. Company Site Address

Region Sex: Male

Disability Marital Status: Single

☐ Able to Travel Ethnic Code: White

Distance Military Status: NV

Preferred Lang Military Separation Date

System User Dominant Hand: Right

Yearly Salary Calculate Accrued Leave From: Re-Hire Date

Benefit Type: Hourly Calculate Burdens From: Seniority Date

Last Timesheet Job: CCCJOB CCC Job

User Extensions +

Bitmod

Employee 401K

Last Name

Employetab

User Extension5

User Extension6

User Extension7

More Extensions ...

Related Screens +

Related Screen 1

Related Screen 2

Related Screen 3

Related Screen 4

Related Screen 5

Related Screen 6

Related Screen 7

More Related ...

Enter Company For Site Address

Record: 1/1 ... <OSC>

Pgm: PYEMPLOY – Employee Profile – HR Information

The HR Information fields are related to the local tables in HR in terms of where the values come from. All fill-in fields are optional, however if using the HR Module, the values may be required to ensure accuracy in HR

systems and reporting – for example in the EEO Reporting, the Position field in this form is used to determine the position of the employee for the reports.

Address Company

Enter/Select the Company from which to select the possible Site Addresses in the next field.

Site Address

Enter/Select the default site address for the employee that is being defined. You must enter both the company code and the address code. The address must have been set up previously within the Address Maintenance screen within the Global Tables for the Company specified in the Address Company field.

Region Code

Enter/Select the default region code for the employee that is being defined. The address must have been set up previously within the Region Maintenance screen within the HR Local Tables.

Disability Code

Enter/Select a disability code for the employee if required. The disability code must have been set up previously within the Human Resources application.

'Ability to Travel' box

Check the 'Ability to Travel' box if the employee can travel.

Distance

Enter the agreed maximum traveling distance for the employee.

Preferred Language

Select the preferred language for the employee. The language option must have been set up previously within the Human Resources application.

System User

Enter/Select a valid system user ID for the employee that is being defined if applicable.

Gender (Sex)

Select the appropriate gender for the employee.

Marital Status

Select the appropriate marital status for the employee. The system allows you to select from one of the following options: Single, Married, Divorced, Widow, Common Law or Separated.

Ethnic Code

Select the appropriate ethnic code for the employee. The system allows you to select from the options: White, Black, Hispanic, Asian/Pacific Islander, American Indian/Alaskan Native or N/A.

Military Status

Select the appropriate military status for the employee that is being defined. The system allows you to select one of the following options: Not Veteran, Veteran, Disabled Veteran or Vietnam Veteran, Inactive Reserve or Ready (Drilling) Reserve.

Military Separation Date

Enter the date that is the veteran's discharge or release date from active duty. This date is used in the VETS-100 HR report to display new hires that were hired within twelve months of their release date.

Dominant Hand Option

Select the dominant hand option for the employee that is being defined. The system allows you to select one of the following options: Left, Right, Ambidextrous or N/A.

Calculate Accrued Leave From

This field indicates when to start calculating accrued leave from. There are 4 choices, Re-hire Date, Hire Date, Seniority Date and Adjusted Service Date.

Calculate Burdens From

This field indicates which date to use when calculating Burdens and using Table Bases with the 'Years' option for Benefits/Deductions. There are 4 choices, Re-hire Date, Hire Date, Seniority Date and Adjusted Service Date.

HCM – Tab

The screenshot shows the 'Employee Profile Maintenance' window with the 'HCM' tab selected. The window has a menu bar (Action, Edit, Block, Field, Record, Query, Utility, Help, Window) and a toolbar with various icons. The main area is titled 'Employee Details' and contains the following fields and tabs:

- Employee:** CCC-WK-HR2, Sherman Richard (with a 'Copy Employee' button)
- Tabs:** Personal, Company, Rates/..., Address, Tax, HR Info, HCM (selected), Security, Notes, Exclu..., Proje..., Dispa...
- Fields:**
 - Evaluated As: [] (with a 'Create Contact Code' button)
 - Requisition Type: [] (with a 'Create Access Code' button)
 - Job Classification: 1634, Indust Eng
 - Position: 000000040, Industrial Engineer
 - Direct Manager: [] Name: []
 - Senior Manager: [] Name: []
 - General Comment: []
 - HCM FLSA Exempt: N

On the right side, there are two panels:

- User Extensions:** Includes a '+' button, 'Bitmod', 'Empl_Loan', 'Employee 401K', 'Last Name', 'EmployeeTab', 'User Extension6', 'User Extension7', and 'More Extensions ...'.
- Related Screens:** Includes a '+' button, 'Related Screen 1' through 'Related Screen 7', and 'More Related ...'.

At the bottom, there is a status bar with 'Enter Applicant Number', 'Record: 1/1', and '<OSC>'.

Evaluated As

Enter/Select the application number that applies to the employee. The application must have been previously entered within the Human Resources application.

Requisition Type, Job Classification, Position

The Payroll/HCM programs allow for the automatic synchronization of Employees with a corresponding Position Code within the organizational structure. Once the "Job Classification" is filled, program allows users to assign "Position" to the employee. The program only displays 'Open' positions from the Position Table for the specified Job classification. The filled positions are not available for assignment.

Direct Manager, Senior Manager

Program automatically finds the “Direct Manager” and “Senior Manager” based on the controlling position ID setup under “Reports To” field in HCM Position and populates “Direct Manager” and “Senior Manager” field in profile.

General Comment

This is a free form text field that can be used for any types of comments about the employee.

Create Access Code

This button will open a pop-up dialog to setup the employee with the appropriate Access Code when using E-Time. If E-Time is not being used, this is not a required step.

Create Contact Code

Once a new employee is created, the user will be able to press this button for those employees who require a contact code in CMiC and the system will create a NEW contact code for that employee, using his First Name, Last Name and Payroll Company Code.

HCM FLSA Exempt Flag

This field is information-only and shows whether the employee is FLSA exempt or not.

Notes – Tab

The screenshot shows the 'Employee Profile Maintenance' window with the 'Notes' tab selected. The window title is 'Payroll - TESTV10_X Employee Profile Maintenance'. The 'Employee Details' section shows 'Employee' as 'CCC-WK-HR2' and 'Sherman Richard'. A 'Copy Employee' button is present. Below this are tabs for 'Personal', 'Company', 'Rates/...', 'Address', 'Tax', 'HR Info', 'HCM', 'Security', 'Notes' (selected), 'Exclu...', 'Proje...', and 'Dispa...'. A 'Show Closed Notes' checkbox is checked. The main area is a table with columns: 'Number', 'User', 'Date', 'Note', and 'Closed'. The first row shows '1', a redacted user, '25-07-2013', and an empty note. To the right is a 'User Extensions' section with a '+' button, listing 'Employee 401K', 'Last Name', 'Employetab', and several 'User Extension' items. Below that is a 'Related Screens' section with a '+' button, listing 'Related Screen 1' through 'Related Screen 7' and 'More Related ...'. At the bottom, there is an 'Enter Note' field and a status bar showing 'Record: 1/1' and '<OSC>'.

Number	User	Date	Note	Closed
1	[Redacted]	25-07-2013		<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

This screen allows user to add notes and to save them.

Exclude Other Hours – Tab

Payroll - TESTV10_X Employee Profile Maintenance

Employee Details

Employee CCC-WK-HR2 Sherman Richard [Copy Employee](#)

Personal Company Rates/... Address Tax HR Info HCM Security Notes **Exclud...** Proje... Dispa...

Hours Type Code	Name
NWHR	Normal Hour

Enter Other Hours Type Code

Record: 2/2 ... List of Valu... <OSC>

User Extensions +

- User Extension1
- User Extension2
- User Extension3
- User Extension4
- User Extension5
- User Extension6
- User Extension7
- More Extensions ...

Related Screens +

- Related Screen 1
- Related Screen 2
- Related Screen 3
- Related Screen 4
- Related Screen 5
- Related Screen 6
- Related Screen 7
- More Related ...

Pgm: PYEMPLOY – Employee Profile – HR Information

If the “Activate Other Hours Eligibility By Employee” flag is checked, then this tab is enabled. This tab allows users to add NWHR, OVHR, DTHR and “Other Hours” to restrict hour types in e-timesheets. Other Hours include JCHR, NBHR, and hour types in the Hour Types Maintenance screen that are not associated with a Leave code.

When the Hour Types Code column is empty, the employee can see all hour types. Once the “Other hours” is specified, the e-timesheet will exclude those hours from the list of values in e-timesheets. NBHR and JCHR will be available only if the Company Control flags “Allow Non-Billable Hours Timesheet” and “Allow Job Cost Hours Timesheet” are checked.

Security – Tab

Employee Details

Employee: CCC-VWK-HR2 Sherman Richard [Copy Employee](#)

Personal Company Rates/... Address Tax HR Info HCM Security Notes Exclu... Proje... Dispa...

CANMASTER	Canadian Construc. Security Gr	<input type="checkbox"/>
CCCPAYROLL	CCC Payroll Employees	<input checked="" type="checkbox"/>
CCGPAYROLL	CCQ Payroll Employees	<input type="checkbox"/>
GLPAYROLL	GL Payroll	<input type="checkbox"/>
LGMMASTER	LG Master Security Group	<input type="checkbox"/>
LGPAYROLL	LG Payroll Security	<input type="checkbox"/>
RVGROUP	RV Group Of Companies	<input type="checkbox"/>

Enter Group Code

Record: 1/12 ... <OSC>

User Extensions +

- User Extension1
- User Extension2
- User Extension3
- User Extension4
- User Extension5
- User Extension6
- User Extension7
- More Extensions ...

Related Screens +

- Related Screen 1
- Related Screen 2
- Related Screen 3
- Related Screen 4
- Related Screen 5
- Related Screen 6
- Related Screen 7
- More Related ...

Pgm: PYEMPLOY – Employee Profile – Security Tab

The Employee Security screen is used to link employees to Payroll Access Groups. Please see the section on Assigning Employee Security Groups for further details on entering Employees against security groups.

Each employee must be assigned to a security group in order to be seen when a user accesses the system and is working with that group. For example, if left blank and not assigned to a security group, the employee will not appear in Payroll even after setup. Once assigned to a security group they can then be seen within the group in forms like Timesheet, and Payroll Processing as well as all other Payroll and HR forms and related module screens.

Project History – Tab

Employee Details

Employee: CCC-VWK-HR2 Sherman Richard [Copy Employee](#)

Personal Company Rates/... Address Tax HR Info HCM Security Notes Exclu... **Project...** Dispa... <>

Comp	Project	Est. Start Date	Est. End Date	Actual Start Date	Actual End Date	Assigned
CCC	CDI1	01-01-2012	31-12-2013	01-01-2012		<input checked="" type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>

Project Name: CDI1 - Project For CDI Charges Test

Assigned Flag

Record: 1/1 ... <OSC>

User Extensions +

- User Extension1
- User Extension2
- User Extension3
- User Extension4
- User Extension5
- User Extension6
- User Extension7
- More Extensions ...

Related Screens +

- Related Screen 1
- Related Screen 2
- Related Screen 3
- Related Screen 4
- Related Screen 5
- Related Screen 6
- Related Screen 7
- More Related ...

This tab is used to track what projects an employee has worked on, including what current and future projects the employee is assigned to, for reference purposes only. The **Assigned** checkbox indicates that the employee is assigned to either a current or future project, for reference purposes only (does not impact any other records).

Project History entries can be added and removed directly on this tab, without having to use the Employee History screen.

Dispatch – Tab

This tab becomes enabled if the Employee is flagged as being 'Available for Dispatch' (Company tab).

User-Defined – Tab

Employee Details

Employee CCC-WMK-HR2 Sherman Richard [Copy Employee](#)

Company Rates... Address Tax HR Info HCM Security Notes Exclu... Proje... Dispa... User D...

User Defined Field	Actual Value
Area Company	
Benefit Code	
Employee	

User Extensions +

- User Extension1
- User Extension2
- User Extension3
- User Extension4
- User Extension5
- User Extension6
- User Extension7
- More Extensions ...

Related Screens +

- Related Screen 1
- Related Screen 2
- Related Screen 3
- Related Screen 4
- Related Screen 5
- Related Screen 6
- Related Screen 7
- More Related ...

Record: 1/3 ... <OSC>

This tab will show any user-defined fields for the employee. These are populated in the HR Information program of Employee Self Service, and are display-only in the Employee Profile.

Changing an Employee Profile

The modification of an employee profile is done via the Employment History screen. The Employee Profile is only for entry of new employees; however, all the fields with the exception of the Security and Create Access Code setting are redisplayed in the same fashion within the History Screen.

Employment History Maintenance

Pgm: PYEMPDIS – Employment History Maintenance

The Employment History Maintenance screen is used to change employee information as it was entered on the Employee Profile.

Initially, this screen is loaded in Insert mode, and ready to create an Employee Profile Change record. To view past Change records, put the screen into Query Mode (F11 keyboard key), enter the query criteria, and execute the query (F12).

In order for an information trail to be created, certain details in the Employee Profile cannot be changed for an employee once a payroll has been processed against that employee. These changes must be recorded within the Employment History Maintenance. Each change is accompanied by an effective date which allows for the reporting of an employee history by date. Once you commit the change it will be reflected within the Employee Profile, provided the change is on or before the current date. If the date is later the current date, the changes will not appear in the Employee Profile query until that date has been reached. However, if the **Include Into Certified Payroll Report** checkbox is checked on the **Company** tab, the change is *not date sensitive*, and the employee profile is updated immediately, regardless of the **Effective Date** entered.

This form is a replication of the initial Employee Profile screen with the exception of the Security Tab (as an employee will not appear in this form without already belonging to the appropriate security group).

Header Block

Employee

Enter/Select the Employee Code for the employee whose data you wish to modify. If only querying changed, set to query mode before specifying the Employee Code or a search value.

Action

Select the actions which best represent the type of change you are making to the employees data. The system provides for the following options: Changed, Deceased, Increment, Promotion, Re-hire, Termination, Transfer and Retire.

Effective Date

Enter the effective date for the change that you are making.

SSN

The Social Security Number is not modifiable in the Employment History screen; however it is displayed to assist in verification that the correct employee profile is being examined/changed.

Personal – Tab

Reason Code

Enter/Select the Reason Code that best represents the change you are making to the employees data. The Reason Code must have been set up previously within the Text Maintenance found within the Global Tables. (Refer to the System Data - Global Tables – Text Type Maintenance section of your manuals for details on creating Text Types) The LOV will display Text Codes available for the Text Type specified in the Payroll Control file.

Verify/Modify the required information

The system allows changes to most fields in the Employee Profile. For details on the various fields and tabbed detail sections, see [Employee Profile](#).

- When using the Re-hire Action, update to the Re-Hire Date field is required.
- If using the Termination Action, update to the Termination Date field is required.
- When using the Deceased action, update to the Date Deceased field is required.

HR Info – Tab

Action Edit Block Field Record Query Utility Help Window

Payroll - TESTV10_X Employment History Maintenance

Employment Details

Employee CCC-WK-HR2 Richard Sherman
Action Change Effective Date 01-05-2012 SSN 902-31-5640

Personal Company Rate/Salary Address Tax HR Info HCM

Addr Company CCC Site Address CCC1 CCC1 Address

Region Sex Male
Disability Marital Status Single
☐ Able to Travel Ethnic Code White
Distance Military Status NV
Preferred Lang Military Separation Date
System User Dominant Hand Right
Yearly Salary Calculate Accrued Leave From Re-Hire Date
Benefit Type Hourly Calculate Burdens From Seniority Date

User Extensions +

User Extension1
User Extension2
User Extension3
User Extension4
User Extension5
User Extension6
User Extension7
More Extensions ...

Related Screens +

Related Screen 1
Related Screen 2
Related Screen 3
Related Screen 4
Related Screen 5
Related Screen 6
Related Screen 7
More Related ...

Enter Region Code In Which The Employee Is Located

Record: 1/1 ... List of Valu... <OSC>

HCM – Tab

Action Edit Block Field Record Query Utility Help Window

Payroll - TESTV10_X Employment History Maintenance

Employment Details

Employee CCC-WK-HR2 Richard Sherman
Action Change Effective Date 01-05-2012 SSN 902-31-5640

Personal Company Rate/Salary Address Tax HR Info HCM

Evaluated As
Requisition Type
Job Classification 1610 Architect
Position Create HCM Position
Direct Manager Name
Senior Manager Name
General Comment

User Extensions +
User Extension1
User Extension2
User Extension3
User Extension4
User Extension5
User Extension6
User Extension7
More Extensions ...

Related Screens +
Related Screen 1
Related Screen 2
Related Screen 3
Related Screen 4
Related Screen 5
Related Screen 6
Related Screen 7
More Related ...

Enter HCM Position Occupied By The Employee

Record: 1/1 ... List of Valu... <OSC>

This screen allows user to make changes to HCM position of the employee and to add General Comments.

Employee Direct Deposit

Action Edit Block Field Record Query Utility Help Window

Payroll - TESTV10_X Direct Deposit and Check Accounts

Select Company

Company CCC CMIC Test Construction Co

Employee CCC-WK-HR2 Richard Sherman

Method of Salary Deposit Percentage

Account Details

Priority	Split Method	Tran Type	Tran Code	Percent	Split Type	Bank	Branch	Description
1	Basic			100.000	Direct Deposit	BOA	EAST	East Chicago

Vendor Bank Info

Business Partner Code

Bank Code Bank Name Bank Transit Account Number Suffix

Enter A Valid Branch Code

Record: 1/1 ... List of Valu... <OSC>

User Extensions

User Extension1

User Extension2

User Extension3

User Extension4

User Extension5

User Extension6

User Extension7

More Extensions ...

Related Screens

Employment History

Related Screen 2

Related Screen 3

Related Screen 4

Related Screen 5

Related Screen 6

Related Screen 7

More Related ...

Pgm: PYEMPMAC – Employee Direct Deposit Maintenance

The Employee Direct Deposit screen is used to define employee direct deposit payments as well as split an employee's net salary amongst multiple bank accounts, multiple checks as well as a combination of EFT and checks payments.

NOTE: All checks issued using the direct deposit and check accounts are done so in the name of the employee and cannot be issued to a second party.

The order of the items when using split payments will dictate which payment includes which amounts. For example, if using Check and Direct Deposit at 50% each, the second item in the listing will receive the 'extra' penny if the amount does not evenly split.

To specify a set amount to one form of payment, with the entire balance going to the other form of payment, the set amount payment type must be entered first. The second form of payment would then be entered without an amount (to collect all remaining amounts for that payroll processing).

User can chose one of two available options, Basic or Advanced, for splitting the pay among different methods and accounts for each line. If the Basic option is chosen the whole pay, including benefits, expenses and leaves, will be paid by the same method and to the same account. If the Advanced option is chosen user will be able to specify different pay method and accounts, for extra pays like benefits, expenses and leaves.

Header Block

Company and Employee Code

Enter/Select the Company and Employee code for the employee for whom you wish to define multiple payment accounts or direct deposit information.

Method of Salary Deposit

Select the method of salary deposit required for this employee. The system allows for the following methods of salary deposit: Percentage or Flat Amount.

- Select **Percentage** if you wish to set up a direct deposit payment or you wish to split a single pay into multiple accounts or a combination of direct deposit and/or check payments based on a percentage of net pay.
- Select **Flat Amount** if you wish to assign a flat amount from the employee net pay into an account, check or combination of these two methods.

Account Detail Block

Priority Sequence

As you move to the account detail block, enter the priority sequence for the net pay split that is being defined. As the system calculates net pay, the order in which the split is processed will be determined by this sequence.

Select the Split Method

Select the Basic option if the whole pay, including benefits, expenses and leaves, will be paid to the by the same method and to the same account.

Select the Advanced option to specify different methods of pay and/or different accounts for extra pays like benefits, expenses and leaves. Upon selecting this option next two fields will become available and have to be entered.

Select the Transaction Type

Enter, or select from the LOV, the type of pay that will be paid to the specified account. The options will be BN/Benefits, EXP/Expenses or LE/Leaves, or specify ALL to include them all.

Select the Transaction Code

Enter, or select from the LOV, the transaction code for the previously specified type. If ALL was specified for the transaction type then ALL has to be specified here again, to include all benefit, expense and leave codes.

Percentage or Flat Amount

When using **percentage** from the 'Method of Salary Deposit' field, enter the Percentage of the split for the net pay of the employee. The system will require that you enter a total of 100% amongst all the pay lines indicated within this block. Enter 100% in this field if you are setting up a single direct deposit entry for an employee.

If **flat amount** in the 'Method of Salary Deposit' field was selected, enter the Flat amount to be paid to the check or direct deposit account on that line.

NOTE: Once the flat amount(s) has been assigned, you must assign a final null or blank amount line to complete the account detail. This final line will specify the method in which the remaining net pay for the period will be paid.

Split Type

Select the type of payment to be used for the payment method that is being defined on this line. The system will allow you to select from the Check option or the Direct Deposit option.

Bank Code

This field is only valid if you have selected the Direct Deposit option in the previous field.

Enter the bank code to which the Direct Pay will deposit the portion of the net wages defined by this line. The bank code must have been set up previously within the Bank Code Maintenance Screen.

Bank Branch

This field is only valid if you have selected the Direct Deposit option in the previous field.

Enter the bank branch code to which the Direct Pay will deposit the portion of the net wages defined by this line. The branch code must have been set up previously within the Branch Code Maintenance Screen.

Transaction Code

Select the transaction code that applies to the direct deposit that is being defined. The transaction codes that appear within the list of values will depend on whether you have checked the 'Normal Transaction Code' box in the first block.

- If the 'Normal Transaction Code' box has been checked, the transaction codes will be the normal direct deposit code defined within the Maintain ACH Codes screen.
- If the 'Normal Transaction Code' box has not been checked, the transaction codes will be the direct deposit pre-notification codes defined within the Maintain ACH Codes screen.

NOTE: An employee that has been assigned a pre-notification code will automatically have this code switched to a normal deposit code once the number of payroll runs specified by the 'Pre-notification Payroll Runs' within the Maintain ACH Codes screen have been completed.

Account Number

This field is only valid if you have selected the Direct Deposit option in the previous field. Enter the employee's account number to which the Direct Pay will deposit the portion of the net wages defined by this line.

Continue entering split lines until you have split 100% of the net pay.

Vendor Bank Information

If the employee has been auto-created as a vendor the employee bank information must be entered here. The employee does not have to be a direct deposit employee to allow for the vendor bank information to be entered. The information will then default to the EFT fields in AP Vendor Maintenance but will appear as ***** for employee confidentiality. You will not be able to access the **[Bank]** button on the business partner created for the employee. Any changes to the bank information must be made here in the direct deposit form.

Employee Loans and Advances

Select Company

Company: CCC CMIC Test Construction Co
Employee: CCC-WK-HR2 Richard Sherman

Loan/Advance Details

Loan	Loan Number	Start Date	Amount	Period	Interest Rate	Installment Principle Amt	Installment Interest Amt	Balance Remaining
EDU	245	01-01-2012	20,000.00	52	1.100	384.62	4.23	20,000.00
								.00

Loan Description:

User Extensions +
User Extension1
User Extension2
User Extension3
User Extension4
User Extension5
User Extension6
User Extension7
More Extensions ...

Related Screens +
Employment History
Related Screen 2
Related Screen 3
Related Screen 4
Related Screen 5
Related Screen 6
Related Screen 7
More Related ...

Enter Loan Code
Record: 2/2 ... List of Valu... <OSC>

Pgm: PYEMPLAA – Employee Loans and Advances

Use the Employee Loans and Advances to enter any loans or advances that require the repayment of monies through the payroll application. Once a loan or advance has been set up in this screen, the system will calculate the loan repayment as part of the payroll calculation and withhold the loan amount from the employee's paycheck. The loan/advances entered in this screen must have been set up previously within the Company Loan and Advances Maintenance screen.

Employee Code

Enter/Select the employee code for the employee whose loan(s) or advance(s) you want to enter.

Loan Code

Enter/Select the loan/advance that you want to detail for the employee selected in the first block. The loan/advance must have been set up previously within the Company Loan and Advances Maintenance.

Loan Number

Enter a loan/advance number for tracking purposes if required. This is an optional field and is not validated.

Start Date

Enter the date on which you wish to begin the repayment calculation of the loan/advance that is being defined.

Loan Amount

Enter the loan amount for the loan/advance you are defining.

The system will default the maximum loan amount defined on the Company Loan and Advance screen into this field.

Number of periods

Enter the number of periods over which this loan/advance will be recovered.

The system will default the maximum number of periods defined on the Company Loan and Advance screen into this field.

Interest Rate

Enter the Interest Rate for the Loan/Advance that is being defined. Note that the interest rate that you are entering in this field will result in a flat rate calculation.

The system will default the interest rate as defined on the Company Loan and Advance screen into this field. To have no interest calculated on the loan amount, leave this field blank.

Installment Principle Amount

The system will display an amount into this field based on the amount of the loan/advance divided by the number of periods entered into the previous field. You can change this amount as desired.

During payroll processing, the system will reduce the employee wages by the amount of this field (plus the amount of the installment interest amount). Payroll posting will then credit the principle account as specified on the Company Loan and Advances Maintenance screen for the amount indicated in this field.

Installment Interest Amount

The system will display an amount into this field based on the amount of the interest rate multiplied by the installment principle amount. This amount can be changed as required.

During payroll processing, the system will reduce the employee wages by the amount of this field (plus the amount of the installment principle amount). Payroll posting will then credit the interest account as specified on the Company Loan and Advances Maintenance screen for the amount indicated in this field.

Balance Remaining

This display field will show the outstanding Principle amount of the loan if there is a balance still existing.

Gross IDs Maintenance

Action Edit Block Field Record Query Utility Help Window

Payroll - TESTV10_X Employee Loans & Advances Maintenance

Select Company

Company CCC CMiC Test Construction Co
Employee CCC-WK-HR2 Richard Sherman

Loan/Advance Details

Loan	Loan Number	Start Date	Amount	Period	Interest Rate	Installment Principle Amt	Installment Interest Amt	Balance Remaining
EDU	245	01-01-2012	20,000.00	52	1.100	384.62	4.23	20,000.00
								.00

Loan Description

Enter Loan Code

Record: 2/2 ... List of Valu... <OSC>

User Extensions +
User Extension1
User Extension2
User Extension3
User Extension4
User Extension5
User Extension6
User Extension7
More Extensions ...

Related Screens +
Employment History
Related Screen 2
Related Screen 3
Related Screen 4
Related Screen 5
Related Screen 6
Related Screen 7
More Related ...

Pgm: PYTAGRS – Employee Gross ID's Maintenance

Use the Gross IDs Maintenance screen to over-ride the calculated tax figures in favor of the amounts entered within this screen.

State Code

Enter/Select the State Code for the state that you want to define the Gross ID.

If you are modifying Federal Tax gross amounts enter the code 'ALL' in this field.

If you are modifying State or Local Tax gross amounts enter the appropriate state code for the state in which you are modifying tax calculations.

Work Location

Enter/Select the Work Location for the location to which you wish to enter Gross ID's.

If you are modifying Federal or State Tax gross amounts enter the code 'ALL' in this field. If you are modifying Local Tax gross amounts enter the appropriate work location in this field.

Tax Code

Enter/Select the Tax code for the tax you wish to modify. The Tax Code must have been set up previously within Taxes Master Maintenance.

The available taxes will depend on the level at which you are modifying taxes. For example, if you have **ALL/ALL** in the State/Work Location fields, the system will assume Federal taxes and only display those taxes listed as federal in the Taxes Master file.

Effective Date

Enter the Effective Date for the tax code. The system will begin calculating the over-rides for this tax from the date specified within this field.

Gross ID code

Enter the Vertex Gross ID code for this tax. The system provides a list of values for the available selections.

Gross Amount

Enter the Gross amount associated with the Gross ID code selected in the previous field. The system will over-ride any calculated amount and use the amount entered within this field.

Pay Rates

The system allows you to define pay rates by trade, customer, job, union and employee. As you define the elements of the employee within the employee profile, you must define the place from which these pay rates will default.

When you define a pay rate preference that is a trade, a customer, a job, a union, or an employee, the system will look to the appropriate pay rate table for the rate that will default within timesheet entry. If a rate cannot be found within that specific table, the system will look to the employee pay rate table for the applicable rate. If no rate is found at this level, the system will then look to the employee profile for the base rate. If no rate is found on the employee profile, then the timesheet entry program will return an error stating that no rate could be found.

The exception to this rule is when an employee is working on a prevailing wage job that has the rate by job flag turned on. Please refer to the section on Job Work Locations Maintenance within the Company Setup for further details. In this case the system will automatically take the job pay rate regardless of the preference pay rate setting within the Employee Profile.

NOTE: During the calculation of a charge-out or billing rate for a standard overtime or double overtime hour, the system takes the overtime or double overtime hours and multiplies it by the 'multiplier' value defined by the rate code. Please refer to the Rate Code Maintenance screen for these values. Once this has been done, the system multiplies that number by the charge-out or billing rate. In this way, the charge out rate and the billing rate become factors of the standard rate.

The trade pay rate and the job pay rate tables allow for the assigning of actual overtime and double overtime charge-out and billing rates.

Trade Pay Rates

Select Company

Company

Pay Rate Details

Trade	Effective Date	Pay Rate	Non Factor	Charge Out Rate	Non Factor	Billing Rate	Non Factor
1610	01-01-2012	40.000	<input type="checkbox"/>	40.000	<input type="checkbox"/>	40.000	<input type="checkbox"/>
1610	01-01-2012	65.000	<input type="checkbox"/>	65.000	<input type="checkbox"/>	65.000	<input type="checkbox"/>
			<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
			<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
			<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
			<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
			<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
			<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
			<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
			<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>

Description

User Extensions +

- User Extension1
- User Extension2
- User Extension3
- User Extension4
- User Extension5
- User Extension6
- User Extension7
- More Extensions ...

Related Screens +

Employment History

- Related Screen 2
- Related Screen 3
- Related Screen 4
- Related Screen 5
- Related Screen 6
- Related Screen 7
- More Related ...

Checked: Non-Multiply Pay Rate; O = Shortcut Access Key

Record: 2/2 ... <OSC>

Pgm: PYTRDRAT – Trade Pay Rates

The Trade Pay Rates screen is used to define the pay rates, charge out rates and billing rates for the employees within your company based on their trade. Pay rates are given effective dates so that you have the ability to enter future as well as current pay rates; rates are then only calculated from the date specified.

If you have selected the trade option within the Employee Profile – pay rate, charge out and billing rate fields, the system will default the rates indicated by the appropriate trade. If the system does not find a rate set up at this level it will look to the Employee Pay Rates and then to the Employee Profile for the appropriate rate.

Company/Trade

Enter/Select the company and trade for which to define pay rates.

Effective Date

Enter the Effective Date for the pay rate you are assigning to the company specified in the first block. The system will begin calculating this pay rate from the date specified within this field.

Pay Rate

Enter the default pay rate for employees whose pay rates are set up to default from the trade you are defining on this line.

Charge Out Rate

Enter the default charge out rate for employees whose charge out rates is set up to default from the trade you are defining on this line.

Non Factor – Checkbox

Check the Non Factor box if you want the overtime and double time charge out rate to be an actual charge out rate rather than a factor of the normal hours rate. With this box checked you will be required to select the **[Non-Factor OT Rates]** button and enter the actual overtime and double overtime rates.

Leave this box blank if you want the overtime and double overtime rates to be a factor of the standard rate. When this box is blank, the system will take the overtime or double overtime hours and multiply it by the 'multiplier' value defined by the rate code. Please refer to the Rate Code Maintenance screen for these values. Once this has been done, the system multiplies that number by the standard charge-out rate to get the overtime charge-out rate.

Billing Rate

Enter the default billing rate for employees whose billing rates are set up to default from the trade you are defining on this line.

Non Factor – Checkbox

Check the Non Factor box if you want the overtime and double time billing rate to be an actual charge out rate rather than a factor of the normal hours rate. With this box checked you will be required to select the **[Non-Factor OT Rates]** button and enter the actual overtime and double overtime rates.

Leave this box blank if you want the overtime and double overtime rates to be a factor of the standard rate. When this box is blank, the system will take the overtime or double overtime hours and multiply it by the 'multiplier' value defined by the rate code. Please refer to the Rate Code Maintenance screen for these values. Once this has been done, the system multiplies that number by the standard billing rate to get the overtime billing rate.

[Non – Factor OT Rates] – Button

Payroll - TESTV10_X Trade Pay Rates Maintenance

Select Company

Company CCC CMIC Test Construction Co

Pay Rate Details

Trade	Additional Values	Charge Out Rate	Non Factor	Billing Rate	Non Factor
1610	Overtime Pay Rate	40.000	<input type="checkbox"/>	40.000	<input type="checkbox"/>
	Double Overtime Pay Rate		<input type="checkbox"/>		<input type="checkbox"/>
	Overtime Charge Rate		<input type="checkbox"/>		<input type="checkbox"/>
	Double Overtime Charge Rate		<input type="checkbox"/>		<input type="checkbox"/>
	Overtime Bill Rate		<input type="checkbox"/>		<input type="checkbox"/>
	Double Overtime Bill Rate		<input type="checkbox"/>		<input type="checkbox"/>

Close

Description

Non - Factor OT Rates

User Extensions +

- User Extension1
- User Extension2
- User Extension3
- User Extension4
- User Extension5
- User Extension6
- User Extension7
- More Extensions ...

Related Screens +

New Payroll

- Related Screen 2
- Related Screen 3
- Related Screen 4
- Related Screen 5
- Related Screen 6
- Related Screen 7
- More Related ...

Pgm: PYTRDRAT – Non-Factor OT Rates

If you have checked the Non Factor box beside the charge out rate or the billing rate fields, you are required to enter the actual charge-out and/or billing rates that apply to overtime or double overtime hours.

Customer Pay Rates

Select Company

Company: CCC CMiC Test Construction Co

Customer: BPNAME1 BPNAME1 Updated

Rate Details

Trade	Effective Date	Pay Rate	Charge Out Rate	Billing Rate
1610	01-01-2012	48.000	48.000	48.000

Description: Architect

User Extensions +

- User Extension1
- User Extension2
- User Extension3
- User Extension4
- User Extension5
- User Extension6
- User Extension7
- More Extensions ...

Related Screens +

New Payroll

- Related Screen 2
- Related Screen 3
- Related Screen 4
- Related Screen 5
- Related Screen 6
- Related Screen 7
- More Related ...

Pgm: PYCUSRAT – Customer Pay Rates

The Customer Pay Rates screen is used to define the pay rates, charge out rates and billing rates for the employees within your company based on the Customer for whom they are working. Pay rates are given effective dates so that you have the ability to enter future as well as current pay rates; rates are then only calculated from the date specified.

If you have selected the customer option within the Employee Profile – pay rate, charge out and billing rate field, the system will default the rates indicated by the appropriate customer/trade combination. If the system does not find a rate set up at this level it will look to the Employee Pay Rates and then to the Employee Profile for the appropriate rate.

Customer

Enter/Select the Customer whose pay rates will be defined.

Trade Code

Enter/Select the trade code to set rates for this customer related to a specific trade.

If you wish to define the pay rates for all trades working on this customer's job, enter the code 'ALL' within this field.

Effective Date

Enter the Effective Date for the pay rate. The system will begin calculating this pay rate from the date specified within this field.

Pay Rate

Enter the default pay rate for employees whose pay rates are set up to default from the Customer and Trade you are defining on this line.

Charge Out Rate

Enter the default charge out rate for employees whose charge out rates is set up to default from the Customer and Trade you are defining on this line.

Billing Rate

Enter the default billing rate for employees whose billing rates are set up to default from the Customer and Trade you are defining on this line.

Job Pay Rates

Select Company

Company: CCC, CMIC Test Construction Co, Job: CCC-1000, ccc-1000 MAIN, Phase: ALL, ALL PHASES, Cat: ALL, All Categories

Copy Rates to other Job

Pay Rate Details

Employee	Trade	Shift	Effective Date	Pay Rate Factor	Non	Charge Out Rate Factor	Non	Billing Rate Factor	Non
CCC-WK-HR1	142	Day Shift	22-04-2014	75.000	<input type="checkbox"/>	75.000	<input type="checkbox"/>	75.000	<input type="checkbox"/>
					<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
					<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
					<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
					<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
					<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
					<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
					<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
					<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
					<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>

Description:

Non - Factor QT Rates

Pgm: PYJOBRA - Job Pay Rates Maintenance

The Job Pay Rates screen is used to define the pay rates, charge out rates and billing rates for the employees within your company based on the Jobs on which they are working. Pay rates are given effective dates so that you have the ability to enter future as well as current pay rates; rates are then only calculated from the date specified.

If you have selected the job option within the Employee Profile - pay rate, charge out and billing rate fields, the system will default the rates indicated by the appropriate job/trade combination. If the system does not find a rate set up at this level it will look to the Employee Pay Rates and then to the Employee Profile for the appropriate rate.

Job Code

Enter/Select the Job for which to define the pay rates.

Phase Code

Enter/Select the Phase Code for the specific phase on this job. To define the pay rates for all phases on this job, enter the code **'ALL'** within this field.

Category Code

Enter/Select the Category Code for the specific phase on this job. To define the pay rates for all categories on this job, enter the code **'ALL'** within this field.

[Copy Rates to other Job] – Button

Press the **[Copy Rates to other Job]** button to copy the rates defined by this job to another job. When this button is pressed, a pop-up will appear asking to specify the 'Target Job'. Enter the job that will have the rates copied 'to'. This button will appear after filling the parameters in this block.

Employee Code

Enter/Select the employee code for the employee whose pay rate will be defined on the job specified within the first block.

To define the pay rates for all employees working on this job, enter the code **'ALL'** within this field.

Trade code

Enter/Select the trade code to specify a pay rate applicable to that trade on the job specified within the first block.

To define the pay rates for all trades working on this job, enter the code **'ALL'** within this field.

Shift

Select the shift type to specify a pay rate applicable to that shift on the job specified in the first block. Shifts that are checked on the E-Timesheet tab of the Company Control will be allowed in this screen. Timesheets from Crew or Mechanic Time that are posted against the specified shift type for the job will use the rates defined here.

Effective Date

Enter the Effective Date for the pay rate being assigned. The system will begin calculating this pay rate from the date specified within this field.

Pay Rate

Enter the default pay rate for employees whose pay rates are set up to default from the Job and Trade defined on this line.

Charge Out Rate

Enter the default charge out rate for employees whose charge out rates is set up to default from the Job and Trade you are defining on this line.

Non Factor – Checkbox

Check the Non Factor box if you want the overtime and double time charge out rate to be an actual charge out rate rather than a factor of the normal hours rate. With this box checked you will be required to select the **[Non-Factor OT Rates]** button and enter the actual overtime and double overtime rates.

Leave this box blank if you want the overtime and double overtime rates to be a factor of the standard rate. When this box is blank, the system will take the overtime or double overtime hours and multiply it by the 'multiplier' value defined by the rate code. Please refer to the Rate Code Maintenance screen for these values. Once this has been done, the system multiplies that number by the standard charge-out rate to get the overtime charge-out rate.

Billing Rate

Enter the default billing rate for employees whose billing rates are set up to default from the Job and Trade you are defining on this line.

Non Factor – Checkbox

Check the Non Factor box to have the overtime and double-time billing rates be an actual charge-out rate rather than a factor of the normal hour's rate. With this box checked you will be required to select the **[Non-Factor OT Rates]** button and enter the actual overtime and double overtime rates.

Leave this box blank if you want the overtime and double overtime rates to be a factor of the standard rate. When this box is blank, the system will take the overtime or double-overtime hours and multiply it by the 'multiplier' value defined by the rate code. Please refer to the Rate Code Maintenance screen for these values. Once this has been done, the system multiplies that number by the standard billing rate to get the overtime billing rate.

[Non – Factor OT Rates] – Button

If using the Non Factor box beside the charge out rate or the billing rate fields, entry of the actual charge-out and/or billing rates that apply to overtime or double-overtime hours must be defined here.

Job Pay Rates Maintenance

Select Company

Company

CCC

CMIC Test Construction Co

Phase

ALL

ALL PHASES

Job

CCC-1000

ccc-1000 MAIN

Cat

ALL

All Categories

Copy Rates to other Job

Pay Rate Details

Payroll - TESTV10_X

Additional Values

Employee

CCC-WK-F

Overtime Pay Rate

50.000

Double Overtime Pay Rate

50.000

Overtime Charge Rate

Double Overtime Charge Rate

Overtime Bill Rate

Double Overtime Bill Rate

Close

	Non	Charge Out	Non	Non
Pay Rate Factor		Rate Factor	Billing Rate	Factor
75.000	<input checked="" type="checkbox"/>	75.000	<input type="checkbox"/>	75.000
	<input type="checkbox"/>		<input type="checkbox"/>	
	<input type="checkbox"/>		<input type="checkbox"/>	
	<input type="checkbox"/>		<input type="checkbox"/>	
	<input type="checkbox"/>		<input type="checkbox"/>	
	<input type="checkbox"/>		<input type="checkbox"/>	
	<input type="checkbox"/>		<input type="checkbox"/>	
	<input type="checkbox"/>		<input type="checkbox"/>	
	<input type="checkbox"/>		<input type="checkbox"/>	
	<input type="checkbox"/>		<input type="checkbox"/>	
	<input type="checkbox"/>		<input type="checkbox"/>	
	<input type="checkbox"/>		<input type="checkbox"/>	

Description

Non - Factor OT Rates

Pgm: PYTRDRAT – Non-Factor OT Rates

Pay Rate

Enter the default pay rate for employees whose pay rates are set up to default from the Union and Trade being defined.

Charge Out Rate

Enter the default charge out rate for employees whose charge out rates is set up to default from the Union and Trade being defined.

Billing Rate

Enter the default billing rate for employees whose billing rates are set up to default from the Union and Trade being defined.

Non Factor – Checkbox

Check the Non Factor box to have the overtime and double-time rates be an actual charge-out rate rather than a factor of the normal hour's rate. With this box checked you will be required to select the **[Non-Factor OT Rates]** button and enter the actual overtime and double overtime rates.

Leave this box blank if you want the overtime and double overtime rates to be a factor of the standard rate. When this box is blank, the system will take the overtime or double-overtime hours and multiply it by the 'multiplier' value defined by the rate code. Please refer to the Rate Code Maintenance screen for these values. Once this has been done, the system multiplies that number by the standard billing rate to get the overtime billing rate.

[Non – Factor OT Rates] – Button

If using the Non Factor box beside the charge out rate or the billing rate fields, entry of the actual charge-out and/or billing rates that apply to overtime or double-overtime hours must be defined here.

Pgm: PYUNIRAT – Non-Factor OT Rates

Prevailing Wage Pay Rate

The Prevailing Wage Pay Rate allows for the entry of Prevailing Wage rates by trade within a union. If the Prevailing Wage flag and the Davis Bacon flag are both checked on the timesheet job, the higher rate between the Prevailing Wage Pay Rate and the standard Union Rate if the employee's Pay Rate is Union will be used. If the Davis Bacon flag is unchecked then the system will pickup the pay rate as per the setting of the employees Preferred Pay Rate.

Employee Pay Rates

Employee	Trade	Effective Date	Pay Rate Factor	Charge Out Rate Factor	Billing Rate Factor
CCC-WK-HR1	ALL	01-01-2006	25.000	37.500	37.500
CCC-WK-HR1	ALL	01-01-2015	47.250	99.990	57.850
CCC-WK-HR1	ALL	01-02-2013	35.000	35.000	35.000
CCC-WK-HR1	ALL	10-05-2012	30.000	30.000	30.000
CCC-WK-HR1	ALL	01-10-2011	28.000	28.000	28.000

Pgm: PYEMPRAT – Employee Pay Rates Maintenance

The Employee Pay Rates screen is used to define the pay rates, charge out rates and billing rates for the employees within your company. Pay rates are given effective dates so that you have the ability to enter future as well as current pay rates; rates are then only calculated from the date specified.

If you have selected the employee option within the Employee Profile/Pay Rates, charge out and billing rate fields, the system will default the rates indicated by the employee pay rates. If the system does not find a rate set up at this level it will look to the Employee Profile for the appropriate rate.

Trade

Enter/Select the trade code to define rates by trade for the employee. If you wish to define the pay rates for all trades in which this employee works, enter the code 'ALL' within this field.

Effective Date

Enter the Effective Date for the pay rate you are assigning to the employee specified in the first block. The system will begin calculating this pay rate from the date specified within this field.

Pay Rate

Enter the default pay rate for this employee when pay rates are set up to default from the employee.

Charge Out Rate

Enter the default charge out rate for employees whose charge out rates is set up to default from the employee.

Billing Rate

Enter the default-billing rate for employees whose billing rates are set up to default from the employee.

Processing

Overview – Payroll Procedures

As each company will have its own specific set of procedures for processing payroll, verify internally the procedures in use at your company. Provided below is a typical process for basic and irregular payments through the CMiC Enterprise Payroll system.

Basic Payrun Procedure

A regular pay run typically consists of the series of basic steps outlined below.

1. Enter Hourly Employee Time within Timesheet Entry

Hourly employees require the entry of timesheet detail for the payment of payroll wages. The Timesheet Entry program is used to enter each employee's work record for the pay period being processed. For hourly employees, this will mean entering the hours worked on each job, for each day for the pay period specified. Please refer to the Timesheet Entry screen for details.

2. Enter Salaried Employee Time Against jobs within Timesheet Entry (Optional)

Salaried employees do not require Timesheet Detail for payment of payroll wages. Timesheet entry can still be done for salaried employees if the payroll costs associated with a salaried employee must be transferred to a job or if you wish to pay a salaried employee for any non-standard hours such as overtime, or to record leaves. Please refer to the Timesheet Entry screen for details.

3. Print the Timesheet Edit Listing

The Timesheet Edit Listing will display the entries made within the Timesheet Entry form. This listing is used to verify the timesheet entries for a particular pay period prior to posting and can be printed as often as desired. Please refer to the Timesheet Edit Listing screen for details.

4. Print the Supporting Timesheet Reports for Further Verification (Optional)

The Timesheet Menu provides for supplementary verification reports that can be used as required. These reports include the Timesheet Exceptions Report, the Timesheet Missing Employee Report, the Timesheet Missed Days Report, the Daily Summary Report, the Overtime Summary Report, and the Pay Rates Overrides Report.

5. Overtime Rules Processing (Optional)

If you are utilizing the Overtime Rules Feature then you should be performing this setup to re-allocate hours to overtime and double time where required.

6. Check 'Timesheet Listings'.

If the listings appear correct go to Step 6. If errors appear, return to Timesheet Entry, query the offending entries and make the required changes. Return to Step 3.

7. Post Timesheets for the Period within Timesheet Posting

The Timesheet posting will post the direct time charged on the job using the charge out rate indicated to the Job Costing and General Ledger application. Please refer to the Timesheet Posting screen for details on posting timesheets. You may also wish to refer to Timesheet Posting – GL Interface, or Timesheet Posting – JC Interface for details on the transactions that will post to the respective applications.

8. Terminate Employees in the Terminations Screen *(Optional)*

Make any employee termination in the Employee Terminations screen. This screen allows you to terminate a single employee, a range of employees or a list of employees. Please refer to the Terminate Employee screen for details.

9. Print Manual Checks *(Optional)*

The manual check program allows you to quickly print a manual check as well as manually manipulate the calculated values on a manual check. Please refer to the Manual Checks screen for details.

10. Process the Payroll

Payroll Processing calculates the amounts that pertain to an employee's pay for a particular pay period within a pay run. Posting does not take place in this procedure and you may run this procedure as often as desired prior to posting. Please refer to the Payroll Processing screen for details.

11. Print the Payroll Journal. Go to Step 15.

The payroll journal prints the details of employee's earnings on the selected pay group / pay run for the period specified. The payroll journal will only print those items that affect net pay. Please refer to the Payroll Journal screen for details.

12. Enter any Adjustments in the Adjustments Entry Screen *(Optional)*

The Adjustments Entry screen is used to increase or decrease benefits, deductions, taxes or any other type of item that affects an employee's net pay. Please refer to the Adjustments Entry screen for details.

13. Enter any Expenses in the Expenses Entry Screen *(Optional)*

The expense claims entry form allows you to enter an expense claim and enter any advance payment amounts. Please refer to the Expense Entry screen for details.

14. Process the Payroll Again to Acknowledge the Adjustments and/or Expenses

15. Print the Payroll Journal to Verify the Changes

16. Print the History Listing for Further Verification *(Optional)*

The History Transaction Listing prints the details of everything calculated for an employee on the selected pay group/pay run for the period specified. Please refer to the Payroll History Listing screen for details.

17. Print the Checks

The check printing program will create the checks and the direct deposit details that will be issued to the employee for a particular pay run and pay period. Please refer to the Check Printing screen for details.

18. Print the Check Register

The Check/EFT Register will print a listing of all checks and EFT deposits printed on a particular pay run for a given period and employee range. Please refer to the Check Register screen for details.

19. Print the Pay Stubs for Direct Deposit Checks *(Optional)*

Use the Check Stub Printing screen to print the stub detail for the direct deposit payments on a particular pay run. Please refer to the Check Stub Printing screen for details.

20. Create the EFT Bank File (Optional)

Create the bank ASCII file for direct deposit payments through the Check/EFT Register screen. In this screen, you have the ability to specify the company, pay run, the period range and employee range. Once selected, check the 'Print Deposits' box and the 'ASCII File' box. When you have checked the ASCII file box, a second field will appear allowing you to enter the filename and path of the bank file. Please refer to the Check Register screen for details.

21. Post the Payroll

Post the payroll to complete the regular pay run procedure by updating the files and posting the payroll information to the Payroll, General Ledger and Job Costing applications.

Please refer to the Payroll Posting screen for details on posting a pay run. You may also wish to refer to Payroll Posting – GL Interface, or Payroll Posting – JC Interface for details on the transactions that will post to the respective applications.

22. Process the Next Pay

Irregular Pay Runs

Irregular Pay Runs are pay runs where wages are not calculated during the processing of the run. An example of an irregular run would be a separate bonus run where you are paying a benefit. When this situation occurs follow, the steps outlined below.

1. Create an Irregular Pay Run

Create the Irregular Pay Run in the Pay runs Maintenance Screen in Local Tables.

2. Create the Pay Schedule for the Irregular Pay Run

Create the Pay Schedule for the Irregular Pay Run in Pay Period Maintenance screen. In the case of a bonus, 'Annual' would be a common choice. The Year field would be the year in which the pay run started – the year before the payout date.

3. Create the Master Benefit associated with the Irregular Pay Run

Create the Master Benefit to be associated with the Irregular Pay Run in the Benefit Master Maintenance screen. Depending on the bonus/payout structure of the company, there could be more than one benefit (bonus) associated with the Irregular Pay Run.

4. Assign the Benefit(s) to the Company and Pay Run

Assign the benefit to the Company/Pay Group/Pay Run combination that will receive the irregular pay run within the Company Benefit screen. Commonly, the Calculation Frequency is set to 'Ad Hoc' for bonuses.

5. Edit the Employee Benefit(s) where necessary (Optional)

Assignment of benefits at the employee level will override the company-level definition of those benefits.

6. If the Calculation Frequency of the Benefit has been Set to Ad-Hoc

Then the payment of the benefit (bonus) will be done as an Adjustment (Processing > Adjustments > Entry).

7. Process the Irregular Run

Process the Irregular Run within the Payroll Processing screen.

8. Print the Payroll Journal

Print the Payroll Journal for the irregular run within the Payroll Journal screen.

9. Print the Checks

Print the checks and/or issue the direct deposits for the irregular run within the Check/EFT Printing screen.

10. Post the Irregular Run

Post the Payroll Journal for the irregular run within the Payroll Posting screen.

Tax Considerations for Irregular Pay Runs

Because some of the calculation methods chosen by the company in the definitions of the payroll taxes may not be suitable for supplemental pay types (there are usually several methods available, but these are all meant to apply to regular pay types). One way to 'preview' which taxes and the amounts of the taxes is to use the Manual Checks program (Processing > Manual Checks). If required, definitions of tax calculation methods for supplemental type pay can be done in the Tax Calculation Method program (PYSUPMET.fmx)(Administration > Taxes > Calculation Method).

Timesheet Entry

Action Edit Block Field Record Query Utility Help Window

Payroll - TESTV10_X Time Sheet Entry

Pay Period

Company CCC CMIC Test Construction Co Pay Run CCCW CCC Weekly Pay Run

Year 2013 Period 5 29-01-2013 04-02-2013 Document

NH Total 30 OT Total 5 DOT Total 5 Other Total 3

Currency US Total Hours 43

Timesheet Details

Seq. No	Employee	Date	able Overtime Hours	s Code	Pay Rate	Hours	Type	Code
24906	CCC-WK-HR2	29-01-2013	30	DOT	100.000	3.00	VAC	OTHR

Emp Name Richard Sherman NH 30 OT 5 DOT 5 OTH 3 Total 43

Description Other Record Desc Regular

W-Line Detail Create Phs/Cat TAC WBS Auto Recall Additional Values

Enter Other Hours Rate Code

Record: 1/1 ... List of Valu... <OSC>

User Extensions +

User Extension1
User Extension2
User Extension3
User Extension4
User Extension5
User Extension6
User Extension7
More Extensions ...

Related Screens +

Related Screen 1
Related Screen 2
Related Screen 3
Related Screen 4
Related Screen 5
Related Screen 6
Related Screen 7
More Related ...

Pgm: PYTIMSTM – Time Sheet Entry

The Timesheet Entry program is used to enter each employee's work record for the pay period being processed. For **hourly** employees, this will mean entering the hours worked on each job, each day for the pay period specified. Date sensitive pay rates, charge out and billing rates for hourly employees will default from the Customer, Job, Trade, Union, or Employee Pay Rate tables based on the preference selection within the Employee Profile.

Pay rates are used to calculate wages, charge out rates are used to distribute costs to a job and billing rates are carried with the charge-out cost for the determination of job invoices.

If an employee is **salaried**, then timesheets are not required and the system will determine the employee wages based on the annual salary entered on the Employee Profile – Wage Information screen divided by the number of periods within the pay run defined for that employee.

Timesheets can still be entered for a salaried employee if the payroll costs for a salaried employee must be transferred to a job, or if you wish to pay a salaried employee for any non-standard hours such as overtime.

When transferring the costs of salaried employees to a job, the Job Cost will receive the costs as specified by the timesheet transaction lines, but the Employee will still be paid according to his salary. The hourly pay rate will calculate automatically based on the annual salary divided by the standard number of hours. For this reason, the 'Preferred Pay Rate' selection has no meaning for a salaried employee.

As well, timesheet entry allows for the entry of leaves, expenses, overtime, double overtime, and any non-standard hours. Any monies that should be paid to an employee on a pay run should be entered within

timesheet entry. For salaried employees, non-standard hours entered within timesheet entry (entered under the heading of overtime, double overtime or other) will be added to the calculated salary for the period in determining the wages for that period.

NOTE: If using Overtime Rules and Overtime Rules Processing, all time should be recorded as NORMAL time in the Timesheet entry. The system will then calculate the Overtime according to the Rules entered and automatically adjust the timesheet information for the affected hours.

Timesheet Header

Company and Pay Run

Enter / Select the Company and Pay Run codes for the pay run you wish to detail.

Year

The pay run year will default from the current year attached to the pay run entered in the previous field.

Period

Enter / Select the period for which you wish to enter pay run detail. A list of values is available on this field which will display all open pay periods for the pay run you are detailing. Only a valid 'open' period can be entered into this field.

Document

The document code is a user-defined code that is used to group timesheet detail within a payrun for querying purposes only. The document code can be up to 16 alphanumeric characters in length and is not validated by the system.

You might find the document code useful when you wish to separate the timesheet detail for a particular job, trade, date, or any other criteria. In this situation you would give the timesheet detail a document code as you enter the header. All timesheets entered under this document code will display only when this code is entered.

NOTE: This field will be mandatory if you have checked the '*Document Code Required*' box within the Company Control Profile, otherwise it is optional.

Distribution Detail

A separate line is required for each different job / phase / category combination that is applicable to an employee or the pay period being entered.

For example, suppose that Joe Smith is paid weekly, and that he works on five different jobs. This will require five separate lines within the Timesheet lines - one line for each job/date. If however Smith only works on one job/day, then only one line is required. If however, the company does not require separate entry for each individual date, then one line may be used for Smith including all hours for that job for the pay period.

Note that travel, expenses, overtime, double overtime and any other non-standard hours can all be entered on a single timesheet line.

Employee Code

Enter the employee code for the employee whose timesheets will be entered. The employee code must be active and must be assigned to the company and pay run specified in the first block.

There is a flag in Control related to allowing entry of Timesheet information for employees not currently active – verify setting in Payroll Control.

Date

Enter the date for the specific hours on this line of the timesheet. The system will validate that this date is within the pay period range specified in the first block

Distribution Type (DT)

Verify/Modify the Distribution Type Code for the timesheet entry line being entered. The system will default a 'J' Distribution Type into this field. The 'J' distribution type will distribute the payroll costs associated with this timesheet line to the specific job / phase / category combination indicated by the subsequent fields.

- Enter a 'G' distribution type to distribute payroll costs to a specific General Ledger department and account.
- Enter a 'W' distribution type to distribute costs to a Work Order/Item.

Company Code

Verify/Modify the Company Code for the timesheet entry line being entered. The company code represents the company for whom this employee has worked based on the labor hours entered on this timesheet line. The system will default the pay run company code into this field.

Trade

Verify/Modify the Trade Code for the timesheet entry line you are entering. The trade code will default from the setting on the Employee Profile – Employee Details screen.

Shift

Select the shift from the drop down menu. The options for shifts are: Day, Evening, Night, All Shifts.

Job Code

Enter the job code for the labor you are entering on this timesheet entry line. The charge out cost associated with the dollars paid for this labor will be calculated and distributed to this job as labor costs. The charge out rate associated with these hours will appear in the Additional Values pop-up window. Please see the section on the Additional Values for details on the manner in which the charge out rate will default.

The billing rate associated with these hours will accompany the labor cost that will transfer to the job represented by this timesheet line.

If an entry was made in the job code field on the Employee Profile-Wages Information screen it will be defaulted to the job field on the timesheet.

- When using a 'G' distribution code, enter the department code to which the labor cost entered on this line should be distributed. The system will default the General Ledger department that the system will use to post the debit associated with the direct labor costs from the posting of timesheets. The default department and account comes from the 'Sal Dr. A/C' listed on the Employee Profile – Employee Details screen.

Phase Code

Enter the phase code associated with the job code entered in the previous field. The phase code associates the cost of the labor entered on this line with a specific component of the job.

If an entry was made in the phase code field on the Employee Profile-Wages Information screen it will default to the phase field on the timesheet.

- When using a 'G' distribution code, enter the account code to which the labor cost entered on this line should be distributed. The system will default the General Ledger account that the system will use to post the debit associated with the direct labor costs from the posting of timesheets. The default account comes from the 'Sal Dr. A/C' listed on the Employee Profile – Employee Details screen.

Category Code

Enter the category code associated with the job and phase code entered in the previous fields. The category code associates the cost of the labor entered on this line with a specific component of the job.

If an entry was made in the category code field on the Employee Profile – Rates Tab, it will default to the category field on the timesheet.

Hour and Rate Detail

Normal Hours

Enter the normal hours worked for this timesheet entry line. The maximum number of NWHR for Exempt employees depends on the employee's Pay Run frequency, and the employee's Work Days/Year and Hours/Year, e.g. weekly employees can only enter 40 Normal Working Hours in the timesheet.

Pay Rate

Upon access to this field, the system will attempt to determine a default pay rate. The rate that defaults will depend on the setting of the Preference Pay Rate flag within the Employee Profile – Rates/Salary Information screen. The system allows you to default the rate from the Customer, Job, Trade, Union, or Employee Pay Rate tables. Remember that all rates within these tables are date sensitive and that the pay rate that will default is based on the date specified by the timesheet entry line you are defining.

If the appropriate rate cannot be found within the Customer, Job, Trade, or Union table (based on the pay rate preference), the system will look to the Employee Pay Rate table for the default rate. If no rate is found within the Employee Pay Rate table the system will default the static rate listed on the Employee Profile. If a rate has not been listed within the employee profile, the system will leave this field blank and require that the operator make an entry.

For salaried employee the hourly pay rate will calculate automatically based on the annual salary divided by the standard number of hours. The preference listed on the Employee Profile will have no bearing on the default rate.

NOTE: Timesheets entered against prevailing wage jobs with the 'Rate by job' flag turned on, will automatically return the rate as listed on the job regardless of the preference setting on the Employee Profile.

Rate Code

The rate code will default from the 'Default Rate' field on the Employee Profile – Rates/Wages Information screen. The premium indicated by this code will be used as the multiplying factor against the default pay rate. For example, if you have indicated that the rate code associated with normal hours has a factor of one, the system will multiply the pay rate indicated in the previous field by one, and then multiply that number by the number of normal hours.

The rate code which appears in this field is only a default and may be changed as required.

Overtime Hours

Enter any overtime hours worked for this timesheet entry line. Overtime hours are disallowed for Exempt employees.

Pay Rate

Upon access to this field, the system will attempt to determine a default pay rate. The rate that defaults will depend on the setting of the Preference Pay Rate flag within the Employee Profile – Rates Tab. The system allows you to default the rate from the Customer, Job, Trade, Union, or Employee Pay Rate tables. Remember that all rates within these tables are date sensitive and that the pay rate that will default is based on the date specified by the timesheet entry line you are defining.

If the appropriate rate cannot be found within the Customer, Job, Trade, or Union table (based on the pay rate preference), the system will look to the Employee Pay Rate table for the default rate. If no rate is found within the Employee Pay Rate table the system will default the static rate listed on the Employee Profile. If a rate has not been listed within the employee profile, the system will leave this field blank and require that the operator make an entry.

For salaried employee the hourly pay rate will calculate automatically based on the annual salary divided by the standard number of hours. The preference listed on the Employee Profile will have no bearing on the default rate.

NOTE: Timesheets entered against prevailing wage jobs with the 'Rate by job' flag turned on, will automatically return the rate as listed on the job regardless of the preference setting on the Employee Profile.

Rate Code

The rate code will default from the 'OT Rate Code' field on the Employee. The premium indicated by this code will be used as the multiplying factor against the default pay rate. For example, if you have indicated that the rate code associated with overtime hours has a factor of 1.5, the system will multiply the pay rate indicated in the previous field by 1.5, and then multiply that number by the number of overtime hours.

The rate code which appears in this field is only a default and may be changed as required.

Double Overtime Hours

Enter any double overtime hours worked for this timesheet entry line. Double overtime hours are disallowed for Exempt employees.

Pay Rate

Upon access to this field, the system will attempt to determine a default pay rate. The rate that defaults will depend on the setting of the Preference Pay Rate flag within the Employee Profile. The system allows you to default the rate from the Customer, Job, Trade, Union, or Employee Pay Rate tables. Remember that and all rates within these tables are date sensitive and that the pay rate that will default is based on the date specified by the timesheet entry line you are defining.

If the appropriate rate cannot be found within the Customer, Job, Trade, or Union table (based on the pay rate preference), the system will look to the Employee Pay Rate table for the default rate. If no rate is found within the Employee Pay Rate table the system will default the static rate listed on the Employee Profile. If a rate has not been listed within the employee profile, the system will leave this field blank and require that the operator make an entry.

For salaried employee the hourly pay rate will calculate automatically based on the annual salary divided by the standard number of hours. The preference listed on the Employee Profile will have no bearing on the default rate.

NOTE: Timesheets entered against prevailing wage jobs with the 'Rate by job' flag turned on, will automatically return the rate as listed on the job regardless of the preference setting on the Employee Profile.

Rate Code

The rate code will default from the 'DOT Rate Code' field on the Employee Profile – Wages Information screen. The premium indicated by this code will be used as the multiplying factor against the default pay rate. For example, if you have indicated that the rate code associated with double overtime hours has a factor of 2, the system will multiply the pay rate indicated in the previous field by 2, and then multiply that number by the number of double overtime hours.

The rate code which appears in this field is only a default and you may change it as required.

Other Hour Types and Leaves

The other hours section of the timesheet entry line allows you to enter any user defined hour types under which you wish to pay your employees. Custom hour types are defined within the Hour Types Maintenance Screen.

If you have properly attached employee leaves to hour types (Please refer to the Leave Maintenance screen for details), you will now have the ability to record and pay these leaves within this portion of the timesheet entry line.

NOTE: If you enter an 'Other' hour type that is associated with a leave, a pay rate can only be entered if you have indicated that the leave is paid and have associated it with a pay percentage that is greater than zero.

Other Hours

Enter any hours associated with other hour types for the timesheet line that is being defined.

Hours Type

Enter/Select the Hour Type for the other hours you are entering on this line. The type of hour being entered must be reflective of the title under which these hours will be paid.

The hour types must have been created previously within the Company Hour Types Maintenance screen.

Pay Rate

Upon access to this field, the system will attempt to determine a default pay rate. The rate that defaults will depend on the setting of the Preference Pay Rate flag within the Employee Profile. The system allows you to default the rate from the Customer, Job, Trade, Union, or Employee Pay Rate tables. Remember that all rates within these tables are date sensitive and that the pay rate that will default is based on the date specified by the timesheet entry line you are defining.

If the appropriate rate cannot be found within the Customer, Job, Trade, or Union table (based on the pay rate preference), the system will look to the Employee Pay Rate table for the default rate. If no rate is found within the Employee Pay Rate table the system will default the static rate listed on the Employee Profile. If a rate has not been listed within the employee profile, the system will leave this field blank and require that the operator make an entry.

For salaried employee the hourly pay rate will calculate automatically based on the annual salary divided by the standard number of hours. The preference listed on the Employee Profile will have no bearing on the default rate.

NOTE: Timesheets entered against prevailing wage jobs with the 'Rate by job' flag turned on, will automatically return the rate as listed on the job regardless of the preference setting on the Employee Profile.

Rate Code

The rate code will default from the 'Other Rate' field on the Employee Profile. The premium indicated by this code will be used as the multiplying factor against the default pay rate. For example, if you have

indicated that the rate code associated with other hours has a factor of 1, the system will multiply the pay rate indicated in the previous field by 1, and then multiply that number by the number of other hours.

The rate code which appears in this field is only a default and you may change it as required.

Expense Detail

Expense Code

Enter the expense code for the expense you are paying on this timesheet line. The expense code must have been set up previously within the Expense Categories Maintenance screen.

Quantity

Enter the quantity that applies to the expense you are entering on this timesheet line.

Rate

Verify/Modify the rate that applies to the expense you are entering on this timesheet line. The system will default the rate as entered on the Expense Categories Maintenance screen.

The rate that appears is a default only and can be changed as required.

Amount

As you move from the rate field, the system will calculate the amount of the expense by multiplying the quantity by the rate and display it in this field.

Remember that Expense Category Maintenance allows you to define a maximum limit on the total amount of the expense for the year. If you have entered an amount into the maximum limit of the original expense, the amount displayed may not be the same as the calculated quantity and rate.

The amount displayed in this field is a default and may be changed as required.

[Additional Values] – Button (Employee Tab)

Pgm: PYTIMSTM – Timesheet Entry – Additional Values – Employee Tab

Press the **[Additional Values]** button from the Timesheet Entry while on the specific employee details to be adjusted. The popup will automatically start on the Employee Tab.

Work Locations

Verify/Modify the Work Location for the employee's timesheet line you are entering. The system will default the work location as specified on the Employee Profile – Employee Details screen.

Union

Verify/Modify the Union code for the timesheet line you are entering. The system will default the union code as specified on the Employee Profile – Detail Screen.

The changing of the union code may change the pay rates on the previous screen. Once you have changed the union code on the Additional Values pop-up, return to the pay rate field and delete the entry; the system will then default the rate that applies to the new union.

Worker Compensation Code

Verify/Modify the Worker Compensation Code for the timesheet line that you are entering. The Worker Compensation code will default from the Employee Profile.

Worker Compensation Policy Number

Verify/Modify the Worker Compensation for the timesheet line that you are entering. The Worker Compensation Policy Number will default a policy number specified for the job, if there is any, and in all other situations it will default ALL.

Public Liability Code

Verify/Modify the Public Liability code for the timesheet line that you are entering.

The Public Liability code will default from the Employee Profile.

Public Liability Policy Number

Verify/Modify the Public Liability Policy Number for the timesheet line that you are entering. The Public Liability Policy Number will default a policy number specified for the job, if there is any, and in all other situations it will default ALL.

Normal Hours Charge Rate

Upon access to this field, the system will attempt to determine a default charge out rate. The rate that defaults will depend on the setting of the Preference Charge Out Rate flag within the Employee Profile. The system allows you to default the rate from the Customer, Job, Trade, Union, or Employee Pay Rate tables. Remember that all rates within these tables are date sensitive and that the pay rate that will default is based on the date specified by the timesheet entry line you are defining.

If the appropriate rate cannot be found within the Customer, Job, Trade, or Union table (based on the charge out rate preference), the system will look to the Employee Pay Rate table for the default rate. If no rate is found within the Employee Pay Rate table the system will default the static rate listed on the Employee Profile. If a rate has not been listed within the employee profile, the system will leave this field blank and require that the operator make an entry.

The determination of the default charge out rate applies to both hourly as well as salaried employees.

NOTE: Timesheets entered against prevailing wage jobs with the 'Rate by Job' flag turned on, will automatically return the rate as listed on the job regardless of the preference setting on the Employee Profile.

Normal Hours Billing Rate

Upon access to this field, the system will attempt to determine a default-billing rate. The rate that defaults will depend on the setting of the Preference Billing Rate flag within the Employee Profile – Wages Information screen. The system allows you to default the rate from the Customer, Job, Trade, Union, or Employee Pay Rate tables. Remember that all rates within these tables are date sensitive and that the pay rate that will default is based on the date specified by the timesheet entry line you are defining.

If the appropriate rate cannot be found within the Customer, Job, Trade, or Union table (based on the pay rate preference), the system will look to the Employee Pay Rate table for the default rate. If no rate is found within the Employee Pay Rate table the system will default the static rate listed on the Employee Profile. If a rate has not been listed within the employee profile, the system will leave this field blank and require that the operator make an entry.

The determination of the default charge out rate applies to both hourly as well as salaried employees.

NOTE: Timesheets entered against prevailing wage jobs with the 'Rate by job' flag turned on, will automatically return the rate as listed on the job regardless of the preference setting on the Employee Profile.

Overtime Hours Charge Rate

Upon access to this field, the system will attempt to determine a default charge out rate. The rate that defaults will depend on the setting of the Preference Charge out Rate flag (as described in the default charge out rate for the Normal Hours in the previous field).

The Overtime Charge Rate will also be affected by the flagging of the 'Charge Rate Multiply Box' on the Company Profile Maintenance Screen. If you have checked the 'Charge Rate Multiply box', the system

will use the rate code multiplier associated with the overtime hours entered on the first page of the timesheet to arrive at the correct charge out rate.

Overtime Hours Billing Rate

Upon access to this field, the system will attempt to determine a default-billing rate. The rate that defaults will depend on the setting of the Preference Billing Rate flag (as described in the default Billing rate for the Normal Hours in the previous fields).

The Overtime Billing Rate will also be affected by the flagging of the 'Billing Rate Multiply Box' on the Company Profile Maintenance Screen. If you have checked the 'Billing Rate Multiply box', the system will use the rate code multiplier associated with the overtime hours entered on the first page of the timesheet to arrive at the correct billing rate.

Double Overtime Hours Charge Rate

Upon access to this field, the system will attempt to determine a default charge out rate. The rate that defaults will depend on the setting of the Preference Charge out Rate flag (as described in the default charge out rate for the Normal Hours in the previous fields).

The Double Overtime Charge Rate will also be affected by the flagging of the 'Charge Rate Multiply Box' on the Company Profile Maintenance Screen. If you have checked the 'Charge Rate Multiply box', the system will use the rate code multiplier associated with the double overtime hours entered on the first page of the timesheet to arrive at the correct charge out rate.

Double Overtime Hours Billing Rate

Upon access to this field, the system will attempt to determine a default billing rate. The rate that defaults will depend on the setting of the Preference Billing Rate flag (as described in the default Billing rate for the Normal Hours in the previous fields).

The Double Overtime Billing Rate will also be affected by the flagging of the 'Billing Rate Multiply Box' on the Company Profile Maintenance Screen. If you have checked the 'Billing Rate Multiply box', the system will use the rate code multiplier associated with the double overtime hours entered on the first page of the timesheet to arrive at the correct billing rate.

Reference

This is an optional field for use as determined within your company. This is a free format field that can be up to 11 characters.

Reference Description

This is an optional field for entering a description for the Reference identified in the previous field. This description can be up to 60 characters.

[Auto Recall] – Button

This auto recall button will allow you to copy 'Last Weeks' timesheets into the current entry form. This can be done for all employees or individual employees. This is most useful for salaried employees who enter time against jobs and they really only work on one or two jobs, always charging the same phase/category.

All dates will be updated to reflect the current period into which the data is imported. All Overtime and Expenses entered into the Timesheet in the previous week will also be retrieved – verify the timesheet data prior to posting to avoid potential errors.

[Additional Values] – Button (Equipment Tab)

Payroll - TESTV10_X Time Sheet Entry

Pay Period

Company CCC CMiC Test Construction Co Pay Run CCCW CCC Weekly Pay Run

Year 2013 Period 5 29-01-2013 04-02-2013 Document

NH Total 40 OT Total 0 DOT Total 0 Other Total 0

Currency US Total Hours 40

Employee Equipment

Employee Date

Code CCC-100 CCC-100 TRUCK

Transaction Code 6000 Rental

Job Phase 02 40 00 DEMOLITION & STRUCTURE MOVING

Job Category 1000 Labour

Hours 40.00

Charge Rate 10.000 Charge Amount 400.00

Bill Rate 20.000

Close

User Extensions +

User Extension1

User Extension2

User Extension3

User Extension4

User Extension5

User Extension6

User Extension7

More Extensions ...

Related Screens +

New Payroll

Related Screen 2

Related Screen 3

Related Screen 4

Related Screen 5

Related Screen 6

Related Screen 7

More Related ...

Enter Charge Rate

Record: 1/1 ... <OSC>

Pgm: PYTIMSTM – Timesheet Entry – Additional Values – Equipment Tab

Timesheet entry allows you to post both labor hours and equipment hours to a job and equipment usage to a piece of equipment. Not the Labor hours and the equipment hours do not have to be the same.

Equipment

Verify/Modify the Equipment code for the equipment element from which the system will retrieve the hourly rate in order to post the equipment cost to the job. The system will default the equipment code as specified on the Employee Profile – Wages Information Screen.

Transaction Code

Verify/Modify the Equipment transaction code for the equipment element from which the system will retrieve the hourly rate in order to post the equipment cost to the job. The system will default the equipment transaction code as specified on the Employee Profile – Wages Information Screen.

Job Phase

Verify/Modify the Job Phase code if you want to charge the equipment time to a different job phase than the one used for the labor. Default phase will come from the employee profile, if there is any specified, and if not than it will be the phase entered on the main screen, but you will be able to change it at this point.

Category Code

This is the Equipment Usage Billing Category for Job Cost. The value displayed here will be defaulted from the Equipment system.

Number of Hours

Enter the number of hours that this equipment was utilized on the job if different then the inherited hours of the employee for the specific detail line.

Charge Rate/Bill Rate

If the charge and bill rates are not correct you may override them at this time. The charge rate is the rate the job will be charged for each hour of usage. The bill rate is the rate the transaction will be billed to the owner of the job via Job Billing.

[Create Phase/Category] – Button

Job Costing - TESTV10_X Quick Phase / Category Insert

Phase Setup

Phase	Description	Phase Type
01-105-01	Office Building	

Ctrl Phase	Quantity	VM	VWC
01-105		NA	

☐ Single Category Budget

Area Company

Category

Category	Name	Bill Code	Ctrl.	VM
1200	Indirect Labor		2000	HR

Accept Return

Time Sheet Check Location Log Maintenance

Action Edit Block Field Record Query Utility Help Window

Payroll - TESTV10_X Time Sheet Check Location Log Maintenance

Select Pay Period

Company	CCC	CMIC Test Construction Co
Pay Run	CCCW	CCC Weekly Pay Run
Year	2013	
Period	5	29-01-2013 04-02-2013

Check Location Details

Employee	Name	Check Location	Description
CCC-WK-HR2	Richard Sherman	CHIC	Chicago, Illinois

User Extensions +

- User Extension1
- User Extension2
- User Extension3
- User Extension4
- User Extension5
- User Extension6
- User Extension7
- More Extensions ...

Related Screens +

New Payroll

- Related Screen 2
- Related Screen 3
- Related Screen 4
- Related Screen 5
- Related Screen 6
- Related Screen 7
- More Related ...

Enter Employee Code

Record: 2/2 ... List of Valu... <OSC>

Pgm: PYTSHCKLOC – Time Sheet Check Location Log

The check location log is populated automatically with a check location when timesheets are posted for employees in Crew Timesheet. The Location is required in Crew Timesheet Entry when timesheets are entered and “Check Location Processing” is enabled. The log can also be manually updated with employee and check location information.

The header consists of the Company, Pay Run, Year and Period.

Check Location Details

Employee

The employee number is displayed here with the associated check location code. Employees with posted timesheets and their corresponding check location can also be entered here for processing.

Check Location

The Check Location where the employee will be on his next pay is displayed here. This location code can be overwritten.

Weekly/Certified Payroll Timesheet Entry

Action Edit Block Field Record Query Utility Help Window

Payroll - TESTV10_X Timesheet Entry

Select Employee

Company CCC CMIC Test Construction Co Pay Run CCCW CCC Weekly Pay Run

Year 2013 Period 5 29-01-2013 04-02-2013

Employee CCC-WK-HR2 Richard Sherman Document PERIOD 5

Timesheet

Seq. No	DT	Trade	Shift	Comp.	Job	Phase
1	J	1610	Day Shift	CCC	CCC-KING	00 01 01
2						
3						
4						
5						
6						

Description Sundry

Tue	Wed	Thu	Fri	Sat	Sun	Mon	Total Hours
8	8	8	8	0	0	8	40

W-Line Detail TAC WBS Rates Additional Values

Enter Rate Code

Record: 1/1 ... List of Valu... <OSC>

User Extensions +

User Extension1
User Extension2
User Extension3
User Extension4
User Extension5
User Extension6
User Extension7
More Extensions ...

Related Screens +

New Payroll

Related Screen 2
Related Screen 3
Related Screen 4
Related Screen 5
Related Screen 6
Related Screen 7
More Related ...

Pgm: PYTIMCER – Weekly / Certified Time Sheet Entry

The Certified Timesheet Entry program is used to enter only Weekly Timesheet data. This Timesheet entry format is ideal for weekly employees working on a single job as only one record is required for the week while still specifying the individual daily hours worked (data entered in this form is also editable and displayed in the standard Timesheet entry form).

For **hourly** employees, this will mean entering the hours worked on each job, for each day of the week. Unlike the standard timesheet entry, only a single week can be entered at a time and each timesheet line represents a different hour type (i.e. normal, overtime, double overtime, etc.).

As with the standard timesheet, date sensitive pay rates, charge out and billing rates for hourly employees will default from the Customer, Job, Trade, Union, or Employee Pay Rate tables based on the preference selection within the Employee Profile, although the defaults can be changed for each individual day of the week.

For **salaried** employees, please refer to the standard Timesheet Entry for details.

For either Hourly or Salaried employees, leaves and expenses can be entered directly against the timesheet entry line and additional values such as Work Location, Unions, Worker Compensation and Public Liability Numbers can be added or modified.

Timesheet Header

Company Code and Pay Run

Enter/Select the Company and Pay Run code for the pay run you wish to detail.

Year

The pay run year will default from the current year attached to the pay run entered in the previous field.

Period

Enter/Select the period for which you wish to enter pay run detail. A list of values is available on this field which will display all open pay periods for the pay run you are detailing. Only a valid 'open' period can be entered into this field.

Employee Code

Enter the code for the employee whose timesheets are being entered/edited.

Document

The document code is a user-defined code that is used to group timesheet detail within a payrun for querying purposes only. The document code is not validated by the system.

You might find the document code useful when you wish to separate the timesheet detail for a particular job, trade, date, or any other criteria. In this situation you would give the timesheet detail a document code as you enter the header. All timesheets entered under this document code will display only when this code is entered.

NOTE: This field will be mandatory if you have checked the 'Document Code Required' box within the Company Control Profile.

Distribution Detail – Standard Hours Entry

Use this block to specify the labor detail for the employees whose timesheet you wish to record.

A separate line is required for each different job/phase/category combination and hour type (overtime, double overtime and any other non-standard hour) that is applicable to an employee or the pay period being entered. For example, suppose that Joe smith is paid weekly, and that he works on five different jobs. This will require five separate lines within the Timesheet lines - one line for each job. If however Smith only works on one job, then only one line is required.

Distribution Type (DT)

Verify / Modify the Distribution Type Code for the timesheet entry line you are entering. The system will default a 'J' Distribution Type into this field. The 'J' distribution type will distribute the payroll costs associated with this timesheet line to the specific job / phase / category combination indicated by the subsequent fields.

- Entering a 'G' distribution type will distribute payroll costs to a specific General Ledger department and account.
- Entering a 'W' distribution type will distribute the costs to a specific Work Order/Item.

Company Code

Verify/Modify the Company Code for the timesheet entry line you are entering. The company code represents the company for whom this employee has worked based on the labor hours entered on this timesheet line. The system will default the pay run company code into this field.

Trade

Verify/Modify the Trade Code for the timesheet entry line you are entering. The trade code will default from the setting on the Employee Profile-Employee Details screen.

Shift

Select the shift from the drop down menu.

Job Code

Enter the job code for the labor you are entering on this timesheet entry line. The charge out cost associated with the dollars paid for this labor will be calculated and distributed to this job as labor costs. The charge out rate associated with these hours will appear in the Additional Values pop-up window. Please see the section on the Additional Values for details on the manner in which the charge out rate will default.

The billing rate associated with these hours will accompany the labor cost that will transfer to the job represented by this timesheet line.

If an entry was made in the job code field on the Employee Profile it will default to the job field on the timesheet.

- When using a 'G' distribution code, enter the department code to which the labor cost entered on this line should be distributed. The system will default the General Ledger department that the system will use to post the debit associated with the direct labor costs from the posting of timesheets. The default department and account comes from the 'Sal Dr. A/C' listed on the Employee Profile – Employee Details screen.

Phase Code

Enter the phase code associated with the job code entered in the previous field. The phase code associates the cost of the labor entered on this line with a specific component of the job.

If an entry was made in the phase code field on the Employee Profile it will default to the phase field on the timesheet.

- When using a 'G' distribution code, enter the account code to which the labor cost entered on this line should be distributed. The system will default the General Ledger account that the system will use to post the debit associated with the direct labor costs from the posting of timesheets. The default account comes from the 'Sal Dr. A/C' listed on the Employee Profile – Employee Details screen.

Category Code

Enter the category code associated with the job and phase code entered in the previous fields. The category code associates the cost of the labor entered on this line with a specific component of the job.

If an entry was made in the category code field on the Employee Profile it will default to the category field on the timesheet.

Hours Type

The hours type will default with the system defined normal work hours code of 'NWHR'. If you wish to change the hour type, a list of values is available allowing you to choose from overtime, double overtime and any other non-standard hour type.

Number of Hours Worked

Each day of the week will be represented by a separate box in which you can enter the number of hours worked for the day.

Rate code

The system will default the rate code associated with the hour type as specified on the employee profile.

The premium indicated by this code will be used as the multiplying factor against the default pay rate. For example, if you have indicated that the rate code associated with normal hours has a factor of one, the system will multiply the pay rate by one, and then multiply that number by the number of normal hours.

The rate code which appears in this field is only a default and can be changed as required.

Recording Other Hours and Leave in Certified Timesheets

The other hours section of the Certified Timesheet Entry line allows you to enter any user defined hour types under which you wish to pay your employees. Custom hour types are defined within the Hour Types Maintenance Screen.

If you have properly attached employee leaves to hour types you will now have the ability to record and pay these leaves within this portion of the timesheet entry line.

NOTE: If you enter an Other Hour type that is associated with a leave, a pay rate can only be entered if you have indicated that the leave is paid and have associated it with a pay percentage that is greater than zero.

Type

In order to enter Other or Leave time, select the 'Other Hours' type here.

Number of Hours

Each day of the week will be represented by a separate box in which you can enter the number of hours worked under 'other hours' for the day.

Rate code

The rate code will default from the 'Other Rate' field on the Employee Profile. The premium indicated by this code will be used as the multiplying factor against the default pay rate. For example, if you have indicated that the rate code associated with normal hours has a factor of one, the system will multiply the pay rate by one, and then multiply that number by the number of normal hours.

The rate code which appears in this field is only a default and can be changed as required.

Hours Type

Enter/Select the Hour Type for the other hours you are entering on this line. The type of hour you enter must be reflective of the title under which these hours will be paid.

The hour types must have been created previously within the Company Hour Types Maintenance screen. Vacation/Leave time will be verified to ensure the employee has not exceeded their limit for the selected Leave code when entering Leaves. If there is insufficient Leave time accrued, there will be a warning message displayed, however entry is still permitted.

Expense Detail Section

Expense Code

Enter the expense code for the expense you are paying on this timesheet line. The expense code must have been set up previously within the Expense Categories Maintenance screen.

Quantity

Enter the quantity that applies to the expense you are entering on this timesheet line.

Rate

Verify/Modify the rate that applies to the expense you are entering on this timesheet line. The system will default the rate as entered on the Expense Categories Maintenance screen. The rate that appears is a default only and can be changed as required.

Amount

As you move from the rate field, the system will calculate the amount of the expense by multiplying the quantity by the rate and display it in this field.

Remember that Expense Category Maintenance allows you to define a maximum limit on the total amount of the expense for the year. If you have entered an amount into the maximum limit of the original expense, the amount displayed may not be the same as the calculated quantity and rate.

The amount displayed in this field is a default and may be changed as required.

[Rates] – Button

Tue			Wed			Thu		
Pay Rate	Charge Rate	Bill Rate	Pay Rate	Charge Rate	Bill Rate	Pay Rate	Charge Rate	Bill Rate
50.00	75.00	100.00	50.00	75.00	100.00	50.00	75.00	100.00

Close

Pgm: PYTIMCER – Weekly Time Sheet Entry – Rates Button

The **[Rates]** button allows you to verify any of the pay rates, charge-out and billing rates associated with each day of the week.

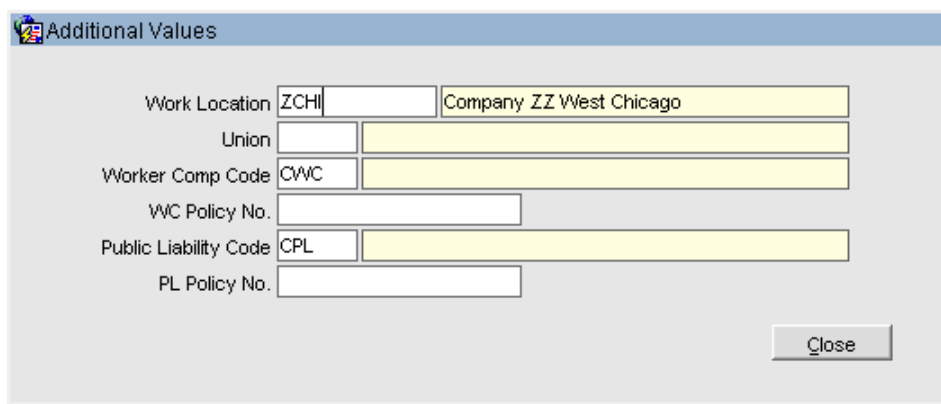
Upon access to this pop-up, the system will attempt to determine the default pay rate, charge-out and billing rate for each day of the week in which hours have been entered. The rates that defaults will depend on the setting of the Preference Pay Rate, Charge-out and Billing flags within the Employee Profile. The system allows you to default these rates from the Customer, Job, Trade, Union, or Employee Pay Rate tables. Remember that all rates within these tables are date sensitive and that the pay rate, charge-out and billing rate that will default are based on the date specified by the timesheet period and day in the week that is being defined.

If an appropriate rate(s) cannot be found within the Customer, Job, Trade, or Union table (based on the pay rate, charge-out and billing preference), the system will look to the Employee Pay Rate table for the default rate. If no rate is found within the Employee Pay Rate table the system will default the static rate listed on the Employee Profile. If a rate has not been listed within the employee profile, the system will leave this field blank and require that the operator make an entry.

For salaried employees the hourly pay rate will calculate automatically based on the annual salary divided by the standard number of hours. The preference listed on the Employee Profile will have no bearing on the default rate.

NOTE: Timesheets entered against prevailing wage jobs with the 'Rate by job' flag turned on, will automatically return the rate as listed on the job regardless of the preference setting on the Employee Profile.

[Additional Values] – Button



Pgm: PYTIMCER – Weekly Time Sheet Entry – Additional Values

The **[Additional Values]** button allows for the verification and/or modification of a few additional values that are relevant to each timesheet line item. The system allows you to modify the Work Location, Union, Worker Compensation Code and Public Liability Code where applicable.

Re-Calculate Pro-Rated Salary Charge Rate

Select Parameters

Company	CCC	CMIC Test Construction Co
From Pay Group		
To Pay Group		
Pay Run	CCCW	CCC Weekly Pay Run
Pay Year	2014	Period 1 30-12-2013 05-01-2014
From Document Code		To Document Code
Employee Pick List		Edit
Starting Employee	CCC-WK-HR2	Richard Sherman
Ending Employee	CCC-WK-SAL1	Mark Reynolds

Calculate Pro-Rated Salary Charge Rates

Calculate Pro-Rated Salary Charge Rates

Calculate Pro-Rated Salary Charge/Pay Rates

Re-Calculate default Salary Charge Rates/Hours

Calculate Pro-Rated Salary Hours

User Extensions

- User Extension1
- User Extension2
- User Extension3
- User Extension4
- User Extension5
- User Extension6
- User Extension7
- More Extensions ...

Related Screens

New Payroll

Time Sheet Entry

Related Screen 3

Related Screen 4

Related Screen 5

Related Screen 6

Related Screen 7

More Related ...

Record: 1/1 ... <OSC>

Pgm: PYCALCH – RE-CALCULATE PRO-RATED SALARY CHARGE RATE

This form allows user to pro-rate hours for Salary employees. When this program is run, only hours entered as Normal Working Hour (NWHR > 40) will be processed. Overtime and Double Overtime Hours are excluded from processing. Users will have the option to also exclude non-working hours (i.e. leaves) from the process.

When a Biweekly pay run is selected, an additional field called 'Include Hourly Employees' flag becomes available to the user for selection. If this flag is checked Hourly Employees will also be included in this program.

Enter the criteria required for processing. You must enter From/To Pay Group, Pay Run and Year/period. You may then run the process for one all or more employees depending on the criteria entered.

Timesheet Overtime Rules

Overtime Hours

Company	CCC	CMIC Test Construction Co		
From Pay Group				
To Pay Group				
Pay Run	CCCW	CCC Weekly Pay Run		
Pay Year	2013	Period 5	29-01-2013	04-02-2013
From Document Code		To Document Code		
Employee Pick List				Edit
Starting Employee				
Ending Employee				
Apply Over Time Rules				

Process

User Extensions +

- User Extension1
- User Extension2
- User Extension3
- User Extension4
- User Extension5
- User Extension6
- User Extension7
- More Extensions ...

Related Screens +

New Payroll

- Related Screen 2
- Related Screen 3
- Related Screen 4
- Related Screen 5
- Related Screen 6
- Related Screen 7
- More Related ...

Record: 1/1 ... <QSC>

Pgm: PYOVTMPR – Overtime Rules Processing

This form should only be used if Overtime Rules are being utilized. This program will read all unposted and posted timesheets for the criteria entered and re-allocate the timesheets to overtime, double overtime or holiday rates according to the rules declared on the Overtime Rules Screen. Exempt employees are excluded from Overtime Rules Processing.

Enter the criteria required for processing. You must enter From/To Pay Group, Pay Run and Year/period. You may then run the process for one all or more employees depending on the criteria entered.

If you have run the process and found the rules did not work out as expected you can revert back to the original timesheets by using the same criteria but change the last field to **'Rollback Original Timesheets'**.

Weighted Average Overtime Rate Calculation

Pgm: PYOVTMWGTRATE – Weighted Overtime Rate Calculation

This program uses 'Weighted Overtime Method' for determining the Regular Rate for overtime hours such as Travel, Training, etc., if required by state laws.

To compute the Regular Rate the total earnings for the week, including the earnings during overtime hours, are divided by the total hours worked during the week, including the overtime hours. For each overtime hour worked, the employee is entitled to an additional one-half the regular rate for hours requiring overtime and one half and an additional full rate for hours requiring double overtime.

Weighted Average Rate is calculated based on 'Normal Rate'. Hour Types to include for weighted rate calculation are NWHR, OVHR, and DTHR. For other hours, the program checks the 'Overtime Rule Flag' on the hours type table. All hours mentioned will be included in the calculation even if they fall on a Saturday, Sunday or Holiday.

Posted timesheets will be taken into account in the calculation of the Weighted Average Rate. However, only un-posted timesheets will have their overtime/double-time rates amended. Overtime Charge Rates and Bill Rates are left unchanged, when processing. This program can be only used for Hourly Employees and does not include Salary Employees.

Enter the criteria required for processing. You must enter From/To Pay Group, Pay Run and Year/period. You may then run the process for one all or more employees depending on the criteria entered.

If you have run the process and found the rules did not work out as expected you can revert back to the original timesheets by using the same criteria but change the Action field to **'Rollback Original Timesheets Rates'**.

Timesheet Posting

Select Parameters

Company	CCC	CMIC Test Construction Co
From Pay Group		
To Pay Group		
Pay Run	CCCW	CCC Weekly Pay Run
Pay Year	2013	Period 5
Start Date	29-01-2013	End Date 04-02-2013
From Document Code		To
Employee Pick List		Edit
Starting Employee	CCC-WK-HR2	Richard Sherman
Ending Employee	CCC-WK-HR2	Richard Sherman
Starting Date	29-01-2013	Ending Date 04-02-2013
Posting Date	04-02-2013	
Journal	PY	Payroll
<input checked="" type="checkbox"/> Calculate Overhead		
<input type="checkbox"/> Preview Posting <input type="checkbox"/> Print Reports Immediately		
<input type="checkbox"/> Delete Reports After Printing		
Post		

User Extensions +

- User Extension1
- User Extension2
- User Extension3
- User Extension4
- User Extension5
- User Extension6
- User Extension7
- More Extensions ...

Related Screens +

New Payroll

- Related Screen 2
- Related Screen 3
- Related Screen 4
- Related Screen 5
- Related Screen 6
- Related Screen 7
- More Related ...

Checked: The Reports Will Be Printed Immediately After Posting

Record: 1/1 ... <QSC>

Pgm: PYTIMPST – Time Sheet Posting

Use this form to post the information entered for the specified period within Time Sheet Entry. Time sheets can be posted at any time during a pay cycle. If required, time sheets can be posted on a daily basis as the user has the option to limit the posting of timesheets to a specific date range.

The posting of time sheets will only post the direct time charged to the job. It does not calculate and post Worker Compensation, Public Liability or any other overhead type costs. These amounts are only calculated and posted during payroll processing and posting.

From/To Pay Group

Enter/Select the Pay Groups for the time sheet detail you want to post. Leave these fields blank if you wish to post time sheet detail for all the pay groups within the pay run that will be selected in the next field.

Pay Run

Enter/Select the Pay Run for the Timesheet detail you want to post.

Pay Year

The system will default the current year into this field. Verify/Modify the Pay Year for the time sheet pay rates you want to post.

Pay Period

Enter/Select the Pay Period for the Timesheet detail you want to post.

Document Range

Enter a starting and ending document code within the appropriate fields in order to post a selected range of timesheets.

In order to post timesheets for a single document code, enter the same code for both the 'From' and 'To' fields.

Leave both the 'From' and 'To' fields blank in order to post the full range of timesheets within the criteria selected within the previous fields.

Employee Range

Enter a starting and ending employee code within the appropriate fields in order to post a selected range of employee timesheets.

In order to post a single employee, enter the same code for both the 'From' and 'To' fields.

Leave both the 'From' and 'To' fields blank in order to post the full range of employee timesheets within the criteria selected within the previous fields.

If you want to post a predefined pick list of employees enter the Pick List code instead of the From/To Employee fields. The pick list may be updated or changed by using the **[Edit]** button.

Starting and Ending Dates

The system will default the period start date and end date based on the starting and ending pay dates defined in the pay run schedule.

Enter a starting and ending date within the appropriate fields in order to post a selected range of employee timesheets by date.

In order to post time sheets for a single day, enter the same day for both the 'From' and 'To' fields.

Leave both the 'From' and 'To' fields blank in order to post the full range of days indicated by the pay period.

Post Date

The system will default the post date as specified by the post date listed on the pay run schedule for this period. You can change this date as desired.

Journal Code

The system will default the journal code as specified on the Company Profile. The system will use this journal for posting the timesheet transactions to the General Ledger.

Calculate Overhead

Check this flag to have Payroll Overheads calculated and applied. This defaults from Control setting.

Print Reports Immediately

Check this box if you wish to print the posting report immediately after posting.

If you leave this box blank, the posting report will not print after posting but you can print it later using the posting report utility.

Delete Reports after Posting

Check this box if you want to delete this posting report at the end of the posting process. Once deleted you will not be able to print the posting report at a later time. If you leave this box blank, the posting report can be re-printed at a later time.

Press the [Post] button to begin posting.

Time Sheet Posting Report

The Timesheet Posting Report will print the details of the time sheets posted on the pay run/pay period/pay group selected for posting. The posting report will print all entries in order of Employee Code, and then time sheet date within the employee. Each new employee is distinguished by a solid black line denoting the new employee.

Report details include Timesheet Date, Company, Transaction Type, Job Code, Phase, Category, WCB Code, Union, Trade, Work Location, Department, Account, Transaction Status, Rate Type, Expense Quantity, Hours, Rate and Amount for each timesheet line. Both Hours and Amount are totaled for each employee.

As well, a G/L Posting Report and a Job Costing Posting Report will be generated to show the affected accounts and jobs.

Timesheet Posting – GL Interface

When posting timesheets the system will post the following transaction to the General Ledger:

Job/Phase/Category Cost / Expense	DR	XXX
CR Clearing Account	CR	XXX

Timesheet Posting posts the charge out rate for each timesheet entry line for the period indicated. The pay rate is used for the calculation of wages used in the processing of the employee pays.

The manner in which the posting of time sheets interfaces with the General Ledger is dependent on the Subledger Summary flag on the Account Maintenance screen within the General Ledger. Each account is flagged individually so that you may send all or a portion of the interface in detail or summary depending on your needs.

NOTE: There is a potential to expose detailed information such as individual employee names and their specific wage related costs, when you leave the Subledger Summary flag set to 'N'. As you set up your system make sure that you set these flags properly to achieve the desired interface results.

General Ledger Interface – Subledger Summary Flag set to 'N':

Source Code:	Employee Code
Source Desc:	Employee Name
Reference:	Payrun code / Year / Pay Period
Reference Desc:	Payrun description
Post Date:	Post Date
Reference Date:	Time Sheet Line Date
WM:	Hard coded as 'HR'

General Ledger Interface – Subledger Summary Flag set to 'Y':

Source Code:	Blank
Source Desc:	Blank
Reference:	Payrun code / Year / Pay Period
Reference Desc:	Payrun description
Post Date:	Post Date
Reference Date:	Period End Date
WM:	Hard coded as 'HR'

Timesheet Posting – JC Interface

The manner in which the posting of time sheets interfaces with the Job Costing is dependent on the Job Summary By option on the Company Profile screen within the Payroll. Job Cost information can be transferred by Job/Phase/Category, Job by Employee, Job by Date, Employee by Date and Timesheet.

NOTE: There is a potential to expose detailed information such as individual employee names and their specific wage related costs, when you set the Job Summary By option to Job by Employee, Time Sheet or Employee by Date. As you set up your system make sure that you set this option properly to achieve the desired interface results.

Job Cost Interface – Job by Employee or Timesheet or Employee by Date

Source Code:	Employee Code
Source Desc:	Employee Name
Reference:	Payrun code
Reference Desc:	Payrun code / Year / Pay Period
Post Date:	Post Date
Reference Date:	Time Sheet Line Date
WM:	'HR' converted to WM on the Category

Job Cost Interface – Job/Phase/Category or Job By Date

Source Code:	Blank
Source Desc:	Blank
Reference:	Payrun code
Reference Desc:	Payrun code / Year / Pay Period
Post Date:	Post Date
Reference Date:	Period End Date
WM:	'HR' converted to WM on the Category

Timesheet Data Corrections and Adjustments

There are several options depending on the process step the Pay Run is at in terms of making changes and modifications. As GL's and Job Costs are impacted as soon as Timesheets are Posted, the process for making changes will vary based on the Timesheet data being unposted or posted, as well as whether Payroll Processing completed or even if the data is in a previous year.

Corrections Prior to Timesheet Posting

The Time Sheet entry program is open to correction at any time. Prior to the posting of time sheets you can return to the time sheet entry screen, and enter the company, pay run, year, and period in which the entries reside.

When you move to the time sheet details block the system will display the time sheet records that exist within the criteria specified in the first block. At this point you can execute a specific query within the detail block or simply use the scroll bar to move through each line individually to find the time sheet line(s) that you wish to correct.

The system allows you to move through the line and make any desired correction although we recommend that you delete the record and re-enter the correct information to ensure that the proper defaults and calculations take place.

Commit your new entry or correction and re-print your reports for verification.

Corrections After Timesheet Posting

The Time Sheet entry program is open to correction at any time as it allows you to post time sheets for the same period an indefinite number of times. Once timesheets for a period have been posted you must remember that the costs have gone to the Job (where applicable) and the General Ledger accounts have been affected. In order for you to make a correction, you must reverse the incorrect transaction and re-enter the new transaction.

In this situation, return to Time Sheet entry and enter the company, pay run, year, and period in which the incorrect transaction was posted.

When you move to the time sheet details block enter the original transaction using the same date and transaction distribution (GL Account or Job/Phase/Category) indicated by the posting report for the time sheet line that you are correcting. Enter the same hours placing a negative before the number and verify that the pay rates match the original posting (note: the pay rates should be displayed as a positive number). This will reverse the original transaction that is incorrect.

Now re-enter the time sheet line (using positive hours) as it should have been entered during the original posting.

Return to the posting program and post this time sheet batch. Remember to use the same posting date so that the correction appear in the same posting period within the General Ledger and Job Costing (where applicable).

Corrections via Timesheet Transfer (Job to Job Changes)

Company

Company CCC CMIC Test Construction Co Pay Run CCCW CCC Weekly Pay Run

Year 2013 Period 5 29-01-2013 04-02-2013 Document

NH Total 0 OT Total 0 DOT Total 0 Other Total 0 Total Hours 0

Time Sheet Details

Seq. No	Employee	Date	DT Trade	Comp.	Job
22432	CCC-WK-HR2	29-01-2013	J 1610	CCC	CCC-KING 00 01 C
22433	CCC-WK-HR2	29-01-2013	J 1610	CCC	CCC-WATER 02 41 1

Employee Name Richard Sherman NH 0 DOT 0

Description Regular OT 0 OH 0

W-Line Detail TAC WBS Transfer TimeSheet Create Phs/Cat Additional Values

Enter The Rate Code

Record: 1/2 ... List of Valu... <OSC>

User Extensions +

User Extension1

User Extension2

User Extension3

User Extension4

User Extension5

User Extension6

User Extension7

More Extensions ...

Related Screens +

New Payroll

Related Screen 2

Related Screen 3

Related Screen 4

Related Screen 5

Related Screen 6

Related Screen 7

More Related ...

Pgm: PYLBTR - Labor Transfers for Posted Timesheet Information

This program allows for the correction of charge and bill rates on posted timesheets within the open pay period. It also can be used to move time charges from one job/phase/category to another, in other words, make corrections to incorrectly coded timesheets.

This form is for adjusting timesheets posted to Job Cost. If timesheets are moved from job to job the associated burdens will not be transferred.

The form is almost identical to the standard Time Entry form, so for discussion on how to use the form please refer to the Timesheet Entry information.

This form requires that the total hours entered sum to zero. This means that there must be at least 2 lines, one negative hours, one positive hours. If you need to adjust the charge or bill rate on either line you may do so via the [Additional Values] button.

Once you have made the entries for the correction, you must 'Transfer' the correction into a real Timesheets. This is done by pressing the [Transfer Timesheets] button.

Once you have entered and Transferred all your corrections the next step is to post them using the standard Timesheet posting program.

NOTE: The Payroll Posting program will not allow the payroll to be posted if there are any Transfers not yet posted as well as only displaying the [Transfer Timesheets] button for users with the appropriate security settings privilege.

Timesheet Adjustments (Processed Periods)

Pay Period

Company: CCC CMIC Test Construction Co Pay Run: CCCW CCC Weekly Pay Run Different Adjustment Retrieval Year:

Year: 2013 Period: 5 29-01-2013 04-02-2013 Document: ADJUSTMENT

NH Total: 0 OT Total: 0 DOT Total: 0 Other Total: 0 Total Hours: 0

Currency: US Reference: Adjustments Total Hours: 0

Timesheet Details

Seq. No	Employee	Date	DT	Trade	Shift	Comp.	Job
			J		Day Shift		

Employee Name: Richard Sherman NH: 0 OT: 0 DOT: 0

Description: Record Desc: Regular Adjustment ID:

Buttons: W-Line Detail Create Phs/Cat IAC WBS Additional Values

Reference Description:

Record: 1/1 ... <OSC>

User Extensions +

- User Extension1
- User Extension2
- User Extension3
- User Extension4
- User Extension5
- User Extension6
- User Extension7
- More Extensions ...

Related Screens +

New Payroll

- Related Screen 2
- Related Screen 3
- Related Screen 4
- Related Screen 5
- Related Screen 6
- Related Screen 7
- More Related ...

Pgm: PYTIMSTM – Time Sheet Adjustment Entry

This program allows for the correction of charge and bill rates on posted timesheets within the open pay period. It also can be used to move time charges from one job/phase/category to another, in other words, making correct an incorrectly coded timesheet. In addition, this screen allows user to adjust the already adjusted timesheet by selecting them in JC Detail Transactions screen.

This form is for adjusting timesheets posted to Job Cost. If timesheets are moved from job to job the associated burdens will not be transferred.

There are two differences between this screen and the standard timesheet entry screen. The first is the 'Different Adjustment Retrieval Year' field and the second is the **[Adjustments]** button.

To adjust posted timesheets from a previous year, enter the year in the 'Different Adjustment Retrieval Year' field.

The **[Adjustments]** button opens a new window where you can query/search for the time sheet(s) that you want to adjust.

Action Edit Block Field Record Query Utility Help Window

JC Detail Transactions

Job Comp CCC Job CCC-KING Phase 02 40 00 Cat 1000 Batch 12553 Type TIME Work Date 29-01-2013

	Employee	Post Date	Batch	Type	Trade	Normal Hours	Bill Rate	Bill Amount	OT Hours	OT Bill Rate	OT Bill Amount	DOT Hours	
<input type="checkbox"/>	CCC-WK-HR2	14-01-2013	11130	TIME	1610	8.00	150.000	1200.00	0.00	150.000	0.00	0.00	1
<input type="checkbox"/>	CCC-WK-HR2	04-02-2013	12553	TIME	1610	8.00	100.000	800.00	0.00	100.000	0.00	0.00	1
<input type="checkbox"/>	CCC-WK-HR2	04-02-2013	12553	TIME	1610	8.00	100.000	800.00	0.00	100.000	0.00	0.00	1
<input type="checkbox"/>	CCC-WK-HR2	04-02-2013	12553	TIME	1610	8.00	100.000	800.00	0.00	100.000	0.00	0.00	1
<input type="checkbox"/>	CCC-WK-HR2	04-02-2013	12553	TIME	1610	8.00	100.000	800.00	0.00	100.000	0.00	0.00	1
<input checked="" type="checkbox"/>	CCC-WK-HR2	04-02-2013	12553	TIME	1610	40.00	100.000	4000.00	0.00	100.000	0.00	0.00	1
<input type="checkbox"/>	CCC-WK-HR3	14-01-2013	11128	TIME	6112	8.00	80.000	640.00	0.00	80.000	0.00	0.00	
<input type="checkbox"/>													
<input type="checkbox"/>													
<input type="checkbox"/>													
<input type="checkbox"/>													
<input type="checkbox"/>													
<input type="checkbox"/>													
<input type="checkbox"/>													
<input type="checkbox"/>													

Employee Sherman, Richard Job King Restaurant
Trade Architect

Accept Bulk Transfer Cancel

Pgm: PYTIMSTM – Time Sheet Adjustment Entry – Adjustment Button – Detail Line Selection Screen

This window opens in Query Mode and you may restrict the query by any of the fields in either the detail section or the top line of the screen.

When you have found the time sheets you want to adjust – mark them for selection by checking the box at the far left of the record. When done press the **[Accept]** button. This will return you back to the first screen with two lines created for each timesheet selected.

Action Edit Block Field Record Query Utility Help Window

Payroll - TESTV10_X Time Sheet Entry Adjustment

Pay Period

Company CCC CMiC Test Construction Co Pay Run CCCW CCC Weekly Pay Run
 Year 2013 Period 5 29-01-2013 04-02-2013 Document ADJUSTMENT
 NH Total 0 OT Total 0 DOT Total 0 Other Total 0
 Currency US Reference Adjustments Total Hours 0

Different Adjustment Retrieval Year

Timesheet Details

Seq. No	Employee	Date	Normal Hours	Code
22436	CCC-WK-HR2	29-01-2013	-40.00	REG
22437	CCC-WK-HR2	29-01-2013	40.00	REG

Employee Name Richard Sherman NH 0 OT 0 DOT 0
 Description Architect Record Desc Regular Adjustment ID 59

W-Line Detail Create Phs/Cat TAC WBS Additional Values

Enter Normal Hours Rate Code

Record: 2/2 ... List of Valu... <OSC>

Pgm: PYTIMSTM – Time Sheet Adjustment Entry – Accepted Data Redisplay

The lines shown in Grey are not editable – these are the reversal lines. Make your changes to the matching white line.

If you want to only remove a portion of the time, you will need to insert an extra line.

Timesheet Adjustment Edit List

Action Edit Block Field Record Query Utility Help Window

Payroll - TESTV10_X Timesheet Edit List Adjustment

Printing Options

Company: CCC CMIC Test Construction Co

Pay Run: CCCW CCC Weekly Pay Run

Pay Year: 2013

Pay Group:

Transaction Type: ☒ Unposted ☐ Posted ☐ Posted Including Voided ☐ All

From Document Code: ADJUSTMENT

To Document Code: ADJUSTMENT

Employee Pick List

From Employee	CCC-VWK-HR2	Richard Sherman
To Employee	CCC-VWK-HR2	Richard Sherman

☐ Only show timesheets with different pay and charge amounts

Report Order: ☒ Employee Code ☐ Employee Last Name ☐ Job ☐ Date ☐ Employee and Seq. No.

Print

User Extensions +

User Extension1
User Extension2
User Extension3
User Extension4
User Extension5
User Extension6
User Extension7
More Extensions ...

Related Screens +

New Payroll

Related Screen 2
Related Screen 3
Related Screen 4
Related Screen 5
Related Screen 6
Related Screen 7
More Related ...

Record: 1/1 ... <OSC>

This edit list has all the same options as the standard Timesheet Entry Edit List report.

Timesheet Adjustment Posting

Payroll - TESTV10_X Post Time Sheet Adjustment

Select Parameters

Company: CCC CMiC Test Construction Co

Pay Run: CCCW CCC Weekly Pay Run

Pay Year: 2013

From Document Code: ADJUSTMENT

Posting Date: 29-01-2013

Journal: PY Payroll

☒ Calculate Overhead

☐ Preview Posting ☐ Print Reports Immediately

☐ Delete Reports After Printing

Post

User Extensions +

- User Extension1
- User Extension2
- User Extension3
- User Extension4
- User Extension5
- User Extension6
- User Extension7
- More Extensions ...

Related Screens +

New Payroll

- Related Screen 2
- Related Screen 3
- Related Screen 4
- Related Screen 5
- Related Screen 6
- Related Screen 7
- More Related ...

Checked: The Reports Will Be Printed Immediately After Posting

Record: 1/1 ... <OSC>

Pgm: PYTIMPST – Adjustment Time Sheet Posting

To post timesheet adjustments entered via this method you must utilize the Timesheet Adjustment Posting Program.

Pay Run

Enter/Select the Pay Run for the Timesheet detail you want to post.

Pay Year

The system will default the current year into this field. Verify/Modify the Pay Year for the time sheet pay rates you want to post.

Document Code

Enter the document code used when creating the Adjustment details.

Post Date

The system will default the post date as specified by the post date listed on the pay run schedule for this period. This date can be changed as required.

Journal Code

The system will default the journal code as specified on the Company Profile. The system will use this journal for posting the timesheet transactions to the General Ledger.

Print Reports Immediately

Check this box to print the posting report immediately after posting.

If left blank, the posting report will not print after posting but can be printed later using the posting report utility.

Delete Reports after Posting

Check this box to delete this posting report at the end of the posting process. Once deleted they will not be able to printed at a later time.

If left blank, the posting reports can be re-printed at a later time if required.

Time Sheet Reports

There are several reports available related to the Time Sheet data. Several will offer options on printing Posted and Unposted items, while some will only report on unposted data.

Timesheet (Blank Form)

Use this form to print a blank time sheet form for each employee listed based on the pay run, pay period, and employee criteria entered on this screen.

The system will print a separate sheet for each employee. The blank time sheet is in a tabular grid format allowing for the manual entry of normal and overtime hours against a company and a Job/Phase/Category/Trade element for each day of the week. This form can be thought of as a blank timesheet entry form to be used by field personnel to manually record their hours.

Pay Run

Enter/Select the Pay Run for which you wish to print blank Time Sheets

Pay Year

The system will default the current pay year to this field. Verify/Modify the Pay Year for which to print the time sheets.

Period

Enter/Select the Period for which to print time sheets.

From Employee Range

Enter a starting employee code if you wish to select a specific employee or range of employees for whom you wish to print blank time sheets.

Leave this field blank if you wish the range of employees to begin with the first employee that is active and falls under the pay run selected within the previous field.

To Employee Range

Enter an ending employee code if you wish to select a specific employee or range of employees for whom you wish to print blank time sheets.

Leave this field blank if you wish the range of employees to end with the last employee that is active and falls under the pay run selected within the previous field.

Timesheet Edit Listing

The Time Sheet Edit listing will display the entries made within the Timesheet Entry form. This listing is used to verify the timesheet entries for a particular pay period prior to posting and can be printed as often as desired.

The Edit Listing can be printed for all entries made for a particular pay period within a pay run or can be limited to a specific pay group or employee range. Typically the report is printed by Employee, where the hours are listed and then totaled below each employee. The report also allows for the totaling by Job or Date.

Pay Run and Pay Period

Enter/Select the Pay Run and Pay Period for the Timesheet detail you wish printed on this Edit Listing.

Pay Period

Enter/Select the Pay Period for the Timesheet detail you wish printed on this Edit Listing.

Pay Group

Enter/Select the Pay Group for the time sheet detail you wish printed on this Edit Listing. Leave this field blank if you wish to print time sheet detail for all pay group within the pay run selected in the previous field.

Document Range

Enter a starting and ending document code within the appropriate fields in order to print a selected range of timesheets.

In order to print timesheets for a single document code, enter the same code for both the 'From' and 'To' fields.

Leave both the 'From' and 'To' fields blank in order to print the full range of timesheets within the criteria selected within the previous fields.

Employee Range

Enter a starting and ending employee code within the appropriate fields in order to print a selected range of employee timesheets.

In order to print a single employee, enter the same code for both the 'From' and 'To' fields.

Leave both the 'From' and 'To' fields blank in order to print the full range of employee timesheets within the criteria selected within the previous fields.

Data Criteria

If you only want to view timesheets where the charge rate does not equal the pay rate then check this box.

Transaction Type

Select the Transaction Type for the time sheet edit listing you want to print. The system allows you to select from unposted, posted and both types of time sheet entries.

Rate to Use

Select the rate that you want to print on the report. The system allows you to print the edit list showing the Pay Rate, the Charge Rate or no rates.

Report Order

Select the report order for the time sheet edit listings that you want to print. The system allows you to order this report by employee, job, date, employee last name, or Employee and Seq. Number.

Report Details

The Timesheet Edit Listing will print the details of the time sheets entered into the pay run / pay period / pay group selected for printing. The edit listing default (by Employee) will print all entries in order of Employee Code, and then time sheet date within the employee. Each new employee is distinguished by a solid black line.

Report details include Timesheet Date, Company, Transaction Type, Job Code, Phase, Category, WCB Code, Union, Trade, Work Location, Department, Account, Transaction Status, Rate Type, Expense Quantity, Hours, Rate and Amount for each timesheet line. Both Hours and Amount are totaled for each employee.

Time Sheet Report (Proj Mgr)

The Time Sheet Report (Project Manager) will display Regular Hours and Overtime Hours in unposted timesheets for employees in a job where a project manager is assigned. The default job department should be assigned on the job.

Company

Enter/Select the Company for the Timesheet detail you wish printed on this Edit Listing.

From Project Manager

Enter/Select the starting Project Manager.

To Project Manager

Enter/Select the ending Project Manager

From Job Dept

Enter/Select the starting job department.

To Job Dept

Enter/Select the ending job department.

Pay Run/Year

Enter/Select the Pay Run and Pay Year for the Timesheet detail you wish printed.

From Period/To Period

Enter/Select the starting and ending Pay Period.

From Date/To Date

Enter/Select the starting and ending date.

Time Sheet Report (Sector Ldr)

The Sector Leader Timesheet Edit Listing Report displays Regular Hours, Overtime Hours and Potential Billable amount in unposted timesheets for employees in a given pay run.

Company

Enter/Select the Company for the Timesheet detail you wish printed on this Edit Listing.

From Job Dept

Enter/Select the starting job department.

To Job Dept

Enter/Select the ending job department.

Pay Run/Year

Enter/Select the Pay Run and Pay Year for the Timesheet detail you wish printed.

From Period/To Period

Enter/Select the starting and ending Pay Period.

Equipment Edit List

The Time Sheet Equipment Edit listing will display the entries made within the Timesheet Entry form that effect pieces of equipment. This listing is used to verify the timesheet entries for a particular pay period prior to posting and can be printed as often as desired.

The Edit Listing can be printed for all entries made for a particular pay period within a pay run or can be limited to a specific pay group or employee range. Typically the reported is printed by Equipment Code, where the hours are listed and then totaled below each piece.

Pay Run

Enter/Select the Pay Run for the Timesheet detail you wish printed on this Edit Listing.

Pay Period

Enter/Select the Pay Period for the Timesheet detail you wish printed on this Edit Listing.

Pay Group

Enter/Select the Pay Group for the time sheet detail you wish printed on this Edit Listing. Leave this field blank if you wish to print time sheet detail for all pay group within the pay run selected in the previous field.

Document Range (Optional)

Enter a starting and ending document code within the appropriate fields in order to print a selected range of timesheets.

In order to print timesheets for a single document code, enter the same code for both the 'From' and 'To' fields.

Leave both the 'From' and 'To' fields blank in order to print the full range of timesheets within the criteria selected within the previous fields.

Equipment Range (Optional)

Enter a starting and ending equipment code within the appropriate fields in order to print a selected range of equipment timesheets.

In order to print a single piece of equipment, enter the same code for both the 'From' and 'To' fields.

Leave both the 'From' and 'To' fields blank in order to print the full range of equipment timesheets within the criteria selected within the previous fields.

Employee Range (Optional)

Enter a starting and ending employee code within the appropriate fields in order to print a selected range of employee timesheets.

In order to print a single employee, enter the same code for both the 'From' and 'To' fields.

Leave both the 'From' and 'To' fields blank in order to print the full range of employee timesheets within the criteria selected within the previous fields.

Transaction Type

Select the Transaction Type for the time sheet edit listing you want to print. The system allows you to select from posted, unposted and both types of time sheet entries.

Timesheet Edit List for Non-Active Employees

The Time Sheet Edit listing for Terminated, Deceased or Retired Employees lists only those timesheets where the employee status is one of the 3 listed above.

This Edit List is designed as a checking tool, to ensure that all time has been entered before the payroll is processed.

Pay Run

Enter/Select the Pay Run for the Timesheet detail to be printed on this Edit Listing.

Pay Period

Enter/Select the Pay Period for the Timesheet detail to be printed on this Edit Listing.

Pay Group

Enter/Select the Pay Group for the time sheet detail to be reports. Leave this field blank if you wish to print time sheet detail for all pay groups within the pay run selected in the previous field.

Document Range (Optional)

Enter a starting and ending document code within the appropriate fields in order to print a selected range of timesheets.

In order to print timesheets for a single document code, enter the same code for both the 'From' and 'To' fields.

Leave both the 'From' and 'To' fields blank in order to print the full range of timesheets within the criteria selected within the previous fields.

Employee Range (Optional)

Enter a starting and ending employee code within the appropriate fields in order to print a selected range of employee timesheets.

In order to print a single employee, enter the same code for both the 'From' and 'To' fields.

Leave both the 'From' and 'To' fields blank in order to print the full range of employee timesheets within the criteria selected within the previous fields.

Employee Status

Select the Employee Status type for the time sheet edit listing you want to print. The system allows you to select from Terminated, Deceased, Retired or All of the Above.

Order By

Indicate how you want the report to be ordered. The choices are by Employee or by Employee Status.

Timesheet Exceptions Report

The Timesheet Exceptions Report allows you to crosscheck timesheets entries that fall out of the ordinary range of hours, wages and rates. This report applies to Hourly Employees only.

Based on the minimum and maximum criteria ranges the system will print only those timesheet entries that fall out of the ranges specified.

Pay Run

Enter/Select the Pay Run for the time sheet detail to be printed on this Exceptions Listing.

Pay Year

The system will default the current year into this field. Verify/Modify the Pay Year for the Exceptions Listing details to be printed.

Pay Period

Enter/Select the Pay Period for the time sheet detail to be printed on this Exceptions Listing.

Pay Group

Enter/Select the Pay Group for the time sheet detail to print on this Exceptions Listing. Leave this field blank to print the time sheet detail for all pay groups within the pay run selected in the previous field.

Exceptions Parameters

When selecting the Exceptions Listing you may limit the report to specific criteria. The Exceptions Listing screen provides for the following exceptions parameters: Date, Min/Max Hours, Min/Max Wages, and Min/Max Rates. Both the hours and wages parameters allow you to enter your minimum and maximum parameters by a single date or by the pay period.

If the “Use Employee Profile for Minimum Hours” flag is checked, the Per Day and Per Period fields become un-editable and the report generated will use Employee Profile annual work days and hours to determine each employee’s minimum hours per day and per period.

In terms of minimum entries, the system will check the pay parameters and/or the “Use Employee Profile for Minimum Hours” flag and print only those timesheets that fall below the minimum entry for hours, wages or rates entered.

In terms of maximum entries, the system will check the pay parameters and print only those timesheets that fall above the maximum entry for hours, wages or rates entered.

Report Details

The Time Sheet Exceptions will print the details of the time sheets entered into the pay run/pay period/pay group selected for printing that fall out of the range specified by the exceptions parameters. The exceptions listing will print all entries in order of Employee Code, and then time sheet date within the employee. Each new employee is distinguished by a solid black line denoting the new employee.

Report details include Timesheet Date, Company, Transaction Type, Job Code, Phase, Category, Hours, Rate, Amount and Exception Type for each timesheet line.

Timesheet Missing Employee Report

The Timesheet Missing Employee Report allows you to print a list of those employees who do not have any time sheet hours entered against them for the pay period specified.

NOTE: If even one hour has been entered against an employee for the specified pay period, that employee will not appear on this report.

Pay Run

Enter/Select the Pay Run for the time sheet detail to be verified by this report.

Pay Year

The system will default the current year into this field. Verify/Modify the Pay Year for the time sheet detail to have included on this report.

Pay Period

Enter/Select the Pay Period for the time sheet details to be reported.

Pay Group

Enter/Select the Pay Group for the time sheet detail to be verified by this report.

Report Details

The Missing Employees report will print a listing of those hourly employees that do not have time sheet entries for the pay run/pay period selected for printing.

Report details include Employee Code and Employee Name. The report will total the number of missing employees and report that number as a count at the end of the report.

Timesheet Missed Days Report

The Timesheet Missing Days Report allows you to print a list of those hourly employees that have timesheets entered for at least one day within the period range but not all the days within the period range. The report will print the employees with missed days and display the appropriate missed days.

Pay Run

Enter/Select the Pay Run for the time sheet detail to be reported.

Pay Year

The system will default the current year into this field. Verify/Modify the Pay Year for the time sheet detail to be included by this report.

Pay Period

Enter/Select the Pay Period for the time sheet detail to be reported on this report

Report Details

The Missed Days report will print a listing of those employees that do not have time sheet entries for every day within the pay run / pay period selected for printing.

Report details include Employee Code and Employee Name with an 'X' beneath the day that was missed. The report will total the number of missing days beneath each day listed. If the pay run requested is not a weekly run the report will automatically split the report into weeks within the payrun.

Daily Summary Report

The Daily Summary Report prints each employee's total hours and wages for each day within the pay period of the pay run.

Pay Run

Enter/Select the Pay Run for the time sheet totals to be printed on this report.

Pay Year

The system will default the current year into this field. Verify/Modify the Pay Year for the time sheet totals to be printed on this report.

Pay Period

Enter/Select the Pay Period for the time sheet totals you want by this report

Document Range

Enter a starting and ending document code within the appropriate fields in order to print a selected range of timesheets.

In order to print timesheets for a single document code, enter the same code for both the 'From' and 'To' fields.

Leave both the 'From' and 'To' fields blank in order to print the full range of timesheets within the criteria selected within the previous fields.

Report Details

The Daily Summary Report will print a listing of those employees that have time sheet entries within the pay run/pay period selected for printing. Each employee that falls under this category will then have the total hours for each day within the pay period displayed within the first section of the report. Total Wages for each employee for each day of the pay period will display on the second half of the report.

Report details include Employee Code and Employee Name, Each day of the pay period under the heading of 'Hours' and each day of the pay period under the heading of 'Wages'. The total hours and wages for each of day of the period for all employees will be listed at the bottom of the report.

Overtime Summary Report

The Overtime Summary Report prints a record for each employee showing total regular time, overtime, double overtime, and the corresponding total wages for the specified pay period.

Pay Run

Enter/Select the Pay Run for the time sheet totals you want printed on this report.

Pay Year

The system will default the current year into this field. Verify/Modify the Pay Year for the time sheet totals to be printed on this report.

Pay Period

Enter/Select the Pay Period for the time sheet totals to be included by this report

Document Range

Enter a starting and ending document code within the appropriate fields in order to print a selected range of timesheets.

In order to print timesheets for a single document code, enter the same code for both the 'From' and 'To' fields.

Leave both the 'From' and 'To' fields blank in order to print the full range of timesheets within the criteria selected within the previous fields.

Report Order

Select the report order for the Hours Summary Report you want to print. The system allows ordering of this report by employee or job.

Report Details

The Hours Summary Report will print a listing of those employees that have time sheet entries within the pay run/pay period selected for printing. Each employee that falls under this category will then have the total hours for regular, overtime double overtime and other displayed within the first section of the report. Total Wages under the heading of regular, overtime, double overtime and other will display to the right side of the report.

Report details include Employee Code and Employee Name, Regular, Over Time, Double Overtime, and total listed under the heading of 'hours' as well as these same headings listed under the heading of 'Wages'. The total hours and wages for hour type will be listed at the bottom of the report.

Pay Rates Overrides Report

The Pay Rates Overrides Report prints a record for each employee that has a time sheet entered within the selected pay run/pay period, where the employees standard pay rate has been manually over-ridden.

Pay Run

Enter/Select the Pay Run for the time sheet pay rates to analyze with this report.

Pay Year

The system will default the current year into this field. Verify/Modify the Pay Year for the time sheet pay rates to be analyzed with this report.

Pay Period

Enter/Select the Pay Period for the time sheet pay rates to be analyzed on this report.

Document Range

Enter a starting and ending document code within the appropriate fields in order to print a selected range of timesheets.

In order to print timesheets for a single document code, enter the same code for both the 'From' and 'To' fields.

Leave both the 'From' and 'To' fields blank in order to print the full range of timesheets within the criteria selected within the previous fields.

Report Details

The Pay Rate Overrides Report will print a listing of those employees that have time sheet entries where the pay rate or the rate code has changed been modified from the default setting. Each employee that falls under this category will then have the regular, overtime double overtime and other rates displayed beside each date where a modified entry was made.

Report details include Employee Code and Employee Name, Regular, Over Time, Double Overtime, and Other Rate listed as the major groupings with each one of these sections displaying the Default Rate, Time Sheet Rate, and Calculated rate.

Adjustments

Adjustments pertain to a specific pay run. Payroll processing must be run after adjustments have been entered, in order for them to affect the pay for that particular run. In practice, the method for applying an adjustment would be to process the payroll, print the Payroll Journal to review the calculated amounts then return to this screen and enter any adjustments. Once the adjustments have been entered, re-process the pay run and re-print the Payroll Journal to verify the adjustments.

The system allows for the following adjustments: Benefits, Deductions, Tax, Leave, Loan Principal, Loan Interest and Salary.

Pgm: PYPAYADJ – Adjustments Entry

NOTE: You cannot adjust the wages (hours or rates) of hourly employees within the Adjustment Entry screen. Hourly wages can only be adjusted within Timesheet Entry. Salary Adjustments for salaried employees will apply to their gross wages.

Pay Year**Pay Period**

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Adjustment Entry – Detail Block

Employee Code

Enter/Select the employee code for the employee to whom you wish to apply an adjustment.

Union Code

If the Union code that displays is incorrect select the correct union for the adjustment. There is a List of values available.

Adjust Type

Select the adjustment type for the adjustment you wish to apply. The system allows you to select from the following options: Benefit, Deduction, Tax, Leave, Loan Principal, Loan Interest and Salary /Wage.

NOTE: Adjustment Entry for Leave Type can be made only for Salaried Employee.

Code

Select/Enter the code to which the adjustment will apply. The list of available codes will change depending on the adjustment type selected in the previous field.

Work Location

The system will default the work location as specified on the Employee Profile. You may change the work location for the adjustment as desired.

Adjustment Amount

Enter the adjustment amount as a positive or a negative amount. The adjustment amount is the difference between the calculated amount for the period and the amount desired for that period. Adjustment amounts are entered as increases or decreases to the adjustment code you have selected; they are NOT entered as increases or decreases to the net pay.

For example, if a benefit is calculated at \$100 on the payroll journal, and it should be \$90, then you would enter a benefit adjustment for -10. After processing, the benefit would increase net pay by only \$90 rather than the original \$100.

If a deduction is calculated at \$100 on the payroll journal, and it should be \$90, then you would enter a deduction adjustment for the same -10. After processing, the deduction would decrease the net pay by \$10 less than the original \$100. Do not confuse this with the fact that deductions are displayed as negatives that reduce the net pay. If the desired adjusted amount is less than the calculated amount, you should enter a minus before the adjustment amount regardless of the type of adjustment you are entering.

Fields applicable, and available for only the salary adjustments:

Trade

Verify/Modify the Trade Code for the adjustment line that you are entering. The trade code will default from the setting on the Employee Profile – Employee Details screen.

Job Company Code

Enter the Job Company Code if you want to charge the salary adjustment to the job.

Job Code

Enter the job to be charged for the salary adjustment that you are entering on this line.

Phase Code

Enter the phase code associated with the job code entered in the previous field. The phase code associates the cost of the labor entered on this line with a specific component of the job.

Category Code

Enter the category code associated with the job and phase code entered in the previous fields. The category code associates the cost of the labor entered on this line with a specific component of the job.

Worker Compensation Code

Verify/Modify the Worker Compensation Code for the adjustment line that you are entering. The Worker Compensation code will default from the Employee Profile.

Worker Compensation Policy Number

Verify/Modify the Worker Compensation for the adjustment line that you are entering. The Worker Compensation Policy Number will default a policy number specified for the job, if there is any, and in all other situations it will default ALL.

Public Liability Code

Verify/Modify the Public Liability code for the adjustment line that you are entering.

The Public Liability code will default from the Employee Profile.

Public Liability Policy Number

Verify/Modify the Public Liability Policy Number for the adjustment line that you are entering. The Public Liability Policy Number will default a policy number specified for the job, if there is any, and in all other situations it will default ALL.

Entering a Leave for Cash Adjustment

Check the Leave Cash box to pay a leave in lieu of basic wage. In this case, the system will reduce the basic wage by the amount of the leave and pay the wage under the leave heading.

Gross Amount Adjustments

Check this box if making a tax adjustment and to adjust the Gross Amount reported for taxation but not the gross amount that affects the tax calculations.

This situation can arise when an employee receives a non-receivable benefit that increases the gross earnings reported to taxation but not the actual taxes the system calculates on his wages or when you have entered a benefit that increases gross wages and then the government does not allow for the inclusion within gross earning.

Take the following example if you have an employee paid Gross Wage of \$500 BI-weekly plus a \$50 Car allowance paid BI-weekly

Gross wages would calculate to an end of year pay of \$14,300.00 (550*26)

If government now decides that the EI cannot include the car allowance then you would require the entry of a gross amount adjustment. The Gross Amount adjustment does not affect the debits and credits rather it affects the reported gross amount figure.

Receivable

Check this box if making an adjustment only for carry forward deduction.

Adjustment Type

This drop down menu is available when making an adjustment only for Deductions. The system allows you to select from the following options: Both, Employee, Employer. Select "Both" when you want to apply an adjustment to both: employee and employer. Select "Employee" when you want to apply an adjustment to employee only. Select "Employer" when you want to apply an adjustment to employer only.

Loan Receivable

This drop down menu is available when making an adjustment only for Loan Principal and Loan Interest.

The system allows you to select from the following options: Adjustment with GL, Adjustment Without GL and Normal Adjustment.

Processed

When this checkbox is checked, means the adjustment entry is been processed.

Return to Payroll Processing to re-process the payroll so that the adjusted amount will appear.

Adjustment Edit Listing

The screenshot displays the 'Salary Adjustments Edit List' window. The 'Printing Options' section contains the following fields:

Company	CCC	CMIC Test Construction Co
Pay Run	CCCW	CCC Weekly Pay Run
Year	2013	
Start Pay Period	5	29-01-2013 04-02-2013
End Pay Period	5	29-01-2013 04-02-2013
Starting Employee	CCC-WK-HR2	Richard Sherman
Ending Employee	CCC-WK-HR2	Richard Sherman

The 'Adjustment Type' section has the following options:

- ☒ All Adjustments
- ☐ Carry Forward Deductions
- ☐ Processed Adjustments
- ☐ Unprocessed Adjustments
- ☐ Receivables

The 'User Extensions' list on the right includes: User Extension1, User Extension2, User Extension3, User Extension4, User Extension5, User Extension6, User Extension7, and More Extensions ...

The 'Related Screens' list on the right includes: Related Screen 2, Related Screen 3, Related Screen 4, Related Screen 5, Related Screen 6, Related Screen 7, and More Related ...

A 'Print' button is located at the bottom right of the form.

Record: 1/1 ... <OSC>

Pgm: PY1030 – Adjustments Edit Listing

The Adjustments Edit listing will display the entries made within the Adjustments Entry form. This listing is used to verify the adjustment entries for a particular pay period prior to payroll processing.

The Edit Listing can be printed for all entries made for a range of pay periods within a pay run or can be limited to a range of employees.

Pay Run

Enter/Select the Pay Run for the Adjustment Edit Listing to print.

Year

The system will default the current year into this field. Verify/Modify the Pay Year for the Adjustments Edit Listing to print.

Start/End Pay Period

Enter the starting and ending pay periods within the appropriate fields in order to print a selected range of pay period adjustments.

In order to print a single pay period, enter the same period in both the 'Starting' and 'Ending' fields.

Leave both the 'Starting' and 'Ending' fields blank in order to print adjustments for the full range of periods.

Employee Range

Enter a starting and ending employee code within the appropriate fields in order to print the adjustment edit listing for a selected range of employees.

In order to print the adjustment listing for a single employee, enter the same code for both the 'From' and 'To' fields.

Leave both the 'From' and 'To' fields blank in order to print the full range of employees that fall under the pay run indicated in the previous .

Report Details

The Adjustment Edit List will print all adjustment entries found against employee for the pay run/pay period range selected for printed. The Adjustment Edit List will print all entries in order of Employee Code and pay period within employee code. Each new employee is distinguished by a solid black line.

The Report allows the user to select the following transactions types:

- All Adjustments
- Carry Forward Deductions
- Processed Adjustments
- Unprocessed Adjustments
- Receivables

Report details under each employee include the Transaction Type, the code, the description, the period, the amount of the adjustment and whether the leave for cash has been checked.

Expense Claims Entry

Action Edit Block Field Record Query Utility Help Window

Payroll - TESTV10_X Expenses Claims Entry

Select Company

Company: CCC CMIC Test Construction Co Pay Run: CCCW CCC Weekly Pay Run

Year: 2013 Period: 5 29-01-2013 04-02-2013

Employee: CCC-WK-HR2 Richard Sherman Document: EXPENSE01

Adv. Amt.: Account:

New Expense Defaults: User Check No.:

Expense Claims

Employee	Expense Dept	Rate	UOM	Quantity	Amount Claimed	Claim	Curr	Curr Paid	C
CCC-WK-HR2	HOTL	00	80.000	Actual	5.00	400.00	US	US	

Emp. Name: Richard Sherman

Description: Hotel Expenses

Enter Expense Rate

Record: 1/1 <OSC>

User Extensions +

User Extension1
User Extension2
User Extension3
User Extension4
User Extension5
User Extension6
User Extension7
More Extensions ...

Related Screens +

New Payroll

Related Screen 2
Related Screen 3
Related Screen 4
Related Screen 5
Related Screen 6
Related Screen 7
More Related ...

Pgm: PYEXPCLM – Expense Claim Entry

The payroll allows for the entry of expenses in two different ways. Entry of expense claims can be made through Time Sheet or the Expense Claim Entry form.

Time Sheet entry is limited in its' ability to handle expenses. Only simple expenses that are claimed in the same currency as that of the company can be entered using the Time Sheet Entry program.

The Expense Claims entry form allows you to enter an expense claim and attach a claim sheet number where applicable. As well, you have the ability to adjust the currency and conversion factor of the claim and enter the payment of advance amounts.

Pay Run

Enter/Select the Pay Run for the Expense Claim to be entered.

Pay Year

The system will default the current year into this field. Verify/Modify the Pay Year for the expense claim to enter.

Pay Period

Enter/Select the Pay Period for the expense claim to be entered.

Employee code

Enter the employee code for the employee whose expense claim is being entered. If the employee code is entered in the top block, the employee code becomes display only in the Expense Claims block. If no employee code is entered in the top block, the user can enter multiple employees in the Expense Claims block.

Document Code *(Optional)*

The document code is a user-defined code that is used to group expense detail with a pay run for querying purposes only. The document code can be up to 16 alphanumeric characters in length and is not validated by the system.

You might find the document code useful when you wish to separate the expense detail for a particular job, trade, date, or any other criteria. In this situation you would give the expense detail a document code as you enter the header. All expense claims entered under this document code will display only when this code is entered.

The Document Code can be accessed by an LOV based on company, pay-run, year, period and employee, if defined in this way.

Advance Amount *(Optional)*

Enter the amount of any advance payment made to this employee that should be accounted for on this periods' pay.

Account

Enter the *(Optional)* account that system will credit to offset the advance amount already recorded on your books.

For example: a \$500 advance amount has already been booked as:

DR	Prepaid Expense	DR	500
CR	Cash / Bank	CR	500

During posting the system will use the account indicated by this field as the credit offset to the advance payment as follows:

DR	Job/Phase/Category Cost/Expense	DR	500
CR	Prepaid Expense	CR	500

User Check No. *(Optional)*

Enter a user defined check number. The user can assign a temporary check number to the expense to print a separate check for the expense.

Check Location

Enter a check location. This field is optional when the "Check Location Processing" option is enabled. Otherwise, it is not visible.

Expense Code

Enter the Expense code for the Expense claim that you are entering. The Expense code must have been set up previously within the Expense Categories Maintenance Form.

Department

The user can enter an optional expense department code to override the normal expense master department code, and if that department is null then the default comes from the employee profile. This is only applicable to non-job related expenses.

Rate

Verify/Modify the expense rate that will default from the Expense Categories Maintenance form.

UOM (Unit of Measure)

Note the Unit of Measure that accompanies the expense claim that you are entering. This field cannot be accessed during the entry of a claim.

Quantity

Enter the Quantity of the claim based on the rate and Unit of Measure displayed in the previous fields.

Amount Claimed

Verify/Modify the calculated claim amount displayed in this field. The system will calculate the amount claimed by multiplying the rate by the quantity. You have the ability to change this number if desired.

Currency Claimed

Enter the currency in which this expense is being claimed.

Currency Paid

The Expense Claim Entry form will always pay the expense in the currency of the company. Any expense claims entered in a currency other than that of the company will be converted to the currency paid (the company currency) as denoted by this field.

Conversion Rate

The system will default the conversion rate as defined by the Currency rate entered in the Currency Codes Maintenance form off the Global Tables. Please see the System Data Manual and on-line help for further details. You may change this rate as desired.

Amount Payable

The system will calculate the amount payable for the expense claim entered on this line by multiplying the currency rate by the amount claimed.

Job Code

Enter the optional job code for the expense you are entering on this line where applicable. The cost associated with the dollars paid for this claim will be distributed to this job as labor overhead costs.

Phase Code

Enter the phase code associated with the job code if entered in the previous field. The phase code associates the cost of the expense entered on this line with a specific component of the job.

Category Code

Enter the category code associated with the job and phase code if entered in the previous fields. The category code associates the cost of the expense entered on this line with a specific component of the job.

Expense Edit Listing

Printing Options

Company

Pay Run

Year

Period

Starting Employee

Ending Employee

User Extensions User Extension1
User Extension2
User Extension3
User Extension4
User Extension5
User Extension6
User Extension7
More Extensions ...

Related Screens Related Screen 2
Related Screen 3
Related Screen 4
Related Screen 5
Related Screen 6
Related Screen 7
More Related ...

Enter A Valid Pay Run Code

Record: 1/1 ... List of Valu... <OSC>

Pgm: PY1029 – Expense Edit Listing

The Expense Claims Edit Listing will display the entries made within the Expense Claims Entry form. This listing is used to verify the expense entries for a particular pay period prior to payroll processing.

The Edit Listing can be printed for all entries made for a particular pay period within a pay run and can be limited to a range of employees.

Pay Run

Enter/Select the Pay Run for the Expense Edit Listing to be printed.

Year

The system will default the current year into this field. Verify / Modify the Pay Year for the Expense Edit Listing you want to print.

Pay Period

Enter the pay period for the Expense Edit list you wish to print.

Employee Range (Optional)

Enter a starting and ending employee code within the appropriate fields in order to print the expense edit listing for a selected range of employees.

In order to print the expense listing for a single employee, enter the same code for both the 'Starting' and 'Ending' fields.

Leave both the 'Starting' and 'Ending' fields blank in order to print the full range of employees that fall under the pay run indicated in the previous.

Report Details

The Expense Edit List will print all expense entries found against employee for the pay run/pay period selected for printed. The Expense Edit List will print all entries in order of Employee Code. Each new employee is distinguished by a solid black line denoting the new employee.

Report details under each employee include the Document Number, Advance Amount, Advance Account. Below this line individual expense claims are listed with the unit of measure, the quantity, the rate, the claim amount, the currency, the conversion rate, the paid amount and the job/phase/category detail. Expenses are totaled by document number, and employee.

Retroactive Payment Processing

Payroll - TESTV10_X Retroactive Payment Processing

Selection

Reference No: RETR001

Company: CCC CMIC Test Construction Co

Pay Run: CCCW

Pay Year: 2014

From Period: 1 To Period: 1

From Date: 30-12-2013 To Date: 05-01-2014

From Pay Group: To Pay Group:

From Union: To Union:

From Trade: To Trade:

From Employee: CCC-WK-HR2 Richard Sherman

To Employee: CCC-WK-HR2 Richard Sherman

From Job Company: To Job Company:

From Job: To Job:

Next Record

User Extensions +

User Extension 1

User Extension 2

User Extension 3

User Extension 4

User Extension 5

User Extension 6

User Extension 7

More Extensions...

Related Screens +

New Payroll

Time Sheet Entry

Related Screen 3

Related Screen 4

Related Screen 5

Related Screen 6

Related Screen 7

More Related ...

Process Delete

Enter Starting Job Company Code

Record: 1/1 ... List of Valu... <OSC>

Pgm: PYRETROPAY – Retroactive Payment Processing

This screen is used to process retroactive payments. Users select the Company, Pay Run, Year and current open Payroll Period for the processing of the retroactive payments.

Also, based on the entered selection parameters to select the relevant employee(s), the screen will display all past wages for the selected employee(s). Users can then select which of the returned employees to include for

the retroactive payment. Once all employees are selected and accepted, the screen will populate positive and negative transaction lines into the main screen, similar to the Adjustment screen, however the Retroactive Pay screen includes employee Pay Rates as well. The Pay Rate will be populated based on the current Period. Users can change the Job/Phase and Category on the main screen.

The Pay Rate will be re-calculated or updated for the new lines created on the retroactive screen. The rate population will be based on the employee preference setup in their profile, and the period effective date where the retro payment will be processed. The timesheet data will be considered for other parameters to populate the rates, such as “Trade”, “Union” and “Job” etc.

The adjustment data can be reviewed prior to payroll processing by users. The retro wage calculation will be picked up when processing for the payroll period, and the system will calculate taxes on wages based on the current period.

Pay Rates

The pay rate will be re-calculated or updated for the new lines created on the retroactive screen. The rate population will be based on employee Pay Rate preference setups in their profiles, and the period effective date where the retro payment will be processed. The timesheet data will be consider for other parameters to populate the appropriate rates, such as “Trade”, “Union” and “Job” etc.

Screen's Parameters

Reference No

Unique reference number for Retro Payment processing.

This field has been added to the Adjustment Entry Edit List screen, and a the field has been added to the screen's report. For details, please refer to step 7 in the following subsection: *Steps for Retro Payment Processing*.

Company

Enter/Select the Company for the retroactive pay to be calculated.

Pay Run

Enter/Select the Pay Run for the retroactive pay to be calculated.

Pay Year

Enter/Select the year for the retroactive payment.

From Period, To Period

Enter/Select the Pay Period for the retroactive payment.

From Pay Group, To Pay Group

Enter/Select the option of specific Pay Groups for the retroactive pay calculated on this pay run. Leave these fields blank to process the pay for all pay groups within the pay run selected in the previous field

From Union, To Union

Enter/Select the union or range of unions to which the employee(s) receiving the retroactive payment belong.

From Trade, To Trade

Enter/Select the relevant trade or range of trades for the employee(s) receiving the retroactive payment.

From Employee, To Employee

Enter/Select the relevant employee or range of employees to receive the retroactive payment

From Job Company, To Job Company

Enter/Select the Job or range of Jobs on which the employee(s) worked.

From Job, To Job

Enter/Select the Job or range of Jobs on which the employee(s) worked.

Steps for Retro Payment Processing

1. Enter Reference Number and all mandatory fields. Users are not allowed to change any selection parameters once the transaction exists to the Retroactive payment table; also the system will by-pass the record selection pop-up.

Payroll - TESTV10_X Retroactive Payment Processing

Selection

Reference No

Company

Pay Run

Pay Year

From Period To Period

From Date To Date

From Pay Group

To Pay Group

From Union

To Union

From Trade

To Trade

From Employee

To Employee

From Job Company

To Job Company

From Job

To Job

Process Delete

User Extensions +

User Extension 1

User Extension 2

User Extension 3

User Extension 4

User Extension 5

User Extension 6

User Extension 7

More Extensions....

Related Screens +

Related Screen 1

Related Screen 2

Related Screen 3

Related Screen 4

Related Screen 5

Related Screen 6

Related Screen 7

More Related ...

Enter Retro Payment Reference No

Record: 1/1 ... List of Valu... <OSC>

Action Edit Block Field Record Query Utility Help Window

Payroll - TESTV10_X Retroactive Payment Processing

Selection

Reference No: RETROACTIVEPAY2013

Unique Reference # for Retro Pay Processing

Mandatory Fields

Optional Fields

Process Delete

Enter Starting Pay Group

Record: 1/1 ... List of Valu... <OSC>

Company	CCC	CMIC Test Construction Co
Pay Run	CCCW	
Pay Year	2013	
From Period	1	To Period 50
From Date	01-01-2013	To Date 16-12-2013
From Pay Group		
To Pay Group		
From Union		
To Union		
From Trade		
To Trade		
From Employee		
To Employee		
From Job Company		
To Job Company		
From Job		
To Job		

User Extensions +

User Extension 1

User Extension 2

User Extension 3

User Extension 4

User Extension 5

User Extension 6

User Extension 7

More Extensions....

Related Screen 2

Related Screen 3

Related Screen 4

Related Screen 5

Related Screen 6

Related Screen 7

More Related ...

- Select the Timesheet record which will be used for retroactive payment calculation.

Payroll - TESTV10_X Retroactive Data Selection

	Pay Run	Year	Period	Employee	Work Date	Union	Trade	Job Comp	Job	Phase	Cat
<input type="checkbox"/>	CCCW	2013	5	CCC-VWK-HR2	29-01-2013		1610	CCC	CCC-KING	00 01 01	5000
<input type="checkbox"/>	CCCW	2013	5	CCC-VWK-HR2	29-01-2013		1610	CCC	CCC-KING	02 40 00	1000
<input type="checkbox"/>	CCCW	2013	5	CCC-VWK-HR2	30-01-2013		1610	CCC	CCC-KING	00 01 01	5000
<input type="checkbox"/>	CCCW	2013	5	CCC-VWK-HR2	31-01-2013		1610	CCC	CCC-KING	00 01 01	5000
<input type="checkbox"/>	CCCW	2013	5	CCC-VWK-HR2	01-02-2013		1610	CCC	CCC-KING	00 01 01	5000
<input type="checkbox"/>	CCCW	2013	5	CCC-VWK-HR2	04-02-2013		1610	CCC	CCC-KING	00 01 01	5000
<input type="checkbox"/>	CCCW	2013	47	CCC-VWK-HR2	19-11-2013		1610	CCC	1000	01.03A.030000.F	CFB
<input type="checkbox"/>	CCCW	2013	50	CCC-VWK-HR2	10-12-2013		1610	CCC			
<input type="checkbox"/>	CCCW	2013	1	CCC-VWK-HR3	01-01-2013		6112	CCC	1000	01.03A.030000.F	CFB
<input type="checkbox"/>	CCCW	2013	2	CCC-VWK-HR3	14-01-2013		6112	CCC	CCC-1000	02 41 13.13	1000
<input type="checkbox"/>	CCCW	2013	2	CCC-VWK-HR3	14-01-2013		6112	CCC	CCC-1000	02 41 13.13	1000
<input type="checkbox"/>	CCCW	2013	2	CCC-VWK-HR3	14-01-2013		6112	CCC	CCC-1000	02 41 13.13	1000
<input type="checkbox"/>	CCCW	2013	49	CCC-VWK-HR5	03-12-2013		6112	CCC	CCC-KING	00 01 01	5000
<input checked="" type="checkbox"/>	CCCW	2013	50	CCC-VWK-HR5	10-12-2013		6112	CCC	CCC-KING	00 01 01	5000
<input type="checkbox"/>	CCCW	2013	5	CCC-VWK-SAL1	04-02-2013		1611	CCC	CCC-1000	03 30 00	4000

Select All Unselect

Employee **HR5 CCC-VWK**

Union

Accept Cancel

Record: 20/21 ... <OSC>

Select the filtered Timesheet Record based on the Selection Parameters

- Enter the Period where user wants to generate adjusted retroactive payment and click "Accept".

Window
Payroll - TESTV10_X Retroactive Data Selection

Pay Run Year	Period	Employee	Work Date	Union	Trade	Job Comp	Job	Phase	Cat
CCCW	2013 5	CCC-WK-HR2	29-01-2013		1610	CCC	CCC-KING	00 01 01	5000
CCCW	2013 5	CCC-WK-HR3	29-01-2013		1610	CCC	CCC-KING	00 01 01	5000
CCCW	2013 5	CCC-WK-HR4	29-01-2013		1610	CCC	CCC-KING	00 01 01	5000
CCCW	2013 5	CCC-WK-HR5	29-01-2013		1610	CCC	CCC-KING	00 01 01	5000
CCCW	2013 5	CCC-WK-SAL1	04-02-2013		1611	CCC	CCC-1000	03 30 00	4000

Payroll - TESTV10_X Open Period

Company CMIC Test Construction Co

Pay Run

Pay Year

Period From Date To Date

Submit Cancel

01.03A.030000.F CFB
02 41 13.13 1000
02 41 13.13 1000
02 41 13.13 1000
00 01 01 5000

Select All Unselect ...

Employee Trade

Union Job

Accept Cancel

Enter Pay Company Code

Record: 1/1 ... <OSC>

MIDDLEWARE

- Action Edit Block Field Record Query Utility Help Window

Payroll - TESTV10_X Timesheet Selection

Timesheet Details

Seq. No.	Employee	Date	Normal Hours	Code	Pay Rate	Pay Amount	Charge Rate	Charge Amount
25438	CCC-WK-HR5	10-12-2013	-45.00	REG	25.000	-1,125.00	25.000	-1,125.00
25439	CCC-WK-HR5	17-12-2013	45.00	REG	30.000	1,350.00	30.000	1,350.00
Total						225.00		225.00

Company CCC Year 2013 Emp Name HR5 CCC-WK Retpay Ref# RETROACTIVEPAY20
Pay Run CCCW Period 51 Description Retpay ID 84

VW-Line Detail Create Phs/Cat TAC WBS Additional Values Process Cancel

Enter Employee Number

Record: 2/2 <OSC>

5. This record will be transferred to Salary Adjustment table for further processing.

Action Edit Block Field Record Query Utility Help Window

Payroll - TESTV10_X Timesheet Selection

Timesheet Details

Seq. No	Employee	Date			Normal Hours			
			Normal Hours	Code	Pay Rate	Pay Amount	Charge Rate	Charge Amount
25438	CCC-VWK-HR5	10-12-2013	-45.00	REG	25.000	-1,125.00	25.000	-1,125.00
25439	CCC-VWK-HRS	17-12-2013	45.00	REG	30.000	1,350.00	30.000	1,350.00
Total						225.00		225.00

Forms

1 Retroactive Payment(s) has been Transferred to Salary Adjustment

OK

Company CCC Year 2013 Emp Name HR5 CCC-VWK Retpay Ref# RETROACTIVEPAY201

Pay Run CCCW Period 51 Description Retpay ID 84

W-Line Detail Create Phs/Cat TAC WBS Additional Values Process Cancel

Enter Employee Number

Record: 0/2 <OSC>

- [illegible]

8. User is allowed to delete all the transactions against the Retroactive payment Reference Number unless the pay check is not processed against any transaction.

This process will delete all the records from Retro Payment table (if exists), Salary adjustment (if exists), Payroll Employee Pay History (if exists) and Retro Payment Reference Master Table.

Payroll - TESTV10_X Retroactive Payment Processing

Selection

Reference No: RETROACTIVEPAY2013

Company: CCC CMIC Test Construction Co

Pay Run: CCCW

Pay Year: 2013

From Period: 1 To Period: 50

From Date: 01-01-2013 To Date: 16-12-2013

From Pay Group: To Pay Group:

From Union: To Union:

From Trade: To Trade:

From Employee: To Employee:

From Job Company: To Job Company:

From Job: To Job:

Process Delete

User Extensions +

- User Extension 1
- User Extension 2
- User Extension 3
- User Extension 4
- User Extension 5
- User Extension 6
- User Extension 7
- More Extensions....

Related Screens +

- Related Screen 1
- Related Screen 2
- Related Screen 3
- Related Screen 4
- Related Screen 5
- Related Screen 6
- Related Screen 7
- More Related ...

Payroll - TESTV10_X Retroactive Payment Processing

Selection

Reference No: RETROACTIVEPAY2013

Company: CCC

Pay Run: CCCW

Pay Year: 2013

From Period: 1 To Period: 50

From Date: 01-01-2013 To Date: 16-12-2013

From Pay Group: To Pay Group:

From Union: To Union:

From Trade: To Trade:

From Employee: To Employee:

From Job Company: To Job Company:

From Job: To Job:

Process Delete

User Extensions +

- User Extension 1
- User Extension 2
- User Extension 3
- User Extension 4
- User Extension 5
- User Extension 6
- User Extension 7
- More Extensions....

Related Screens +

- Related Screen 2
- Related Screen 3
- Related Screen 4
- Related Screen 5
- Related Screen 6
- Related Screen 7
- More Related ...

Forms

Are you sure you want to delete all record(s) for this Reference Number?

Yes Cancel

Multiple Check Assignment

The Assign Multiple Checks program allows the user to create distinct checks with user defined check numbers for employees in a pay run. The screen consists of two blocks: the upper block consists of the company, pay run, year, and period. Once the upper block information is filled in, the second block will display all the wages posted to the employee via any timesheet entry screen or adjustments. The screen will also display the benefits or expenses entered through the adjustments or posted from timesheets.

The user then has the ability to assign a check number to each transaction or the same check number to multiple transactions to process the payroll by check number assigned. A user defined check number should not be assigned to the regular check. That user defined check number should be left blank. Negative checks cannot be assigned a user-defined check number.

Assign Multiple Checks

Select Company

Company: CCC CMIC Test Construction Co Year: 2013
Pay Run: CCCW CCC Weekly Pay Run Period: 5 29-01-2013 04-02-2013

Employee Detail

Employee	Employee Name
CCC-WK-HR2	Richard Sherman

Earning Detail

Check No.	Check Only	Tran	Type	Code	Work Location	Union	Adj.	Date	Hours	Amount	Comp.	Job
1	<input checked="" type="checkbox"/>	BW		NVHR	ZCHI			29-01-2013	8	400.00	CCC	CCC-KING
	<input type="checkbox"/>	BW		NVHR	ZCHI			30-01-2013	8	400.00	CCC	CCC-KING
	<input type="checkbox"/>	BW		NVHR	ZCHI			31-01-2013	8	400.00	CCC	CCC-KING
	<input type="checkbox"/>	BW		NVHR	ZCHI			01-02-2013	8	400.00	CCC	CCC-KING
	<input type="checkbox"/>	BW		NVHR	ZCHI			04-02-2013	8	400.00	CCC	CCC-KING
2	<input type="checkbox"/>	BN		CAR	CCCH		Y	04-02-2013		500.00	CCC	
	<input type="checkbox"/>	EX		HOTL	CCCH		Y	04-02-2013		400.00	CCC	CCC-KING

Description: Car Allowance

Checked: Ignore The Default Setting For Employee(s) Direct Deposit And Print Check(s) Only
Record: 7/8 ... <OSC>

Pgm: PYMULCHK – Assign Multiple Checks

Company

Enter the company code from which checks will be assigned.

Pay Run, Year and Period

Enter the pay run, year and period from which checks will be assigned.

Check No.

Enter the user-defined check number for each check that will be printed separately for the employee. This check number must be less than 100. User-defined check numbers for benefit adjustments that are separate checks cannot be changed. A user-defined check number should not be assigned to the regular check.

Check Only

When this flag is checked, a check is printed for the employee regardless of the direct deposit setup.

Processing and Checks

Payroll processing should be done after all the time sheets for a particular pay run have been entered and posted and before checks and posting occurs. Payroll processing will calculate benefits, adjustments, pre-tax deductions, taxes, post-tax deductions, expenses, loan repayments, Worker Compensation and Public Liability charges as well as any job allocations from the aforementioned items. For this reason, you must also make sure that you run payroll processing after any adjustments or expense claims for the period have been entered.

Check printing will be completed only after processing of Payroll has been completed. The system will warn the user if attempt to Print Checks is done and Payroll Processing has not been run for at least one employee.

Payroll Processing

Enter

Record: 1/1 ... List of Valu... <OSC>

Pgm: PYPAYPRO – Payroll Processing

Payroll Processing calculates the amounts that pertain to an employees pay for a particular pay period within a pay run. Posting does not take place in this procedure and you may run this procedure as often as desired prior to check printing and posting.

Payroll processing can be run for all pay groups within a pay run, or for just a single pay group at a time. This process can also be run for a range of employees or for all employees at one time.

Home Company

Home Company will restrict all other criteria to only those employees who belong to the home company entered.

Pay Run

Enter/Select the Pay Run for the payroll to be calculated.

Year

The system will default the current year into this field. Verify/Modify the Pay Year for the payroll pay run to be calculated.

Pay Period

Enter the pay period within the pay run that is to be used to calculate the payroll.

Check Location

The Check Location field is mandatory if the “Check Location Processing” option is enabled. Enter the Check Location code here. If the option is not enabled, the field is not available.

Pay Group Range (Optional)

Enter/Select the option of specific Pay Groups for the payroll calculated on this pay run. Leave these fields blank to process the payroll for all pay groups within the pay run selected in the previous field.

Employee Range or Pick List (Optional)

Enter optional starting and ending employee codes within the appropriate fields in order to process the payroll for a selected range of employees.

In order to process the calculated amounts for a single employee, enter the same code for both the 'From' and 'To' fields.

Leave both the 'From' and 'To' fields blank in order to process the full range of employees that fall under the pay group/pay run combination indicated in the previous fields.

If specific List of Employees for which to Process Payroll exists, enter the Pick List code instead of the From/to Employee Number range. If the pick list needs to be modified use the **[Edit]** button.

'Restart from Employee' (Optional)

If restarting a payroll processing that has been interrupted, specify the employee code from which to begin processing.

NOTE: The restart feature does not run sequentially by employee number. Rather, when you specify the employee code to restart, the system first checks to see the pay group in which the employee code resides. The system then recalculates the employees that follow sequentially from that employee within that pay group. Once done, the system will then go on to the next sequential pay group and recalculate the employees within that group. Recalculation will continue until all pay groups that follow the pay group of the initial employee, have been completed.

'Pause on Messages' (Optional)

Leave this field blank unless required for use by a Computer Methods Consultant or Help Desk Member. The Pause on Message is used by our staff to debug any problems which may arise during the processing of a pay run.

'Include Employees who Have no Timesheets' (Optional)

Check this box to process employees who have no timesheets. Leave this box blank if hourly employees must have a timesheet to be included in the processing of the payrun. This flag will be checked/unchecked by default based on the setting in Payroll Control File.

Internal Process (System will use external process by default if not checked) – Checkbox

Check this box to process payroll directly through Vertex and its associated libraries. Leave this box unchecked to process the payroll to an external file. The former is a quicker process than the latter.

[Process] – Button

After clicking the [Process] button, and processing completes, review the Payroll Journal and the History Reports, both are available on the Processing Reports menu.

Check Printing

Enter FEIN Number

Record: 1/1 | ... | List of Valu... | <OSC>

Pgm: PYCHKPRT – Check Printing

The Check Printing program will create the checks and the direct deposits detail that will be issued to the employees for a particular pay run and pay period. Only those employees who are paid directly via checks will

have a check produced by the system. Employees who are paid via electronic funds transfer (EFT) will have the direct deposit files updated, but no check will be produced. You may then go to the Check Stub Printing program and run the check stub detail for the specified run.

NOTE: An employees pay cannot be re-processed once checks have been printed. In order to re-process an employee for a pay run in which a check was printed, you must void the check.

As well, note that the check printing program allows you to re-print checks with the option to re-number the check numbers (see the section below on re-printing checks). Be aware that if you have printed manual checks and you are now processing the pay checks for the rest of the employees, you need to answer no to the 're-number' question. If opting 'yes' to the re-numbering of checks, the system will re-number the manual checks and re-print them.

The signature and logo information on the check will be derived from the employee's pay group.

Standard Check Printing

FEIN number

Enter the FEIN number, if you wish to run checks for all companies under this FEIN number. When running a multi-company payroll run for all companies under this FEIN number, only those companies with the same Pay Run and bank account will be selected for printing.

When you enter a FEIN number in this field, the system will not allow you to enter a company code in the next field. The dates displayed beside the period and the pay date are for display purposes only. The system will select the pay period dates and pay date of the first company it finds in the list of those that fall under the selected FEIN number. When checks are processed the system will use the dates as specified on the Pay Periods Maintenance screen for the particular companies that will be printed on this run.

Company Code

If you have not entered a FEIN number in the previous field, you are required to enter the company code from which you wish to print checks.

Pay Run

Enter/Select the Pay Run for the checks that you want to print.

Year

The system will default the current year into this field. Verify/Modify the Pay Year for the checks that you want to print.

Pay Period

Enter the pay period within the pay run for which you want to print the checks.

Pay Date

The system will default the pay date as specified on the Pay Periods Maintenance screen. The pay date displayed will be the date printed on the checks.

Check Location

If the "Check Location Processing" option is enabled, this field will be mandatory. Check processing will select employees based on the Company/FEIN number, pay run, year, period and check location code entered on the screen. Processing will determine the banking information from the Check Locations Maintenance screen. At this time, the banking information on the Check Location and the banking

information on the employee pay group should be the same for the purpose of printing the check. The system will handle 100% check payment, 100% direct deposit, or check and direct deposit split as long as they are from the same bank account.

If the “Check Location Processing” option is disabled, the check location field will be unavailable.

Loc’n Signature Pay Group

The system defaults the Loc’n Signature Pay Group from the Pay Group of the Check Location entered. This field is mandatory if the “Check Location Processing” option is enabled. Otherwise it is unavailable.

Check Number for Reprint

The 'Check Number for Reprint' allows you to specify a specific check for a particular employee when that employee normally has his/ her checks split. This field can only be accessed if you have entered the same employee code in both the 'From' and 'To' fields of the employee range.

Bank

Enter/Select the Bank code from which you will make the check payment. If the “Check Location Processing” option is enabled, the banking information defaults from the Check Locations Maintenance screen and cannot be updated here.

Branch

Enter/Select the Branch code from which you will make the check payment. If the “Check Location Processing” option is enabled, the branch information defaults from the Check Locations Maintenance screen and cannot be updated here.

Account Number

Enter/Select the account number from which you will make the check payment. If the “Check Location Processing” option is enabled, the account information defaults from the Check Locations Maintenance screen and cannot be updated here.

Last Check Number

The system keeps track of the last check number issued against this bank account. The system will automatically use the next number when processing the first check of this run against this account. The system will also automatically update the value in this field so that it always uses the next highest number when producing checks against this bank account.

The system allows you to change this check number to a number that is greater than the one displayed.

Pay Group Range

Enter/Select the Pay Groups for the employees whose checks you wish to print. Leave these fields blank if you wish to print checks for all pay groups within the pay run selected in the previous field.

Employee Range or Pick List

Enter a starting and ending employee code within the appropriate fields in order to print checks for a selected range of employees.

In order to print a check for a single employee, enter the same code for both the 'From' and 'To' fields.

Leave both the 'From' and 'To' fields blank in order to print checks for the full range of employees that fall under the pay group/pay run combination indicated in the previous fields.

If you have a specific List of Employees you wish to print checks for enter the Pick List code instead of the From/to Employee Number range. If the pick list needs to be modified use the [Edit] button.

User Define Check For Print

Enter the user defined check number if you want to print that check.

Process Check By

This is a drop down list field that allows the user to select the printing order of the checks.

Print Direct Deposit Stub

Check the Print Direct Deposit Stub checkbox. There are three options in the dropdown list as follows:

- **Direct Deposit Employees Only** - Will print the check stub for those employees that are 100% direct deposit payment
- **All Direct Deposit Stubs** - Will print the check stub for all employees that are using 100% or less direct deposit
- **All Stubs** - Will print the check stubs for all employees regardless of whether they are using direct deposit, a split between check and direct deposit or check only

Print Check(s) only box

Check the Print Check(s) only box if you wish to ignore the default setting for the Employee(s) direct deposit and only print check for this run. This is mostly used when processing Bonus Runs.

Sort by Job

If this box is checked the Check Register that prints after the checks have been produced will be sorted by job order otherwise the default is by check number.

Exclude Manual Checks

If this box is checked, then manual checks that were processed in that period will not be printed from this screen.

ASCII File Flag and ASCII File Name

Check the ASCII file box if you wish to print a copy of the direct deposit ASCII file. If you have checked the ASCII file box, the system will require that you enter the name of the ASCII file to print.

Reprinting Checks

It may be necessary to re-print the checks on a check run due to a paper jam or check error. When pre-numbered checks are not used, you may wish to use the same check numbers as those on the original run.

- To reprint checks or a portion of the checks on a check run using the *same* check numbers follow the steps listed below, clicking 'NO' when prompted to Renumber Checks.
- To reprint checks or a portion of the checks on a check run using the *next set* of check numbers select the 'YES' option when prompted to Renumber Checks.

Enter the same check printing criteria as the original check run

Enter the Employee Range

If you are only re- printing checks for a single employee or range of employees, enter the employee codes in the appropriate 'From' and 'To' fields.

[Print] – Button

When the Print function is initiated, two prompts may be provided to the user:

- **Reprint Checks** prompt - If checks have already been run for this run, the system will prompt you as to whether to Reprint Checks. Select the 'Yes' option. Selecting 'No' will result in only new checks being printed if they exist.
- **Renumber Checks** prompt – When responding 'Yes' to the Reprint Checks prompt the system will ask if you wish to Renumber checks. The system will renumber the checks using the starting check number defined by the next sequential number found in the Last Check Number field.

Reprint Checks using different check numbers

It may be necessary to re-print the checks on a check run due to a paper jam or a check error. When pre-numbered check are used, you may wish to re-number the check numbers from those on the original run.

To reprint checks or a portion of the checks on a check run using the next set of check numbers select the 'YES' option when prompted to Renumber Checks.

Manual Check Printing

Action Edit Block Field Record Query Utility Help Window

Payroll - TESTV10_X Manual Check Processing

Select Parameters

Company	CCC	CMIC Test Construction Co	Check Locn	
Pay Run	CCCW	CCC Weekly Pay Run	Locn PayGrp	
Year	2013	Period	5	
	29-01-2013		04-02-2013	
Employee	CCC-WK-HR2	Richard Sherman	Current Chk. No.	10
			Assigned Chk. No.	
			Language	English

User Extensions +

User Extension1
User Extension2
User Extension3
User Extension4
User Extension5
User Extension6
User Extension7
More Extensions ...

Edit Values

Empl	Cont	Tran Type	Code	Plan Code	Plan Option	Work Location	Amount
-	Y	Benefit	PEN	DEFAULT	DEFAULT	CCCH	2,500.00
	N	Benefit	PWDF	DEFAULT	DEFAULT	CCCH	3.91
	N	Benefit	PWDF	DEFAULT	DEFAULT	CCCH	7.84
	N	Basic Wage	NWHR			ZCHI	400.00
	N	Basic Wage	NWHR			ZCHI	400.00
	N	Basic Wage	NWHR			ZCHI	400.00
	N	Basic Wage	NWHR			ZCHI	400.00
	N	Basic Wage	NWHR			CCCH	2,000.00

Description Pension Benefit

Total Pay Amount 415.12

☐ Print Check Only

Process Print Check

Related Screens +

Related Screen 1
Related Screen 2
Related Screen 3
Related Screen 4
Related Screen 5
Related Screen 6
Related Screen 7
More Related ...

Specify Whether The Transaction Being Entered Is The Employee Or Employer Portion. (Y = Employer Portion, N = Employee Portion)

Record: 13/? ... <OSC>

Pgm: PYMANPRO – Manual Check Entry

The Manual Check Printing screen is used to process the payment of a manual check. The manual check program allows you to quickly print a manual check as well as manually manipulate the calculated values on a manual check.

The manipulation of the calculated values is particularly useful if an employee was issued a manual check (usually due to termination) that was not processed through the system. The values that were used to determine

the pay may not match exactly with the figures that the system calculates. In this case, users have the opportunity to record the manual check with the values used to produce the check through the edit capability of the Manual Check program.

Manual Check Parameters – Header Block

Pay Run

Enter the Pay Run code for the pay run in which the manual check will be processed.

Year

The system will default the current year to this field. Verify/Modify the year in which the manual check is to be issued.

Period

Enter the Period in which the manual check should be issued.

Employee

Enter the Employee Code for the employee to whom you are issuing a manual check.

Check Location

Enter the Check Location. The banking information is derived from the bank setup on that check location.

Loc'n Pay Grp

Enter the Location Pay Group. The Location Pay Group determines the logo that is printed on the check.

Check Information

The system will default the check/banking information. The Current Check number will be displayed. You may change the check number and bank information if required. The system will accept any check number that has not yet been used.

Assigned Check Number

If a specific user-defined check is to be printed, enter the user-defined check number here.

Manual Check Edit Values – Detail Block

When you move your cursor to the Edit Values Block (through your mouse or through the <Next Block> key), the system will automatically process the payroll values for this employee for the specified pay period.

Once the calculations have been completed, the system will display all the values that have been calculated to make up the net pay for this employee. At this point you have the option to edit any of the values, proceed with the printing of the manual check or to exit the process completely.

Edit the calculated values

When the calculated values appear in the Edit Values block, you have the option to edit these figures. To edit a calculated value, move to the desired transaction type (benefit, deduction, wage ...etc.), and place the cursor on the amount field. Enter the amount as you wish it to appear on the check stub. You are not entering the adjustment amount in this field – rather enter the actual amount you wish displayed. The system will calculate the difference between the calculated value and the value you have entered and display it within the adjusted amount on the check stub. As well, enter all the values as positive numbers; the system will increase or decrease the amount from the net pay based on transaction type.

NOTE: If you reduce an amount to zero, that transaction will not display on the check stub as it will no longer affect the net pay. Check stub information only displays values that are greater than or less than zero.

[Process] – Button

If you have changed any of the manual check values, the system will require that you press the **[Process]** button so that the system can re-calculate the net pay with the changes made.

Print Check Only – Checkbox

Check the 'Print Check Only' box to ignore the default setting for this employee in the Direct Deposit screen and print a check from the data within this screen.

Leave this field blank to issue this employee his/her pay based on the default setting for the employee within the Direct Deposit screen.

[Print Check] – Button

Press the **[Print Check]** button to print the manual check.

Voiding Checks

Payroll - TESTV10_X Process Void Checks

Select Check

Company: CCC CMiC Test Construction Co

Pay Run: CCCW CCC Weekly Pay Run

Year: 2013 Period: 5 29-01-2013 04-02-2013

Check Location:

Check Number: 10

From Pay Group:

To Pay Group:

Employee Pick List:

From Employee: CCC-WK-HR2 Richard Sherman

To Employee: CCC-WK-HR2 Richard Sherman

Bank: UNITED United Bank

Branch: MAIN United Bank - Main Branch

Bank Account: 9876543210

Posting Date: 30-07-2013

Journal: PY Payroll

☐ Preview Posting ☐ Print Reports Immediately ☐ Delete Reports After Printing

Void Check

User Extensions +

User Extension1

User Extension2

User Extension3

User Extension4

User Extension5

User Extension6

User Extension7

More Extensions ...

Related Screens +

Payroll Processing

Related Screen 2

Related Screen 3

Related Screen 4

Related Screen 5

Related Screen 6

Related Screen 7

More Related ...

Checked: Preview Posting

Record: 1/1 ... <OSC>

Pgm: PYVOIDCK – Process Void Checks

The Void Check form is used to reverse a payroll payment as well as the impact of the checks that have been issued. The void checks program allows you to void automatic checks, manual check as well as direct deposit payments.

Voiding a check will reverse the check/direct deposit entry and then reverses each benefit, deduction, tax, leave, expense ...etc. associated with the check payment. If you have posted the payroll for the period in which the check was issued, the system will also reverse the General Ledger and Job Cost entries associated with the payment. If you have not posted the period in which the check was issued, the system will recognize this and merely reverse the entry within the payroll itself. In either case, all 'to-date' entries will be recalculated to reflect the void check.

The second step in the void check process applies to hourly employees and affects the timesheets associated with the check that you wish to void.

NOTE: The system automatically reverses the timesheet posting associated with the check that you are voiding.

The system will provide users with the option to retain the timesheet entries for correction (where applicable) and reprocessing or remove the timesheet entries altogether. When the void check is associated with a crew timesheet or a mechanic timesheet the timesheet status of submitted will be given when a check is voided.

The void check screen requires that entry of specific employee code(s) and check number(s) that are to be reversed, or for voiding an entire pay run, entry of just the Bank information. Once a check is reversed it cannot be re-instated under the same number.

Pay Run

Enter/Select the Pay Run from which to void a check.

Year

The system will default the current year into this field. Verify/Modify the Pay Year in which to void the check.

Pay Period

Enter the pay period from which you wish to void the check.

Check Location

Enter the check location. This field is mandatory if the "Check Location Processing" option is enabled.

Posting Date

The system will default the posting date as the system date. Verify/Modify the date on which you wish to post the void check. Note that this date must be within the date range specified by the period in the previous field.

Employee

Enter/Select the Employee Code or range for the employee(s) whose checks will be voided.

Bank

The system will default the bank account as indicated by the pay group associated with the employee code entered in the previous field. Verify that the Bank code is the one from which the check you wish to void was issued. If the bank code displayed is different you may change it at this point. The Bank code must have been set up previously within Bank Code Maintenance.

Branch

The system will default the branch code as indicated by the pay group associated with the employee code entered in the previous field. Verify that the branch code is the one from which the check you wish to void was issued. If the branch code displayed is different you may change it at this point

Bank Account Number

The system will default the account number as indicated by the pay group associated with the employee code entered in the previous field. Verify that the account code is the one from which the check you wish to void was issued. If the account code displayed is different you may change it at this point.

Check number

Enter/Select the check number for the check you wish to void. A list of values is available on this field displaying the checks associated with this employee.

Payroll Journal

The system will default the Journal to which the General Ledger Transaction should post the reversing entry of the void check (where applicable).

Print Reports Immediately

Check this box if you wish to print the posting report immediately after posting.

If you leave this box blank, the posting report will not print after posting but you can print it later using the posting report utility.

Delete Reports after Posting

Check this box if you want to delete this posting report at the end of the posting process. Once deleted, you will not be able to print the posting report at a later time.

If you leave this box blank, the posting report can be re-printed at a later time.

[Void Check] – Button

The second step in the void check program addresses the issue of retaining the timesheet detail. As mentioned previously, when you void a check the system automatically posts the reversal of the timesheet as it was posted to the General Ledger and the Job Costing.

During the void process the system will ask you 'Do you want to retain the input transactions?' If you click on the default **[OK]** button, then the system will retain the timesheet entries associated with the void check and allow you to edit and re-post the entries. If you select the **[Cancel]** button, then the system will delete the timesheet entries entirely.

Pay Stub Printing

Payroll - TESTV10_X Paystub Printing

Select Parameters

FEIN Number

Company CMIC Test Construction Co

Pay Run CCC Weekly Pay Run

Pay Year Period 29-01-2013 04-02-2013

Pay Date

Check Location

Pay Group

To Pay Group

Employee Pick List

From Employee Richard Sherman

To Employee Richard Sherman

Language

Print Type

User Extensions User Extension1
User Extension2
User Extension3
User Extension4
User Extension5
User Extension6
User Extension7
More Extensions ...

Related Screens **Payroll Processing**
Related Screen 2
Related Screen 3
Related Screen 4
Related Screen 5
Related Screen 6
Related Screen 7
More Related ...

Enter Pay Run Code

Record: 1/1 ... List of Valu... <OSC>

Pgm: PYSTUB – Pay Stub Printing

Use this form to print the stub detail for the direct deposit payments on a particular pay run. If your pay run includes payments made through checks, the stub detail for the checks can also be re-printed using this program. Pay Stubs can be printed by Company or FEIN.

Pay Run

Enter/Select the Pay Run for the check stubs to print.

Year

The system will default the current year into this field. Verify/Modify the Pay Year for the check stubs that to print.

Pay Period

Enter the pay period within the pay run for which to print the check stubs.

Pay Group

Enter/Select the Pay Group for the employees whose check stubs to print. Leave this field blank if you wish to print the listing for all pay groups within the pay run selected in the previous field.

Employee Range

Enter a starting and ending employee code within the appropriate fields in order to print the check stubs for a selected range of employees.

In order to print the check stubs for a single employee, enter the same code for both the 'From' and 'To' fields.

Leave both the 'From' and 'To' fields blank in order to print the full range of employee that fall under the pay group/pay run combination indicated in the previous fields.

Print Type

Select the type of stubs to be printed.

The 'All Check Stubs' option prints stubs for all employees paid by check or partial direct deposit.

The 'Check Employees Only' option prints stubs only for employees paid by 100% check.

The 'All Direct Deposit Stubs' option prints stubs for employees who are paid either partially or wholly by direct deposit.

The 'Direct Deposit Employees Only' option prints stubs only for employees who are paid 100% direct deposit.

The 'All Stubs' option prints stubs for all employees who are paid by check and/or direct deposit.

Payroll Posting

Payroll - TESTV10_X Payroll Posting

Select Parameters

Company: CCC CMiC Test Construction Co

Pay Run: CCCW CCC Weekly Pay Run

Pay Year: 2013

Period: 5 29-01-2013 04-02-2013

Posting Date: 04-02-2013

Journal: PY Payroll

☐ Preview Posting ☐ Print Reports Immediately

☐ Delete Reports After Printing

Post

User Extensions +

User Extension1
User Extension2
User Extension3
User Extension4
User Extension5
User Extension6
User Extension7
More Extensions ...

Related Screens +

Related Screen 1
Related Screen 2
Related Screen 3
Related Screen 4
Related Screen 5
Related Screen 6
Related Screen 7
More Related ...

Checked: Preview Posting

Record: 1/1 ... <OSC>

Pgm: PYPAYPST – Payroll Posting

Use this form to complete the regular check run procedure by updating the files and posting payroll information to the payroll, General ledger and Job Costing application. For this reason it is imperative that you make sure that you have completed all the processing steps for the period prior to posting.

Once a pay run has been posted for a period it is closed and cannot be re-opened.

Pay Run

Enter the Pay Run code for the Pay Run you wish to post.

Year/Period

Enter the Year and Pay Period which you wish to post.

Posting Date

The system will default the post date as specified on the Pay Periods Maintenance. The post date displayed will be the date used by the system to post the transactions to the Subledgers.

Journal

The system will default the journal as specified on the Company

Print Reports Immediately

Check this box to print the posting report immediately after posting.

If you leave this box blank, the posting report will not print after posting but can be printed later using the posting report utility.

Delete Reports after Posting

Check this box to delete this posting report at the end of the posting process. Once deleted, you will not be able to print the posting report at a later time.

If blank, the posting reports can be re-printed at a later time.

Payroll Posting – GL Interface

Payroll Posting posts the employee calculated pay amounts for the specified pay period. These amounts include basic wage, benefit, deduction, taxes, leaves, expenses, loan principal, loan interest, public liability and worker compensation.

When posting the payroll for the specified period the system will post the basic wage as the following transaction to the General Ledger:

DR Clearing Account	DR	XXX
CR Cash / Bank	CR	XXX

The posting of the benefits, deductions, taxes, leaves, expenses, loan principal, loan interest, public liability and worker compensation will be dependent on the setup of these items within the system. Payroll Posting can only occur if the setup has been done such that total debits equal total credits.

Payroll posting will post costs to a job when the job allocation box is checked against a benefit, deduction, tax, worker compensation and/or public liability calculated during the specified period. In any of these cases, the labor burden associated with the job allocation will post to the Job Costing during payroll posting. The associated posting to the General Ledger will result in the following transaction to the General Ledger:

DR Job / Phase / Category Cost	DR	XXX
CR Credit acct on burden item	CR	XXX

The manner in which payroll posting interfaces with the General Ledger is dependent on the Subledger Summary flag on the Account Maintenance screen within the General Ledger. Each account is flagged individually so that you may send all or a portion of the interface in detail or summary depending on your needs.

NOTE: There is a potential to expose detailed information such as individual employee names and their specific wage related costs, when you leave the Subledger Summary flag set to 'N'. As you set up your system make sure that you set these flags properly to achieve the desired interface results.

General Ledger Interface – Subledger Summary Flag set to 'N':

Source Code:	Employee Code
Source Desc:	Employee Name
Reference:	Payrun code / Year / Pay Period
Reference Desc:	Payrun description
Post Date:	Post Date
Reference Date:	Post Date
WM:	Hard coded as 'HR'

General Ledger Interface – Subledger Summary Flag set to 'Y':

Source Code:	Blank
Source Desc:	Blank
Reference:	Payrun code / Year / Pay Period

Reference Desc: Payrun description
Post Date: Post Date
Reference Date: Period End Date
WM: Hard coded as 'HR'

Payroll Posting – JC Interface

Payroll posting will only post a cost to a job when the job allocation box is checked against a benefit, deduction, tax, worker compensation and/or public liability. In any of these cases, the labor burden associated with the job allocation will post to the Job Costing during payroll posting.

The manner in which the labor burden interfaces with the Job Costing is dependent on the Job Summary By option on the Company Profile screen within the Payroll System. Job Cost information can be transferred by Job/Phase/Category, Job by Employee, Job by Date, and Employee by Date.

NOTE: There is a potential to expose detailed information such as individual employee names and their specific wage related costs, when you set the 'Job Summary By' option to Job by Employee, Time Sheet or Employee by Date. As you set up your system make sure that you set this option properly to achieve the desired interface results.

Job Cost Interface – Job by Employee or Employee by Date

Source Code: Employee Code
Source Desc: Employee Name
Reference: Payrun code
Reference Desc: Payrun code / Year / Pay Period
Post Date: Post Date
Reference Date: Post Date
WM: 'HR' converted to WM on the Category

Job Cost Interface – Job/Phase/Category or Job by Date

Source Code: Blank
Source Desc: Blank
Reference: Payrun code
Reference Desc: Payrun code / Year / Pay Period
Post Date: Post Date
Reference Date: Period End Date
WM: 'HR' converted to WM on the Category

Check Reconciliation

Action Edit Block Field Record Query Utility Help Window

Payroll - TESTV10_X Reconcile Checks

Select Company

Company CCC CMIC Test Construction Co

Select Account

Statement Date 14-02-2013 ☐ Show Voided Checks

Bank Code UNITED United Bank

Branch Code MAIN United Bank - Main Branch

Bank Account Number 9876543210 UB Checking Account

User Extensions +

User Extension1
User Extension2
User Extension3
User Extension4
User Extension5
User Extension6
User Extension7
More Extensions ...

Unreconciled Checks

Check Date	Amount	Y	Check Number	Check Void Date	Employee Number
07-01-2012	878.49	<input checked="" type="checkbox"/>	1		1001
04-02-2013	415.12	<input checked="" type="checkbox"/>	10		CCC-WK-HR2
		<input type="checkbox"/>			
		<input type="checkbox"/>			
		<input type="checkbox"/>			
		<input type="checkbox"/>			

Select All Reconciled

Related Screens +

Related Screen 1
Related Screen 2
Related Screen 3
Related Screen 4
Related Screen 5
Related Screen 6
Related Screen 7
More Related ...

Enter Check Date

Record: 1/2 ... <OSC>

Pgm: PYCHKREC – Check Reconciliation

This screen is used to flag unreconciled PY Checks as reconciled, with the use of a bank statement (checks on statement are flagged as reconciled). Also, for checks that have been previously flagged as reconciled (mistakenly), it can be used to flag them as unreconciled.

According to the entered parameters in the **Selection Account** section, this screen lists unreconciled PY Checks in the **Unreconciled Checks** section, and PY Checks that have been flagged as reconciled (either manually via this screen, or automatically via the Import functionality of the Bank Reconciliation screen) on the popup launched via the [**Reconciled**] button.

This screen is used in conjunction with the Bank Reconciliation screen of the System Data or General Ledger module, if payroll clerks are responsible for manually flagging PY Checks as reconciled. If all relevant PY Checks are flagged as reconciled through this screen, then the **Outstanding PY Checks** field on the Bank Reconciliation screen will display “0.00”, as shown in the following screenshot. Otherwise, there are unreconciled PY Checks making up the outstanding balance, which are listed in the **Unreconciled Checks** section of this screen.

Action Edit Block Field Record Query Utility Help Window

System Table Maintenance - TESTV10_X Bank Reconciliation

Bank Account

Bank Code Barclays Bank

Account Number Currency Closed ☐

Enter Statement Date RVTST

Bank

Statement Balance *GL Batch is posted. Cannot re-open

Outstanding AR Deposits

Outstanding AP Checks

Outstanding PY Checks

Miscellaneous Adjustments

Adjusted Bank Balance

Book

Cash Account Balance

Unposted Adjustments Batch Number

Adjusted Book Balance

Prior Period Adj Variance

User Extensions +

User Extension1

User Extension2

User Extension3

User Extension4

User Extension5

User Extension6

User Extension7

More Extensions ...

Related Screens +

Payroll Logon

Reconcile Checks

Related Screen 3

Related Screen 4

Related Screen 5

Related Screen 6

Related Screen 7

More Related ...

Pgm: BANKRECFM - sample of Bank Reconciliation screen

If the Import functionality of the Bank Reconciliation screen is used, which imports a bank statement for the reconciliation process, this screen (Reconcile Checks) would not be used to manually flag checks as reconciled, since the Import functionality would automatically flag checks as reconciled. This screen could, however, be used to manually make adjustments as to what checks are and are not reconciled. To access this screen from the Bank Reconciliation screen, click the **[Details]** button that corresponds to the **Outstanding PY Checks** field (shown above).

Selection Criteria – Section

Statement Date

Enter the date on the bank statement from which the checks are being reconciled. This limits the display of unreconciled checks to checks that were issued before or on the entered **Statement Date**.

Bank Code, Branch Code, Bank Account Number

Enter/Select the bank account to be reconciled for this statement.

Unreconciled Checks – Section

This section lists unreconciled checks that satisfy the selection parameters entered in the **Selection Criteria** section.

Use this section to flag checks as reconciled, by checking their corresponding **Reconcile Flag** checkbox and clicking **[Save]**.

[Reconciled] – Button

This button's popup lists previously reconciled checks, based on the selection parameters entered in the **Selection Criteria** section.

To un-reconcile checks, uncheck their **Reconcile Flag** checkbox and click [Save]. Use the [Unreconciled] button to return to the main screen.

Employee Terminations

The Employee Terminations form is used to enter the termination of an employee, range of employees or list of employees. In order for you to terminate an employee you must enter the terminating pay period and pay date. The pay period ending date helps determine the last pay period for the employee(s). The system will not process the pay for an employee in a pay period which is after the termination date.

Terminating by Detailed Entry

Payroll - TESTV10_X Terminate Employees

Select Employees

Company: CCC CMIC Test Construction Co

Pay Group:

Pay Run: CCCW CCC Weekly Pay Run

Pay Year: 2013 Period: 5 29-01-2013 04-02-2013

Termination Date: 04-02-2013

Reason Type: CCC-PY Payroll Reason Codes

Reason Code: TERM Termination

Employee Pick List:

Starting Employee: CCC-WK-HR2 Richard Sherman

Ending Employee: CCC-WK-HR2 Richard Sherman

☒ Eligible for Rehire

List Employees Terminate

User Extensions +

User Extension1

User Extension2

User Extension3

User Extension4

User Extension5

User Extension6

User Extension7

More Extensions ...

Related Screens +

Related Screen 1

Related Screen 2

Related Screen 3

Related Screen 4

Related Screen 5

Related Screen 6

Related Screen 7

More Related ...

Checked: Employees Terminated will be Available for Rehire

Record: 1/1 ... <OSC>

Pgm: PYTERMNT – Terminate Employee Screen

Pay Group

Enter/Select the Pay Group from which you wish to select the employee(s) for termination. Leave this field blank if you do not wish to distinguish the terminated employee(s) within a particular pay group.

Pay Run

Enter/Select the Pay Run from which you wish to terminate the employee(s).

Year

The system will default the current year into this field. Verify/Modify the Pay Year for the termination you wish to run.

Pay Period

Enter the last pay period from which a pay will be run for the terminated employee(s).

Termination Date

Enter the date of termination for the employee(s). The date that you select must be within the date range of the period selected in the previous field.

Reason Type / Reason Code

Enter/Select a Reason Type and Code associated with the termination you are performing. The Reason Type/Code must have been set up previously within the Text Type Maintenance Screen within the Global Tables. See the Systems Data Manual and Help for details on entering Text Types and Codes.

If you are terminating a range of employees or a list of employees, each employee terminated under the process will receive the same Reason Type and Reason code.

Employee Range

Enter a starting and ending employee code within the appropriate fields in order to run the termination process for a selected range of employees.

In order to run a termination for a single employee, enter the same code for both the 'Starting' and 'Ending' fields.

Leave both the 'Starting' and 'Ending' fields blank in order to terminate a full range of employee that fall under the pay group / pay run combination indicated in the previous fields.

[Terminate] – Button

When this button is clicked, the system will verify the information specified, and then proceed with the termination of the selected employees.

Terminating a List of Employees

Payroll - TESTV10_X Employee Listing

Select Employee

Employee	Name	Termination Date	Reason Type	Reason Text	Terminate	Rehire Eligible
CCC-WK-HR2	Richard Sherman	04-02-2013	CCC-PY	TERM	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CCC-WK-SAL1	Mark Reynolds	04-02-2013	CCC-PY	TERM	<input type="checkbox"/>	<input checked="" type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>

Select

User Extensions +

- User Extension1
- User Extension2
- User Extension3
- User Extension4
- User Extension5
- User Extension6
- User Extension7
- More Extensions ...

Related Screens +

- Related Screen 1
- Related Screen 2
- Related Screen 3
- Related Screen 4
- Related Screen 5
- Related Screen 6
- Related Screen 7
- More Related ...

Record: 2/2 ... List of Valu... <OSC>

Pgm: PYTERMNT – Terminated Employee Listing

If you need to terminate a list of employees that do not fall under specific range, you may use the List Employee screen. The Employee Listing screen used in terminations is accessed through a **[List Employees]** button on the Terminate Employees screen.

'Starting' and 'Ending' Employee

Enter the details on the Employee Termination screen and leave the 'Starting' and 'Ending' Employee fields blank.

[List Employees] – Button

Click the **[List Employees]** button to open the detail window for selecting employees to be terminated.

Employee Code

Enter / Select the Employee Code for the employee you wish to terminate. The list of values will display all active employees from which you can make your selection.

Termination Date

The system will default the Termination Date from the previous screen. You may change the termination date as desired for the specific employee. Remember that this date must be within the last pay period specified on the previous screen.

Reason Type

The system will default the Reason Code from the previous screen. You may change the reason code as desired for the specific employee. Remember that this code must have been set up previously within the Text Type Maintenance screen within the Global Tables.

Reason Text

The system will default the Reason Text from the previous screen. You may change the reason text as desired for the specific employee. Remember that this code must have been set up previously within the Text Code Maintenance screen within the Global Tables and is associated with the Reason Type in the previous field.

Terminated

The Terminated checkbox identifies the records that will be selected for termination when clicking the **[Select]** button and returning to the previous screen.

[Select] – Button

Press the **[Select]** button to return to the first screen.

Once you have selected the desired employees that meet the criteria of termination from the first screen, you can enter a different set of criteria and make a different selection list.

[Terminate] – Button

Click the **[Terminate]** button to begin the termination process for the specified employees.

Reinstating an Employee

Enter The Effective Date For The Selected Action

Record: 2/? ... <OSC>

Pgm: PYEMPHis – Employment History Maintenance

Previously terminated employees can be reinstated using the Employment History Maintenance form.

To reinstate an Employee follow the steps outlined below after opening the Employment History Maintenance Form:

Enter/Select the Desired Employee

Select the 'Rehire' Action

To reinstate/rehire an employee, select the 'Re-hire' action from the listing.

Enter the Effective Date

Enter the Effective date of the rehire in this field.

Salary Payroll Redistribution

This set of programs allows for the processing and paying of salaried employees, before their detailed time sheets have been entered. This allows for a time lag on the entry of actual time sheets.

Salaried payroll redistribution must be done BEFORE final payroll posting.

Enter Salary Timesheets

Select Parameter

Company CMIC Test Construction Co Pay Run CCC Weekly Pay Run

Year Period 29-01-2013 04-02-2013 Document

Timesheet(s)

Seq.	Employee No	Date	DT	Trade	Comp.	Job	Phase
1	CCC-WK-SAL1	04-02-2013	J	1611	CCC	CCC-1000	03 30 00
2							
3							
4							
5							
6							

Description
Name

Enter Rate Code
Record: 1/1 ... List of Valu... <OSC>

User Extensions +
User Extension1
User Extension2
User Extension3
User Extension4
User Extension5
User Extension6
User Extension7
More Extensions ...

Related Screens +
Related Screen 1
Related Screen 2
Related Screen 3
Related Screen 4
Related Screen 5
Related Screen 6
Related Screen 7
More Related ...

Pgm: PYMENTIM – Salaried Timesheet Entry

This program should be used when redistributing salaried payroll. This timesheet entry form restricts entry to Salary Employees only. This form is for timesheets only, expenses cannot be recorded via this program.

Parameter Header Block

Company Code and Pay Run Code

Enter/Select the appropriate Company and Pay Run codes for the pay run to detail.

Year

The pay run year will default from the current year attached to the pay run entered in the previous field.

Period

Enter/Select the period for which to enter pay run detail. A list of values is available on this field which will display all open pay periods for the pay run you are detailing. Only a valid 'open' period can be entered into this field.

Document (Optional)

The document code is a user-defined code that is used to group timesheet detail within a payrun for querying purposes only. The document code can be up to 16 alphanumeric characters in length and is not validated by the system.

You might find the document code useful when you wish to separate the timesheet detail for a particular job, trade, date, or any other criteria. In this situation give the timesheet detail a document code as you enter the header. All timesheets entered under this document code will display only when this code is entered.

NOTE: This field will be mandatory if you have checked the 'Document Code Required' box within the Company Control Profile.

Timesheet(s) Detail Block

Use this block to specify the labor detail for the salaried employees. A separate line is required for each different employee/job phase/category and hour type (Normal, Overtime Double time...) combination.

Employee Code

Enter the employee code for the employee whose timesheets you wish to enter. The employee code must be active, be on salary and must be assigned to the company and pay run specified.

Date

Enter the date for the specific hours you are recording on this line of the timesheet. The system will validate that this date is within the pay period range specified in the first block

Distribution Type (DT)

Verify/Modify the Distribution Type Code for the timesheet entry line you are entering. The system will default a J Distribution Type into this field.

- The 'J' distribution type will create a Job Cost distribution to the specific job/phase/category combination indicated by the subsequent fields.
- If entering a 'G' distribution type you are really transferring some or all of the employees costs to another department and account.
- If entering a 'W' distribution type, costs will be distributed to the Work Order/Items specified.

Trade

Verify/Modify the Trade Code for the timesheet entry line you are entering. The trade code will default from the setting on the Employee Profile-Employee Details screen.

Company Code

Verify/Modify the Company Code for the timesheet entry line you are entering.

This company code represents the company where the employee worked, not the employees company code. The system will default the pay run company code into this field.

Job Code

Enter the job code for the labor you are entering on this timesheet entry line.

When using a 'G' distribution code, enter the department code to which the labor cost entered on this line should be distributed.

Phase Code

Enter the phase code associated with the job code entered in the previous field. The phase code associates the cost of the labor entered on this line with a specific component of the job.

When using a 'G' distribution code, enter the account code to which the labor cost entered on this line should be distributed.

Category Code

Enter the category code associated with the job and phase code entered in the previous fields. The category code associates the cost of the labor entered on this line with a specific component of the job.

Hour Type

Enter the type of hours being entered. The system will default to normal hours.

Hours

Enter the number of hours to be charged.

Rate Code

The rate code will default from the 'Default Rate' field on the Employee Profile.

The premium indicated by this code will be used as the multiplying factor against the default pay rate. For example, if you have indicated that the rate code associated with normal hours has a factor of one, the system will multiply the pay rate indicated in the previous field by one, and then multiply that number by the number of normal hours.

The rate code which appears in this field is only a default and may be changed as required.

[Additional Values] – Button

If you need to change the Work Location, Union, Workers Compensation Code, Workers Compensation Policy Number, Public Liability Code or Public Liability Policy Number you may do so on each line by using the **[Additional Values]** button.

Enter all required timesheets in this fashion.

Re-calculate Pro-rated Salary Charge Rate

Select Parameters

Company	CCC	CMIC Test Construction Co
From Pay Group		
To Pay Group		
Pay Run	CCCW	CCC Weekly Pay Run
Pay Year	2013	Period 5
		29-01-2013 04-02-2013
From Document Code		To Document Code
Employee Pick List		Edit
Starting Employee	CCC-WK-SAL1	Mark Reynolds
Ending Employee	CCC-WK-SAL1	Mark Reynolds
Calculate Pro-Rated Salary Charge Rates		

Process

User Extensions +

- User Extension1
- User Extension2
- User Extension3
- User Extension4
- User Extension5
- User Extension6
- User Extension7
- More Extensions ...

Related Screens +

- Related Screen 1
- Related Screen 2
- Related Screen 3
- Related Screen 4
- Related Screen 5
- Related Screen 6
- Related Screen 7
- More Related ...

Enter Pay Group Code

Record: 1/1 ... List of Valu... <OSC>

Pgm: PYCALCHG – Re-calculate Pro-rated Salaried Charge Rate

Recalculating charge rates will prorate the amount charged to the job by the number of hours worked on the job. This only applies if the job is marked for Prorating in JC Job Set Up.

For example: Joe Smith is a weekly salaried employee whose salary is \$400 per week for a 40 hour week, therefore Joe's normal charge rate is \$10 per hour. Joe Entered 45 hours against Job 123 using the Salaried Timesheet Entry form. Using the Recalculate Charge Rates Joe's charge rate will be \$8.88 per hour instead of \$10.

This function means that no matter how many hours a salaried person works on a job, unless the employee gets paid for the time the job cannot be charged for the time.

Pay Group Range

Enter/Select the option of Pay Groups for the employee's payroll you wish to calculate on this pay run. Leave these fields blank if you wish to process the payroll for all pay groups within the pay run selected in the previous field.

Pay Run

Enter/Select the Pay Run for the payroll to calculate.

Year

The system will default the current year into this field. Verify/Modify the Pay Year for the payroll pay run you want to calculate.

Pay Period

Enter the pay period within the pay run that you want to calculate the payroll.

Employee Range or Pick List *(Optional)*

Enter a starting and ending employee code within the appropriate fields in order to process the payroll for a selected range of employees.

In order to process the calculated amounts for a single employee, enter the same code for both the 'From' and 'To' fields.

Leave both the 'From' and 'To' fields blank in order to process the full range of employees that fall under the pay group/pay run combination indicated in the previous fields.

If you have a specific List of Employees you wish to Process Payroll for enter the Pick List code instead of the From/To Employee Number range. If the pick list needs to be modified use the **[Edit]** button.

Processing Options

There are three choices 'Calculate Salary Pro-rated Charge Rates', 'Calculate Salary Pro-rated Charge/Pay Rates' or 'Re-Calculate Default Salary Charge Rates'. The third option is really an undo to the first and the second options. This should be used if more time sheets have been entered for an employee after Calculate has already been run.

Click the **[Process]** button to initiate processing.

Salary Timesheet Posting

Select Parameters

Company CCC CMiC Test Construction Co

From Pay Group

To Pay Group

Pay Run CCCW CCC Weekly Pay Run

Pay Year 2013 Period 5 29-01-2013 04-02-2013

From Document Code To

Employee Pick List Edit

Starting Employee CCC-WK-SAL1 Mark Reynolds

Ending Employee CCC-WK-SAL1 Mark Reynolds

Starting Date 29-01-2013 Ending Date 04-02-2013

Posting Date 04-02-2013

Journal PY Payroll

☒ Calculate Overhead

☐ Preview Posting ☐ Print Reports Immediately

☐ Delete Reports After Printing

Post

Posting Completed successfully. Created Batch Number 12558

User Extensions +

User Extension1

User Extension2

User Extension3

User Extension4

User Extension5

User Extension6

User Extension7

More Extensions ...

Related Screens +

Related Screen 1

Related Screen 2

Related Screen 3

Related Screen 4

Related Screen 5

Related Screen 6

Related Screen 7

More Related ...

Enter Pay Group Code

Record: 1/1 ... List of Valu... <OSC>

Pgm: PYTIMPST – Post Time Sheets

Use this form to post the Salaried Time Sheet. This is the same form used to post normal timesheets.

The posting of salaried time sheets will only post the direct time charged to the job. It does not calculate and post Worker Compensation, Public Liability or any other overhead type costs. These amounts are only calculated and posted during payroll processing and posting.

From/To Pay Group (Optional)

Enter/Select the Pay Groups for the time sheet detail you want to post. Leave these fields blank if you wish to post time sheet detail for all the pay groups within the pay run that will be selected in the next field.

Pay Run

Enter/Select the Pay Run for the Timesheet detail you want to post.

Pay Year

The system will default the current year into this field. Verify/Modify the Pay Year for the time sheet pay rates to be posted.

Pay Period

Enter/Select the Pay Period for the Timesheet detail to post.

Document Range *(Optional)*

Enter a starting and ending document code within the appropriate fields in order to post a selected range of timesheets.

In order to post timesheets for a single document code, enter the same code for both the 'From' and 'To' fields.

Leave both the 'From' and 'To' fields blank in order to post the full range of timesheets within the criteria selected within the previous fields.

Employee Range *(Optional)*

Enter a starting and ending employee code within the appropriate fields in order to post a selected range of employee timesheets. In order to post a single employee, enter the same code for both the 'From' and 'To' fields.

Leave both the 'From' and 'To' fields blank in order to post the full range of employee timesheets within the criteria selected within the previous fields.

If you want to post a predefined pick list of employees enter the Pick List code instead of the From/To Employee fields. The pick list may be updated or changed by using the **[Edit]** button.

Starting and Ending Dates

The system will default the period start date and end date based on the starting and ending pay dates defined in the pay run schedule.

Enter a starting and ending date within the appropriate fields in order to post a selected range of employee timesheets by date.

In order to post time sheets for a single day, enter the same day for both the 'From' and 'To' fields.

Leave both the 'From' and 'To' fields blank in order to post the full range of days indicated by the pay period.

Post Date

The system will default the post date as specified by the post date listed on the pay run schedule for this period. You can change this date as desired.

Journal Code

The system will default the journal code as specified on the Company Profile. The system will use this journal for posting the timesheet transactions to the General Ledger.

Print Reports Immediately *(Optional)*

Check this box if you wish to print the posting report immediately after posting.

If you leave this box blank, the posting report will not print after posting but you can print it later using the posting report utility.

Delete Reports after Posting *(Optional)*

Check this box if you want to delete this posting report at the end of the posting process. Once deleted, you will not be able to print the posting report at a later time.

If you leave this box blank, the posting report can be re-printed at a later time.

Press the **[Post]** button to begin posting

Recalculate Burdens

Payroll - TESTV10_X Recalculate Salary Burden

Select Parameter

Company: CCC CMIC Test Construction Co

Pay Run: CCCW CCC Weekly Pay Run

Pay Year: 2013 Period: 5

From Pay Group: To Pay Group:

Employee Pick List: Edit

From Employee: CCC-WK-SAL1 Mark Reynolds

To Employee: CCC-WK-SAL1 Mark Reynolds

Process

User Extensions +

- User Extension1
- User Extension2
- User Extension3
- User Extension4
- User Extension5
- User Extension6
- User Extension7
- More Extensions ...

Related Screens +

- Related Screen 1
- Related Screen 2
- Related Screen 3
- Related Screen 4
- Related Screen 5
- Related Screen 6
- Related Screen 7
- More Related ...

Select Pay Run Code

Record: 1/1 ... List of Valu... <OSC>

Pgm: PYRELBUR – Burden Recalculations

This program will re-calculate and re-allocate payroll burdens according to the Salaried Timesheets input and posted in the previous steps.

This program will re-allocate already calculated burdens but not yet posted burdens.

Company and Pay Run

Enter/Select the Company and Pay Run for the payroll to be calculated.

Year

The system will default the current year into this field. Verify/Modify the Pay Year for the payroll pay run you want to calculate.

Pay Period

Enter the pay period within the pay run that you want to calculate the payroll.

Pay Group Range (Optional)

Enter/Select the Pay Groups for the employee's payroll you wish to calculate on this pay run. Leave these fields blank if you wish to process the payroll for all pay groups within the pay run selected in the previous field.

Employee Range or Pick List (Optional)

Enter a starting and ending employee code within the appropriate fields in order to process the payroll for a selected range of employees.

In order to process the calculated amounts for a single employee, enter the same code for both the 'From' and 'To' fields.

Leave both the 'From' and 'To' fields blank in order to process the full range of employees that fall under the pay group/pay run combination indicated in the previous fields.

If you have a specific List of Employees you wish to Process Payroll for enter the Pick List code instead of the From/to Employee Number range. If the pick list needs to be modified use the **[Edit]** button.

Once all information is entered press the **[Process]** button.

Transfer Labor Cost Between Jobs

This set of programs allows for the transferring of labor hours from the entries made in the pay period that is already closed in payroll, from one job/phase/category to another job/phase/category and the recalculation and re-allocation of the associated job allocated burdens.

Transfer Labor Cost

Batch Information

Company	CCC	CMIC Test Construction Co	Pay Run	CCCW	CCC Weekly Pay Run	Year	2013
From Period	5	29-01-2013	04-02-2013	To Period	5	29-01-2013	04-02-2013
Open Period	5	29-01-2013	04-02-2013				
Batch	12559	Transfer Labor Cost		<input type="checkbox"/> Recalculate WVC and PL		Delete Empty Batch	

Employee Summary

Employee	Name	Normal Hours			Overtime Hours			Doubletime Hours			Other Hours		
		Orig.	Adj.	Bal.	Orig.	Adj.	Bal.	Orig.	Adj.	Bal.	Orig.	Adj.	Bal.
CCC-WK-HR2	Richard Sherman	120	0	120	0	0	0	0	0	0	0	0	0

Job Information

Undo	Period	Company	Job	Phase	Category	Work Location	Hours Type	Type	Hours	Expense Unposted		Transaction
										Amount	Hours	
<input type="checkbox"/>	5	CCC	CCC-1000	02 41 13.13	1000	CCCH	Normal	B/V	40	0		Actual
<input type="checkbox"/>	5	CCC	CCC-KING	00 01 01	5000	CCCH	HOTL	EX	5	400		Actual
<input type="checkbox"/>	5	CCC	CCC-KING	00 01 01	5000	ZCHI	Normal	B/V	40	0		Actual
<input type="checkbox"/>	5	CCC	CCC-KING	02 40 00	1000	ZCHI	Normal	B/V	40	0		Actual

Transfer Jobs

Company	Job	Phase	Category	Trade	Work Location	Hours Type	Hours	Amount	WVC Code	WVC Po
CCC	CCC-1000	02 41 13.13	1000	1610	CCCH	Normal	40.00		CVC	

Additional Values

Record: 1/1 ... List of Valu... <OSC>

Pgm: PYREDIST - Payroll Labor Cost Transfer

Company and Pay Run

Enter/Select the Company and Pay Run for the labor transfer.

Year

The system will default the current year into this field. Verify/Modify the Pay Year for the pay run you want to do a labor transfer for.

From and To Periods

Specify a period, or a period range, to transfer the hours from. These have to be closed periods, already posted in payroll.

Open Period

Enter/Select the open period in which the hours will be transferred to.

Batch

Press “Enter” to create a new batch, and enter the batch name, or select the existing batch from the LOV.

Recalculate WC and PL

Check this flag to recalculate workers compensation and public liability with the new job information.

Delete Empty Batch

The Delete Empty Batch button may be used to delete batches that do not have any employee data associated with it.

Employee

Enter/Select the employee code for which the hours will be transferred. The form will display all Normal, Overtime, Double Time and Other hours posted for the employee in the previously specified periods.

Job Information

This block displays jobs entered for the employee in the period range specified in the top block. It displays the Period, Company, Job, Phase, Category, Work Location, Hours Type, Type, Hours, Expense Amount, Unposted Hours and Transaction Type.

Company

Enter/Select the company with the job/phase/category that the hours will be transferred to. It could be the same company where the hours were originally posted, or any other company with the intercompany relationship.

Job/Phase/Category

Enter/Select the job/phase/category where the hours will be transferred to.

Work Location

Enter/Select a work location. The system will default a work location from the previously specified job.

Hours

Enter the number of hours that will be transferred to a different job. Once the record is committed, both original and transferred hours will be shown in the first block.

Eqp. Code

Enter the equipment code that the hours will be transferred to.

Transaction Code

Enter the Transaction Code that the hours will be transferred to.

Job Category Code

Enter the Equipment Category Code that the hours will be transferred to.

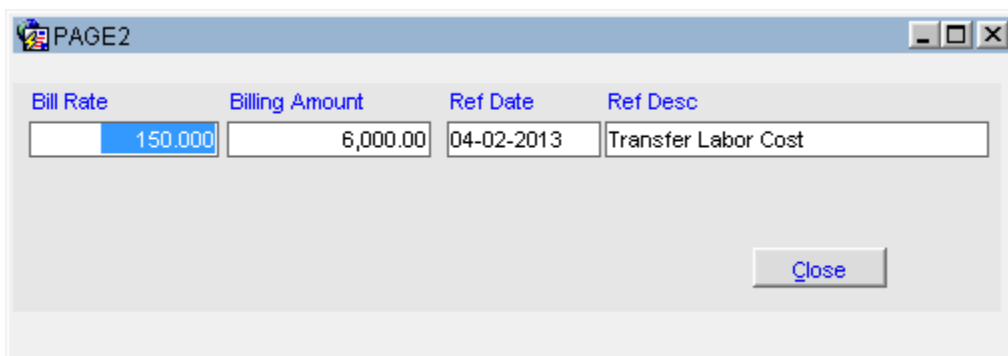
Hours

Enter the number of hours that the employee has worked on this equipment.

PCI#

Labor and burden posted to Potential Change Items (PCI) can be transferred from or to a job/phase/category/PCI. Use this field to specify the PCI#.

Additional Values



The screenshot shows a window titled "PAGE2" with a standard Windows-style title bar. Inside the window, there are four columns of data entry fields: "Bill Rate", "Billing Amount", "Ref Date", and "Ref Desc". The "Bill Rate" field contains the value "150.000", the "Billing Amount" field contains "6,000.00", the "Ref Date" field contains "04-02-2013", and the "Ref Desc" field contains "Transfer Labor Cost". A "Close" button is located at the bottom right of the window.

Bill Rate	Billing Amount	Ref Date	Ref Desc
150.000	6,000.00	04-02-2013	Transfer Labor Cost

Pgm: PYREDIST – Payroll Re-distribution Additional Values

Use Additional Values pop up to specify, if required, different billing rate/amount, and different reference date and description for new lines.

Print Transferred Costs List

Payroll - TESTV10_X Transferred Labor Costs List

Select Parameters

Company CMiC Test Construction Co

Batch Type

Batch Transfer Labor Cost

User Extensions +

- User Extension1
- User Extension2
- User Extension3
- User Extension4
- User Extension5
- User Extension6
- User Extension7
- More Extensions ...

Related Screens +

- Related Screen 1
- Related Screen 2
- Related Screen 3
- Related Screen 4
- Related Screen 5
- Related Screen 6
- Related Screen 7
- More Related ...

Enter Batch Number. List Available

Record: 1/1 ... List of Valu... <OSC>

Pgm: PYREDLIST – Print Transferred Costs Listing

Use this form to print the edit list and verify data for unposted, or posted, labor cost transfers. The report will display detailed information about original and transferred entries.

Company

Enter/Select the company code.

Batch type

Select between Posted or Unposted batch types.

Batch

Enter/Select a batch number.

[Print] – Button

Press Print button to print the report.

Post Transferred Labor Costs

Action Edit Block Field Record Query Utility Help Window

Payroll - TESTV10_X Post Transferred Labor Costs

Select Parameters

Company CCC CMIC Test Construction Co

Pay Run CCCW CCC Weekly Pay Run

Pay Year 2013

Period 5 29-01-2013 04-02-2013

Journal PY Payroll

Redistribute Cost Batch 12559 Transfer Labor Cost

Posting Date 04-02-2013

☐ Preview Posting ☐ Print Reports Immediately

☐ Delete Reports After Printing

Post

User Extensions +

User Extension1
User Extension2
User Extension3
User Extension4
User Extension5
User Extension6
User Extension7
More Extensions ...

Related Screens +

Related Screen 1
Related Screen 2
Related Screen 3
Related Screen 4
Related Screen 5
Related Screen 6
Related Screen 7
More Related ...

Checked: Preview Posting

Record: 1/1 ... <OSC>

Pgm: PYCSTPST – Posting Transferred Labor Costs

Use this form to post batches for transferred labor costs. During posting the system will create a reversed entry for the original line for the number of hours that were transferred, and will automatically redistribute all job allocated burdens, like taxes and benefits, from one job/phase/category to another, taking into account different work locations when doing a tax calculation, if applicable.

Company, Pay Run

Enter/Select the Company and Pay Run for the labor transfer.

Year

The system will default the current year into this field. Verify/Modify the Pay Year for the pay run you want to do a labor transfer for.

Period

Enter/Select the period to post the transferred hours to.

Journal

Enter/Select the journal code. The system will default Payroll journal into this field.

Redistribute Cost Batch

Enter/Select the batch that needs to be redistributed and posted.

Posting Date

Enter posting date to post the transferred hours to.

[Post] – Button

Press “Post” button to post the batch.

Payroll Processing Reports

Under the Processing Menu options, there is a subset for Payroll Processing Reports.

Payroll Journal

The screenshot shows a software window titled "Payroll - TESTV10_X" with a menu bar (Action, Edit, Block, Field, Record, Query, Utility, Help, Window) and a toolbar. The main area is titled "Payroll Journal Listing" and contains a "Printing Options" section with the following fields and values:

FEIN		
Company	CCC	CMiC Test Construction Co
Pay Run	CCCW	CCC Weekly Pay Run
Pay Year	2013	Period 5
From Pay Group		
To Pay Group		
From Employee	CCC-WK-HR2	Richard Sherman
To Employee	CCC-WK-HR2	Richard Sherman

Below the fields are two checkboxes: ☐ Print Summarized and ☐ Print Summary Only Report. A "Print" button is located at the bottom right of the form area.

On the right side of the window, there are two panels: "User Extensions" with a "+" button and a list of extensions (User Extension1 through User Extension7, and More Extensions ...), and "Related Screens" with a "+" button and a list of related screens (Related Screen 1 through Related Screen 7, and More Related ...).

At the bottom of the window, there is a status bar with the text "Enter A Valid FEIN Number", "Record: 1/1", "... List of Valu...", and "<OSC>".

Pgm: PY1005 – Payroll Journal

The payroll journal prints the details of all employee earnings on the selected pay group/pay run for the period specified. The Payroll journal will only print those items that affect net pay. For this reason you will not see non-cash benefits such as company paid insurance or company paid union dues.

The payroll journal is most often used to verify employee pay amounts prior to check printing or EFT payment.

Pay Run

Enter/Select the Pay Run for the payroll journal that you want to print.

Year

The system will default the current year into this field. Verify/Modify the Pay Year for the payroll journal that you want to print.

Pay Period

Enter the pay period within the pay run for which you want to print the payroll journal.

Pay Group (Optional)

Enter / Select the Pay Group for the employees whose payroll journal that you wish to print. Leave this field blank if you wish to print the payroll journal for all pay groups within the pay run selected in the previous field.

Employee Range (Optional)

Enter a starting and ending employee code within the appropriate fields in order to print the payroll journal for a selected range of employees.

In order to print the payroll journal for a single employee, enter the same code for both the 'From' and 'To' fields.

Leave both the 'From' and 'To' fields blank in order to print the full range of employees that fall under the pay group / pay run combination indicated in the previous fields.

Print Summarized – Checkbox (Optional)

Check the 'Print Summarized' box if you wish to print a summarized payroll journal. A Summarized Payroll journal will summarize deductions, benefits and taxes that have the same report code on their master file, into one (1) line per employee.

Print Summary Only Report – Checkbox (Optional)

If this option is selected then the report will print totals only.

Report Details

The Payroll Journal Report will print the details of the employee's net pay for the pay run/pay period/pay group selected for printing. The payroll journal will print all entries in order of Employee Code. Each new employee is distinguished by a solid black line denoting the new employee.

Report details under each employee include the heading of Hours, Transaction Amount, Adjustment Amount, and Net Amount listing all wages, benefits, expenses and leaves that will increase net pay on the left hand side of the page. The right side of the page displays the same headings listing all deductions, taxes, and loan repayments that will decrease net pay.

Gross amount totals are displayed at the bottom of each heading and the Net Pay is displayed in the solid black line that denotes each new employee.

History Transaction Listing

Printing Options

Company: CCC CMiC Test Construction Co

From Home Company:

To Home Company:

Pay Run: CCCW CCC Weekly Pay Run

Pay Year: 2013

From Period: 5 29-01-2013 04-02-2013

To Period: 5 29-01-2013 04-02-2013

From Employee:

To Employee:

Print

User Extensions +

- User Extension1
- User Extension2
- User Extension3
- User Extension4
- User Extension5
- User Extension6
- User Extension7
- More Extensions ...

Related Screens +

- Related Screen 1
- Related Screen 2
- Related Screen 3
- Related Screen 4
- Related Screen 5
- Related Screen 6
- Related Screen 7
- More Related ...

Enter Starting Employee Code

Record: 1/1 ... List of Valu... <OSC>

Pgm: PY1006 – History Transaction Listing

The History Transaction Listing prints the details of everything calculated for an employee on the selected pay group/pay run for the period specified.

The History Transaction Listing is used to verify employee calculated amounts including basic wage, benefits, deductions, taxes, leaves, expenses, loan principal, loan interest, public liability and worker compensation prior to posting.

Pay Run

Enter/Select the Pay Run for the History Transaction Listing that you want to print.

Year

The system will default the current year into this field. Verify/Modify the Pay Year for the History Transaction Listing that you want to print.

Pay Period

Enter the pay period within the pay run for which you want to print the History Transaction Listing.

Pay Group (Optional)

Enter/Select the Pay Group for the employees whose History Transaction Listing you wish to print. Leave this field blank if you wish to print the listing for all pay groups within the pay run selected in the previous field.

Employee Range *(Optional)*

Enter a starting and ending employee code within the appropriate fields in order to print the History Listing for a selected range of employees.

In order to print the payroll journal for a single employee, enter the same code for both the 'From' and 'To' fields.

Leave both the 'From' and 'To' fields blank in order to print the full range of employees that fall under the pay group/pay run combination indicated in the previous fields.

Report Details

The History Details Listing Report will print the details of the employees calculated amounts for the pay run/pay period group selected for printing.

The History Report will print all entries in order of Employee Code, Transaction Type and Transaction code. Each new employee is distinguished by a solid black line denoting the new employee.

Transaction types include BN-Benefits, BW-Basic Wages, DE-Deductions, EX-Expense, LE-Leaves, LI-Loan Interest, LP-Loan Principle, PL-Public Liability, TX-Taxes, and WC-Worker Compensation

Report details under each employee include the Transaction Type, the Transaction code, the Description, the Work Location Code, the Job/Phase/Category, the Debit Account, the Credit Account, the quantity, the amount and the pay amount.

Pay Register

Printing Options

Fein Number

Company CCC CMIC Test Construction Co

Pay Run CCCW CCC Weekly Pay Run

Pay Year 2013

From Period 5 29-01-2013 04-02-2013

To Period 5 29-01-2013 04-02-2013

Check Location

Pay Group

Employee Pick List

From Employee CCC-WK-HR2 Richard Sherman

To Employee CCC-WK-HR2 Richard Sherman

From Home Company

To Home Company

☐ Print Outstanding Payments Only ☐ Print Zero Net Pay Only

☐ Print Summary Only

☐ Period Totals

☐ Print Pay Rate

☐ Include Voided Checks

Print

User Extensions +

User Extension1

User Extension2

User Extension3

User Extension4

User Extension5

User Extension6

User Extension7

More Extensions ...

Related Screens +

Related Screen 1

Related Screen 2

Related Screen 3

Related Screen 4

Related Screen 5

Related Screen 6

Related Screen 7

More Related ...

Enter Home Company Code. List Available

Record: 1/1 ... List of Valu... <OSC>

Pgm: PY1057 – Payroll Register

Use this report to view both the employee and employer portion of benefits and deductions calculated for a specific or range of pay periods. This report can be printed in detail or in summary mode. This report is printed for a FEIN number or for specific payroll companies.

FEIN number

Enter the FEIN number, if you wish to run the pay register for all companies under this FEIN number. When printing a pay register for all companies under this FEIN number, only those companies with the same Pay Run will be selected for printing.

Company Code and Pay Run

Enter/Select the Company and Pay Run for the pay register to be printed if not printing by FEIN.

Year

The system will default the current year into this field. Verify/Modify the Pay Year for the pay register being printed.

Pay Period Range

Enter a starting and ending period range within the appropriate fields in order to print the pay register for a selected range of periods.

In order to print the pay register for a single period, enter the same period for both the 'From' and 'To' fields.

Check Location

Enter a check location. This field is available if the “Check Location Processing” option is enabled.

Pay Group

Enter/Select the Pay Group for the employees whose pay register you wish to print. Leave this field blank to print the listing for all pay groups within the pay run selected in the previous field.

Employee Range (Optional)

Enter a starting and ending employee code within the appropriate fields in order to print a pay register for a selected range of employees. In order to print a pay register for a single employee, enter the same code for both the 'From' and 'To' fields.

Leave both the 'From' and 'To' fields blank in order to print the full range of employee that fall under the pay run indicated in the previous field.

Home Company Range (Optional)

To limit the register to only employees with specific HOME companies enter the From/To Home company fields. Leave these fields blank to select all home companies.

Print Outstanding Payments Only – Checkbox (Optional)

Check the 'Print Outstanding Payments Only' flag to print unpaid items where no check has been issued.

Print Summary Only – Checkbox (Optional)

Check the 'Print Summary Only' box to view just grand totals by period and report.

Period Totals – Checkbox (Optional)

If printing with detail, you may wish to include period totals. If this box is checked after each pay period the report will print a pay period total and then a grand total at the end of the report. This really only applies if the report is being printed for more than one pay period.

Print Pay Rate – Checkbox

If checked, Pay Rate information will be included in report.

Include Voided Checks – Checkbox (Optional)

“Include Voided Checks” will include voided check information on the report, when this flag is checked (the default value is ‘un-checked’).

Print Zero Net Pay Only – Checkbox

By selecting this option, the report will only print all employees who have ZERO dollar net pay.

Report Details

The Pay Register Report will print a listing by employee and check number showing Wages and Benefits, Deductions and Taxes and Employers Portions for every payment made to an employee within the specified criteria.

The report will print all entries in order of FEIN code, Company and then Pay Period and Employee Code within the pay run. .

The report will automatically print a grand total at the end and if specified a total after each pay period.

PY/AP Combined Positive Pay

Positive Pay

Company

Bank Code

Checks As Of Date

File Path

☒ Include previous process checks

☒ Include void checks

User Extensions

User Extension1

User Extension2

User Extension3

User Extension4

User Extension5

User Extension6

User Extension7

More Extensions ...

Related Screens

Related Screen 1

Related Screen 2

Related Screen 3

Related Screen 4

Related Screen 5

Related Screen 6

Related Screen 7

More Related ...

Enter Bank Code

Record: 1/1 ... List of Valu... <OSC>

Pgm: PYMPOSPAY – PY/AP Combined Positive Pay

Before using this form the user has to add Bank Positive Pay File and Bank Positive Pay Output file in the Bank Maintenance screen (Global Maintenance > Banking > Banks).

Include Checks As of Date

Checks with a check date or a Void Date up to and including this date will be selected.

File Path

This is the location for the files to reside and must end with a '\' e.g. C:\Extracts\

Files will be created with the file name(s) entered in the Bank Maintenance screen field Positive Pay Output File Name for any checks which satisfy the input parameters.

Include previous process checks

This flag is used to indicate that all checks should be included regardless of if they've already been sent.

Include Void Checks

Flag to indicate that void checks should be sent.

User can run the process by Company Code alone, by Company and Bank Code, by Bank Code alone or with none of these parameters.

If run by Company Code alone or No Company or Bank Code it will create multiple Positive Pay files, one for each bank found and the data may be across companies.

Click the **[Process]** button to initiate the file creation activity. Messages will be displayed as the activity progresses. If multiple companies and or banks are being

Check / EFT Register

The screenshot shows the 'Check EFT Register' window with the following details:

- Printing Options:**
 - FEIN Number: [Empty]
 - Company: CCC CMIC Test Construction Co
 - Pay Run: CCCW CCC Weekly Pay Run
 - Pay Group: [Empty]
 - Pay Year: 2013
 - From Period: 5 29-01-2013 04-02-2013
 - To Period: 5 29-01-2013 04-02-2013
 - Check Location: [Empty]
 - Bank: UNITED United Bank
 - Branch: MAIN United Bank - Main Branch
 - Bank Account: 9876543210 UB Checking Account
 - From Employee: CCC-WK-HR2 Richard Sherman
 - To Employee: CCC-WK-HR2 Richard Sherman
 - File Number: [Empty]
 - ☐ Include New Direct Deposits / Positive Pays
 - ☐ Create New Direct Deposits / Positive Pay File Excluding Old Data
 - ☐ Include Voided Checks
 - ☒ Print Check(s)
 - ☐ Print Deposit(s)
 - ☐ Print Both
 - Sort By: Check Number Emp. Name Print Order First Name Last Name
 - ☐ Reconcile Deposit(s)
 - File ID Modifier: A
 - ☒ ASCII File Bank Formats: ACH
 - File Name: C:\TEMP\UNITED.TXT
 - Print button
- User Extensions:**
 - User Extension 1
 - User Extension 2
 - User Extension 3
 - User Extension 4
 - User Extension 5
 - User Extension 6
 - User Extension 7
 - More Extensions....
- Related Screens:**
 - Related Screen 1
 - Related Screen 2
 - Related Screen 3
 - Related Screen 4
 - Related Screen 5
 - Related Screen 6
 - Related Screen 7
 - More Related ...

At the bottom, there is an 'Enter File Name' field and a status bar showing 'Record: 1/1' and '<OSC>'.

Pgm: PY1081 – Payroll Check/EFT Register

Use this form to print the check/EFT register and create the bank transfer file for direct deposit payments. The check/EFT register will print a listing of all checks printed on a particular Pay Run for a given period and employee range.

When issuing direct deposit payments, you must create the bank ASCII file for transfer to your bank. This is done through the check/EFT register screen. In this screen, you have the ability to specify the company, pay run, the period range and employee range. Once selected, check the 'Print Deposits' box and the 'ASCII File' box. When you have checked the ASCII file box, a second field will appear allowing you to enter the filename and path of the bank file.

FEIN Number

Enter the FEIN number, if you wish to run the register for all companies under this FEIN number. When printing a check listing for all companies under this FEIN number, only those companies with the same Pay Run and bank account will be selected for printing.

Company Code and Pay Run

Enter/Select the Company and Pay Run for the register details to be printed if not printing by FEIN.

Year

The system will default the current year into this field. Verify/Modify the Pay Year for the report.

Pay Period Range

Enter a starting and ending period range within the appropriate fields in order to print the register for a selected range of periods.

In order to print the register for a single period, enter the same period for both the 'From' and 'To' fields.

Check Location

Enter / Select the Check Location. This field is available when the “Check Location Processing” option is enabled. The check/EFT register can be run by check location to reconcile checks.

Employee Range (Optional)

Enter a starting and ending employee code within the appropriate fields in order to print for a selected range of employees. In order to print for a single employee, enter the same code for both the 'From' and 'To' fields.

Leave both the 'From' and 'To' fields blank in order to print for the full range of employee that fall under the pay run indicated in the previous field.

File Number

Create EFT Register Positive pay will be tracked and recorded. Enter a File Number to re-create the bank file.

Include New Direct Deposits/Positive Pays

Check this flag if a File Number has been specified and you would like to include new direct deposits or positive pays in the file to be generated.

Create New Direct Deposits/Positive Pay File Excluding Old Data

If creating a new direct deposit/positive pay file (no File Number specified), check this flag to exclude old data.

Include Voided Checks

Check this flag to include voided checks in the direct deposit/positive pay file.

Print Checks (Optional)

Check the 'Print Checks' option if you want the check listing to print only those payroll payments made through checks.

Print Deposits (Optional)

Check the 'Print Deposits' option if you want the check listing to print only those payroll payments made through direct deposit (EFT).

Print Both (Optional)

Check the 'Print Both' option to print all payroll payments made on the selected check run whether they have been done through direct deposit (EFT) or checks.

ASCII File (Optional)

Check the 'ASCII File' box to send the details of this report to an ASCII file. If checked, a field will appear after the box for entering the directory and name of the ASCII file to be created.

Report Details

The Paychecks listing for Employee Report will print a listing of the checks and direct deposit payments made on a particular check run.

The Check Listing will print all entries in order of FEIN code, Company and then Employee Code within the pay run. Each new Company is distinguished by a solid black line denoting the payments made under the new Company.

Report details for each employee include the Employee Code, the Employee name, the type of employee (hourly or salary), the Check/EFT number, the Check/Void Date, the Description, the Amount of the check or deposit, as well as the issued bank, branch and account. Since the report can be run for a range of periods, a period total and company total are included at the bottom of the section.

Employee Labels Printing

The screenshot shows a software window titled "Payroll - TESTV10_X" with a menu bar (Action, Edit, Block, Field, Record, Query, Utility, Help, Window) and a toolbar. The main area is titled "Print Employee Mailing Labels" and contains a "Printing Options" section with the following fields:

- FEIN Number: [Empty]
- Company: CCC [CMIC Test Construction Co]
- Pay Run: CCCW [CCC Weekly Pay Run]
- Pay Group: [Empty]
- From Employee: CCC-WK-HR2 [Richard Sherman]
- To Employee: CCC-WK-HR2 [Richard Sherman]
- Label Name: PY Labels for Laser Printer [Dropdown]
- Font Size: Small [Dropdown]
- Employee Status: Active [Dropdown]
- Style Sheet: (2.63" x 1"); Label Count (3 x 10) [Dropdown]
- Sort By: Employee Last Name [Dropdown]

Below these fields is a status bar that says "Label Printed Successfully...". A "Print" button is located at the bottom right of the form. To the right of the form is a "User Extensions" section with a "+" button and a list of extensions (User Extension1 through User Extension7) and a "More Extensions ..." link. Below that is a "Related Screens" section with a "+" button and a list of related screens (Related Screen 1 through Related Screen 7) and a "More Related ..." link.

Select A Required Employee Status From The Pull Down List

Record: 1/1 ... <OSC>

Pgm: PYLABELS – Print Employee Labels

Use this form to print the employee mailing labels for a particular pay run. Only those employees processed on the run specified will be included in the set of labels printed. Labels can be printed by FEIN or Company.

FEIN/Company Code and Pay Run

Enter/Select the FEIN or Company Code, and the Pay Run for the employee's whose mailing labels to print.

Pay Group *(Optional)*

Enter/Select the Pay Group for the employees whose mailing labels you wish to print. Leave this field blank if you wish to print the mailing labels for all pay groups within the pay run selected in the previous field.

Employee Range *(Optional)*

Enter a starting and ending employee code within the appropriate fields in order to print the mailing labels for a selected range of employees.

In order to print the mailing labels for a single employee, enter the same code for both the 'From' and 'To' fields.

Leave both the 'From' and 'To' fields blank in order to print mailing labels for the full range of employee that fall under the pay run indicated in the previous field.

Label Name

This field specifies the layout of the label. Unless you have had a custom version created, the only choice is PY Labels on Laser Printer.

Font Size

The labels can be printed in small, medium or large font. Select the required one. The default is small.

Employee Status

Indicate if you wish to only print for active, inactive or both types of employee.

Style Sheet

Select the Label Size and Format Required.

Sort By

From the drop list of options, select the order in which the labels will be sorted on the printed listing. Options include sorting by Last Name or Employee Number.

Logs

Company Benefits

System Tables Maintenance - TESTV10.Y - System Log

Selection

Company: CCC CMIC Test Construction Co

Company Benefits

Benefit Code	Benefit Description	Comp.	Pay Group	Pay Run	Plan Code	Plan Option	Benefit Type	Debit Dept. Code
CAR	Car Allowance	CCC	HR	CCCW	DEFAULT	DEFAULT	Lump Sum	00
CAR	Car Allowance	CCC	ALL	CCCW	DEFAULT	DEFAULT	Lump Sum	
DENT	Dental	CCC	ALL	CCCW	DEFAULT	DEFAULT	Lump Sum	00
DENT	Dental	CCC	ALL	WKPR	DEFAULT	DEFAULT	Lump Sum	00
DENT	Dental	CCC	HR	CCCW	DEFAULT	DEFAULT	Lump Sum	
EDF	Education Development Fund	CCC	ALL	CCCW	DEFAULT	DEFAULT	Percentage	00
MED	Medical Benefits	CCC	NONE	CCCW	DEFAULT	DEFAULT	Lump Sum	00
PEN	Pension Benefit	CCC	HR	CCCW	DEFAULT	DEFAULT	Percentage	00
PEN	Pension Benefit	CCC	NONE	CCCW	DEFAULT	DEFAULT	Percentage	
PWDF	PW differential in cash	CCC	ALL	CCCW	DEFAULT	DEFAULT	Lump Sum	
UAF	Union Assessment Fund	CCC	NONE	CCCW	DEFAULT	DEFAULT	Hourly	

Configuration

Record: 1/11 ... <OSC>

Company Deductions

Action Edit Block Field Record Query Utility Help Window

System Tables Maintenance - TESTV10_X System Log

Selection

Company CCC CMIC Test Construction Co

Company Deductions

Deduction Code	Deduction Description	Comp.	Pay Group	Pay Run	Plan Code	Plan Option	Deduction Type	Credit Dept Code
401K	401K Deduction	CCC	ALL	WKPR	DEFAULT	DEFAULT	Percentage	00
401K	401K Deduction	CCC	ALL	CCOW	DEFAULT	DEFAULT	Percentage	00
LIFE	Life Insurance	CCC	NONE	CCOW	DEFAULT	DEFAULT	Lump Sum	00
TRAN	Training Funds	CCC	NONE	CCOW	DEFAULT	DEFAULT	Hourly	00

Configuration

Record: 1/4 <OSC>

Data Queries

Overview – Data Queries

The Payroll system contains several query functions enabling users to view current and past data. The queries also include possible security settings that modify the availability and results viewable, depending on the user logged into the system.

Transaction Types

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 include:

- **BN** – Benefit
- **BW** – Basic Wage
- **DE** – Deduction
- **EX** – Expense
- **LE** – Leave
- **LI** – Loan Interest
- **LP** – Loan Principle
- **PL** – Public Liability
- **TX** – Tax
- **WC** – Worker Compensation

Employment History Query

Action Edit Block Field Record Query Utility Help Window

Payroll - TESTV10_X Employment History

Employee

Employee: CCC-WK-HR2 Richard Sherman
 Status: Active SIN/SSN No: 902-31-5640

Details

Action	Eff. Date	Reason Type	Reason Code	Emp Type	Position	Pay Run
CH	05-04-2013			H		CCOW
RR	05-02-2013			H		CCOW
TM	04-02-2013	CCC-PY	TERM	H		CCOW
CH	01-05-2012			H		CCOW
NR	01-01-2005			H		CCOW
CH	01-01-2005			H		CCOW
CH	01-01-2005			H		CCOW

Change

Print to Spreadsheet

Record: 1/7 ... <OSC>

User Extensions +

User Extension1
 User Extension2
 User Extension3
 User Extension4
 User Extension5
 User Extension6
 User Extension7
 More Extensions ...

Related Screens +

Related Screen 1
 Related Screen 2
 Related Screen 3
 Related Screen 4
 Related Screen 5
 Related Screen 6
 Related Screen 7
 More Related ...

Pgm: PYEPHISQ – Employee Earnings Query

The Employment History Query displays the details of the initial employee hiring as well as any changes made to employee information within the Employment History Maintenance screen. Each change is accompanied by an effective date and the query allows you to view these changes by those dates.

The query detail includes a line for each action as of the Effective date. Each line displays the Action, Effective Date, Reason Type, Reason code, Employee Type (Salaried/Hourly), Position, Pay Run, Department, G/L Account, Credit Clearing Account, Debit Clearing Account, Pay Group, Work Location, Trade, Unionized Box, Union, Zip Code, Geo Code, School District, Annual Salary, Hourly Rate, Charge Out Rate, and Billing Rate.

Employee Pay History Query

Action Edit Block Field Record Query Utility Help Window

Payroll - TESTV10_X Employee Pay History

Employee

Company: CCC CMIC Test Construction Co Pay Run: CCCW CCC Weekly Pay Run

Year: 2013 Period: 5 29-01-2013 - 04-02-2013 To Period: 5 29-01-2013 - 04-02-2013

Employee: CCC-WK-HR2 Richard Sherman Assigned Check No.:

Detail

Per	Usr	Tran	Tran	Plan Code	Plan Option	Quantity	Amount	Pay Amount	Gross Earning	WRL Code	DT
	Chk	Type	Code								
5		BN	CAR	DEFAULT	DEFAULT		66.67	66.67	0.00	CCCH	G
5		BN	CAR	DEFAULT	DEFAULT		66.66	66.66	0.00	CCCH	G
5		BN	CAR	DEFAULT	DEFAULT		66.67	66.67	0.00	CCCH	J
5		BN	DENT	DEFAULT	DEFAULT		8.34	0.00	2,001.60	CCCH	G
5		BN	DENT	DEFAULT	DEFAULT		8.33	0.00	1,999.20	CCCH	J
5		BN	DENT	DEFAULT	DEFAULT		8.33	0.00	1,999.20	CCCH	G
5		BN	EDF	DEFAULT	DEFAULT		88.33	88.33	1,999.92	CCCH	G
5		BN	EDF	DEFAULT	DEFAULT		88.33	88.33	1,999.92	CCCH	J
5		BN	EDF	DEFAULT	DEFAULT		88.34	88.34	2,000.16	CCCH	G
5		BN	MED	DEFAULT	DEFAULT		40.00	0.00	2,000.00	CCCH	J
Total For Period 5							22,326.28	415.12			
Grand Total								415.12			

Transaction Type: Benefit Description: Car Allowance Plan: DEFAULT PLAN Option: DEFAULT

Enter Value For: PHY_PPR_PERIOD

Record: 1/48 ... <OSC>

Pgm: PYPAHISQ – Employee Pay History Query

The Employee Pay History Query displays the details of everything calculated for an employee on a selected pay group/pay run for the period specified.

This query is used to verify employee calculated amounts including basic wage, benefits, deductions, taxes, leaves, expenses, loan principal, loan interest, public liability and worker compensation prior to posting.

The Pay History Query requires the entry of the desired pay run, period range and employee. The detail will then display all entries in order of Transaction Type and Transaction code.

Query details under each employee include the Transaction Type, the Transaction code, the Work Location Code, the Distribution Code, the Department/Account or the Job/Phase/Category, the Debit Account, the Credit account, the quantity, the effect on the Pay Amount and the effect on the Gross Amount.

Employee Multiple Company Pay History Query

Action Edit Block Field Record Query Utility Help Window

Payroll - TESTV10_X Employee Multiple Company Pay History

Employee

Employee CCC-WK-HR2 Richard Sherman

Period Summary

Pay Run	Year	Period	Hours	Gross	Deduction	Net
CCCW	2011	1	44.00	2,300.00	0.00	2,300.00
CCCW	2011	3	0.00	11.75	0.00	11.75
CCCW	2011	40	0.00	0.00	0.00	0.00
Totals			337.00	17,635.50	8,799.22	8,836.28

Show All Detail

Benefit/Deduction Detail

Company	Tran	Type	Description	Hours	Amount	Employee Amount	Employer Amount
CCC	BW		Basic Wage	44.00	2,300.00	2,300.00	0.00
Totals				44.00	2,300.00	2,300.00	0.00

Drill Down Detail

User Extensions +

User Extension1
User Extension2
User Extension3
User Extension4
User Extension5
User Extension6
User Extension7
More Extensions ...

Related Screens +

Related Screen 1
Related Screen 2
Related Screen 3
Related Screen 4
Related Screen 5
Related Screen 6
Related Screen 7
More Related ...

Enter Pay Run

Record: 1/14 ... <OSC>

Pgm: PYMCOMPPAHISQ – Employee Multiple Company Pay History Query

The above query will give the same information as the employee pay history query but allows for the query of employees who have been copied to multiple companies.

Employee Earnings Query

Action Edit Block Field Record Query Utility Help Window

Payroll - TESTV10_X Employee Earnings

Employee

Employee CCC-WK-HR2 Richard Sherman Year 2013

User Extensions +

User Extension1
User Extension2
User Extension3
User Extension4
User Extension5
User Extension6
User Extension7
More Extensions ...

History Summary

Period	Starting Date	Ending Date	Pay Amount	Comp Code	Company Name	Pay Run
2	08-01-2013	14-01-2013	400.00	CCC	CMIC Test Construction Co	CCCW
3	29-01-2013	04-02-2013	415.12	CCC	CMIC Test Construction Co	CCCW

History Detail

Tran Type	Tran Code	WRL Code	Quantity	Pay Amount
TX	ZFUT	*ALL		0.00
TX	ZFUT	*ALL		0.00
TX	ZMD2	*ALL		-198.65
TX	ZME1	*ALL		0.00
TX	ZME1	*ALL		0.00
Totals			125	415.12

Enter Value For : PHY_PPR_PERIOD

Record: 2/2 ... <OSC>

Related Screens +

Related Screen 1
Related Screen 2
Related Screen 3
Related Screen 4
Related Screen 5
Related Screen 6
Related Screen 7
More Related ...

Pgm: PYEPERSQ – Employee Earnings Query

The Employee Earnings Query displays the details of all employee earnings on the selected pay group/pay run for the period specified. The Employee Earnings query is much like the Payroll Journal in that it will only print those items that affect net pay. For this reason you will not see things such as non-cash benefits.

The query is broken into three sections; the employee, the pay period history summary and the pay period history detail.

As you enter the desired employee and move to the History Summary, the system will display each pay period in which a check or direct deposit has been issued. Each pay period will display the starting and ending pay period as well as the pay amount for that period.

In order to see the details that make up the pay for a period place your cursor on the desired period and move to the next block. The query will display the details for the pay period in the previous block

The Query details under each Period, Transaction Type, Transaction Code, Work Location, and Quantity, affect the Pay Amount.

History Summary

Period

Each period for which the employee had earnings within the specified Year will be listed in order.

Pay Amount

The total paid to the employee will be shown in this field with the related details available in the History Detail block in the lower section.

History Detail

Tran Type

The specific Transaction type will be listed here. Example codes found may include BW for Basic Wages, TX for Taxes, WC for Workers Compensation, EX for Expenses, BN for Benefits, etc.

Tran Code

The Transaction Code identifies more detail about the specific line item. For example, as per the setup, NWHR represents Normal Working Hours, DTHR is for Double Overtime Hours, while a code like 100C might represent a specific Benefit or Deduction item or ZMED may represent Medicare tax amounts.

WRL Code

This is the Work Location Code which identifies the relevant Working Location (which is important in regards to taxation). The code '*ALL' represents All Work Locations (no single specific location in effect)

Payroll Job Allocations

Action Edit Block Field Record Query Utility Help Window

Payroll - TESTV10_X Payroll Job Allocations

Company

Company: CCC CMIC Test Construction Co
From Date: 29-01-2013 To Date: 04-02-2013 Payroll Year: 2013 ☐ Charge/Pay Amount Diff

Detail

Job	Phase	Cat	Employee	Tran Type	Tran Code	WRL Code	Tran Date	Batch
CCC-1000	01.03A.030000.F	CFB	CCC-WK-HR2	DE	401K	CCCH	04-02-2013	
CCC-1000	02 41 13.13	1000	CCC-WK-HR2	BW	NWHR	CCCH	29-01-2013	12557
CCC-1000	02 41 13.13	1000	CCC-WK-HR2	BN	CAR	CCCH	04-02-2013	
CCC-1000	02 41 13.13	1000	CCC-WK-HR2	BN	DENT	CCCH	04-02-2013	
CCC-1000	02 41 13.13	1000	CCC-WK-HR2	BN	MED	CCCH	04-02-2013	
CCC-1000	02 41 13.13	1000	CCC-WK-HR2	BN	PEN	CCCH	04-02-2013	
CCC-1000	02 41 13.13	1000	CCC-WK-HR2	BN	EDF	CCCH	04-02-2013	
CCC-1000	02 41 13.13	1000	CCC-WK-HR2	BN	PWDF	CCCH	04-02-2013	
CCC-1000	03 30 00	4000	CCC-WK-HR2	TX	SSER	*ALL	04-02-2013	
CCC-1000	03 30 00	4000	CCC-WK-HR2	TX	ZFUT	*ALL	04-02-2013	
CCC-1000	03 30 00	4000	CCC-WK-HR2	TX	ZME1	*ALL	04-02-2013	
CCC-1000	03 30 00	4000	CCC-WK-HR2	TX	ZSTU	**IL	04-02-2013	

Tran Type: Basic Wage Description: CCC-1000 MAIN

Enter Job Code

Record: 2/31 ... <OSC>

User Extensions +
User Extension1
User Extension2
User Extension3
User Extension4
User Extension5
User Extension6
User Extension7
More Extensions ...

Related Screens +
Related Screen 1
Related Screen 2
Related Screen 3
Related Screen 4
Related Screen 5
Related Screen 6
Related Screen 7
More Related ...

Pgm: PYPAJOBQ – Payroll Job Allocations

The Payroll Job Allocations Query displays the details of the job allocation made through the payroll application. The query automatically displays all allocations within the specified date range.

Use the “**Charge/Pay Amount Diff**” flag to see only records where the Charge Amount is different from the Pay Amount.

Job Allocation Details include the Job/Phase/Category, Employee, Transaction Type, Transaction Code, Work Location Code, Transaction Date, Batch Number, Post Date, Amount, Department and Account. This query will report the Job Allocation details as described above regardless of the posting selection made to the job costing within the Company Profile.

Government Reports

W-2 Form

W2 Parameter Mapping

Mapping Screen

Form Code: W2 Form

W2 Default Setup

Box Code	Tran Type	Tran Code	Amount Type	Employer's Contr. Flag	Factor Number	ADP Tax Level	Include Rec.
1	BN	3620	Employee Amount	All	1		<input checked="" type="checkbox"/>
1	BN	BNSB	Employee Amount	All	1		<input checked="" type="checkbox"/>
1	BN	CAR	Employee Amount	All	1		<input checked="" type="checkbox"/>
1	BN	PEN	Employee Amount	All	1		<input checked="" type="checkbox"/>
1	BN	VEH	Employee Amount	All	1		<input checked="" type="checkbox"/>
1	BN	ZBB	Employee Amount	All	1		<input checked="" type="checkbox"/>
1	BN	ZZ10	Employee Amount	All	1		<input checked="" type="checkbox"/>
1	BN	ZZ20	Employee Amount	All	1		<input checked="" type="checkbox"/>
1	BW	DTHR	Employee Amount	All	1		<input checked="" type="checkbox"/>
1	BW	NVHR	Employee Amount	All	1		<input checked="" type="checkbox"/>
1	BW	OVHR	Employee Amount	All	1		<input checked="" type="checkbox"/>
1	DE	401K	Employee Amount	All	1		<input checked="" type="checkbox"/>

User Extensions +

- User Extension1
- User Extension2
- User Extension3
- User Extension4
- User Extension5
- User Extension6
- User Extension7
- More Extensions ...

Related Screens +

New Payroll

- Related Screen 2
- Related Screen 3
- Related Screen 4
- Related Screen 5
- Related Screen 6
- Related Screen 7
- More Related ...

Enter Box Code

Record: 1/?

<OSC>

On the utility form of Payroll there is a W2 Mapping Parameters form. This form allows for the accumulation of as many fields per W2 box number as required.

If you have not already set this form up, or you wish to start again, the button 'W2-Default Setup' will create the mapping based on the payroll setup. You may then mark the items as included or delete them completely. If you press the Defaults button again the Deleted lines will return.

Box Code

Enter the W2 Box Code required. The system will allow for Box Codes 1 thru 12 plus 13A – Z and 14 A to Z for Federal Returns. Each line entered against a box code starting with 14 will print 2 lines on the W2, one text line and one dollar value line

For State Returns boxes 17, 18, 20, and 21 must be setup.

Tran Type

Select the required transaction type from the List of Values, the list contains the following types: Basic Wages, Expenses, Leaves, Benefits, Deductions, Taxes, Loan Advances, Loan Interest, Workers Compensation, and Public Liability.

Tran Code

This field will display the available Transaction Codes for the Transaction Type entered in the previous field.

Amount Type

Select the required amount type. This type can be Employee Amount, Calculated Amount, Gross Earnings or Employer Amount.

NOTE: Do not select 'Calculated Amount' unless advised by a CMiC Consultant

Employer Contr.

This field indicates if 'Employer Contributions' are to be included in the amount reported. Valid values are 'All', 'Yes' and 'No'.

NOTE: Set to 'All' unless advised by a CMiC Consultant

Factor Number

This field allows for the changing of a negative amount into a positive amount (where Amount Type is Employee Amount) for reporting purposes. This should be used to change the sign on Employee Taxes Paid, Loan Payments, Loan Interest Payments and Deductions.

ADP Tax Level

This field is not required for the definition of W2's

Description

This field is only used in conjunction with box 14, the description entered will be printed on one line and the amount below it on the W2. If there is a need to sum amounts to create a box 14 amount, please ensure that the identical description is on each line being summed.

Include Rec. – Checkbox

If the transaction type shown is not to included the amount for the box then uncheck this box.

W2 State ID Setup

The screenshot shows a software window titled "Payroll - TESTV10_X SUI Magnetic Media Maintenance". The main area is a form titled "SUI Magnetic Media". The form fields are as follows:

- FEIN: 03-0279465
- State: IL (dropdown menu showing ILLINOIS)
- ☒ Create Quarterly File
- Employer Account: 1274110
- Transmitter Account: 12
- ☐ Address Outside USA
- Company Name: CMIC TEST CONSTRUCTION
- Street: (empty)
- City: CHICAGO
- State: IL (dropdown menu showing ILLINOIS)
- Contact Title: (empty)
- Contact Name: JOHN
- Zip Code: 60602
- Zip Code Extension: (empty)
- Second ID: (empty)
- Contact Phone: (empty)
- Phone Extension: (empty)
- Suffix Code: (empty)
- State Plan: (empty)
- Path and File Name: c:\temp\SUI_IL.txt

On the right side, there is a sidebar with two sections:

- User Extensions** (+): A list of User Extension1 through User Extension7, and a link for More Extensions ...
- Related Screens** (+): A section titled "Related Screen 1" with a list of Related Screen 2 through Related Screen 7, and a link for More Related ...

At the bottom of the window, there is a status bar with the text: "Enter File And Path In *Lower* Case, With Extension (If Any). Date In UPPER CASE Letters MMY (New York=NywrMMYY.Rpt). Each STATE Sho...". Below this, it says "Record: 3/?" and "<OSC>".

To setup the State ID numbers use the SUI Magnetic Media form on the Local Maintenance Menu of Payroll the SUI Magnetic Media. This form allows for the entry of STATE ID numbers for each FEIN on the system. You must enter your State ID number for each state where employees work.

The only fields required on this form for W2 reporting are:

FEIN

Select the required FEIN number from the List of Values

State

Select the required State Code from the List of Values

Employer Acct.

Enter your State ID number in this field.

Creating W2 Export File

Parameters Selection

Export File? **Export File**

Federal Jurisdiction All Jurisdictions Combined

Report Based On Payroll Year/Qtr Setup on Pay Period Screen

Report Year 2013

FEIN Number 03-0279465

Company CCC

Pay Run CCCW

From Quarter 1 To Quarter 1

State Code From

State Code To

Start Employee CCC-WK-HR2

End Employee CCC-WK-HR2

Sort Employees by Last Name

City City Code on Employee Address

Information Federal and State

Output Type Quarterly SUTA and W2 File

ASCII File C:\TEMP\SUI_2013Q1.XML

Print

User Extensions +

- User Extension1
- User Extension2
- User Extension3
- User Extension4
- User Extension5
- User Extension6
- User Extension7
- More Extensions ...

Related Screens +

- Related Screen 1
- Related Screen 2
- Related Screen 3
- Related Screen 4
- Related Screen 5
- Related Screen 6
- Related Screen 7
- More Related ...

Record: 1/1 ... <OSC>

On the Report Menu of Payroll, under 'Govt Forms' there is a form called W2-Form. This is the form that will create the import file for 'WINFILER®'.

Export File

Select the option 'Export File'

Year

Enter the Year the W2 file is to be created for.

FEIN

W2's may be created for a FEIN number or a company code within an FEIN. If an FEIN number is entered the company code may be left blank.

Company

A company code is required if the FEIN number is blank. The FEIN number will be automatically retrieved when the company code is entered.

Pay Run

W2's may be restricted by pay run if required. This field may be left blank.

Quarter

Leave this field blank

From State

Leave this field blank

To State

Leave this field blank

Employee

The Start/End employee fields may be entered, or may be left blank.

Order By

This field will order the file created for WINFILER®.

City

From the drop down list select where in your data the City Name is stored for each employee.

Information

Select the option 'Federal and State'

Output Type

Select the option 'W2 Transaction File'

Utilities

Mid-Year Pay History Setup

Payroll - TESTV10_X Mid-year Pay History Setup

Mid-year Pay History

Company	Pay Run	Period Start Date	Period End Date	Employee Name
CMiC Construction Inc.	ZZ Weekly Payroll	05012009	11012009	Peterson, Patrick

Comp	Pay Run	Year	Period	Employee No	Type	Code	Amount	Pay Amount	Gross E
ZZ	ZZWK	2009	1	ZZ-100	BW	NWHR	158.8	158.8	
ZZ	ZZWK	2009	1	ZZ-100	BW	NWHR	158.8	158.8	
ZZ	ZZWK	2009	1	ZZ-100	BW	NWHR	158.8	158.8	
ZZ	ZZWK	2009	1	ZZ-100	BW	NWHR	158.8	158.8	
ZZ	ZZWK	2009	1	ZZ-100	BW	NWHR	158.8	158.8	
ZZ	ZZWK	2009	1	ZZ-900	BW	NWHR	207.69	0	
ZZ	ZZWK	2009	1	ZZ-900	BW	NWHR	207.69	0	
ZZ	ZZWK	2009	1	ZZ-900	BW	NWHR	207.69	0	
ZZ	ZZWK	2009	1	ZZ-900	BW	NWHR	207.69	0	
ZZ	ZZWK	2009	1	ZZ-900	BW	NWHR	207.69	0	
ZZ	ZZWK	2009	1	ZZ-100	BW	NWHR	-158.8	-158.8	
ZZ	ZZWK	2009	1	ZZ-100	BW	NWHR	-158.8	-158.8	
ZZ	ZZWK	2009	1	ZZ-100	BW	NWHR	-158.8	-158.8	
ZZ	ZZWK	2009	1	ZZ-100	BW	NWHR	-158.8	-158.8	
ZZ	ZZWK	2009	1	ZZ-100	BW	NWHR	-158.8	-158.8	
ZZ	ZZWK	2009	1	ZZ-100	DE	ZZ10	-117.24	117.24	
User	MARJAN	Upd. Date	06102016				76,292.73	33,328.86	330.8
Post Date		<input checked="" type="checkbox"/> Include Archive Data (Rea..							

Enter Company Code

Record: 1/496 ... <OSC>

Pgm: PYEPHIST – Mid-Year Pay History Setup

The Mid-Year Pay History Setup screen is used to set up individual employee pay history detail when the system is being installed mid-year. DO NOT use this program for any other data entry.

The Mid-Year Pay History Setup requires the entry of Company, Pay Run, Year, Period, Employee No, Date, Department and General Ledger Credit Account associated with the clearing of direct labor costs, Department and GL DR Account associated with the direct labor costs, Union, Trade, Work Location, Transaction Type, Transaction Code, Pay Rate, Quantity, Hrs Worked, Amount, Pay Amount, Gross Earnings, Contribution and Batch Number.

This utility allows users to query the PYEMPPAYHIST table in payroll with and without Archive Data. If the **Include Archive Data** checkbox, framed in red above, is checked before running the query, archived data will be included in the returned results. This checkbox provides a combined view of the PYEMPPAYHIST and PYEMPPAYHIST_ARCHIVE tables.

NOTE: At this point there is no updating or query available on this utility when this checkbox is checked to include Archived Data. Users cannot insert or update data in a view when Archive Data is included in the query.

The Mid-Year Pay History utility has been created for use in conjunction with the CMiC consultants and programmers and should only be used with their knowledge and assistance.

Mid-Year Leave Setup

Action Edit Block Field Record Query Utility Help Window

Payroll - TESTV10_X Mid-Year Employee Leave Setup

Parameter Screen

Company CCC CMiC Test Construction Co

Employee CCC-WK-HR2 Richard Sherman

Year 2013

User Extensions +

User Extension1

User Extension2

User Extension3

User Extension4

User Extension5

User Extension6

User Extension7

More Extensions ...

Code	C. Frwd	Accrued	Used	Lost	Accrued Amount	Accrued Amount Paid	Elig. Hours	Elig. Days	Hours Remain
FMSK		.77			38.46		40.00	5.00	.77
VAC		1.54			76.92		80.00	10.00	1.54

Description Family Sick

Related Screens +

Related Screen 1

Related Screen 2

Related Screen 3

Related Screen 4

Related Screen 5

Related Screen 6

Related Screen 7

More Related ...

Enter Carry Forward Value

Record: 1/2 ... <OSC>

The Mid-Year Leave Setup screen is used to set up individual employee leave details when the system is being installed mid-year. DO NOT use this program for any other data entry.

Accumulation Setup

Action Edit Block Field Record Query Utility Help Window										
Payroll - TESTV10_X Initial Accumulation Setup										
Initial Accumulation Setup										
FEIN/Business No.	Comp	Pay Run	Year	Employee	Tran Type	Tran Code	Work Loc	Quantity	Year to Date Amount	Year to Date Pay Amount
03-0279465	CCC	CCCW	2011	CCC-WMK-HR2	BWV	NWHR	CCCH	-32	-1600	-16
03-0279465	CCC	CCCW	2011	CCC-WMK-HR2	DE	401K	CCCH	0	-512.5	512.5
03-0279465	CCC	CCCW	2011	CCC-WMK-HR2	DE	401K	CCCH	0	-15	
03-0279465	CCC	CCCW	2011	CCC-WMK-HR2	PL	CPL	CCCH	0	-68	
03-0279465	CCC	CCCW	2011	CCC-WMK-HR2	TX	SSEE	*ALL	0	-86.1	86.1
03-0279465	CCC	CCCW	2011	CCC-WMK-HR2	TX	SSER	*ALL	0	-127.1	
03-0279465	CCC	CCCW	2011	CCC-WMK-HR2	TX	ZFED	*ALL	0	-255.53	255.53
03-0279465	CCC	CCCW	2011	CCC-WMK-HR2	TX	ZFUT	*ALL	0	-16.4	
03-0279465	CCC	CCCW	2011	CCC-WMK-HR2	TX	ZMD2	*ALL	0	-29.73	29.73
03-0279465	CCC	CCCW	2011	CCC-WMK-HR2	TX	ZME1	*ALL	0	-29.73	
03-0279465	CCC	CCCW	2011	CCC-WMK-HR2	TX	ZSTA	**IL	0	-136.88	136.88
03-0279465	CCC	CCCW	2011	CCC-WMK-HR2	TX	ZSTU	**IL	0	-13.33	
03-0279465	CCC	CCCW	2011	CCC-WMK-HR2	WC	CWC	CCCH	0	-19	
03-0279465	CCC	CCCW	2011	CCC-WMK-HR3	BN	DENT	ZCHI	0	-25	
03-0279465	CCC	CCCW	2011	CCC-WMK-HR3	BN	PWDF	ZCHI	0	-11.75	-11.75
03-0279465	CCC	CCCW	2011	CCC-WMK-HR3	BWV	DTHR	ZCHI	-1	-80	-80
CCC CMIC Test Construction										
Record: 1/30 ... List of Valu... <OSC>										

Pgm: PYACCUMI – Accumulation Setup

This screen is a utility that allows you to view the payroll summary table. This screen access should be setup as Query ONLY in system security.

Summaries by Service, Life and Year to date as well as previous Month totals will be detailed. Totals include Total Hours (Quantity), Amount, Pay Amount and Gross Amounts. At the end of each line is a field labeled "CONTRB" which indicates status of Employer Contributions for that transaction type.

Year-End Accumulation Utility

Year End Accumulation

FEIN Number 03-0279465 CCC CMIC Test Construction

Year 2013

End of Process! Accumulate

User Extensions +

- User Extension1
- User Extension2
- User Extension3
- User Extension4
- User Extension5
- User Extension6
- User Extension7
- More Extensions ...

Related Screens +

- Related Screen 1
- Related Screen 2
- Related Screen 3
- Related Screen 4
- Related Screen 5
- Related Screen 6
- Related Screen 7
- More Related ...

Enter A Valid FEIN Number

Record: 1/1 ... List of Valu... <OSC>

Pgm: PYACCUMU – Year End Accumulation Setup

The program will re-create the payroll summary table for all employees for a specific payroll FEIN number and year.

W2 Mapping Parameters

Mapping Screen

Form Code: W2 Form W2 Default Setup

Box Code	Tran Type	Tran Code	Amount Type	Employer's Contr. Flag	Factor Number	ADP Tax Level	Include Rec.
1	BN	3620	Employee Amount	All	1		<input checked="" type="checkbox"/>
1	BN	BNSB	Employee Amount	All	1		<input checked="" type="checkbox"/>
1	BN	CAR	Employee Amount	All	1		<input checked="" type="checkbox"/>
1	BN	PEN	Employee Amount	All	1		<input checked="" type="checkbox"/>
1	BN	VEH	Employee Amount	All	1		<input checked="" type="checkbox"/>
1	BN	ZBB	Employee Amount	All	1		<input checked="" type="checkbox"/>
1	BN	ZZ10	Employee Amount	All	1		<input checked="" type="checkbox"/>
1	BN	ZZ20	Employee Amount	All	1		<input checked="" type="checkbox"/>
1	BW	DTHR	Employee Amount	All	1		<input checked="" type="checkbox"/>
1	BW	NVHR	Employee Amount	All	1		<input checked="" type="checkbox"/>
1	BW	OVHR	Employee Amount	All	1		<input checked="" type="checkbox"/>
1	DE	401K	Employee Amount	All	1		<input checked="" type="checkbox"/>

User Extensions +

- User Extension1
- User Extension2
- User Extension3
- User Extension4
- User Extension5
- User Extension6
- User Extension7
- More Extensions ...

Related Screens +

- Related Screen 1
- Related Screen 2
- Related Screen 3
- Related Screen 4
- Related Screen 5
- Related Screen 6
- Related Screen 7
- More Related ...

Enter Box Code

Record: 1/? <OSC>

This Form is used to map standard payroll forms such as the W2, T4, T4A, ROE, ADP – Periodic and ADP – Quarterly with the payroll detail supplied by the system.

Your payroll system will come with a standard setup for each of these forms, but you will be required to make any modifications and additions to any non-standard detail.

The Form Mapping screen requires the entry or selection of the appropriate Form's Box Number, Transaction Type, Transaction Code, Amount Type, Employer's Contribution Flag, Factor Number and any Description.

The [W2 Default Setup] button will bring in the setup according to the rules you have defined for taxes for each of the transaction codes on the system. This process can be run anytime and will update any missing transaction types.

NOTE: The ADP Tax level field is only available for Form Codes ADP-Periodic and ADP-Quarterly

Certified Payroll Mapping

Action Edit Block Field Record Query Utility Help Window

Payroll - TESTV10_X Certified Payroll Mapping

Select Report Column

Company CCC CMIC Test Construction Co

Contribution & Payments Vacation / Holiday

Report Column Heading Vacation

Transaction Codes to Map

Type	Code	Description
Leave	VAC	Vacation
Leave	FMSK	Family Sick

User Extensions +

User Extension1
User Extension2
User Extension3
User Extension4
User Extension5
User Extension6
User Extension7
More Extensions ...

Related Screens +

Related Screen 1
Related Screen 2
Related Screen 3
Related Screen 4
Related Screen 5
Related Screen 6
Related Screen 7
More Related ...

Select Code Type

Record: 3/3 ... <OSC>

Pgm: PYCMP – Certified Payroll Mapping

The Certified Payroll Mapping screen is found under the Utilities menu. Transaction codes e.g. Benefits, Deductions can be mapped to Contribution & Payments in the top block. This determines the amount printed in each column of the Federal Certified Payroll report.

Upon selecting the Contribution and Payments type, move to the lower block to assign transaction codes which will be included in the Federal Certified Payroll Report. Only cash benefits are printed on the report. Only the employee portion of deductions is printed on the report. The Fringe Benefit rate on the report is calculated as the total benefit amount divided by the Total Project Hours for the job.

Move Carry Forwards to Next Year

Move CF Deduction To Next Year

Company: CCC CMiC Test Construction Co

Pay Run: CCCW CCC Weekly Pay Run

From Year: 2012 To Year: 2013

☒ Deductions
☒ Leaves ☐ Carry Forward Negative Leaves Hours
☒ Loans

Move

User Extensions +

- User Extension1
- User Extension2
- User Extension3
- User Extension4
- User Extension5
- User Extension6
- User Extension7
- More Extensions ...

Related Screens +

- Related Screen 1
- Related Screen 2
- Related Screen 3
- Related Screen 4
- Related Screen 5
- Related Screen 6
- Related Screen 7
- More Related ...

Record: 1/1 ... <OSC>

Pgm: PYCRYFWD – Move Carry Forward's

This utility will move all accumulated carry forwards from the selected Pay Runs to the next year. Deductions, Leave and Loan balances can be moved based on the selection made when run.

Import Timesheets from ASCII

The Import Timesheets option is used when not entering timesheets directly into Enterprise. Importing data from a properly formatted ASCII File will create the unposted Timesheet data in Enterprise.

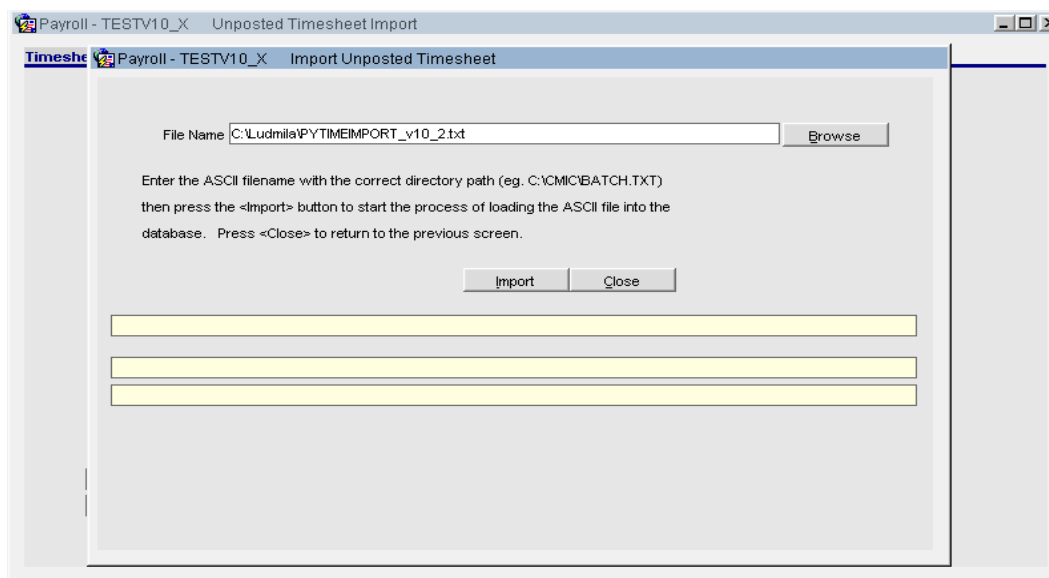
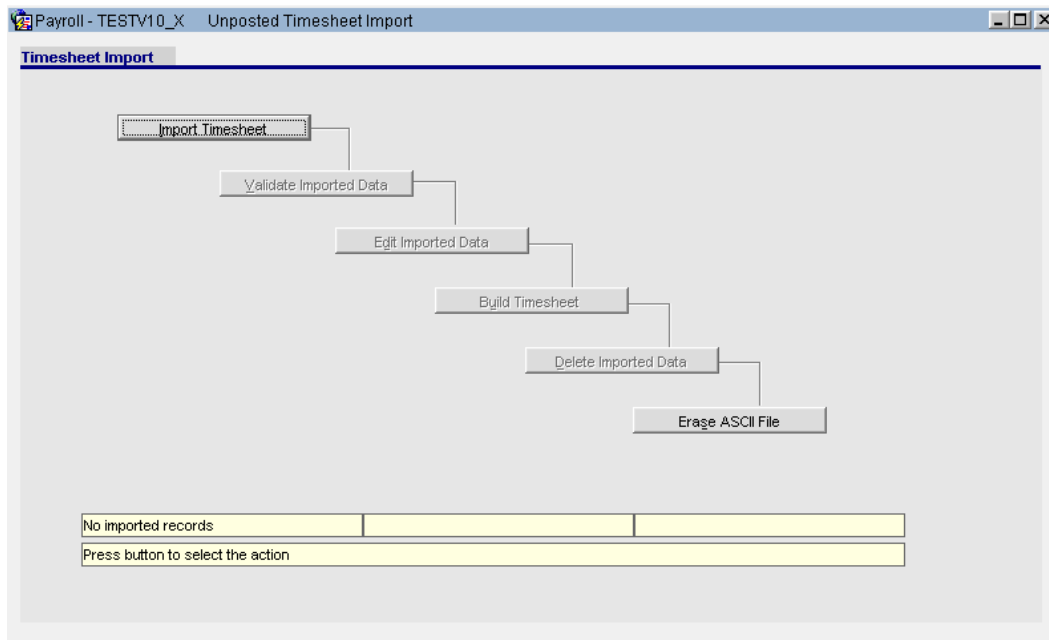
When receiving using this form, a new batch number is created for the timesheets and these transactions will remain unposted and available for editing within the Edit Timesheet program within this utility.

Any transactions that do not match the data format required by this import utility will be rejected.

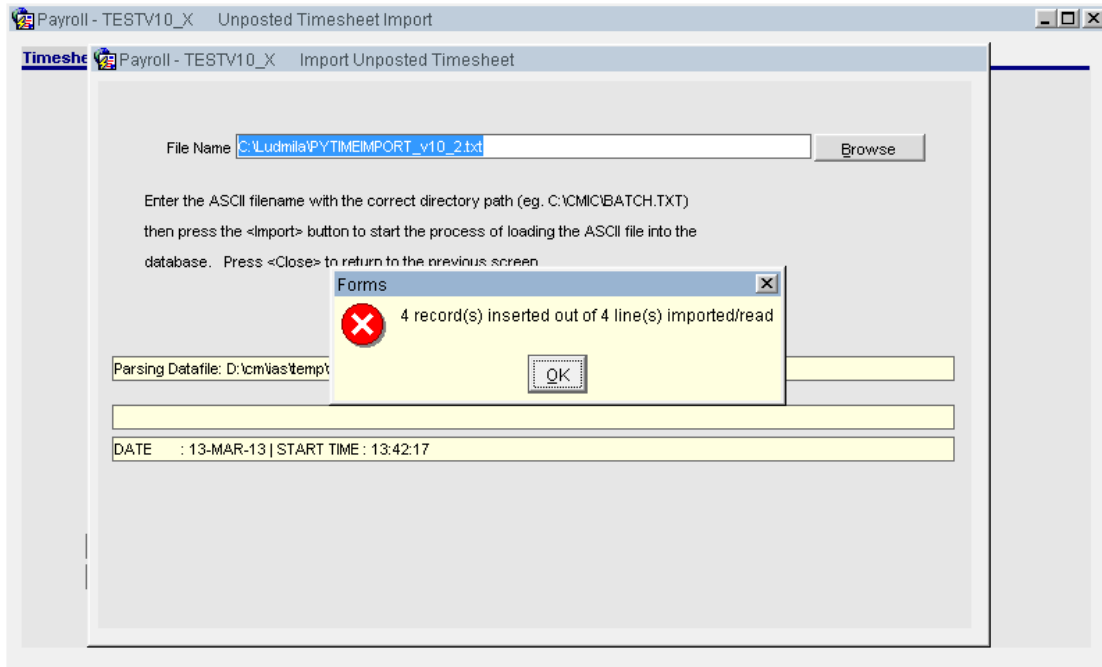
For more information on how to utilize the Import Timesheets for ASCII File utility contact your CMiC consultant.

In order to use this utility, user has to create a text file with TXT extension that includes all the required data in an appropriate format.

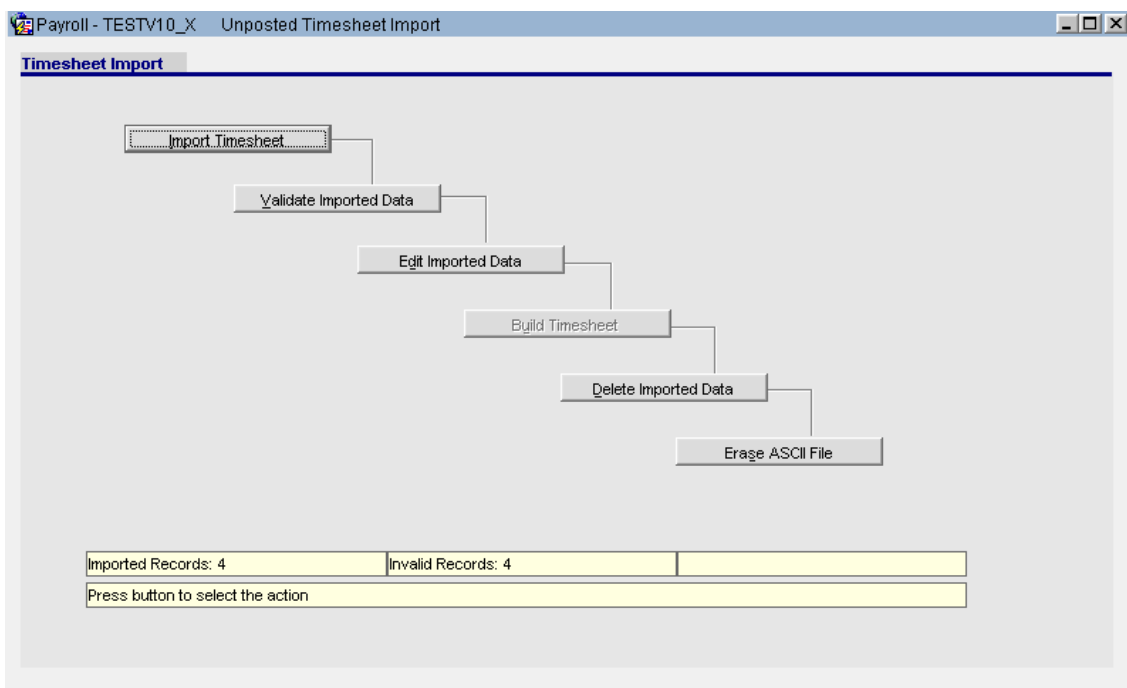
Then user clicks on [**Import Timesheet**], in the new window that opens, user has to enter the path to the TXT file that he's created for the timesheet import and click [**Import**].



If the data in the files is built according to appropriate format then user gets the message of how many records were inserted.

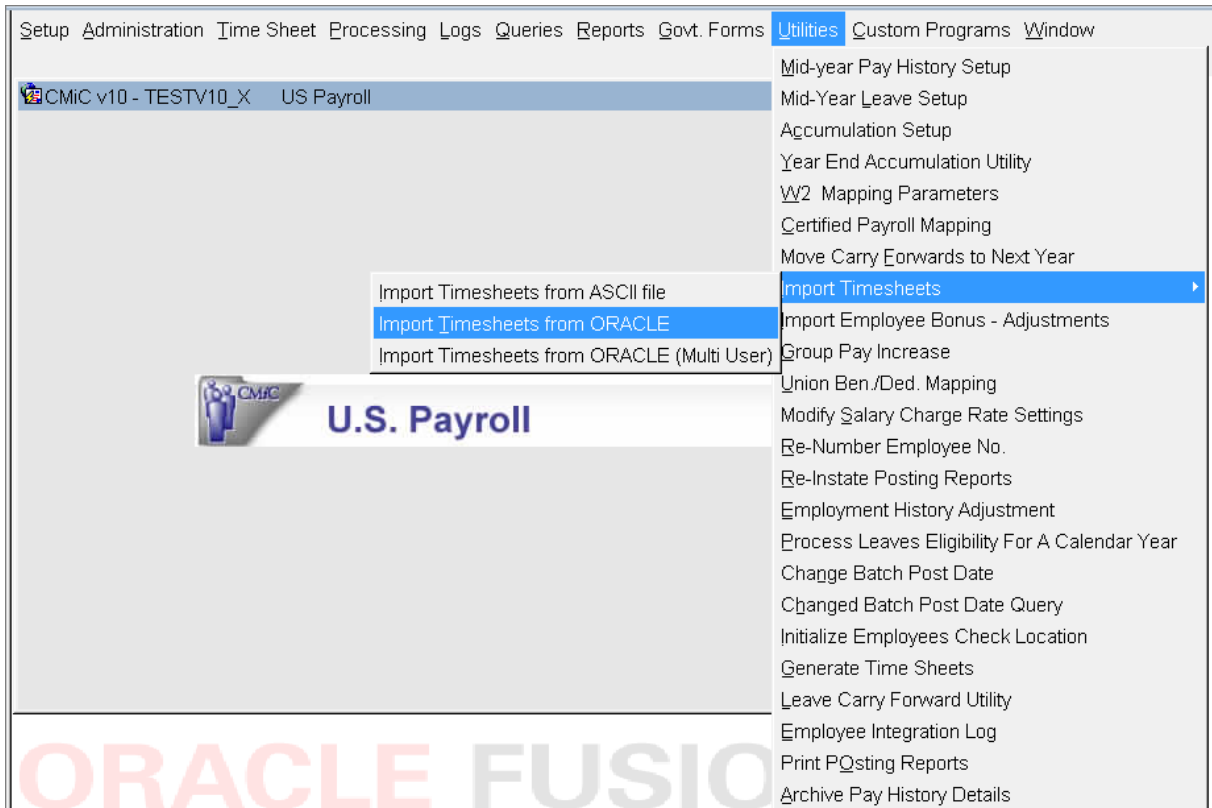


After inserting data, user has an option to Validate, Edit, Delete or Erase the imported data.



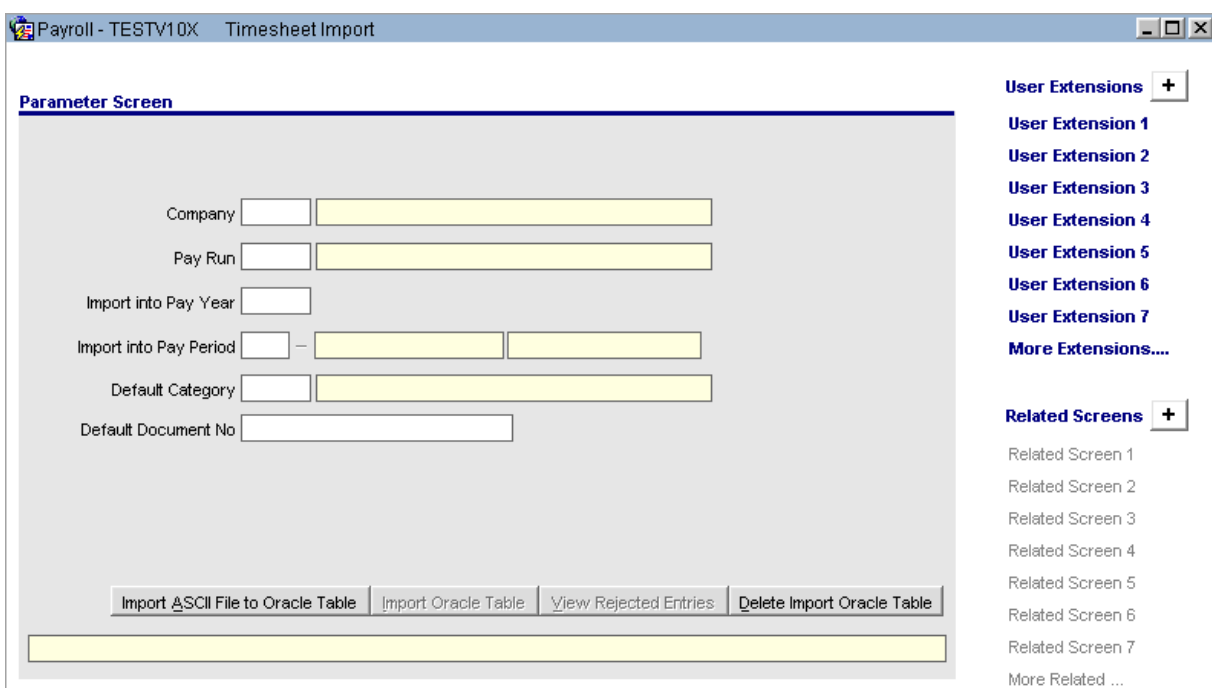
Import Timesheets from Oracle

Payroll Import Timesheets from ORACLE utility allows users to import timesheets with the option of importing expenses, based on the “Expense Type” and “Expense QTY/Amount”.



Under the **Utilities** Payroll menu, select **Import Timesheets>Import Timesheets from Oracle**.

[Import ASCII File to Oracle Table] – Button



Pgm: PYTIMIMP- Time Sheet(s) Import Utility

The **[Import ASCII File to Oracle Table]** button on the form allows users to directly import an ASCII file to the Oracle Timesheet table PYEMPTIMSHT_IMP. This button is active if there is no information filled in on this screen. It will open an ASCII import popup for importing the ASCII file.

In the popup, select the **[Browse]** button to find the file to import. Select the import button to import the data. The number of lines read and imported will be displayed. Once, the import has completed and the window is closed, the Oracle Timesheet Import procedure can begin. Rate calculation considers the shift code when determining the rate. The program will consider and include the fields for Expense Type and Expense Qty/Amt.

The Import Timesheets from Oracle program validates the expense code defined in payroll setup, based on the expense type and Qty/Amount fields. The following conditions and rules are taken into consideration for Expense Code, Expense Type, Quantity and Amount:

If the Expense Code is setup as type “Actual” on the expense master setup, the QTY/AMT value is considered as a flat amount.

If the expense Code is setup other than the “Actual” type on the expense master setup, the import program will consider the value as quantity and multiply the value with the rate defined in the expense master screen.

In a scenario where the expense is charged elsewhere, other than the timesheet, the user should enter a separate line for the expense to post on a different Job, Phase or Category.

In a scenario where the expense and timesheet hours are provided in the same record, the program will create an hours and expense with the Job/Phase/Cat Code or Overhead Department and Account.

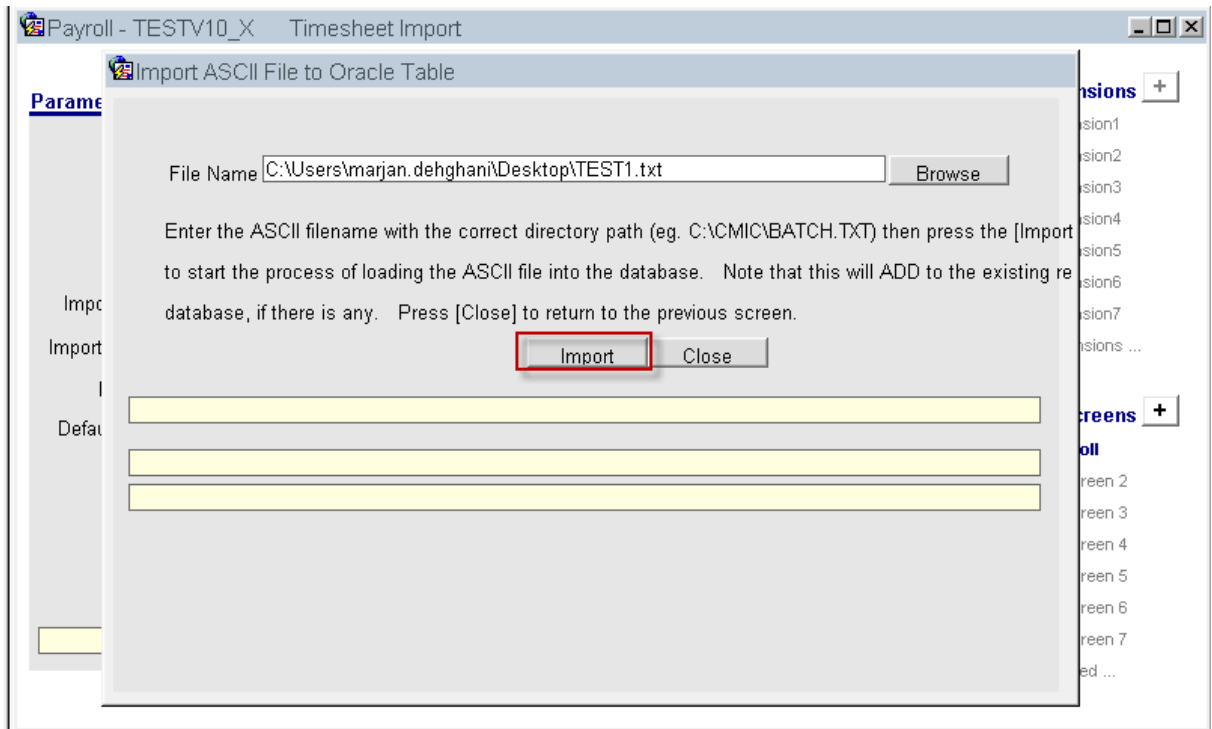
The import program is to insert the records into the regular timesheet table. The data will not be inserted into the Expense Claim Entry program.

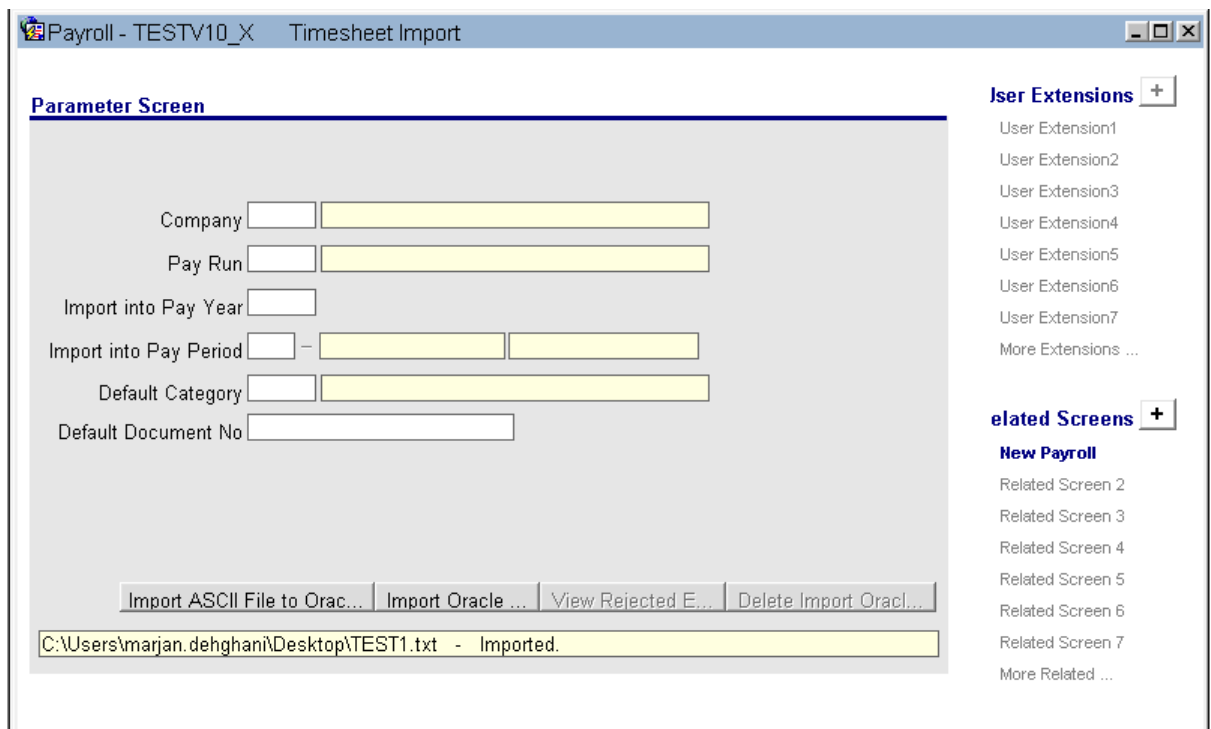
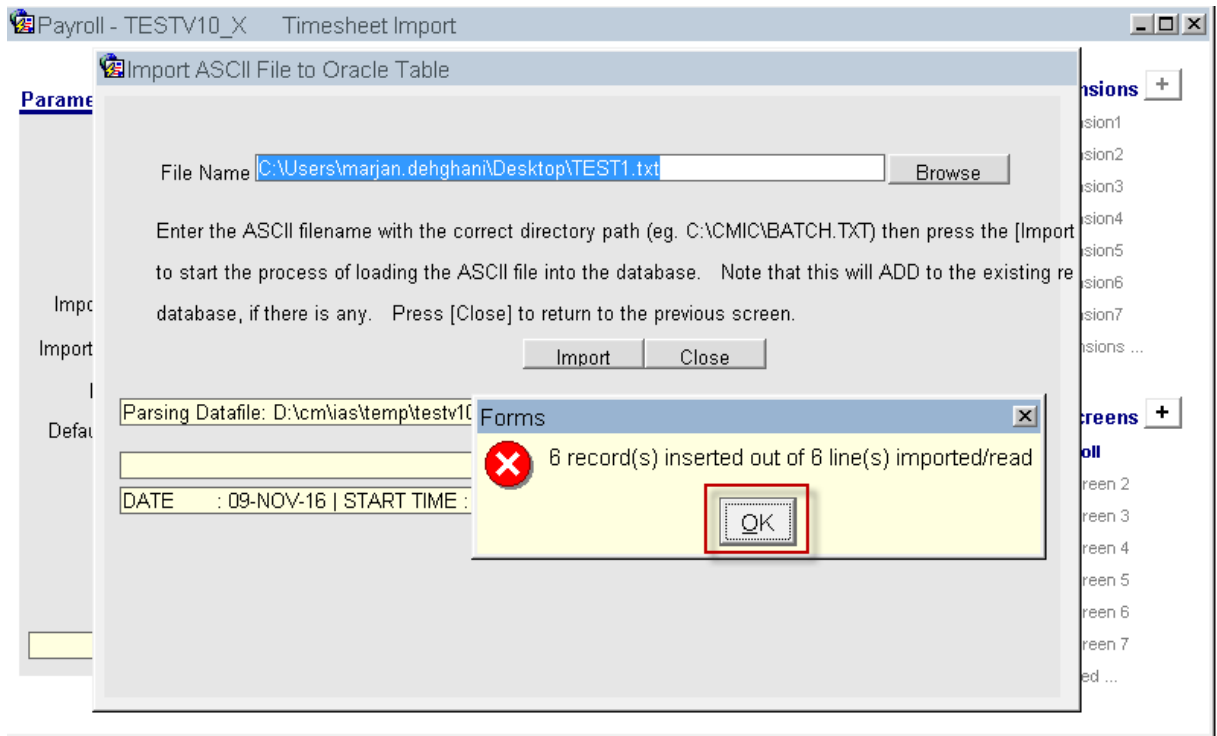
The ASCII file being imported must be comma delimited and match the order below.

NOTE: In FORMS import ASCII file is a text (txt) file. Users utilizing ADF Program should convert and save the txt file in CSV format and import the ASCII file in CSV format. Users can also create a CSV file with a header row entering the columns as under, when importing the first row which is the header will not be imported into the table. If, the CVS is created without a header row, then users should leave the first row for the csv file blank. Therefore, prior to converting the text (txt) file into CSV, enter a blank row top of the page and then convert and save to CSV format. Once converted to CVS user should not open the CVS file, as it will change the cell formatting for numbers, which would cause errors and rejected records.

	Column	Data Type	Comments
1	IMP_TSH_EMP_NO	VARCHAR2 (16)	
2	IMP_TSH_DATE	DATE	DD-MON-YYYY
3	IMP_TSH_JOB_CODE	VARCHAR2 (10)	
4	IMP_TSH_PHASE	VARCHAR2 (16)	
5	IMP_TSH_CATEGORY	VARCHAR2 (4)	
6	IMP_TSH_NORMAL_HOURS	NUMBER (16,8)	
7	IMP_TSH_OT_HOURS	NUMBER (16,8)	
8	IMP_TSH_DOT_HOURS	NUMBER (16,8)	
9	IMP_TSH_OH_HOURS	NUMBER (16,8)	
10	IMP_TSH_OH_TYPE	VARCHAR2 (4)	
11	IMP_TSH_WORK_COMP_CODE	VARCHAR2 (2)	
12	IMP_TSH_DEPT_CODE	VARCHAR2 (6)	Optional- based on Control File Flag

13	IMP_TSH_GL_ACC_CODE	VARCHAR2 (8)	Optional – based on Control File Flag
14	IMP_TSH_WORK_LOC	VARCHAR2 (4)	
15	IMP_TSH_EQP_HOURS	NUMBER (16,8)	
16	IMP_TSH_DOCUMENT_NO	VARCHAR2 (30)	Optional
17	IMP_TSH_TRADE_CODE	VARCHAR2 (4)	Optional
18	IMP_TSH_UNION_CODE	VARCHAR2 (4)	Optional
19	IMP_TSH_OH_RATE_CODE	VARCHAR2 (4)	Optional
20	IMP_TSH_CKLOC_CODE	VARCHAR2 (16)	Optional
21	IMP_TSH_SHIFT_CODE	VARCHAR2 (1)	Optional
22	IMP_TSH_NH_RATE	NUMBER (16,8)	Not Required
23	IMP_TSH_OT_RATE	NUMBER (16,8)	Not Required
24	IMP_TSH_DOT_RATE	NUMBER (16,8)	Not Required
25	IMP_TSH_OH_RATE	NUMBER (16,8)	Not Required
26	IMP_TSH_EXP_CODE	VARCHAR2(4)	
27	IMP_TSH_EXP_QTY_OR_AMT	NUMBER (16,8)	





[Import Oracle Table] – Button

The **[Import Oracle Table]** button allows users to import data directly from the Oracle Timesheet table PYEMPTIMSHT_IMP. The import utility considers the fields for Expense Code and Expense QTY/Amount. The Import Timesheets from Oracle program validates the expense code defined in payroll setup, based on the expense type and Qty/Amount fields.

This screen is used when not entering timesheets directly into Enterprise. It is used to import unposted timesheet data into Enterprise's Payroll module via a .CSV spreadsheet file. For details about the fields and format of the import file, refer to this section's Import File's Fields & Format subsection.

The import process requires 3 steps, if there were no issues with the entries in the import file.

Step 1

The first step is to import the import file's data into a temporary table in the system via the **[Import ASCII File to Oracle Table]** button.

Step 2

Once, the ASCII file is imported to Oracle Table, then user can enter the mandatory Company Code, Pay Run, Year and Period into which timesheet data will be imported. The Period LOV will display the current period and the next 3 open periods. The Default Category field assigns that category if the category imported is null. Enter the Document Code which will be assigned to the unposted timesheets created if the document code is null on the imported timesheet.

Then, the mandatory **Company**, **Pay Run**, **Import into Pay Year**, and **Import into Pay Period** fields are used to specify the Company, Pay Run, Pay Year and Pay Period for the timesheets being imported.

The **Default Category** and **Default Document No** fields are optional.

Step 3

Then, the temporary table's data is imported into Payroll as unposted Timesheets using the **[Import Oracle Table]** button.

If there were any issues with some entries in the import file during the second import, a message will be reported stating how many were rejected.

The rejected entries can be corrected via the **[View Rejected Entries]** button's popup, and once corrected, the import process can be retried for these entries via the popup's **[Import]** button.

Selection Parameters

Payroll - TESTV10_X Timesheet Import

Parameter Screen

Company PYUS Marjan LOFT Construction USA

Pay Run MDWK Marjan Weekly

Import into Pay Year 2016

Import into Pay Period 31 - 24072016 30072016

Default Category

Default Document No TEST1

Import ASCII File to Orac... Import Oracle ... View Rejected E... Delete Import Oracl...

C:\Users\marjan.dehghani\Desktop\TEST1.txt - Imported.

User Extensions +

- User Extension1
- User Extension2
- User Extension3
- User Extension4
- User Extension5
- User Extension6
- User Extension7
- More Extensions ...

Related Screens +

New Payroll

- Related Screen 2
- Related Screen 3
- Related Screen 4
- Related Screen 5
- Related Screen 6
- Related Screen 7
- More Related ...

Pgm: PYTIMIMP- Time Sheet(s) Import Utility

Company

Company Code must be entered.

Pay Run

Enter pay run into which the timesheet data should be imported.

Import into Pay Year

Pay Year into which the timesheet data should be imported

Pay Period

Enter Pay Period into which the timesheet data should be imported

Default Category

Enter default Category to be used with Job and Phase, if Category is NOT imported with timesheets.

Default Document No

Enter the Document Code which will be assigned to the unposted timesheets created, if the document code is null on the imported timesheet.

[Import Oracle Table] – Button

The screenshot shows a software window titled "Payroll - TESTV10_X Timesheet Import". The main area is labeled "Parameter Screen" and contains several input fields: "Company" (PYUS, Marjan LOFT Construction USA), "Pay Run" (MDWK, Marjan Weekly), "Import into Pay Year" (2016), "Import into Pay Period" (31 - 24072016, 30072016), "Default Category" (empty), and "Default Document No" (TEST1). At the bottom, there is a row of buttons: "Import ASCII File to Orac...", "Import Oracle..." (highlighted with a red box), "View Rejected E...", and "Delete Import Orac...". Below the buttons, a status bar displays the text: "Import Complete: Processed 6 records, inserted 5 records, rejected 1 records." On the right side, there are two panels: "User Extensions" with a list of extensions (User Extension1 to User Extension7 and More Extensions ...) and "Related Screens" with a list of related screens (New Payroll, Related Screen 2 to Related Screen 7 and More Related ...).

When the **[Import Oracle Table]**, button is selected, the number of Timesheet records processed, inserted and rejected are displayed at the bottom the screen.

[View Rejected Entries] – Button

This screenshot is identical to the one above, showing the same "Payroll - TESTV10_X Timesheet Import" window. The "Parameter Screen" contains the same input fields and buttons. The "Import Oracle..." button is highlighted with a red box. The status bar at the bottom displays the text: "Import Complete: Processed 6 records, inserted 5 records, rejected 1 records." The right-side panels, "User Extensions" and "Related Screens", also contain the same lists as in the previous screenshot.

The View Rejected Entries button opens a screen with rejected entries where user can edit the data until all record(s) are valid. When the record(s) are rectified and valid, select the Import button on the Rejected Timesheet(s) Entries screen to import the corrected entry record and insert into the timesheet.

[Import Delete Import Oracle Table] – Button

The screenshot shows a software window titled "Payroll - TESTV10_X Timesheet Import". Inside, there's a "Parameter Screen" with several input fields: "Company" (PYUS), "Marjan LOFT Construction USA", "Pay Run" (MDWK), "Marjan Weekly", "Import into Pay Year" (2016), "Import into Pay Period" (31 - 24072016 to 30072016), "Default Category", and "Default Document No" (TEST1). Below these fields are four buttons: "Import ASCII File to Orac...", "Import Oracle ...", "View Rejected E...", and "Delete Import Oracl...". The "Delete Import Oracl..." button is highlighted with a red box. At the bottom of the window, a status bar shows "Import Complete: Processed 1 records, inserted 1 records, rejected 0 records." On the right side, there are sections for "User Extensions" and "Related Screens".

The [Delete Import Oracle Table] button deletes imported timesheet data from the Import table PYEMPTIMSHT_IMP.

Import File Fields – CTL File Template

The following table provides details about the fields in the import file:

Import File Field	Description	Required	Type	Length
Employee Number	Employee Number – must be a valid employee for the company	Yes	Varchar2	16
Reference Date	Actual date of Timesheet NOTE: Date worked MUST be of the DD-MMM-YYYY format, otherwise the hours will go to the final day in the pay period.	Yes	DATE	
Job	The timesheet Job Code	Yes, if timesheet is for a Job	Varchar2	10
Phase Code	The timesheet Phase Code (Cost Code).	Yes, if Job Code is entered	Varchar2	16
Category	The timesheet Job Category.	Yes, if Job is entered	Varchar2	16
Normal Hours	The number of Normal Hours (regular time) for timesheet.	See NOTE 1	Number	16,8
Overtime Hours	Number of Overtime Hours for timesheet – leave blank if not applicable	See NOTE 1	Number	16,8

Double Overtime Hours	Number of Double Overtime hours for timesheet – enter 0 if not applicable	See NOTE 1	Number	16,8
Other Hours	Number of Other Hours for timesheet – leave blank if not applicable	See NOTE 1	Number	16,8
Other Hours Type	The type of Other Hours - must be a valid Other Hour Code in CMiC	Yes, if Other Hours are entered	Varchar2	4
Company	Company handling Job	Yes	Varchar2	8
Department	This is the Dept Code the time is charged to if a G type of timesheet OR leave this field null to auto-populate with the Payroll Dept from Employee Profile.	See NOTE 2	Varhcar2	6
GL Account Code	GL Account to charge time to if not a Job Timesheet OR leave this field null to auto-populate it with Wage Account from Employee Profile.	See NOTE 2	Varchar2	16
Work Location	A valid Work Location.	No	Varchar2	15
Equipment Hours	Number of hours Equipment was utilized for Job.	No	Number	16,8
Document Number/ Code	Timesheet Document Grouping	No	Varchar2	30
Trade Code	Enter Employee Trade where employee worked this week or leave it null to populate from employee profile.	No	Varhcar2	4
Union	Enter Union Code where employee worked for this period or leave it null to populate from employee profile if employee is Unionized	No	Varhcar2	4
Other Hours Rate Code	Other Hours Rate Code	No, If blank, import uses rate code from employee profile.	Varhcar2	4
Check Location Code	Check Location Code	No	Varchar2	16
Shift Code	Shift Code	No	Varchar 2	1
Normal Hours Rate	Normal Hours Rate	No	Number	16,8
Over Time Rate	Over Time Rate	No	Number	16,8
Double Time Rate	Double Time Rate	No	Number	16,8
Other Hour Rate	Other Hour Rate	No	Number	16,8
Expense Code	Expense Code	No	Varchar2	4
Expense QTY/AMT	Based on the Expense Type: If the Expense Code is setup as type 'Actual' on the expense master setup, the QTY/AMT value is considered as a flat amount and should be entered in the import file If the expense Code is setup other than 'Actual' type, on the expense master setup, then the import program will consider the value as quantity and multiply the value with the rate defined in the expense master screen.	Yes, if expense code is entered	Number	16,8

NOTE 1: There must be hours on the record in Normal, OT, DT, or OH.

NOTE 2: Either Job, Phase, Cat or GL Dept and Account must be entered.

Import Timesheets From ORACLE (Multi User)

The current payroll timesheet import program LOCKS the entire table once users start modification to the rejected entries; therefore NO other users can modify data until first user commits his/her changes.

This is addressed with this new import utility that allows multiple users use the utility at the same time.

This program is created to read and insert timesheet data into Payroll Timesheet Table and based on User Id which will allow clients to view/edit their timesheets at the same time.

Group Pay Increase

Payroll - TESTV10_X Pay Increase Processing

Select Parameters

Company: CCC CMiC Test Construction Co

Pay Run: CCCW CCC Weekly Pay Run

☐ Import From File

Type	Pay Group	Payroll Dept	Pay Increase Percent(%)	Effective Date	Reason Code
Salaried	SAL	00	1.500	01-01-2013	PR
Salaried					

Pay Group Name:

Department Name:

Process Details Accept

User Extensions +

- User Extension1
- User Extension2
- User Extension3
- User Extension4
- User Extension5
- User Extension6
- User Extension7
- More Extensions ...

Related Screens +

- Related Screen 1
- Related Screen 2
- Related Screen 3
- Related Screen 4
- Related Screen 5
- Related Screen 6
- Related Screen 7
- More Related ...

Enter Value For : Billing Rate

Record: 2/2 ... List of Valu... <OSC>

Pgm: PYPAYINA – Pay Group Increases

This option allows a bulk-type increase in pay rates for salaried and hourly employees. Application of the Pay Rate change is made by the Pay Run, and then the individual Pay Groups. Specification of the Effective Date is also permitted to allow entry and processing prior to the period/date the change will be in effect.

In addition, the system allows allow user to import Pay Rate increments in one transaction for hourly employees from Excel CSV file.

The application create an employee's record in payroll history table and based on the effective date provided it will be either updated on employee profile right away or if its future effective date than the record will be updated on profile through the standard nightly process.

Here are the steps to import the pay increase file:

- Go to Utility > Group Pay Increase
- Enter Company Code and Pay Run

Payroll - TESTV10_X Pay Increase Processing

Select Parameters

Company: CCC CMIC Test Construction Co

Pay Run: CCCW CCC Weekly Pay Run

☒ Import From File

Type	Pay Group	Payroll Dept	Pay Increase Percent(%)	Effective Date	Reason Code
Salaried					

Pay Group Name:

Department Name:

Process Details Accept

Enter

Record: 1/1 ... <OSC>

User Extensions +

User Extension1
User Extension2
User Extension3
User Extension4
User Extension5
User Extension6
User Extension7
More Extensions ...

Related Screens +

Related Screen 1
Related Screen 2
Related Screen 3
Related Screen 4
Related Screen 5
Related Screen 6
Related Screen 7
More Related ...

- Check the **Import From File** checkbox. When checked, the "Salary Percent Increase" option is disabled.
- In order to process pay increase, click [**Process**], enter the path to the Excel file and press [**Import**].

Action Edit Block Field Record Query Utility Help Window

Payroll - TESTV10_X Pay Increase Processing

Select Parameters

Payroll - TESTV10_X Select a File To Import

File Name: C:\temp\bulk pay increase CCC.csv Browse

Import Close

Type						
Salaried						

Pay Group Name

Department Name

Process Details Accept

Enter the name of the file you wish to import with its full path (e.g. C:\CMIC\BATCH.TXT)

Enter The Name Of The File You Wish To Import With Its Full Path (E.G. C:\CMIC\BATCH.TXT)

Record: 1/1 ... <OSC>

User Extensions

User Extension1

User Extension2

User Extension3

User Extension4

User Extension5

User Extension6

User Extension7

More Extensions ...

Related Screens

Employee Profile

Related Screen 2

Related Screen 3

Related Screen 4

Related Screen 5

Related Screen 6

Related Screen 7

More Related ...

- The pop-up window opens with a message about number of records being imported.

Action Edit Block Field Record Query Utility Help Window

Payroll - TESTV10_X Pay Increase Processing

Select Parameters

Payroll - TESTV10_X Select a File To Import

File Name: C:\temp\bulk pay increase CCC.csv

Buttons: Browse, Import, Close

Type: Salaried

Pay Group Name:

Department Name:

Buttons: Process, Details, Accept

Parsing Datafile: D:\cm\ias\temp\testv10x\PY_6513682352513254096.txt

Forms

1 record(s) inserted out of 1 line(s) imported/read

OK

User Extensions +

User Extension1
User Extension2
User Extension3
User Extension4
User Extension5
User Extension6
User Extension7
More Extensions ...

Related Screens +

Employee Profile

Related Screen 2
Related Screen 3
Related Screen 4
Related Screen 5
Related Screen 6
Related Screen 7
More Related ...

Enter The Name Of The File You Wish To Import With Its Full Path (E.G. C:\CMIC\BATCH.TXT)

Record: 1/1 ... <OSC>

- Click on **[Details]** button to modify/delete the pay increase before **ACCEPT**. This table displays old and new salary/rate and allows user to delete or edit the record for any of the employees. After finishing an editing process click **[Close]**.

Action Edit Block Field Record Query Utility Help Window

Payroll - TESTV10_X Pay Increase Processing

Select Parameters

Company: CCC CMiC Test Construction Co
 Pay Run: CCCW CCC Weekly Pay Run
☒ Import From File

Type	Pay Group	Payroll Dept	Pay Increase Percent(%)	Effective Date	Reason Code
Hourly	HR	00		05-02-2013	PR

Pay Group Name: HOURLY EMPLOYEES
 Department Name: Company Level

Process Details Accept

Record: 1/1 ... <OSC>

User Extensions +
 User Extension1
 User Extension2
 User Extension3
 User Extension4
 User Extension5
 User Extension6
 User Extension7
 More Extensions ...

Related Screens +
Employee Profile
 Related Screen 2
 Related Screen 3
 Related Screen 4
 Related Screen 5
 Related Screen 6
 Related Screen 7
 More Related ...

Forms
 1 Record(s) Are VALID Out Of 1 Total Record(s). Do you want to process the Pay Increase?
 OK Cancel

• To verify Pay Rates changes go to Utilities > Employment History Adjustment and enter the employee name for which the pay rate was changed.

The Employee Profile pay rates are updated accordingly.

NOTE: When the effective date is in the future, user will not be able to see the updated rates in the Employee profile till the effective date is in effect.

Import File Layout:

The following 3 columns must be contained in each record being imported:

1.Employee Code	Varchar2(16)	Mandatory
2.Effective Date	Date 'DD-MON-YYYY'	Mandatory
3.New Annual Salary/Hourly Pay Rate	Number(16,8)	Mandatory
4.New Charge-Out Rate	Number (16,8)	(Hourly Employee)
5.New Billing Rate	Number (16,8)	(Hourly Employee)
6.Reason Code	Varchar2(8)	

Sample File:

```
SWC-WK-HR11,31-MAY-2013,35,45,40,PR
SWC-WK-HR12,31-MAY-2013,26,28,27,PR
SWC-WK-HR19,31-MAY-2013,21,31,26,PR
SWC-WK-HR22,31-MAY-2013,23,23.50,24.50,PR
SWC-WK-HR23,31-MAY-2013,26,46,36,PR
SWC-WK-HR43,31-MAY-2013,24,28,26,PR
```

	A	B	C	D	E	F
1	SWC-WK-HR11	31-May-2013	35	45	40	PR
2	SWC-WK-HR12	31-May-2013	26	28	27	PR
3	SWC-WK-HR19	31-May-2013	21	31	26	PR
4	SWC-WK-HR22	31-May-2013	23	23.50	24.50	PR
5	SWC-WK-HR23	31-May-2013	26	46	36	PR
6	SWC-WK-HR43	31-May-2013	24	28	26	PR
7						

Union Benefit and Deduction Mapping

Action Edit Block Field Record Query Utility Help Window

Payroll - TESTV10_X Union Ben./Ded. Mapping

Mapping Form

Company: CCC CMIC Test Construction Co

Union: 1000 Int Brotherhood of Elec Wrks

Transaction Type: Benefit

Column Number: 1

Column Title: Benefit

Map Transactions

Benefit Code	Description
CAR	Car Allowance

User Extensions

- User Extension1
- User Extension2
- User Extension3
- User Extension4
- User Extension5
- User Extension6
- User Extension7
- More Extensions ...

Related Screens

- Related Screen 1
- Related Screen 2
- Related Screen 3
- Related Screen 4
- Related Screen 5
- Related Screen 6
- Related Screen 7
- More Related ...

Enter Benefit/Deduction Code

Record: 2/2 ... List of Valu... <OSC>

Pgm: PYUNIONM – Union Benefit/Deduction Mapping

This is found under the UTILITY Menu. This function will determine what Benefits and Deductions will be included when generating the Union Benefit or Deduction Reports.

In order to retrieve the Benefit or Deduction data on the Union reports, enter/select the Company, Union, Benefit/Deduction type values. Assign a column number (from 1-12) and enter a Column Name.

Move to the lower block and enter/select the specific Benefits/Deductions to be totaled into that Column.

NOTE: If more than one Benefit/Deduction is selected within a single column, values will be summated to show a total for all the selected types. Only select one Benefit/Deduction within each of the 12 available columns to see specific totals for a single Benefit or Deduction

Modify Salary Charge Rate Settings

Pgm: PYMSALST – Modify Salary Charge Rate Settings

This program allows the user to update the Job Cost – Allow Charge Rate Recalculation flag after Salaried Time Sheets have been entered.

There are two types of updates:

Synchronize Charge Rate Flag for Unposted Timesheets

This update will update jobs and set the 'Allow Charge Rate Recalculation' flag to 'Y' according to what salaried timesheet have been entered.

Uncheck Job Set as Calculate Salary Charge Rates'

This update will remove the 'Allow Charge Rate Calculation Flag' from jobs that have salaried timesheets entered.

Both updates use the Unposted Salaried Timesheet information as their update base along with the criteria entered on this screen.

Re-Numbering Employee Number

The screenshot shows a software window titled "Payroll - TESTV10_X Re-Numbering Employee Number". The main area is labeled "Parameter Screen" and contains the following fields and controls:

- Company Code: CCC (CMI Test Construction Co)
- Pay Run Code: CCCW (CCC Weekly Pay Run)
- ☐ Make Employee Number equal to SSN Number
- Employee No.: CCC-WK-HR15 (CCC-WK, HR15)
- New Employee No.: (empty)
- Last Employee No.: (empty)
- Starting Employee No.: (empty)
- Employees Status: (radio buttons for Active Only, Non-Active Only, ALL; Active Only is selected)
- Batch Processing (Short Processing): (dropdown menu)
- Buttons: Re-Number, Check Disabled Constraints and Triggers, Enable Constraints and Triggers
- Message: (empty text area)

On the right side of the window, there are two sections:

- User Extensions** (+): User Extension1, User Extension2, User Extension3, User Extension4, User Extension5, User Extension6, User Extension7, More Extensions ...
- Related Screens** (+): New Payroll, Related Screen 2, Related Screen 3, Related Screen 4, Related Screen 5, Related Screen 6, Related Screen 7, More Related ...

Re-Numbering Employee Number

This query can only be accessed by your Data Administrator (DA).

The Payroll Re-Number Employees Utility (for DA Use only) will re-number employees for a given company pay run starting with an integer value specified. By entering the value 'ALL' as the starting Employee, the form will then allow setting of the starting number for the sequence to begin with.

NOTE: Employee Picklists using static values are not updated as well as any Employee Trainers in the HR Self Service Trainers maintenance form.

Re-Instate Posting Reports

Payroll - TESTV10_X Create Missing Batch In Report Utility

Select Parameters

Company: CCC CMIC Test Construction Co

Pay Run: CCCW CCC Weekly Pay Run

Year: 2013

Period: 6

Payroll Batch Type: Final Posting Batch

Batch: 12561

Create

User Extensions +

- User Extension1
- User Extension2
- User Extension3
- User Extension4
- User Extension5
- User Extension6
- User Extension7
- More Extensions ...

Related Screens +

- Related Screen 1
- Related Screen 2
- Related Screen 3
- Related Screen 4
- Related Screen 5
- Related Screen 6
- Related Screen 7
- More Related ...

Enter The Missing Batch Number

Record: 1/1 ... List of Valu... <OSC>

This utility allows the user to re-instate a posting report that has been deleted from the Print Posting Reports details.

Enter the Company, Pay Run, Year, Period, batch type and Batch Number (the Batch will appear in the LOV) in order to reproduce the reports in the Print Posting Reports displays.

Employment History Adjustment

Action Edit Block Field Record Query Utility Help Window

Payroll - TESTV10_X History Adjustment Screen

Employee

Employee: CCC-WK-HR2 Richard Sherman SSN: 902-31-5640

Employment Details

☒ Personal
 ☐ Company
 ☐ Rate/Salary
 ☐ Address
 ☐ Tax
 ☐ HR Info.
 ☐ HCM
 ☐ Audit

Hire Date: 01-01-2005
 Re-Hire Date: 05-02-2013
 Termination Date:
 Date Deceased:

Effective Date	Action	Type	Full/Part Time	Work Status	Reason Code	Last N
05-04-2013	Change	Hourly	Full-Time	Working		Sherm
05-02-2013	Re-Hire	Hourly	Full-Time	Working		Sherm
04-02-2013	Termination	Hourly	Full-Time	Working	TERM	Sherm
01-05-2012	Change	Hourly	Full-Time	Working		Sherm
01-01-2005	Change	Hourly	Full-Time	Working		Sherm
01-01-2005	Change	Hourly	Full-Time	Working		Sherm
01-01-2005	New Hire	Hourly	Full-Time	Working		Sherm

Enter The Effective Date For The Selected Action

Record: 1/7 ... <OSC>

Pgm: PYHISADJ – History Adjustments

This form allows for the modification of some of the historic information for an Employee. For example, if the Start Date/Hired Date was incorrectly entered when the employee profile was created, this is where the user can modify that date. (Users cannot change Hired Date in the standard Employee History screen.)

Process Leaves Eligibility for a Calendar Year

Select Parameters

Company: CCC | CMiC Test Construction Co

Pay Run: CCCW | CCC Weekly Pay Run

From Pay Group: |

To Pay Group: |

Employee Pick List: |

From Employee: CCC-WK-HR2 | Richard Sherman

To Employee: CCC-WK-HR2 | Richard Sherman

From Leave: FAML | Family leave

To Leave: VAC2 | Vacation 2

Leave Year: 2013

Cut-Off Date: |

Update Only New Employee Leaves

User Extensions +

- User Extension1
- User Extension2
- User Extension3
- User Extension4
- User Extension5
- User Extension6
- User Extension7
- More Extensions ...

Related Screens +

- Related Screen 1
- Related Screen 2
- Related Screen 3
- Related Screen 4
- Related Screen 5
- Related Screen 6
- Related Screen 7
- More Related ...

Enter The Cut-Off Date

Record: 1/1 ... <OSC>

Pgm: PYLEVUTI – Process Leaves Eligibility for a Calendar Year

This utility is used to run for a specified date, the eligibility of leaves for the specified company, payrun or leave codes. This utility will calculate the eligibility as of the date entered, allowing the user to set the leaves table with the data for the calendar year.

The Cut-Off Date must be within the Leave Year being calculated.

NOTE: When this is used with Table Bases, the first row of the table base is NOT eligible for leaves – as such if the company does allow leaves regardless of length of service, the first row should only be set for a one month range in order to calculate correctly all employees that have been employed for more than one month between their calculation date and the date specified when running this utility.

Change Batch Post Date

System Tables Maintenance - TESTV10_X Change Batch Post Date

Posting Options

Application: PY New Payroll

Company: CCC CMIC Test Construction Co

Batch Type: Time Sheet Posting

Batch Number: 12561 Payroll Timesheets

Current Posting Date: 04-02-2013

New Posting Date: 05-02-2013

Update Post Date

User Extensions +

- User Extension1
- User Extension2
- User Extension3
- User Extension4
- User Extension5
- User Extension6
- User Extension7
- More Extensions ...

Related Screens +

- Related Screen 1
- Related Screen 2
- Related Screen 3
- Related Screen 4
- Related Screen 5
- Related Screen 6
- Related Screen 7
- More Related ...

Enter The Batch Number.

Record: 1/1 ... List of Valu... <OSC>

Pgm: Sys_Post_Date_Change_Date – Change Batch Post Date

A generic utility is available in AP, JC, SC, PY and PYC that allows a new batch post date to be applied to an already posted batch. This will reverse the original posting by creating a negating transaction in all affected sub-ledgers and creating a new transaction as of the new posting date. The new batch will use the original posting batch number. Where multiple post dates within a batch are affected the new batch will have one post date only. In Job Costing there will be no recalculation of the projections. This screen uses a privilege with is varied for each application i.e. PSTCHGPY.

Company

Enter or select from the LOV batch company code.

Batch Type

Select from the Batch Type dropdown list the batch type that will be given a new post date. The options are Time Sheet Posting and Final Posting.

Batch Number

Enter or select from the LOV the batch number that will be given a new post date.

Current Posting Date

The current posting date will display the actual posting date of the batch. The current posting date will change to the new posting date after Update Post Date has been processed.

New Posting Date

Enter the new posting date that will be applied to the selected batch.

[Update Post Date] – Button

This button will apply the new post date to the batch, the original transaction will be marked with the change date (system date) as will the reversing entry. The new transaction will show the post date with the new post date and the change date as null leaving the transaction available for the post date to be changed again, if required. General rules will be followed i.e. not posting to a closed GL or AP period.

Change Batch Post Date Query

[illegible]

Pgm: Sys_Post_Date_Change_Date_Qry – Changed Batch Post Date Query

A generic utility query is available providing an audit table for changed batch post dates. The query is available in all applications where the Changed Batch Post Date utility is available. AP, JC, SC, PY and PYC.

Initialize Employees Check Location

Company Name	Check Location	Description
CCC	CMIC Test Construction Co	CHIC
		Chicago, Illinois

This program will initialize the check location field in the employee profile and employee history tables, for those records with blank check location.

Retrieve Company Process

Enter Company Code

Record: 2/2 ... List of Valu... <OSC>

Pgm: PYMANPRO – Manual Check Entry

The Initialize Employees Check Location screen has been added to the Utilities menu. This allows the user to initialize all employees in the specified company with the check location provided the employees are in a security group that the user has access to. All employees must have a check location assigned in order to use this, the Check Location feature and this screen provides the ability to initialize check locations for all employees.

The Retrieve Company button generates all companies in that screen. The Process button will assign the check locations for the specified companies.

Company

Enter the company code.

Check Location

Enter the Check Location that will be assigned to any employees that do not have a check location. This will be updated in the Employee Profile and Employment History forms.

Generate Time Sheets

Parameters

Company CMiC Test Construction Co

Pay Run CCC Weekly Pay Run

Pay Year Period 29-01-2013 04-02-2013

User Extensions +

- User Extension1
- User Extension2
- User Extension3
- User Extension4
- User Extension5
- User Extension6
- User Extension7
- More Extensions ...

Related Screens +

- Related Screen 1
- Related Screen 2
- Related Screen 3
- Related Screen 4
- Related Screen 5
- Related Screen 6
- Related Screen 7
- More Related ...

Enter Company Code

Record: 1/1 ... List of Valu... <OSC>

Pgm: PYAUOTGENTIMSHT – Generate Time Sheets

The Generate Time Sheets Utility generates timesheets in the Timesheet Entry screen and E-time for the specified pay run, pay year and period. If the “Include In Generate Timesheet Utility” flag is checked in the employee history and the pay run allows timesheet generation, then timesheets will be generated.

The type of timesheet to be generated, whether regular timesheet or e-timesheet, is specified on the Payroll tab in System Options. Regular timesheets can be generated for any type of pay period. The number of hours on the timesheet depends on the number of hours per year and the number of working days per year in the Employee Profile. If these values are null on the Employee Profile, the system will look at the Company Control file to determine the number of hours on the timesheet. The document code must be selected in the Timesheet Entry screen in order to view the timesheets. If E-Timesheet is selected, the user can generate e-timesheets for any type of pay period provided the flag is checked in the history record for the employee. The total numbers of hours generated in E-time is displayed on the first day of the timesheet in the specified period.

Company

Enter the company code.

Pay Run

Enter/Select the Pay Run that timesheets will be created against. The LOV displays regular pay runs that allow timesheet generation and that are defined in the Company Pay Period Maintenance screen.

Pay Year/Period

Enter the Pay Year and Period.

Generate Timesheet

The Generate Timesheet button creates timesheets in e-time for selected employees in that pay year, pay run and period.

Leave Carry Forward Utility

Record: 1/1 ... <OSC>

Pgm: PYLEVCRYFWD – Leave Carry Forward Utility

Leave Carry Forward Utility can be run by company, a selected pay run, pay groups, employees or leaves. The utility can be run every month, period or at the end of each year based on company's cut-off dates. The utility will move leave carry forward, based on the Leave Calculation Method selected, to the next year and will reset all the used and accrued hours.

Company

Enter the Company Code.

Pay Run

Enter the Pay Run which the Leave Carry Forward Utility is being run against.

From/To Pay Group

Enter the Pay Groups which the utility is being run against. Leave these fields blank if you wish to run the utility for all the pay groups within the pay run selected.

Leave Calculation Method

Select the Leave Calculation Method from the drop-down menu list for which the utility is being run against. When the 'Payroll Year' option is selected, only the 'From Year' field will become available for entry and the system will populate the year after to the 'To Year' field.

When other options are selected, the From/To Year fields become disabled and the users can enter the From/To Dates.

Employee Pick List

If you want to run the utility for a predefined pick list of employees enter the Pick List code instead of the From/To Employee fields. The pick list may be updated or changed by using the **[Edit]** button.

From/To Employee

Enter a starting and ending employee code within the appropriate fields in order to run the utility for a selected range of employees.

In order to run the utility for a single employee, enter the same code for both the 'From' and 'to' fields.

Leave both the 'From' and 'To' fields blank in order to run the utility for a full range of employees selected by the criteria defined in the previous fields.

From/To Leave

Enter the Leave codes which the utility is being run against. Leave these fields blank if you wish to run the utility for all the Leave codes with their Leave Calculation Method set to what has been selected.

From/To Year

Enter the Year from which leaves are to be carried forward. The system will populate the year after to the 'To Year' field.

From/To Date

These fields become available when the Leave Calculation Method selected is Timesheet Calendar Year, Anniversary Date or Fiscal Year. Users can enter the dates accordingly.

Carry Forward Negative Leave Hours

If checked, a negative leave transaction will be carry forward to the next year.

Print Posting Reports

Printed	Batch	Name	User	Date	Print	Delete
<input checked="" type="checkbox"/>	12558	Time Sheet Posting	LUDMILA	30-07-2013	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	12557	Time Sheet Posting	LUDMILA	30-07-2013	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	12556	Time Sheet Posting	LUDMILA	30-07-2013	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	12553	Time Sheet Posting	LUDMILA	30-07-2013	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	11130	Time Sheet Posting	ZOHREHV10X	09-04-2013	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	11128	Time Sheet Posting	ZOHREHV10X	08-04-2013	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	11118	Time Sheet Posting	ZOHREHV10X	08-04-2013	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	11117	Time Sheet Posting	ZOHREHV10X	08-04-2013	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	11116	Time Sheet Posting	ZOHREHV10X	08-04-2013	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	11115	Time Sheet Posting	ZOHREHV10X	08-04-2013	<input type="checkbox"/>	<input type="checkbox"/>

Enter Batch Number Description

Record: 1/? ... <OSC>

Pgm: SYSRUN – Print Posting Reports

Use this utility to manage the printing and deleting of posting reports within your system. Those companies that post large volumes of data and do not want their system tied up during the day with printing processes often use this utility. Often these companies will defer the printing of posting reports to the evening or the end of the day.

During the posting process you have the option to print your reports immediately or print them at a later time using this utility. If you leave the 'Print Reports Immediately' option blank during the posting process, you can return to this utility at a later time and select a range of posting reports that can be printed at one time.

At this time you can also re-print posting reports as well as delete those reports that are no longer required.

Select the desired posting reports

Upon entry into this screen, all posting reports for all companies within the system will be displayed sorted by batch number.

Print – Checkbox

Once you have selected the batches that you want to print, check the Print boxes to the right of the desired batch. You may select more than one batch for printing at any given time.

Delete – Checkbox

Check the Delete box if you want to remove this posting report from the system. Once you have deleted a report it can only be retrieved by using the 'Re-Instate Posting Report' utility. This option only exists in the Payroll System.

[Process] – Button

Press the [Process] button to begin the process of printing and/or deleting the selected posting reports.

Archive Pay History Details

Payroll - TESTV10_X Archive Employee Pay History Transactions

Selection Parameters

FEIN Number

Company

Year

This program will move pay history details from "active" table (PYEMPPAYHIST) to ar

When selecting the year to archive, think about the following:

- * No further processing is allowed on the selected year.
- * Data archived are not required for current processing.
(eg. not required for Life-to-Date values)
- * Limited reporting and querying access.

Process Archive View Archive Log

User Extensions +

- User Extension1
- User Extension2
- User Extension3
- User Extension4
- User Extension5
- User Extension6
- User Extension7
- More Extensions ...

Related Screens +

- Related Screen 1
- Related Screen 2
- Related Screen 3
- Related Screen 4
- Related Screen 5
- Related Screen 6
- Related Screen 7
- More Related ...

Pgm: PYPAYHIST_ARCHIVE - Archive Employee Pay History

This utility is used for payroll data archiving, to allow users to archive Employee Pay History transactions and data based on payroll year. This utility has the functionality to archive and store payroll year history data from the Payroll table to increase payroll processing performance.

Under the **Utilities** Payroll menu, select **Archive Pay History Details**. The program will move Employee Pay History details from the 'active' current PYEMPAYHIST table to the 'archive' ARCHIVE_PYEMPPAYHIST table. The program will delete the moved years from the current table and store them in the ARCHIVE_PYEMPAYHIST table. To view the archived data, use the Mid-Year Pay History Setup screen, with the **Include Archive Data** checkbox checked.

NOTE: When selecting the year to archive, ensure and think about the following prior to archiving:

No further processing is allowed on the selected year. The data archived is not required for current processing (e.g. Not required for Life-to-Date values).

Once records are committed and archived, there is no rolling back of the archived data.

Currently there is limited reporting and querying access.

The system will not allow recent years to be archived. Archive data should be more than 3 years prior to current year. Example: If current Year = 2016, user can only archive years **on** or **prior** to 2012.

System will only move records that are paid and marked with a Cheque Sequence Number.

Pay History records are moved by Pay Run Year (payroll Year) and Pay Period for that Year, one at a time.

NOTE: It is highly recommended to have System Security and User Access assigned to this program. Users should define and assign a specific Role to this Utility Program in the System module.

Selection Parameters

System will identify the Pay Run Code, the Year related to the Pay and Pay Period.

FIEN Number, Company

FEIN Number Or Company Code must be entered.

Year

Enter Payroll Year for archiving Employee Pay History Transactions.

NOTE: The utility will not allow recent years to be archived. Data to archive must be older than 3 years prior to the current year. Example: If Current Year = 2016, user can only archive data for years **on** or **prior** to 2012.

The screenshot shows a web form for archiving pay history. It includes input fields for 'FEIN Number', 'Company' (with 'ZZ' and 'CMiC Construction Inc.'), and 'Year' (with '2016' highlighted by a red box). Below the inputs, a message states: 'This program will move pay history details from "active" table (PYEMPPAYHIST) to ar. When selecting the year to archive, think about the following:'. A list of three asterisked notes follows: '* No further processing is allowed on th', '* Data archived are not required for cur (eg. not required for Life-to-Date valu', and '* Limited reporting and querying acces'. A yellow error dialog box titled 'Forms' is overlaid, displaying a red 'X' icon and the message 'You can only archive years on or prior to 2012.' with an 'OK' button. At the bottom of the form are 'Process Archive' and 'View Archive Log' buttons.

[Process Archive] – Button

This screenshot shows the same 'Process Archive' form after a successful operation. The error dialog is replaced by a yellow information dialog box titled 'Forms' with an 'i' icon, stating 'Employees pay history archiving successfully completed.' with an 'OK' button. The 'Process Archive' button is now highlighted with a red box. Below the main form area, a status bar displays the text 'Employees pay history archiving in progress...'. The background text of the form remains the same as in the previous screenshot.

When user enters the parameters and clicks [**Process Archive**], system will initiate the process of archiving the Employee Pay History Data Transactions. The program will archive, commit and move the

Employee Pay History records from the current 'active' (PYEMPAYHIST) table to the Archive Payroll Employee Pay History (ARCHIVE PYEMPPAYHIST) table, based on the parameters selection.

After processing, a message will be displayed along the bottom of the screen:

This program will move pay history details from "active" table (PYEMPPAYHIST) to ar
When selecting the year to archive, think about the following:

- * No further processing is allowed on the selected year.
- * Data archived are not required for current processing.
(eg. not required for Life-to-Date values)
- * Limited reporting and querying access.

Process Archive View Archive Log

Employees pay history archiving successfully completed.

The records are moved and archived by Pay Run and Pay Period Year based on the Payroll Year, one at a time. The system will identify the Pay Run Code, the Year related to the Pay and Pay Period.

[View Archive Log] – Button

Payroll - TESTV10_X Archive Employee Pay History Transactions

Process Summary

Batch#	Action	Fein Number	Company	Year	Executed By	Process Start Date-Time	Records Moved	Status
2	ARCHIVE		ZZ	2009	MARJAN	06-OCT-2016 13:29:37	454	Successful

Pay Run Details

Company	Pay Run	Year	Period	Process Start Date-Time	Records Moved	Status	Error Message
ZZ	ZBNS	2009	1	06-OCT-2016 13:29:37	0	Successful	
ZZ	ZZWK	2009	1	06-OCT-2016 13:29:37	149	Successful	
ZZ	ZZWK	2009	2	06-OCT-2016 13:29:37	50	Successful	
ZZ	ZZWK	2009	3	06-OCT-2016 13:29:37	50	Successful	
ZZ	ZZWK	2009	4	06-OCT-2016 13:29:37	53	Successful	
ZZ	ZZWK	2009	5	06-OCT-2016 13:29:37	51	Successful	
ZZ	ZZWK	2009	6	06-OCT-2016 13:29:37	51	Successful	
ZZ	ZZWK	2009	7	06-OCT-2016 13:29:37	50	Successful	
ZZ	ZZWK	2009	8	06-OCT-2016 13:29:37	0	Successful	

Close

Record: 1/9 ... <OSC>

When Employees Pay History archiving process is successfully completed, user can then view archive log by clicking this button.

The Archive Log Screen is divided into two sections, the Process Summary sections displays the Batch Header records and Pay Run Details displays the Pay Period record details. User is able to query the screen. Insert, modify and update is not allowed. The following are descriptions for the fields on this screen:

Process Summary – Section (Batch Header Record)

Field	Description
Batch #	Unique Batch Number for Archive process.
Action	Action Code (ARCHIVE)
Fein Number	Fein Number; applicable for Batch record.
Company	Company Code; applicable for Batch record and Detail record.
Year	Payroll Year; applicable for Batch record and Detail record.
Executed by	Archive Process Start and executed by user.
Process Start Date-Time	Archive Process Start Date and Time.
Records Moved	Number of Pay History records archived.
Status	Status of the archived records: Successful, Error Occurred, Incomplete.

Pay Run Details – Section (Detail Record)

Field	Description
Company	Company Code; applicable for Batch record and Detail record.
Pay Run	Pay Run Code; applicable for Detail record.
Year	Fein Number; applicable for Batch record.
Period	Pay Period; applicable for Detail record.
Process Start Date-Time	Archive Process Start Date and Time.
Records Moved	Number of Pay History Records archived for the Pay Period.
Status	Status of the archived records: Successful, Error Occurred.
Error Message	Displays the error message.

Employee Pay History Transactions Table (PYEMPAYHIST_ARCHIVE)

The following is the PYEMPAYHIST_ARCHIVE table, displaying the moved and archived Employee Pay History Transactions and records for Company 'ZZ' for Year 2009.

Connections

SQL

```
select * from PYEMPAYHIST_ARCHIVE_TN t where PHY_COMP_CODE = 'ZZ' and PHY_PPR_YEAR = 2009
```

Output

PHY_COMP_CODE	PHY_PPN_CODE	PHY_PPR_YEAR	PHY_PPR_PERIOD	PHY_EMP_NO	PHY_SEQ_NO	PHY_DATE	PHY_EQP_DEPT_CODE	PHY_EMP_DEPT_CODE	PHY
429	ZZ	ZZWK	2009	7 ZZ-235	8493	20/02/2009 *	60	60	60
430	ZZ	ZZWK	2009	7 ZZ-251	8494	16/02/2009 *	60	60	60
431	ZZ	ZZWK	2009	7 ZZ-251	8495	17/02/2009 *	60	60	60
432	ZZ	ZZWK	2009	7 ZZ-251	8496	18/02/2009 *	60	60	60
433	ZZ	ZZWK	2009	7 ZZ-251	8497	19/02/2009 *	60	60	60
434	ZZ	ZZWK	2009	7 ZZ-251	8498	20/02/2009 *	60	60	60
435	ZZ	ZZWK	2009	7 ZZ-251	8520	22/02/2009 *	60	60	60
436	ZZ	ZZWK	2009	7 ZZ-251	8521	22/02/2009 *	60	60	60
437	ZZ	ZZWK	2009	7 ZZ-251	8522	22/02/2009 *	60	60	60
438	ZZ	ZZWK	2009	7 ZZ-251	8523	22/02/2009 *	60	60	60
439	ZZ	ZZWK	2009	7 ZZ-251	8524	22/02/2009 *	60	60	60
440	ZZ	ZZWK	2009	7 ZZ-251	8525	22/02/2009 *	60	60	60
441	ZZ	ZZWK	2009	7 ZZ-900	8529	22/02/2009 *	00	63	63
442	ZZ	ZZWK	2009	7 ZZ-900	8530	22/02/2009 *	00	63	63
443	ZZ	ZZWK	2009	7 ZZ-900	8531	22/02/2009 *	00	60	60
444	ZZ	ZZWK	2009	7 ZZ-900	8532	22/02/2009 *	00	60	60
445	ZZ	ZZWK	2009	7 ZZ-900	8533	22/02/2009 *	00	60	60
446	ZZ	ZZWK	2009	7 ZZ-900	8534	22/02/2009 *	00	60	60
447	ZZ	ZZWK	2009	7 ZZ-900	8535	22/02/2009 *	00	63	63
448	ZZ	ZZWK	2009	7 ZZ-900	8499	16/02/2009 *	00	60	60
449	ZZ	ZZWK	2009	7 ZZ-900	8500	17/02/2009 *	00	60	60
450	ZZ	ZZWK	2009	7 ZZ-900	8501	18/02/2009 *	00	60	60
451	ZZ	ZZWK	2009	7 ZZ-900	8502	19/02/2009 *	00	60	60
452	ZZ	ZZWK	2009	7 ZZ-900	8503	20/02/2009 *	00	60	60
453	ZZ	ZZWK	2009	7 ZZ-900	8527	22/02/2009 *	00	10	10
454	ZZ	ZZWK	2009	7 ZZ-900	8528	22/02/2009 *	00	10	10

Find

SQL Window - select * from PYEMPAYHIST_ARCHIVE_TN t where PHY_COMP_CODE = 'ZZ' and PHY_PPR_YEAR = 2009

454 rows selected in 1.294 seconds

454 rows selected in 1.294 seconds

Connections

SQL

```
select * from PYEMPAYHIST where PHY_COMP_CODE = 'ZZ' and PHY_PPR_YEAR = 2009
```

Output

PHY_COMP_CODE	PHY_PPN_CODE	PHY_PPR_YEAR	PHY_PPR_PERIOD	PHY_EMP_NO	PHY_SEQ_NO	PHY_DATE	PHY_EQP_DEPT_CODE	PHY_EMP_DEPT_CODE	PHY
1	ZZ	ZBNS	2009	1 ZZ-WK-HR1	9885	31/12/2009 *	00	100	100
2	ZZ	ZBNS	2009	1 ZZ-WK-HR1	9886	31/12/2009 *	00	603	603
3	ZZ	ZBNS	2009	1 ZZ-WK-HR1	9887	31/12/2009 *	00	603	603
4	ZZ	ZBNS	2009	1 ZZ-WK-HR1	9888	31/12/2009 *	00	601	601
5	ZZ	ZBNS	2009	1 ZZ-WK-HR1	9889	31/12/2009 *	00	604	604
6	ZZ	ZBNS	2009	1 ZZ-WK-HR1	9890	31/12/2009 *	00	604	604
7	ZZ	ZBNS	2009	1 ZZ-WK-HR1	9891	31/12/2009 *	00	602	602
8	ZZ	ZBNS	2009	1 ZZ-WK-HR1	9892	31/12/2009 *	00	602	602
9	ZZ	ZBNS	2009	1 ZZ-WK-HR1	9893	31/12/2009 *	00	602	602
10	ZZ	ZZWK	2009	8 VA-100	8537	01/03/2009 *	00	600	600
11	ZZ	ZZWK	2009	8 ZZ-100	8538	23/02/2009 *	00	600	600
12	ZZ	ZZWK	2009	8 ZZ-100	8539	24/02/2009 *	00	600	600
13	ZZ	ZZWK	2009	8 ZZ-100	8540	25/02/2009 *	00	600	600
14	ZZ	ZZWK	2009	8 ZZ-100	8541	26/02/2009 *	00	600	600
15	ZZ	ZZWK	2009	8 ZZ-100	8542	27/02/2009 *	00	600	600
16	ZZ	ZZWK	2009	8 ZZ-100	16261	01/03/2009 *	00	100	100
17	ZZ	ZZWK	2009	8 ZZ-100	16262	01/03/2009 *	00	630	630
18	ZZ	ZZWK	2009	8 ZZ-100	16263	01/03/2009 *	00	630	630
19	ZZ	ZZWK	2009	8 ZZ-100	16264	01/03/2009 *	00	603	603
20	ZZ	ZZWK	2009	8 ZZ-100	16265	01/03/2009 *	00	603	603
21	ZZ	ZZWK	2009	8 ZZ-100	16266	01/03/2009 *	00	601	601
22	ZZ	ZZWK	2009	8 ZZ-100	16267	01/03/2009 *	00	604	604
23	ZZ	ZZWK	2009	8 ZZ-100	16268	01/03/2009 *	00	604	604
24	ZZ	ZZWK	2009	8 ZZ-100	16269	01/03/2009 *	00	602	602
25	ZZ	ZZWK	2009	8 ZZ-100	16270	01/03/2009 *	00	100	100
26	ZZ	ZZWK	2009	8 ZZ-100	16271	01/03/2009 *	00	630	630
27	ZZ	ZZWK	2009	8 ZZ-100	8543	23/02/2009 *	00	600	600

Find

SQL Window - select * from PYEMPAYHIST where PHY_COMP_CODE = 'ZZ' and PHY_PPR_YEAR = 2009

42 rows selected in 0.234 seconds

42 rows selected in 0.234 seconds

Pay Run Setup – Quick Guide

Overview – Pay Run Setup

Step 1: Create & Define Basic Attributes of Pay Run

Set its basic attributes: identifying code, descriptions, payment frequency, regular/supplemental, whether or not it is used to generate time sheets.

Step 2: Define Pay Run's Pay Periods

Define Pay Periods: start & end dates, processing date, posting date, pay date, period's month.

Step 1: Create & Define Basic Attributes of Pay Run

PAY RUN MAINTENANCE

Save

Exit

PAY RUN DETAILS

View

Freeze

Detach

Search

Insert

Insert Multiple

Delete

Workflows

Report Options

Export

ECM Documents

* Code	Description	Short Description	Frequency	Regular	Allow Automatic Time Sheet Generation
BNS	Bonus	Bonus	Semi Monthly	<input type="checkbox"/>	<input type="checkbox"/>
BON	Bonus Payroll	Bonus	Annually	<input type="checkbox"/>	<input type="checkbox"/>
BW	Bi Weekly (Not Used)	Bi Weekly	Bi Weekly	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
SM	Semi Monthly	Semi Mthly	Semi Monthly	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
WK	Weekly Payroll	Weekly	Weekly	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
WK01	Weekly PY: Mon-Sun	WK01	Weekly	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
WK02	Weekly PY: Tue-Mon	WK02	Weekly	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
WK03	Weekly PY: Wed-Tue	WK03	Weekly	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
WK04	Weekly PY: Thu-Wed	WK04	Weekly	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ZZBN	ZZ Bonus Payroll	ZZ Bonus	Annually	<input type="checkbox"/>	<input type="checkbox"/>
ZZWK	ZZ Weekly Payroll	ZZ Weekly	Weekly	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Payroll - PROD Pay Runs Maintenance

Pay Run Details

Code	Description	Short Description	Frequency	Regular	Allow Automatic Time Sheet Generation
BNS	Bonus	Bonus	Semi Monthly	<input type="checkbox"/>	<input type="checkbox"/>
BON	Bonus Payroll	Bonus	Annually	<input type="checkbox"/>	<input type="checkbox"/>
BW	Bi Weekly (Not Used)	Bi Weekly	Bi Weekly	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
SM	Semi Monthly	Semi Mthly	Semi Monthly	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
WK	Weekly Payroll	Weekly	Weekly	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
WK01	Weekly PY: Mon-Sun	WK01	Weekly	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
WK02	Weekly PY: Tue-Mon	WK02	Weekly	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
WK03	Weekly PY: Wed-Tue	WK03	Weekly	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
WK04	Weekly PY: Thu-Wed	WK04	Weekly	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ZZBN	ZZ Bonus Payroll	ZZ Bonus	Annually	<input type="checkbox"/>	<input type="checkbox"/>
ZZWK	ZZ Weekly Payroll	ZZ Weekly	Weekly	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>

Pgm PYPAYRUN – Pay Runs Maintenance; standard Treeview path: US Payroll/International Payroll > Local Tables > Pay Runs.

The Pay Run Maintenance screen used to create a Pay Run and set its basic attributes: identifying code, descriptions, payment frequency, regular or supplemental pay type, and whether or not it is used to auto generate time sheets. The pay type attribute, set via the **Regular** checkbox, is the attribute most often misunderstood, and the following section attempts to address this.

Pay Types: Regular vs Supplemental

Regular and supplemental Pay Runs are expected to be used for particular purposes by the system, and for these pay types, the system uses different methods to calculate benefits, deductions and taxes, and to generate reports.

COMMON MISTAKE: Some users assume that the regular attribute of a Pay Run (set via **Regular** checkbox) is determined by its frequency of payments, thinking that payments of regular frequency mean that the **Regular** checkbox must be checked, which is not the case. For Pay Runs, the **Regular** attribute means that the Pay Run is for salary/wage payments, as opposed to being for supplemental payments. See this section's *Common Mistakes* subsection for further details.

Regular – Pay Runs

The system expects regular Pay Runs to be for salary/wage payments, as opposed to supplemental payments. The following are details about regular Pay Runs:

- in calculating taxes, the system treats these payments as salary/wage payments (different method used for supplemental payments)
- in generating salary/wage related reports, the system only considers regular Pay Runs

- only regular Pay Runs allow the **Allow Automatic Time Sheet Generation** (flag) functionality
- taxes are calculated using Regular calculation method
- overtime rules can be defined
- recalculation of salary charge rates is allowed

Supplemental – Pay Runs

The system expects supplemental Pay Runs to be for payments like bonus payments, quarterly commissions, and W2 year-end adjustments, as opposed to salary/wage payments. The following are details about supplemental Pay Runs:

- in US, flat method used to calculate taxes (Regular method used in Canada)
- all employees belongs to supplemental Pay Run
- overtime rules cannot be defined for supplemental Pay Runs
- timesheets cannot be entered against supplemental Pay Runs

Frequency – Field

In CMiC Enterprise, Pay Runs can be set up with the following pay cycle frequencies:

Frequency	Description & Typical Use
Weekly	every 7 days; typically for hourly (wage) employees
Bi-weekly	every 14 days; typically for salaried employees
Semi-monthly	2 pay periods per month: ending on 15th and on last day of month; typically for salaried employees
Monthly	every month; typically for salaried employees
Quarterly	three calendar month cycle
Semi-annually	6 month cycle
Annually	once per calendar year

Allow Automatic Time Sheet Generation – Checkbox

- indicate if system is to automatically generate timesheets for all employees assigned to Pay Run, which would be for salary/wage payments; if not checked, timesheets must manually be created by management
- generates identical timesheets for a specified period of time, for employees to fill out
- if checked, this Pay Run is for salary/wage payments, so the **Regular** flag must also be checked (all Pay Runs for salary/wage payments must be regular)

Common Mistakes

1) **Regular** checkbox not set correctly for Pay Runs, causing issues with reports, tax calculations, and postings to the GL. For this checkbox, the term “regular” means that the Pay Run is for salary/wage payments, as opposed to being for supplemental payments.

Sample Mistake 1 – Salary/Wage Payments of Irregular Frequency

In setting up a Pay Run for salary/wage payments that are paid out with an irregular frequency, it is not flagged as **Regular** because the user thinks that the term “regular” refers to the frequency of payments (being regular or irregular in occurrence); thus, the system does not recognize the Pay Run as one for salary/wage payments.

Sample Mistake 2 – Supplemental Payments of Regular Frequency

In setting up a Pay Run for supplemental payments of regular frequency, it is incorrectly set as **Regular**, causing the system to treat it as a Pay Run for salary/wage payments.

Step 2: Define Pay Run’s Pay Periods

The screenshot displays the 'COMPANY PAY PERIOD MAINTENANCE' screen. At the top, there's a header bar with 'Table Mode', 'Save', 'Exit', and other icons. Below this is the 'SELECTION CRITERIA' section with a 'Company' dropdown set to 'ZZ' and 'CMC Construction Inc.'. The 'PAY RUN' section includes fields for 'Pay Run' (ZZBW), 'Frequency' (Biweekly), '* Year' (2011), '* Periods' (26), and '* Start Date'. There are also checkboxes for 'Check', 'Stub', 'Rates On Check Stub', 'Available For Dispatch', 'Rates On Deposit Stub', and 'Show Stub On ESS', along with a 'Create Periods' button. The 'PAY PERIOD' section features a table with columns: '* Period', 'Start Date', 'End Date', 'Process Date', 'Posting Date', 'Pay Date', 'Month', 'Posted Flag', and '* Close Timesheet Period'. The table contains 9 rows of data for periods 1 through 9, with dates ranging from January 2011 to May 2011. The 'Posted Flag' column shows checkboxes, some of which are checked.

* Period	Start Date	End Date	Process Date	Posting Date	Pay Date	Month	Posted Flag	* Close Timesheet Period
1	01/Jan/2011	14/Jan/2011	14/Jan/2011	14/Jan/2011	14/Jan/2011	1	<input checked="" type="checkbox"/>	None
2	15/Jan/2011	28/Jan/2011	28/Jan/2011	28/Jan/2011	28/Jan/2011	1	<input checked="" type="checkbox"/>	None
3	29/Jan/2011	11/Feb/2011	11/Feb/2011	11/Feb/2011	11/Feb/2011	2	<input checked="" type="checkbox"/>	None
4	12/Feb/2011	25/Feb/2011	25/Feb/2011	25/Feb/2011	25/Feb/2011	2	<input checked="" type="checkbox"/>	None
5	26/Feb/2011	11/Mar/2011	11/Mar/2011	11/Mar/2011	11/Mar/2011	3	<input checked="" type="checkbox"/>	None
6	12/Mar/2011	25/Mar/2011	25/Mar/2011	25/Mar/2011	25/Mar/2011	3	<input checked="" type="checkbox"/>	None
7	26/Mar/2011	08/Apr/2011	08/Apr/2011	08/Apr/2011	08/Apr/2011	4	<input type="checkbox"/>	None
8	09/Apr/2011	22/Apr/2011	22/Apr/2011	22/Apr/2011	22/Apr/2011	4	<input checked="" type="checkbox"/>	None
9	23/Apr/2011	06/May/2011	06/May/2011	06/May/2011	06/May/2011	5	<input checked="" type="checkbox"/>	None

Company Pay Period Maintenance screen's standard Treeview path: US Payroll/International Payroll > Company > Pay Periods

Payroll - TESTV10X Company Pay Period Maintenance

Select Company

Company CMiC Construction Inc.

Pay Run

Pay Run Frequency

Check Year Periods

Stub Rates on Check Stub ☐ Start Date

Rates on Deposit Stub ☐ Available For Dispatch ☐

Show Stub On ESS ☐

Pay Period

	Period	Start Date	End Date	Process Date	Post Date	Pay Date	Month	Flag	Posted	Closed Period For
1	01/JAN/2011	14/JAN/2011	14/JAN/2011	14/JAN/2011	14/JAN/2011	14/JAN/2011	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	None
2	15/JAN/2011	28/JAN/2011	28/JAN/2011	28/JAN/2011	28/JAN/2011	28/JAN/2011	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	None
3	29/JAN/2011	11/FEB/2011	11/FEB/2011	11/FEB/2011	11/FEB/2011	11/FEB/2011	2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	None
4	12/FEB/2011	25/FEB/2011	25/FEB/2011	25/FEB/2011	25/FEB/2011	25/FEB/2011	2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	None
5	26/FEB/2011	11/MAR/2011	11/MAR/2011	11/MAR/2011	11/MAR/2011	11/MAR/2011	3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	None
6	12/MAR/2011	25/MAR/2011	25/MAR/2011	25/MAR/2011	25/MAR/2011	25/MAR/2011	3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	None
7	26/MAR/2011	08/APR/2011	08/APR/2011	08/APR/2011	08/APR/2011	08/APR/2011	4	<input type="checkbox"/>	<input type="checkbox"/>	None
8	09/APR/2011	22/APR/2011	22/APR/2011	22/APR/2011	22/APR/2011	22/APR/2011	4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	None
9	23/APR/2011	06/MAY/2011	06/MAY/2011	06/MAY/2011	06/MAY/2011	06/MAY/2011	5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	None

E-Time Message

Company Pay Period Maintenance screen's standard Treeview path: US Payroll/International Payroll > Company > Pay Periods

After a Pay Run is created and its basic attributes are set, this screen is used to define its pay periods for a particular year. Also, this screen is used to set the **Check** and **Stub** formats for the Pay Run.

Pay Run – Section

This section is used to set the basic attributes of the Pay Run's pay periods, and to automatically create and fill out entries for each of its periods.

Auto Create Pay Periods

After selecting the **Pay Run**, the **Periods** field is automatically filled in according to the Pay Run's **Frequency**. To have the system automatically create entries for each of the Pay Run's periods, and to calculate their dates, do the following:

- 1) enter its **Year**
- 2) adjust number of **Periods**, if necessary, such as adding extra period for year-end adjustments (see *Extra Period for Year-End Adjustments* subsection for details)
- 3) adjust **Start Date** if necessary
- 4) for ADF screen, click [**Create Periods**]

Once created, the **Pay Period** entries can be modified as necessary, however, keep the following note in mind:

NOTE: If the start and end date of the first period is in the prior year, the post-date must be in the current year for the benefits, deduction and taxes of that period to be included in the correct year.

Section's Fields & Buttons

Pay Run

Enter/Select the pay run for which you are defining the pay periods. The pay run must have been set up previously within Pay Run Maintenance.

Check, Stub

Select check stub/deposit stub format to use for this Pay Run.

Some clients use a custom application to print check stubs and deposit stubs; see *Custom Apps to Print Pay Stubs* section for details.

Stub

Select deposit stub format to use for this Pay Run.

Print Rates on Check/Stubs – Flags

To print pay rates on either the direct deposit stub or payroll check, check the corresponding box

NOTE: These boxes will only be available if the format chosen in the previous step has allowance for this field, as not all check or stub layouts are capable of printing the rate.

Year

Year for which the pay periods are being defined; defaults to current year.

Periods

The number of periods within this pay run; system will default the number of periods based on the frequency of the pay run, after which modifications can be made where required.

Start Date

Enter the first day for which work will be performed and paid for the pay run you are defining. The system will default the current system date to this field.

Available for dispatch

If checked, available in Dispatch module.

Show Stub on ESS

When this flag is checked, the system will print the stub for that year only. The application also considers the Pay Date for the current Period. If the System Date is equal or lower to the Check Date, the stub will be available on ESS Pay Stub printing screen.

[Create Periods] – Button (ADF only)

As explained in the preceding *Auto Create Pay Periods* subsection, this button is used to automatically create and fill out Pay Period entries.

Pay Period – Section

As explained in the preceding *Auto Create Pay Periods* subsection, the system automatically creates and fills out the pay period entries, which then can be modified as required.

COMMON MISTAKES:

1. For a **Period**, the **Month**, **Process Date**, **Posting Date** and **Pay Date** fields are automatically populated using the **Period's End Date**. However, in some cases users need to have a **Pay Date** that is different from the **End Date**. A common mistake is for users to change the **Pay Date** without ensuring that the **Month** field is set to the month the **Pay Date** is in. For details, refer to this section's *Common Mistakes* subsection.
 2. When defining pay periods for any given year, if the start and end date of the first period is in the prior year, the post-date must be in the current year for the benefits, deduction and taxes of that period to be included in the correct year.
-

Section's Fields & Buttons

Start Date

The **Start Date** is the **Period's** first work day.

NOTE: The first period's start date can be in the previous year, but its post-date must be in the New Year for the benefits, deduction and taxes of that period to be included in the correct year.

FORMS SCREEN

Once you have defined the **Start Date** for the first pay **Period** in the schedule, each subsequent **Start Date** will be defined as the calendar day after the previous period's **End Date**. This is done to ensure that no gaps exist in the pay period's schedule. For this reason, you will not be given access to the **Start Date** field.

End Date

The **End Date** is the last date for which work can be performed and paid for the **Period**. For the Forms screen, recall that since there can be no gaps in the schedule, this field's date determines the **Start Date** of the next **Period**.

Process Date

The **Process Date** is the date on which the checks will be produced for the pay period being defined. This date may not be the same as the date printed on the checks themselves.

Post Date

The **Post Date** is the date that the debits and credits associated with this pay period are posted to the General Ledger. Note that this may not be the same as the date that the checks are processed.

The system will automatically calculate and display this date for each period of the year, based on the end date for that period.

Pay Date

The **Pay Date** is the date that will appear on the checks, for the pay period being defined. The system will automatically calculate and display this date for each period of the year, based on the end date for that period.

Month

This field indicates the month a **Period's Pay Date** is in, and it is used by programs that generate reports and data for government reporting to determine the quarter the **Period** is in.

This field, like the **Process Date**, **Posting Date** and **Pay Date** fields, is automatically populated using the **Period's End Date**. However, in some cases users need to have a **Pay Date** that is different from the **End Date**. A common mistake is for users to change the **Pay Date** without ensuring that this field is set to the month the **Pay Date** is in, which causes various report and government reporting issues. For details, refer to this section's *Common Mistakes* subsection.

Posted Flag

If checked, payroll posting has occurred for this Pay Period. The system will automatically check this box as you post the payroll for the Period specified. If you are setting up a Pay Period schedule for a year in which processing has already occurred, you may need to check the Processed Flag for those Periods that have passed.

NOTE: If you are only running payroll for Timesheet Posting, after each pay period is complete you should come into this form and mark the period as processed. This will ensure that the correct year/period is defaulted into the payroll screens.

Closed Period For

A drop-down menu option 'Closed Period For' on 'Timesheet Periods Setup' and 'Company Pay Period' screens allows users to close the Period for either only the 'E-Timesheet' or both 'Approver & E-Timesheet'.

Extra Period for Year-End Adjustments

- before posting year-end adjustments for a Pay Run, ensure that its payments have been posted for all of its previous periods

Common Mistakes

Month Field Not Set to Month of Pay Date

The **Month** field indicates the month a **Period's Pay Date** is in, and it is used by programs that generate reports and data for government reporting to determine the quarter the **Period** is in. It, along with the **Process Date**, **Posting Date** and **Pay Date** fields, is automatically populated using the **Period's End Date**.

However, in some cases users need to have a **Pay Date** that is different from the **End Date**. A common mistake is for users to change the **Pay Date** without ensuring that the **Month** field is set to the month the **Pay Date** is in, which causes various report and government reporting issues.

Example:

As shown by the following screenshots, the **Pay Date** was changed, but the **Month** was not, causing the payroll table to contain wrong information. Then, when creating the quarterly file for the first quarter, the program added the April Period 7 data into quarter 1, by using the **Payroll Year/Qtr Setup on Pay Period Screen** option on the W2 screen, as shown in the second screenshot.

COMPANY PAY PERIOD MAINTENANCE

Search

Insert

Delete

Previous

Next

Workflows

Report Options

ECM Documents

User Extensions

Pay Run Frequency

* Year * Periods * Start Date

* Check

* Stub

PAY PERIOD

View

Freeze

Detach

Search

Insert

Insert Multiple

Delete

Workflows

Report Options

Export

ECM Docu

* Period	Start Date	End Date	Process Date	Posting Date	Pay Date	Month	Posted
1	Dec 20, 2015	Jan 02, 2016	Jan 06, 2016	Jan 08, 2016	Jan 08, 2016	1	<input checked="" type="checkbox"/>
2	Jan 03, 2016	Jan 16, 2016	Jan 20, 2016	Jan 22, 2016	Jan 22, 2016	1	<input checked="" type="checkbox"/>
3	Jan 17, 2016	Jan 30, 2016	Feb 03, 2016	Feb 05, 2016	Feb 05, 2016	1	<input checked="" type="checkbox"/>
4	Jan 31, 2016	Feb 13, 2016	Feb 17, 2016	Feb 19, 2016	Feb 19, 2016	2	<input checked="" type="checkbox"/>
5	Feb 14, 2016	Feb 27, 2016	Mar 02, 2016	Mar 04, 2016	Mar 04, 2016	2	<input checked="" type="checkbox"/>
6	Feb 28, 2016	Mar 12, 2016	Mar 16, 2016	Mar 18, 2016	Mar 18, 2016	3	<input checked="" type="checkbox"/>
7	Mar 13, 2016	Mar 26, 2016	Mar 30, 2016	Apr 01, 2016	Apr 01, 2016	3	<input checked="" type="checkbox"/>
8	Mar 27, 2016	Apr 09, 2016	Apr 13, 2016	Apr 15, 2016	Apr 15, 2016	4	<input type="checkbox"/>
9	Apr 10, 2016	Apr 23, 2016	Apr 27, 2016	Apr 29, 2016	Apr 29, 2016	4	<input type="checkbox"/>
10	Apr 24, 2016	May 07, 2016	May 11, 2016	May 13, 2016	May 13, 2016	5	<input type="checkbox"/>
11	May 08, 2016	May 21, 2016	May 25, 2016	May 27, 2016	May 27, 2016	5	<input type="checkbox"/>
12	May 22, 2016	Jun 04, 2016	Jun 08, 2016	Jun 10, 2016	Jun 10, 2016	6	<input type="checkbox"/>
13	Jun 05, 2016	Jun 18, 2016	Jun 22, 2016	Jun 24, 2016	Jun 24, 2016	6	<input type="checkbox"/>
14	Jun 19, 2016	Jul 02, 2016	Jul 06, 2016	Jul 08, 2016	Jul 08, 2016	7	<input type="checkbox"/>
15	Jul 03, 2016	Jul 16, 2016	Jul 20, 2016	Jul 22, 2016	Jul 22, 2016	7	<input type="checkbox"/>
16	Jul 17, 2016	Jul 30, 2016	Aug 03, 2016	Aug 05, 2016	Aug 05, 2016	7	<input type="checkbox"/>
17	Jul 31, 2016	Aug 13, 2016	Aug 17, 2016	Aug 19, 2016	Aug 19, 2016	8	<input type="checkbox"/>
18	Aug 14, 2016	Aug 27, 2016	Aug 31, 2016	Sep 02, 2016	Sep 02, 2016	8	<input type="checkbox"/>
19	Aug 28, 2016	Sep 10, 2016	Sep 14, 2016	Sep 16, 2016	Sep 16, 2016	9	<input type="checkbox"/>
20	Sep 11, 2016	Sep 24, 2016	Sep 28, 2016	Sep 30, 2016	Sep 30, 2016	9	<input type="checkbox"/>

W2/T4 PARAMETER SCREEN

SELECTION CRITERIA

* Export File?	Export File	▼
* Federal Jurisdiction	All Jurisdictions Combined	▼
* Report Based On	Payroll Year/Qtr Setup on Pay Period Screen	▼
* Report Year	Calendar Year/Qtr of Check Date	▼
FEIN Number	Payroll Year/Month Setup on Pay Period Screen	▼
	Calendar Year/Month of Check Date	▼
* Company		▲
Pay Run		▲
From Quarter		To Quarter
State Code From		
State Code To		
Start Employee		▲
End Employee		▲
* Sort Employee By	Last Name	▼
* City	City Code on Employee Address	▼
* Information	Federal and State	▼
* Output Type	Annual W2 Transactions File	▼

Contact Info

Download File

Step 3: Define Pay Run's Alternate Work Days (Optional)

Action Edit Block Field Record Query Utility Help Window

Payroll - PRODV10_X Alternate Work Days

Select Company

Company ZZ CMIC Test Company

Weekly Schedule

Day Type:

Pay Run	Pay Grp	Employee No.	Mon	Tue	Wed	Thu	Fri	Sat	Sun
BWK	BW	JSHEEN	Rest (sat)	Work	Work	Work	Work	Work	Rest (sun)
BWK	BW	LAGIBSON	Rest (sat)	Rest (sat)	Work	Work	Work	Work	Work
IHWK	WK	*	Work	Work	Work	Work	Rest (sat)	Rest (sat)	Work

Pay Run BIWeekly Payroll

Pay Group BI-WEEKLY

Employee Name Jumbo Sheen

Enter Pay Group Or Asterisk (*) For All Pay Groups

Record: 1/3 ... List of Valu... <OSC>

Pgm: Alternate Work Days maintenance screen; standard Treeview path: Payroll > Setup > Company > Alternate Work Days

This screen is used to set up alternate work days for Employees that belong to a particular Pay Run, by specifying which days are work days and which days are rest days for the Employees. To select all of the Employees belonging to the Pay Run, select the asterisk symbol.

Alternate work days affect Timesheet related calculations, such calculations involving overtime.

Step 4: Set Up Work Locations for Pay Run

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

The Work Locations are setup to ensure accurate taxation as well as related worker compensation and public liability.

Location Code / Name

Enter a unique Work Location Code, up to four (4) characters in length as well as a location name.

Short Name

Enter short name for use where space is limited. This can be up to sixteen (16) characters in length.

Country / State

Enter the Country and State/Province codes for where this location is found.

County/Region and City/Town

Enter the optional County/Region and City/Town codes for this location. These values must have been setup previously in Geographies.

Zip / Postal Code

Enter the correct Zip/Postal Code. This will be used to determine valid options for the Vertex Geo Codes in the next field.

Vertex Geo Code

Select the appropriate Vertex Geo Code for this location.

Step 5: Set Up Taxes for Pay Run

Taxes are calculated through Enterprise and Vertex. The Tax codes and rates must be configured and specified in the Payroll application prior to Payroll Processing. Once Processing is run, the system will use the Vertex data to calculate the relevant taxes, often based on the Work Locations of the Employee.

Tax Calculation Method

* Pay Run	Pay Run Description	* Work Loc	Work Loc Description	* Tax Code	Tax Description	* Pay Type	Pay Type Description	Calculation Method	Calc Method Description
ZZWK	ZZ Weekly	IL	Illinois	ZSTU	State Unemployment	01	Regular Pay Only	13	Self Adjust

Pgm: PYSUPMET – Tax Calculation Method Maintenance; standard Treeview path: Payroll > Administration > Taxes > Calculation Method

The Tax Calculation Method screen allows for the entry of alternate pay types against specific pay runs. These pay types can distinguish *supplemental* Pay Runs from *regular* Pay Runs for the purposes of tax calculation within specific states.

Pay Run

Select the Pay Run to which the alternate pay type should apply.

Work Loc

Select the work location to which the alternate pay type should apply.

Tax Code

Select the tax code to which the alternate pay type should apply.

Tax Description

Description of Tax Code used which is automatically populated from the Tax Master setup.

Pay Type

Select the Pay Type for the pay run and state that is being defined. The system allows you to select from the following options:

- 00 – Supplemental with Regular Pay,
- 01 – Regular Pay Only,
- 02 – Supplemental Pay Without Regular Pay

Calculation Method

Calculation Method entered here will override Calculation Method assigned on Taxes By Location screen.

Vertex Geo Code

WORK LOCATIONS Table Mode Save Exit ? ? ? ? ? ?

Identify The Vertex Code

WORK LOCATION DETAILS

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

* Location Code 0001

* Location Name HANOVER

* Short Name HANOVER

* Country US United States of America

* State/Province PA Pennsylvania

County/Region

City/Town

* Zip Code 17335

* Vertex Geo Code 391331570

The following Taxes must be setup (as per Vertex documentation) in the Tax by Locations tables as shown here in order to calculate correctly:

SUI – must be set to '**WORK**' location

FUTA – must be set to '**WORK**' location

State Withholding – must be set to '**BOTH**' location

Pay Rates Setup – Quick Guide

Overview – Pay Rates

Group Pay Rates – Pay Rate Tables

Pay Rates can be set for groups of Employees via the Trade, Customer, Job, and Union Pay Rates tables, and exceptions to these groups can be set at lower levels, and by using the **Preferred Pay Rate**, **Preferred Charge Out Rate**, and **Preferred Bill Rate** fields of Employee Profile records.

Individual Pay Rates – Employee Profile & Employee Pay Rate Table

For each Employee, there are 3 Pay Rate Types: **Pay Rate**, **Charge Rate**, and **Bill Rate**. The Pay Rates for each of these types can be set for individual Employees via Employee Profiles and the Employee Pay Rates table (Pay Rates with respect to dates),

Pay Rate Preferences

Pay Rate Preferences, on the **Rates/Salary** tab of Employee Profiles, are used to set where Pay Rates are to come from, which would be from the Employee Profile or from Pay Rate Tables (Alternative Pay Rates).

If Pay Rates are set for groups of Employees, such as Employees of a particular trade, and if some Employees in the group are exceptions, Pay Rate Preferences are used to specify where their Pay Rates are to come from.

Example: If a **Charge Out Rate** is set up for a particular trade (ex. Carpenter Apprentice), in the Trade Pay Rates table, and you want the **Charge Out Rate** for an Employee of that trade to come from that table, set the **Preferred Charge Out Rate** field to **Trade**. If you want the rate to come from the Employee Profile's **Charge Out Rate** field, set the **Preferred Charge Out Rate** field to **Employee**.

Pay Rate Multipliers

Pay Rate Multipliers can be set for each Pay Rate Type and overtime and double overtime Hour Type combinations.

Non Factor Pay Rate Multipliers

Exceptions to Pay Rate Multipliers for overtime and double overtime Hour Types can be set via the Non Factor functionality.

Pay Rates – Employee Profile

For every Employee, Pay Rates can be set for each of the following 3 Pay Rate Types, on the **Rates/Salary** tab of Employee Profiles.

Pay Rate

Amount per hour that is charged for the Employee's time.

Charge Rate

Amount per hour that is charged for the Employee's time against a Job.

Bill Rate

Amount per hour that is charged to a client for the Employee's time.

For salaried Employees, their time can also be charged against Jobs, and their Charge Rates and Bill Rates can be different than their salaries.

PY Control – Pay Rate for Charging Job Timesheets

The screenshot shows the PY CONTROL application window. At the top, there's a title bar with 'PY CONTROL' and a 'Table Mode' button. Below the title bar is a 'SELECTION CRITERIA' section with a dropdown for 'Company' set to 'CCC' and a 'Copy Control File' button. The main area has several tabs: 'General', 'Rate Codes', 'Accounts', 'Direct Deposit', 'Rules' (which is active), 'E-Timesheet', and 'Reports'. Under the 'Rules' tab, there are various checkboxes for configuration. The checkbox 'Use Pay Rate for Charging Job Timesheets' is highlighted with a red rectangle. Other visible checkboxes include 'Document Code Required', 'Allow Timesheet Entry for Inactive Employees', 'Allow Calculate Salary Charge Rate', 'Allow Cost and Bill Adjustment In Open Period', 'Over Time Rules: Work Week includes Sat, Sun and Holidays', 'Use Pay Rate When Charging GL for Overhead Timesheets', 'Include Emp with no Timesheets In Processing', 'Validate Unposted Timesheet In Processing', 'Allow Posting To Future GL Period', 'Validate Payroll Processed Before Printing Checks', 'Primary Exemption(s) Amount Is Mandatory', 'Primary Exemption(s) Is Mandatory', 'Include New Employees in Generate TS Utility', and 'New Employees Workers Comp from Job'. Below the checkboxes, there are several dropdown menus for 'SSN unique by', 'Allow Negative Expense Claims', 'Salaried Pay Rate', 'More Than Eligible Hours', 'Overtime Rule Method', and 'Salary Charge Rate Calc Method'.

If the **Use Pay Rate for Charging Job Timesheets** checkbox is checked for a Company, the Employee's Pay Rate is used when posting Job Timesheets, otherwise, the Employee's Charge Rate is used.

Alternative Pay Rates – Pay Rate Tables

On the **Rates/Salary** tab of an Employee Profile, the rates for each of the 3 Pay Rate Types can be set to come from a Pay Rate Table instead of using the rates specified by the **Hourly Rate**, **Charge Out Rate**, **Filling Rate** fields on this tab. Alternative Pay Rates are set using the **Preferred Pay Rate**, **Preferred Charge Out Rate**, and **Preferred Bill Rate** fields. The following provides details about the options available by these fields:

Trade

Trade indicates that the employee's trade code is used to determine the rates. If this option is selected you must define the rates by trade.

Customer

Customer indicates that the customer code is used to determine the default rate based on the job code entered on the timesheet. This option uses the customer field on the Job Maintenance screen (within the Job Cost application) to determine the customer assigned to the job specified on the timesheet. If this option is selected you must define the rates by customer within the Customer Pay Rates form.

Employee

Employee indicates that rates are to come from the Employee Pay Rates table, or the Employee Profile. The Employee Pay Rates table is used to enter date sensitive rates. The system will first look to the Employee Pay Rates table to determine if an Employee's Pay Rate is defined for the period specified by the timesheet. If it is not found in the table, the system will use the rate set on the **Rates/Salary** tab of the Employee Profile (**Hourly Rate**, **Charge Out Rate**, **Billing Rate** fields).

Job

Job indicates that the job code is used to determine the rates based on the job code entered on the timesheet. If this option is selected you must define the rates by job.

Union

Union indicates that the employee's union code is used to determine the rates. If this option is selected you must define the rates by union within the Union Pay Rates form.

Job/Trade

Job/Trade indicates that rates should come directly from the Job Rates if setup, and then Trade Rates if no Job Rate exists. This is a hierarchical search starting with Job, then Trade, and if both are missing the standard search of Employee Rates, then Employee Profile rate.

Job/Union

Job/Union indicates that rates should come directly from the Job Rates if they exist, but if they don't exist then Union Rates will be used. This is a hierarchical search for rate selection starting with Job, then Union. If both are missing the standard search of Employee Rate Table, then Employee Profile rate applies.

Pay Rate Hierarchy

If for some reason a rate from the pay rate table specified by the **Preferred Pay Rate**, **Preferred Charge Out Rate** or **Preferred Bill Rate** field on the **Rates/Salary** tab of an Employee Profile cannot be found for an Employee, the system will look for the rate in the Employee Pay Rate table. If an appropriate rate cannot be found within the Employee Pay Rate table, the system will use the appropriate rate from the **Hourly Rate**, **Charge Out Rate** or **Billing Rate** field of the Employee Profile.

When you set a Pay Rate preference for an Employee to "**Trade**", "**Customer**", "**Job**", "**Union**", or "**Employee**", the system will look to the appropriate Pay Rate table for the rate. If a rate cannot be found for the Employee within that table, the system will look to the Employee Pay Rate table for the rate. If no rate is found there, the system will then look to the Employee Profile for the rate. If no rate is found in the Employee Profile, then the Timesheet Entry program will return an error stating that no rate could be found.

The exception to this rule is when an Employee is working on a prevailing wage job that has the **Rate by Job** checkbox checked on the Job Work Locations screen (program: PYJOBLOC; standard path: *Payroll > Setup > Jobs > Job Work Locations*). In this case, the system will automatically take the Job Pay Rate regardless of the preference Pay Rate setting within the Employee Profile.

NOTE: During the calculation of a charge-out or billing rate for a standard overtime or double overtime hour, the system takes the overtime or double overtime hours and multiplies it by the 'multiplier' value defined by the

rate code. Please refer to the Rate Code Maintenance screen for these values. Once this has been done, the system multiplies that number by the charge-out or billing rate. In this way, the charge out rate and the billing rate become factors of the standard rate.

The trade pay rate and the job pay rate tables allow for the assigning of actual overtime and double overtime charge-out and billing rates.

Trade Pay Rates – Table

* Trade	* Effective Date	Pay Rate	Non Factor	Charge Out Rate	Non Factor	Billing Rate	Non Factor
1610	01-01-2012	40,000		40,000		40,000	

Description: Architect

Pgm: PYTRDRAT – Trade Pay Rates

The Trade Pay Rates screen is used to define the pay rates, charge out rates and billing rates for the employees within your company based on their trade. Pay rates are given effective dates so that you have the ability to enter future as well as current pay rates; rates are then only calculated from the date specified.

If you have selected the trade option within the Employee Profile – pay rate, charge out and billing rate fields, the system will default the rates indicated by the appropriate trade. If the system does not find a rate set up at this level it will look to the Employee Pay Rates and then to the Employee Profile for the appropriate rate.

Company / Trade

Enter or select the company and trade for which to define pay rates.

Effective Date

Enter the Effective Date for the pay rate you are assigning to the company specified in the first section. The system will begin calculating this pay rate from the date specified within this field.

Pay Rate

Enter the default pay rate for employees whose pay rates are set up to default from the trade you are defining on this line.

Charge Out Rate

Enter the default charge out rate for employees whose charge out rates is set up to default from the trade you are defining on this line.

Non Factor box

Check the Non Factor box if you want the overtime and double time charge out rate to be an actual charge out rate rather than a factor of the normal hours rate. With this box checked you will be required to select the **[Non-Factor OT Rates]** button and enter the actual overtime and double overtime rates.

Leave this box blank if you want the overtime and double overtime rates to be a factor of the standard rate. When this box is blank, the system will take the overtime or double overtime hours and multiply it by the 'multiplier' value defined by the rate code. Please refer to the Rate Code Maintenance screen for these

values. Once this has been done, the system multiplies that number by the standard charge-out rate to get the overtime charge-out rate.

Billing Rate

Enter the default billing rate for employees whose billing rates are set up to default from the trade you are defining on this line.

Non Factor box

Check the Non Factor box if you want the overtime and double time billing rate to be an actual charge out rate rather than a factor of the normal hours rate. With this box checked you will be required to select the **[Non-Factor OT Rates]** button and enter the actual overtime and double overtime rates.

Leave this box blank if you want the overtime and double overtime rates to be a factor of the standard rate. When this box is blank, the system will take the overtime or double overtime hours and multiply it by the 'multiplier' value defined by the rate code. Please refer to the Rate Code Maintenance screen for these values. Once this has been done, the system multiplies that number by the standard billing rate to get the overtime billing rate.

[Non – Factor OT Rates] – Button

TRADE PAY RATES MAINTENANCE

SELECTION CRITERIA

Company: RV123456 R.V.Head Quarters Company, LLC

Pay Rate Details Non-Factor OT Rates

Overtime Pay Rate

Double Overtime Pay Rate

Overtime Charge Rate

Double Overtime Charge Rate

Overtime Bill Rate

Double Overtime Bill Rate

Pgm: PYTRDRAT – Non-Factor OT Rates

If you have checked the Non Factor box beside the charge out rate or the billing rate fields, you are required to enter the actual charge-out and/or billing rates that apply to overtime or double overtime hours.

Customer Pay Rates – Table

CUSTOMER PAY RATES

SELECTION CRITERIA

Company: CCC CMIC Test Construction Co

Customer: ACCESSSEN Access Engineering

RATE DETAILS

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

* Trade	* Effective Date	Pay Rate	Charge Out Rate	Billing Rate
1628	01-01-2013	57,000	57,000	57,000

Description: Civil Engineer

Pgm: PYCUSRAT – Customer Pay Rates

The Customer Pay Rates screen is used to define the pay rates, charge out rates and billing rates for the employees within your company based on the Customer for whom they are working. Pay rates are given

effective dates so that you have the ability to enter future as well as current pay rates; rates are then only calculated from the date specified.

If you have selected the customer option within the Employee Profile – pay rate, charge out and billing rate field, the system will default the rates indicated by the appropriate customer / trade combination. If the system does not find a rate set up at this level it will look to the Employee Pay Rates and then to the Employee Profile for the appropriate rate.

Customer

Enter / Select the Customer whose pay rates will be defined.

Trade Code

Enter / Select the trade code to set rates for this customer related to a specific trade.

If you wish to define the pay rates for all trades working on this customer's job, enter the code '**ALL**' within this field.

Effective Date

Enter the Effective Date for the pay rate. The system will begin calculating this pay rate from the date specified within this field.

Pay Rate

Enter the default pay rate for employees whose pay rates are set up to default from the Customer and Trade you are defining on this line.

Charge Out Rate

Enter the default charge out rate for employees whose charge out rates is set up to default from the Customer and Trade you are defining on this line.

Billing Rate

Enter the default billing rate for employees whose billing rates are set up to default from the Customer and Trade you are defining on this line.

Job Pay Rates – Table

Employee	Trade	Shift	Effective Date	Pay Rate	Non Factor	Charge Out Rate	Non Factor	Billing Rate	Non Factor
CCC-WK-HR1	142	All Shifts	10-12-2014	78		78.000		78.000	

Pgm: PYJOBRA – Job Pay Rates Maintenance

The Job Pay Rates screen is used to define the pay rates, charge out rates and billing rates for the employees within your company based on the Jobs on which they are working. Pay rates are given effective dates so that you have the ability to enter future as well as current pay rates; rates are then only calculated from the date specified.

If you have selected the job option within the Employee Profile - pay rate, charge out and billing rate fields, the system will default the rates indicated by the appropriate job / trade combination. If the system does not find a rate set up at this level it will look to the Employee Pay Rates and then to the Employee Profile for the appropriate rate.

Job Code

Enter / Select the Job for which to define the pay rates.

Cost Code

Enter / Select the specific Cost Code on this job. To define the pay rates for all Cost Codes on this job, enter the code '**ALL**' within this field.

Category Code

Enter / Select the Category Code for the specific Cost Code on this job. To define the pay rates for all categories on this job, enter the code '**ALL**' within this field.

[Copy Rates to other Job] – Button

Press the **[Copy Rates to other Job]** button to copy the rates defined by this job to another job. When this button is pressed, a pop-up will appear asking to specify the 'Target Job'. Enter the job that will have the rates copied 'to'. This button will appear after filling the parameters in this section.

Employee Code

Enter / Select the employee code for the employee whose pay rate will be defined on the job specified within the first section.

To define the pay rates for all employees working on this job, enter the code '**ALL**' within this field.

Trade Code

Enter / Select the trade code to specify a pay rate applicable to that trade on the job specified within the first section.

To define the pay rates for all trades working on this job, enter the code '**ALL**' within this field.

Shift

Select the shift type to specify a pay rate applicable to that shift on the job specified in the first section. Shifts that are checked on the E-Timesheet tab of the Company Control will be allowed in this screen. Timesheets from Crew or Mechanic Time that are posted against the specified shift type for the job will use the rates defined here.

Effective Date

Enter the Effective Date for the pay rate being assigned. The system will begin calculating this pay rate from the date specified within this field.

Pay Rate

Enter the default pay rate for employees whose pay rates are set up to default from the Job and Trade defined on this line.

Charge Out Rate

Enter the default charge out rate for employees whose charge out rates is set up to default from the Job and Trade you are defining on this line.

Non Factor box

Check the Non Factor box if you want the overtime and double time charge out rate to be an actual charge out rate rather than a factor of the normal hours rate. With this box checked you will be required to select the **[Non-Factor OT Rates]** button and enter the actual overtime and double overtime rates.

Leave this box blank if you want the overtime and double overtime rates to be a factor of the standard rate. When this box is blank, the system will take the overtime or double overtime hours and multiply it by the 'multiplier' value defined by the rate code. Please refer to the Rate Code Maintenance screen for these values. Once this has been done, the system multiplies that number by the standard charge-out rate to get the overtime charge-out rate.

Billing Rate

Enter the default billing rate for employees whose billing rates are set up to default from the Job and Trade you are defining on this line.

Non Factor box

Check the Non Factor box to have the overtime and double-time billing rates be an actual charge-out rate rather than a factor of the normal hour's rate. With this box checked you will be required to select the **[Non-Factor OT Rates]** button and enter the actual overtime and double overtime rates.

Leave this box blank if you want the overtime and double overtime rates to be a factor of the standard rate. When this box is blank, the system will take the overtime or double-overtime hours and multiply it by the 'multiplier' value defined by the rate code. Please refer to the Rate Code Maintenance screen for these values. Once this has been done, the system multiplies that number by the standard billing rate to get the overtime billing rate.

[Non – Factor OT Rates] – Button

If using the Non Factor box beside the charge out rate or the billing rate fields, entry of the actual charge-out and/or billing rates that apply to overtime or double-overtime hours must be defined here.

The screenshot displays the 'JOB PAY RATES MAINTENANCE' interface. At the top, there's a header 'JOB PAY RATES MAINTENANCE' and a sub-header 'Overtime Non Factor Pay Rate'. Below this, a 'SELECTION CRITERIA' section contains several dropdown menus: 'Company' (set to 'HC'), 'Job' (set to '13-1000'), 'Cost Code' (set to 'ALL'), and 'Cat' (set to 'ALL'). A 'Copy Rates to other job' button is also present. The main section is titled 'Pay Rate Details' and includes a tab for 'Non-Factor OT Rates'. Under this tab, there are input fields for 'Overtime Pay Rate' (with a value of 29.5000), 'Double Overtime Pay Rate', 'Overtime Charge Rate', 'Double Overtime Charge Rate', 'Overtime Bill Rate', and 'Double Overtime Bill Rate'.

Pgm: PYTRDRAT – Non-Factor OT Rates

Union Pay Rates – Table

UNION PAY RATES Save Exit ? ? ? ? ? ?

Enter Work Location Code Or Enter *** For All Work Locations

SELECTION CRITERIA

Company CCC CMIC Test Construction Co
 Union 1000 Int Brotherhood of Elec Wkrks
 Job * All Jobs
 Sector * All Sectors
 Schedule * All Schedules
 Work Location All work Locations Copy

PAY RATE DETAILS

Pay Rate Details **Non Factor OT Rates**

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

* Trade	* Shift	* Effective Date	Pay Rate	Non Factor	Charge Out Rate	Non Factor	Billing Rate	Non Factor	Prevailing Wage Rate
6432	Day Shift	01-01-2012	25,000		25,000		25,000		27,000
6433	Day Shift	01-01-2012	28,000		28,000		28,000		30,000

Trade Description Electrician

Pgm: PYUNIRAT – Union Pay Rates Maintenance

The Union Pay Rates screen is used to define the pay rates, charge out rates and billing rates for the employees within your company based on the unions on which they are working. Pay rates are given effective dates so that you have the ability to enter future as well as current pay rates; rates are then only calculated from the date specified.

If you have selected the union option within the Employee Profile pay rate field, the system will default the rates indicated by the appropriate union/trade combination. If the system does not find a rate set up at this level it will look to the Employee Pay Rates and then to the Employee Profile for the appropriate rate.

Union

Enter/Select the Union for which the pay rates will be defined.

Job

Job for which rates are being specified.

Sector

Job Sector for which rates are being specified.

Schedule

Job Rate Schedule for which rates are being specified.

Work Location

Work Location for which rates are being specified.

Pay Rate Details – Tab

Trade

Enter/Select the trade code to set rates by Trade.

To define the pay rates for all trades working on this union, enter the code '**ALL**' within this field.

Shift

Shift for which rates are being set.

Effective Date

Enter the Effective Date for the pay rates being defined. The system will begin calculating this pay rate from the date specified within this field.

Pay Rate

Enter the default pay rate for employees whose pay rates are set up to default from the Union and Trade being defined.

Non Factor – Checkboxes

Check a rate's corresponding **Non Factor** checkbox to have the overtime and double-time rates be an actual charge-out rate rather than a factor of the normal hour's rate. With this box checked you will be required to use the **Non-Factor OT Rates** tab to enter the actual overtime and double overtime rates.

Leave this box unchecked if you want the overtime and double overtime rates to be a factor of the standard rate. When this box is unchecked, the system will take the overtime or double-overtime hours and multiply it by the multiplier value defined by the rate code. Please refer to the Rate Code Maintenance screen for these values. Once this has been done, the system multiplies that number by the standard billing rate to get the overtime billing rate.

Charge Out Rate

Enter the default charge out rate for employees whose charge out rates is set up to default from the Union and Trade being defined.

Billing Rate

Enter the default billing rate for employees whose billing rates are set up to default from the Union and Trade being defined.

Prevailing Wage Rate

The Prevailing Wage Pay Rate allows for the entry of Prevailing Wage rates by trade within a union. If the Prevailing Wage flag and the Davis Beacon flag are both checked on the timesheet job, the higher rate between the Prevailing Wage Pay Rate and the standard Union Rate if the employee's Pay Rate is Union will be used. If the Davis Beacon flag is unchecked then the system will pick up the pay rate as per the setting of the employees Preferred Pay Rate.

Non – Factor OT Rates – Tab

If using the Non Factor box beside the **Charge Out Rate** or the **Billing Rate** fields, entry of the actual charge-out and/or billing rates that apply to overtime or double-overtime hours must be defined here.

Employee Pay Rates – Table

EMPLOYEE PAY RATES MAINTENANCE

Save

Exit

SELECTION CRITERIA

* Company

CCC

CMIC Test Construction Co

* Employee

CCC-WK-HR1

Isabella Lincoln

PAY RATE DETAILS

Pay Rates

View

Freeze

Detach

Search

Insert Record

Insert Multiple Records

Delete Record

Workflows

Report Options

Export

ECM Documents

User Extensions

* Trade Code	Trade Name	* Effective Date	Pay Rate	Non Factor	Charge Out Rate	Non Factor	Billing Rate	Non Factor	Non Factor OT Pay Rate	Non Factor DOT Pay Rate	Non Factor OT Charge Rate	Non Factor DOT Charge Rate	Non Factor OT Bill Rate	Non Factor DOT Bill Rate
ALL	ALL Trades	01-01-2006	25,000		37,500		37,500							
ALL	ALL Trades	01-10-2011	28,000		28,000		28,000							
ALL	ALL Trades	10-05-2012	30,000		30,000		30,000							
ALL	ALL Trades	01-02-2013	35,000		35,000		35,000							
ALL	ALL Trades	01-01-2015	47,250		99,990		57,850							

Pgm: PYEMPRAT – Employee Pay Rates Maintenance

The Employee Pay Rates screen is used to define the pay rates, charge out rates and billing rates for the employees within your company. Pay rates are given effective dates so that you have the ability to enter future as well as current pay rates; rates are then only calculated from the date specified.

If you have selected the employee option within the Employee Profile / pay rates, charge out and billing rate fields, the system will default the rates indicated by the employee pay rates. If the system does not find a rate set up at this level it will look to the Employee Profile for the appropriate rate.

Trade

Enter / Select the trade code to define rates by trade for the employee. If you wish to define the pay rates for all trades in which this employee works, enter the code 'ALL' within this field.

Effective Date

Enter the Effective Date for the pay rate you are assigning to the employee specified in the first section. The system will begin calculating this pay rate from the date specified within this field.

Pay Rate

Enter the default pay rate for this employee when pay rates are set up to default from the employee.

Charge Out Rate

Enter the default charge out rate for employees whose charge out rates is set up to default from the employee.

Billing Rate

Enter the default-billing rate for employees whose billing rates are set up to default from the employee.

Payroll Control – Rate Codes Tab

The screenshot shows the 'PY CONTROL' window with the 'Rate Codes' tab selected. The 'SELECTION CRITERIA' section shows the company 'CCC' and a 'Copy Control File' button. Below this is a tabbed interface with 'General', 'Rate Codes', 'Accounts', 'Direct Deposit', 'Rules', 'E-Timesheet', and 'Reports'. The 'Rate Codes' tab is active, displaying a table with four rows: 'Normal Hours' (REG, Regular), 'Overtime Hours' (OT, Overtime), 'Double Overtime Hours' (DOT, Double Overtime), and 'Other Hours' (OTHR, Other). Each row has a dropdown menu for the code and a text field for the description.

Hours Type	Rate Code	Description
* Normal Hours	REG	Regular
* Overtime Hours	OT	Overtime
* Double Overtime Hours	DOT	Double Overtime
* Other Hours	OTHR	Other

Pgm: PYCOMPRO – Company Control File – Rate Codes Tab; standard Treeview path: Payroll > Setup > Company > Control

The Rate Codes entered here will determine the default codes used for each of the four types of standard Hours. These values are used to identify hour types in various timesheet forms. The 'Other' Hours type is also used when recording Leave time.

Normal Hours

Enter a default code for Normal Hours.

Overtime Hours

Enter the default Overtime Hours Rate Code.

Double Overtime Hours

Enter a default Double Overtime Hours Rate Code.

Other Hours

Enter the default Other Hours Rate Code.

Code Values from Rate Code Maintenance are used to define the type of hours in timesheet entry.

Pay Rate Multipliers (Rate Codes Maintenance)

RATE CODES				
<div> <div>Save Exit ? ? ? ? ? ?</div> </div>				
RATE CODES MAINTENANCE				
<div> <div>View Filter Freeze Detach Search Insert Insert Multiple Delete Workflows Report Options Export</div> </div>				
* Code	Description	Short Description	Multiplier	Premium Per Hour Amt
REG	Regular	Regular	1.000	0.00
OT	Overtime	Overtime	1.500	0.00
DOT	Double Overtime	Double Overtime	2.000	0.00
Z100	Regular	Regular	1.000	0.00
Z200	Overtime	Overtime	1.500	0.00
Z300	Double Time	Double Time	2.000	0.00
Z400	Other	Other	1.000	0.00
OTHR	Other	Other	1.000	0.00
OT2	Guaranteed 50	1	1.000	0.00
ZT10	regular	regular	1.000	0.00

Pgm: PYRATCOD – Rate Codes Maintenance

Use this screen to define the Rates Codes (Pay Rate Multipliers) that will be used to calculate the pay rates associated with different types of hours within timesheet entry. Rate Codes determine the premiums for each type of hour: regular, overtime, double time or other.

As you define these codes, keep in mind that you will need to define (at minimum) the pay rates for the following class of hours; NH- Normal Hours, OT – Overtime, DOT – Double Overtime and Other. These Hour Types will appear as column headers within timesheet entry. The Rate Codes will default beside each of these types of hours in order to calculate the premium for the pay rate.

Rate Codes are defined at the Company and the Employee level. Note however, the system will use the rates for each class of hour based on the Employee Profile setting. The Company setting is only used as the default for new Employees.

Code

Enter a unique Rate Code. This code can be up to four (4) characters in length.

Description

Enter the description for this rate code. This code can be up to thirty (30) characters in length.

Short Description

Enter short name for use where space is limited. This can be up to sixteen (16) characters in length.

Multiplier

Enter the multiplier for the rate code you are defining. The multiplier is the number that will be multiplied against the base pay rate to determine the appropriate pay rate for the hours entered against this rate code.

For example, if you want normal hours to be calculated at the base rate, you would enter a multiplier factor of 1 in this field. If you want overtime to be calculated at time and a half, you would enter a multiplier factor of 1.5 in this field.

Premium Per Hour Amount

Enter the premium per hour that will be added to each hour of the rate code that is being defined to determine the appropriate pay rate.

For example, if you wish to add a \$0.10 premium to each overtime hour, enter an adjustment of .10 into this field.

Non Factor Pay Rate Multipliers

Non Factor Pay Rate Multipliers are used to set exceptions for Pay Rate Multipliers for Overtime and Double Overtime Hour Types. They can be set for Trade, Job, Union, and Employee Pay Rates, as detailed by the previous section, *Alternative Pay Rates – Pay Rate Tables*.

Employee Profile – Rates/Salary Tab

The screenshot displays the 'EMPLOYEE PROFILE' window with the 'Rates/Salary' tab selected. The form contains the following fields and sections:

- EMPLOYEE DETAIL:** Search, Insert Record, Delete Record, Previous Record, Next Record, Workflows, Report Options, ECM Documents, User Extensions. Employee: CCC-WK-HR1, Lincoln Isabella. Buttons: Copy Employee, Notes.
- Tabs:** Personal, Company, Rates/Salary (selected), Address, Tax, HR Info, HCM, Exclude Other Hours, Security, Project History, User Defined Fields.
- Rates/Salary Fields:**
 - * Annual Salary: 47,250
 - * Hourly Rate: 47.250
 - * NWHR Rate: REG (Regular)
 - * OT Rate: OT (Overtime)
 - * DOT Rate: DOT (Double Overtime)
 - * OTH Rate: OTHR (Other)
 - * Charge Out Rate: 99.990
 - * Billing Rate: 57.850
 - * Preferred Pay Rate: Job
 - * Preferred Charge Out Rate: Job
 - * Preferred Bill Rate: Job
 - * Preferred Method for Direct Deposit Stub: Mail
 - Direct Deposit Email: [Empty]
 - Minimum Hour Code: [Empty]
 - Entered Over Time: ☐
 - Entered Double Over Time: ☐
- Company/Job/Equipment Section:**
 - Company: CCC (CMC Test Construction Co)
 - Job: [Empty]
 - Cost Code: [Empty]
 - Category: [Empty]
 - Equipment: [Empty]
 - Cost Code: [Empty]
 - Category: [Empty]
 - Tran Code: [Empty]
- Buttons:** Override Burden Job Allocation

Pgm: PYEMPLOY – Employee Profile – **Rates/Salary** tab

Annual Salary

Enter the annual salary for the employee that is being defined. This field is required for the calculation of salaried wages. The system will always use the annual salary as defined by this field to calculate the wages for the period by taking the number specified within this field and dividing it by the total number of pay periods within the pay run specified.

Please note that the salary amount entered within this field is not date sensitive.

Hourly Rate (Pay Rate)

Enter the hourly rate for the employee that is being defined.

The hourly rate entered within this field is not a date sensitive rate. For date sensitive rates enter the employee pay rates within the Customer, Job, Trade, Union or Employee Pay Rate screens. The Preferred

Pay Rate selection on this screen will determine the place from which the pay rates will default to the timesheet entry.

For salaried employees that require the entry of timesheets, the system will use the annual salary divided by the total standard hours (defined on the company profile) in determining the pay rate for normal hours regardless of the timesheet entry.

The hourly rate indicated within this field is only used as the 'base' hourly rate that is used against timesheet hours other than 'normal hours'. When determining overtime, double overtime and other hour types, the system will use the rate entered within this field multiplied by the factor set by the pay rate associated with these hours.

Charge Out Rate

Enter the Charge Out Rate for the employee that is being defined. The system will default the hourly rate into this field, but you can modify it as required. Charge out rates are the rates used to post costs against jobs for the hours worked on those jobs.

The hourly charge out rate entered within this field is not a date sensitive rate. For date sensitive rates enter the employee charge out rates within the Customer, Job, Trade, Union or Employee Pay Rate screens. The Preferred Charge Out Pay Rate selection on this screen will determine the place from which the charge out rates will default to the timesheet entry.

The determination of an employee's charge out rate is the same for hourly as well as salaried employees.

Billing Rate

Enter the Billing Rate for the employee that is being defined. The system will default the hourly rate into this field, but you can modify it as required. Billing rates are the rates used to post billing amounts against jobs for the hours worked on those jobs.

The hourly-billing rate entered within this field is not a date sensitive rate. For date sensitive rates enter the employee billing rates within the Customer, Job, Trade, Union or Employee Pay Rate screens. The Pref. Billing Rate selection on this screen will determine the place from which the billing rates will default to the timesheet entry.

The determination of an employee's billing rate is the same for hourly as well as salaried employees.

NWHR Rate Code (Normal Hours)

Verify / Modify the default Normal Working Hours Rate Code for the company that is being defined. This code will default from the Company Control Profile screen.

OT Rate Code (Overtime Hours)

Enter the default Overtime Rate Code for the company that is being defined. This code will default from the Company Control Profile screen.

DOT Rate Code (Double Overtime Hours)

Enter the default Double Overtime Rate Code for the company that is being defined. This code will default from the Company Control Profile screen.

OTHR Rate Code (Other Hours)

Verify / Modify the default Other Hours Rate Code for the company that is being defined. This code will default from the Company Control Profile screen.

Preferred Pay/Charge Out/Bill Rates

Enter / Select the place from which to employee pay/charge/bill rates will default within timesheet entry.

- **Pay Rate** is the rate per hour that the employee is paid for the timesheet entered.

- **Charge Out** rates are the rates used to post costs to Jobs.
- **Billing Rates** are the rate per hour on the Job timesheets that will be eventually billed to the Customer.

The system provides for the following options: Customer, Employee, Job, Trade, Union and Job/Trade.

If you select Customer, Job, Trade, Union or Job/Trade and the system cannot find the required pay rate associated with the information specified on the timesheet line, it will then try and default the rate from the Employee pay rate table. If an appropriate pay rate cannot be found within the Employee pay rate table, it will use the static information from the Employee Profile.

- Select **Customer** if the customer code is used to determine the default timesheet pay rates based on the job codes entered on the timesheet. This option is used in conjunction with the customer field on the Job Maintenance screen (within the Job Cost application) to determine the customer assigned to the job specified on the timesheet. If this option is selected you must define the pay rates by customer within the Customer Pay Rates screen.
- Select **Employee** if the default timesheet pay rates should come directly from the employee himself. If this option is selected you must define the pay rates by employee within the Employee Pay Rates screen. The Employee Pay Rates selection is an historical date sensitive way in which to outline an employees pay rates. If date sensitive pay rates are not required, you can simply enter the desired employee pay rate within the hourly rate field specified on this screen. The system will first look to the Employee Pay Rates to determine whether a rate is defined for the period specified by the payroll run. If no rates are found for this employee within the rate table, the system will take the hourly rate from the Employee Profile for hourly employees.
- Select **Job** if the job code is used to determine the default timesheet pay rates based on the job codes entered on the timesheet. If this option is selected you must define the pay rates by job within the Job Pay Rates screen.
- Select **Trade** if the employee's trade code is used to determine the default timesheet pay rates. Trade codes that default to the timesheet comes from the trade code specified on the employee profile but can be changed on a line-by-line basis during timesheet entry. If this option is selected you must define the pay rates by trade within the Trade Pay Rates screen.
- Select **Union** if the employee's union code is used to determine the default timesheet pay rates. The union codes that defaults to the timesheet come from the union code specified on the employee profile, but can be changed on a line-by-line basis during timesheet entry. If this option is selected you must define the pay rates by union within the Union Pay Rates screen.
- Select **Job/Trade** if the default timesheet pay rates should come directly from the Job Rates if setup, and then Trade Rates if no Job Rate existed. This is a hierarchical search for rate selection starting with Job, then Trade, then if both are missing the standard search of Employee Rates, then Employee Profile rate.
- Select **Job/Union** if the default timesheet pay rates should come directly from the Job Rates if setup, and then Union Rates if no Job Rate existed. This is a hierarchical search for rate selection starting with Job, then Union, then if both are missing the standard search of Employee Rate Table, then Employee Profile rate.
- Select **Job/Union/Employee** if the default timesheet pay rates should come directly from the Job Rates if setup, then Union Rates if no Job Rate existed, then Employee Rates if neither Job nor Union rates existed. This is a hierarchical search for rate selection starting with Job, then Union, then Employee. If the Davis Beacon flag is checked on the job, the pay rate on the timesheet will be the highest of all three rates.

Preferred Method For Direct Deposit Stubs

Select the preferred by employee method for sending Direct Deposit stubs: Email, Mail or None.

Direct Deposit Email

Enter a valid e-mail address when the preferred method for Direct Deposit stubs is Email.

Minimum Hour Code

- Enter the Minimum Hour Code for the employee which is defined in the Minimum Hour Codes screen in E-time. This would be used for salaried employees. The system uses the Working Hours/Year and the Working Days/Year to calculate the number of working hours per day. This is multiplied by the number of normal working days in the E-time period (e.g. Monday to Friday). This is then multiplied by the minimum code percentage to get the minimum hours required for the individual employee for that period. The minimum hours required is truncated to a whole number and is applied in E-time timesheet entry.

Entered Overtime

If you are using E-Time and employees enter their own time, do you allow this employee to enter his/her own Overtime.

Entered Double Overtime

If you are using E-Time and employees enter their own time, do you allow this employee to enter his/her own Double Overtime?

Job / Cost Code / Category

Optionally specify any of the Job, Cost Code or Category values to default into the Timesheets for this employee. These values can be changed in the Timesheet Entry screen as required.

Equipment Number /Job Cost Code/Equipment Category /Equipment Transaction Code

Optionally specify any Equipment values to default into the Additional Values – Equipment section of the standard Timesheet entry screen for this employee. These values can be changed in the Timesheet Entry – Additional Values (Equipment tab) screen as required.

Time for Equipment will be automatically inherited from the hours recorded in the Timesheet for this equipment, but this can be modified through the Additional Values option.

Benefits Setup (Standard) – Quick Guide

Overview – Hierarchical Benefits Setup

The way in which default Benefits are set up is hierarchical, with defaults set up at lower levels overriding those set up at higher levels. This allows for defaults to be set up for groups of Employees, and exceptions to be set at lower levels.

Step 1: System Level Set Up of Benefit Components

First, the component(s) of Benefits must be set up. Benefits of all types, health or otherwise, must first be set up as Master Benefits, at the System level. If the Benefit has Plans and Plan Options, they can be set up via the Benefit and Deduction Plans and Benefit and Deduction Plan Options screens.

Once the components have been set up, they can be used to:

1. Set up default Benefits en masse at the Company, Job, Union and Trade level, which are inherited by the relevant Employees
2. Assign Benefits directly to Employees records at the Employee Level.

Master Benefits – Set Up Master Benefits for All Companies

The Benefits Master Maintenance screen is used to enter the set of Master Benefits for all Companies in the system, with the basic details of a Benefit defined. These Master Benefits are then used, as bases, to set up Benefits at the Company level, where further details are set up, such as Debit and Credit Accounts, and the frequency of payments. Also, at the Company level, an eligibility condition can be set up for a Benefit using a standard Eligibility Base (Base Wage, Hours Paid, or Hours Worked) and entering an Eligible Amount (user-defined Eligibility Bases can be set up using Extended Benefits, which are covered in the *Benefits Setup – Extended* quick guide).

If the Master Benefit has different benefit plans available, its plans are defined via the Benefit and Deduction Plans screen; and if a benefit plan has different plan options, they can be set up via the Benefit and Deduction Plan Options screen.

Benefit and Deduction Plans – Set Up Plans for Benefits

The Benefit and Deduction Plans screen is used to set up the Plans available for the Master Benefits defined in the Master Benefits screen.

Benefit and Deduction Plan Options – Set Up Plan Options for Benefit Plans

The Benefit and Deduction Plan Options screen is used to set up the Plan Options that are available under the Plans defined in the Benefit and Deductions Plans screen.

Step 2: Company Level Set Up of Defaults

Once the components of Benefits are set up at the System level, they can be used to create and define Benefits at the Company level. Then, Company level Benefits can be used to create customized versions at lower levels, with the higher level's defaults overridden by variant versions at a lower level, as exceptions.

Company Benefits

The Company Benefits Maintenance screen is used to set up the Benefits for a **Company**, **Pay Group** and **Pay Run** combination. Once a Master Benefit is selected via the **Benefit Code** field, its defaults are loaded, but they can be overridden with new values. The default Benefit Amount can be overridden on the **Pay Frequency** tab.

The following are some of the further details that define a Company level Benefit:

- Plan, Plan Option
- Start & End dates
- Debit & Credit Accounts
- Calculation Frequency, Benefit Amount
- Remittance Frequency, Remittance Amount, Vendor
- Base Benefit (complex Benefit set up using Base Benefits & Base Elements)
- Eligibility Base (Base Wage, Hours Paid, or Hours Worked) & Eligible Amount
(e.g. if Eligibility Base set to "Base Wage" & Eligible Amount set to "1000", then Employee gets Benefit if Employee's pay for the Pay Period is at least \$1000)

Step 3: Job, Union & Trade Level Set Up of Defaults

Once the Benefits are set up at the Company level, they can be used to create default versions of them at the Job, Union, and Trade Level.

NOTE: It is not necessary to set up Benefit at this level in order to set up a version of it at the lower Employee level.

Job Benefits

The Job Benefits Maintenance screen is used to set up a customized version of a Company level Benefit for a particular **Pay Run**, a particular **Job**, a particular **Cost Code (Phase)** or all Cost Codes, a particular **Category** or all Categories, a particular **Employee** or all Employees, a particular **Trade** or all Trades, and finally, a particular **Pay Group** or all Pay Groups.

The screen allows for the override of the defaulted values for the **Amount**, **Effective Date**, **End Date**, and **Vendor** fields. The hierarchy for determining these values is as follows:

If an override value exists at the Employee level, that value is used, otherwise, the system checks if an override value exists at the Job level. If an override value exists at the Job level, that value is used, otherwise, the system checks if an override value exists at the Job level. If an override value exists at the Job level, that value is used, otherwise, the system uses the value set at the Company level.

Union Benefits

The Union Benefits Maintenance screen is used to set up a customized version of a Company level Benefit for a particular **Union** and **Pay Run**, for a particular **Work Location** or all Work Locations, and for a

particular **Trade** or all Trades. The screen allows for the override of the defaulted **Benefit Amount**, **Effective Date** and **End Date** fields.

This screen also allows a Benefit to be designated as an Advanced Payment type. Advance Payment Benefits assume that a pre-payment has already been recorded on the Company's books in relation to this Benefit. During payroll processing, the system will calculate the Benefit Amount for the pay period; and rather than crediting the accrued liability account specified by the Company level Benefit, the system will post a credit to the liability account specified by this screen's **Advanced Pay Account** field, for the specified **Amount** going to the Union.

The following are some of the fields that define a Union level Benefit:

- Company Level Benefit, Plan, Plan Option
- Start, Effective, & End dates
- Benefit Amount
- Advanced Pay Account
- Vendor

Prevailing Wage Benefits by Trade

The Prevailing Wage Benefit by Trade Maintenance screen is used to define the Pay Rates to be used in the calculation of prevailing wage benefits subject to specific trades on a Prevailing Wage Job. This is most commonly used for the Pension Trust benefit calculation on a Prevailing Wage Job. In this case, the rates that are used to determine the Pension Trust benefit for each trade under a prevailing wage are set by the government and are different from the actual Pay Rate, Charge Out Rate and Billing Rates.

In order for the proper calculation to be processed the job must be flagged as a prevailing wage job on the Job Work Locations Maintenance screen and the benefit has been flagged as a prevailing wage on the Benefits Master Maintenance screen. When the system processes this a Benefit of this type, it will use the rates as defined within the Benefits by Trade screen to calculate the amount.

Step 4: Employee Level Set Up of Defaults

The Employee level is the lowest level, at which defaults set up at higher levels automatically get added to Employee records as actual employee benefits, and at which Benefits can be directly added to Employee records. Being the lowest level, any Benefits added and set up at the Employee Level override the defaults set up at higher levels.

Employee Benefits

The Employee Benefits Maintenance screen is used to set up a customized version of a higher level Benefit for an Employee that is an exception. The screen allows for the override of the defaulted **Benefit Amount**, **Effective Date**, **End Date**, and **Vendor** fields.

The following are some of the fields that define an Employee level Benefit:

- Company Level Benefit, Plan, Plan Option
- Start, Effective, & End dates
- Benefit Amount
- Vendor

Step 1: System Level Set Up of Benefit Components

Master Benefits

BENEFIT MASTER MAINTENANCE

Enter Valid Reporting Group Code Or Select From List Of Values

BENEFIT MASTER MAINTENANCE

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

* Code: PEN7

* Description: Pension Benefit

* Short Description: Pension

Reporting Group: BEN Benefits

☐ Prevailing Wage

* Type: Percentage

* Base Code: BASE Base Wage

Amount:

☐ Paid in Cash

☒ Job Allocation

☐ Department Allocation

☒ Allocate Non Prevailing Wage Benefits to Prevailing Wage Jobs

☒ Dependent Enrollment Allowed

☐ Process Separate Check For This Benefit

☐ Create Voucher For Accounts Payable

* Job Allocation Based On: Hours Worked

Temporary Check Number:

* Calculation Sequence: 103200 View Used Seq

Effectuated Deduction:

Print Order: 1

Maximum Limit Group Code:

☐ Calculation Benefit

☐ Work Location Allocation

☐ * Calculate Overhead

☐ Exclude Without Wages

☐ Print Check Only

☐ * Job Allocation Using User-Defined Base Code

Pgm: PYBENFIT – Benefits Master Maintenance

The Benefits Master Maintenance screen is used to set up Master Benefits at the System level, including their defaults. These Master Benefits can then be used to create Company level Benefits, and its defaults can be overridden by the Company level Benefits.

Code

Code to identify Master Benefit being defined.

Description

Description for Master Benefit being defined.

Short Description

Short description for Master Benefit being defined, which will be used on screens, stubs and reports where space is prohibitive.

Reporting Group

Reporting group for Master Benefit being defined.

Reporting groups allow you to group different types of payroll benefits and deductions together for reporting purposes. This code must have been set up previously in the Reporting Group Maintenance screen (standard Treeview path: Payroll > Setup > Local Tables > Reporting Groups).

Prevailing Wage

Check this box if the Benefit being defined is subject to the Prevailing Wage Rule. The Benefit will only be used if the Job associated with the time is a Prevailing Wage Job.

The Prevailing Wage rule is a US requirement based on the Davis Bacon Act, whereby some government jobs are subject to minimum wage rates and mandatory benefits. Benefits which fall under this category must have this checkbox checked for appropriate calculations and reporting to occur.

Type

Select the appropriate benefit type for the Benefit that is being defined. The system allows you to select from one of the following types of benefits:

- **Lump Sum:** indicates Benefit is a flat amount, not based on any factors, such as the number of hours worked or wages earned for the pay period.
- **Percentage:** indicates Benefit is based on a percentage of wages earned.
- **Hourly:** indicates Benefit is based on the number of hours worked (most PW benefits are hourly).
- **Daily:** indicates Benefit is based on work days.
- **Percent of Union Pay Rate:** indicates Benefit is based on Union pay rate.

Base Code (Benefit Base)

This field is used to set what the Benefit's amount is based on, such as Base Wages, Hours Worked, Hours Paid, or customized Benefit Bases (set up via Benefit and Deduction Base Maintenance screen). The options available within this field's LOV depend on the benefit type selected via the **Type** field. Other than the **Lump Sum** type, each type has one or more standard options available, as well as any Benefit Bases that have been set up.

The following are the standard options available for each **Type**:

Benefit Type	Available Options	Details
Lump Sum	None	Indicates no Benefit Base is used, as no calculation is required for this Benefit Type, only an amount is specified via the Amount field
Percentage	Base Wage	Benefit's amount based on percentage of pay for pay period (salaried or waged); percentage entered in Amount field
	<i>customized Benefit Base</i> (advanced setup)	Benefit's amount based on percentage of customized Benefit Base (advanced Benefits setup)
Hourly	Hours Worked	<p>Benefit's amount based on number of Hours Worked for pay period, for salaried or waged Employees; amount to multiply Hours Worked value by is entered in Amount field</p> <p>Hours Worked equals number of hours worked by Employee, salaried or waged, regardless of Hour Types (Normal, Overtime...)</p> <p>Example: if Employee worked 40 Normal Hours and 10 Overtime Hours, the Hours Worked value is simply 50</p>

	Hours Paid	Benefit's amount based on number of Hours Paid for pay period, for salaried or waged Employees; amount to multiply number of Hours Paid by is entered in Amount field Hours Paid value is affected by Hour Types (Normal, Overtime...); Hours Paid equals sum of hours for each Hour Type, multiplied by their Rate Multiplier Example: if Employee worked 40 Normal Hours and 10 Overtime Hours, and Rate Multiplier for Overtime Hours is 1.5, then Hours Paid = 40 + 10 * 1.5 = 55
	<i>customized Benefit Base</i> (advanced setup)	Benefit's amount based on customized Benefit Base, which allows calculations to be based on different Hour Types and other more advanced options.
Daily	Daily	Benefit's amount based on number of Days Worked during pay period, for either salaried or waged Employees; amount to multiply number of Hours Paid by is entered in Amount field
	<i>customized Benefit Base</i> (advanced setup)	Benefit's amount based on customized Benefit Base, which allows for more advanced setups.
Percent of Union Pay Rate	Hours Worked	Benefit's amount based on a percentage of Employee's Union Pay Rate; if Union Pay Rate not found for Employee in Union Pay Rate Table, system uses highest Pay Rate set on Employee's Profile; percentage entered in Amount field Employee's Preferred Pay Rate must be set to Union
	<i>customized Benefit Base</i> (advanced setup)	Benefit's amount based on customized Benefit Base, which allows for more advanced setups

Amount

The field's value is a dollar amount or a percentage, depending on the type selected via the previous **Type** field.

This field may be left blank if it does not make sense to set a default amount for the Benefit at the System level. If a value is entered, and this Master Benefit is used to set up a Benefit at a lower different level (e.g. Company or Employee level), the value entered in this field will be overridden by the value set for lower level Benefit.

Paid in Cash

Check this checkbox if the Benefit being defined is a receivable benefit where the Employee will be paid monies directly. An example of this type of benefit would be a car allowance.

Leave this box blank if this Benefit is non-receivable and the employer will pay a third party on behalf of the Employee. An example of this type of benefit would be a group life insurance policy.

Calculation Benefit

Check this checkbox if this Benefit is only used in the calculation of other Benefits. When this box is checked, this Benefit will not appear within the Employee History screen or on any reports.

Leave this box blank if this is a standard benefit that should be recorded within the Employee History table and reported on relevant reports.

Job Allocation

Check this box if this Benefit should be charged as payroll burden to the Job(s) on which the Employee is working during the Pay Periods for which this Benefit is calculated. An Employee's Job details are set up via the Employee Profile screen.

In regards to taxes, if this box is checked, the Benefit amount will be included in the Employee's taxable income within the Job's work location.

The payroll burden associated with this Benefit is pro-rated by the total wages calculated for the pay period. The calculated amount will be divided amongst the timesheet entry lines in relative proportion to the total wages represented on each line.

Leave this field blank if a Job allocation is not required for this benefit.

Work Location Allocation

Check this box if the Benefit being defined should be allocated to the Employee's work location, so that it will be included in the taxable income within that location, if applicable.

Leave this field blank if the Benefit should be included in the taxable income within the Employee's home location, if applicable, which is set via the **Geo Code** field on the **Tax** tab of an Employee Profile.

NOTE: This box only pertains to the appropriate allocation of benefits that are not Job allocated. When the Benefit is allocated to the Job, it is automatically allocated to the Job Work Location.

Department Allocation

Check this box if this Benefit should be charged as a payroll burden to the Department that was entered on an Employee's timesheet.

Leave this field blank if a Department allocation is not required for this benefit.

Calculate Overhead

If the flag is checked, Payroll Job Costing Overhead will be calculated.

Allocate Non Prevailing Wage Benefits to Prevailing Wage Jobs

To avoid setting up a Benefit twice, one as a prevailing wage benefit and the other as not a prevailing wage benefit, check this flag if the benefit is applicable to both types of Jobs.

This checkbox is only available if the Benefit is being defined with Job Allocation.

Dependent Enrollment Allowed

Check this box if dependents are allowed on this Benefit.

This field is used in conjunction with the Human Resources application. Please refer to the Human Resources reference guide for further details.

Exclude Without Wages

This checkbox is only applicable to Benefits of the **Lump Sum** type. If checked, the system will not calculate this Benefit for Employees with no wages (basic wage or paid leave) in the processing period.

Process Separate Check For This Benefit

Check this box if the benefit will be processed as a separate check. This option is only available if the Benefit is set up as a Lump Sum cash benefit, and it cannot be overridden at the Company or Employee level.

Print Check Only

This box is enabled if the **Process Separate Check for this Benefit** box is checked; and if this box is checked, a check will be printed regardless of the Employee's direct deposit setup.

Create Voucher for Accounts Payable

Check this box to have the Vouchers for this Benefit created through the Generate AP Voucher option in processing.

Job Allocation Using User-Defined Base Code

This box is enabled if the **Job Allocation** box is checked. When this box is checked, Job allocates only to transaction types + codes specified by user-defined Base Code (Benefit Base).

Include in Salary in GL Monitor (Forms Only)

If checked, system will automatically assign an Employee to a GC Employee Group linked with the Employee Department, if found.

Job Allocation Based On

This field is only relevant if you are using Extended Base Codes, and it works in conjunction with the **Base Code** field to set how the Benefit is calculated.

Temporary Check Number

A temporary check number is assigned to the Benefit that will be processed as a separate check; this number will be the user-defined check number for the benefit check. This temporary check number can be changed here, and it cannot be less than 100.

Calculation Sequence

Enter the Calculation Sequence for the benefit that is being defined. The calculation sequence number is shared with the deduction's calculation sequence number. The Calculation sequence number is a 38-digit number which indicates the numeric order of the benefit relative to all the other Benefits and Deductions. The system will use the sequence number of each Benefit and Deduction to determine the correct processing order for all the payroll calculations.

This can be critical when a benefit requires the prior calculation of another benefit or deduction to process its amount.

EXAMPLE: 401K benefit may be calculated on Base Wage plus the Benefit Car Allowance minus the deduction Union Dues. In this case, the 401K deduction must have a calculation sequence number larger than the Car Allowance benefit and the Union Dues deduction.

Effected Deduction

Enter the Effected Deduction for the benefit that is being defined. This field is only accessible if you have indicated that this Benefit is subject to the Prevailing Wage rule.

This field allows for a Benefit to be paired with a deduction for the purposes of calculating that deduction. When a deduction is assigned in this field, the system will exclude the amount of wages used for the Benefit being defined when calculating this deduction.

Take for example the situation where defining a prevailing wage benefit such as a Pension Trust. In this case, enter the 401K deduction into this field so that when that 401K deduction was calculated it would exclude the portion of wages that were used in the calculation of the Pension Trust benefit.

In dollar terms it would mean that if \$40 of a total \$100 week were earned working on a prevailing wage job, the associated 401K deduction would only be calculated on the remaining \$60.

Print Order

Enter the print order number for the Benefit that is being defined. The print order number is a 4-digit numeric field that determines the order of this Benefit on the Payroll Journal.

Maximum Limit Group Code

Enter the Maximum Limit Group Code. This will include the Benefit in that group when processing payroll.

Step 2: Company Level Set Up of Defaults

Company Benefits

The screenshot displays the 'COMPANY BENEFITS MAINTENANCE' interface. At the top, there's a header bar with 'Table Mode' and icons for Save, Exit, Help, and other functions. Below the header, the 'SELECTION CRITERIA' section includes dropdowns for Company (CCC), Pay Group (NONE), and Pay Run (CCCW). The 'BENEFIT DETAILS' section has tabs for Basic, Pay Frequency, and Advanced. The Basic tab is active, showing fields for Benefit Code (BEN5), Plan Code (FAMILY), Plan Option (DEFAULT), Start Date (01/Feb/2014), End Date, Benefit Type (Lump Sum), Debit Dept. Code, Debit Account Code (6400.550), Credit Dept. Code, and Credit Account Code (6400.551). There are also buttons for Employee, Job, and Tax Element. At the bottom, a summary bar shows 'Benefit BEN5'.

Pgm: PYCOMBEN – Company Benefits Maintenance

The Company Benefits Maintenance screen is used to set up the default Benefits for a particular **Company**, **Pay Group** and **Pay Run** combination.

A Company Benefit uses a Master Benefits as a base, and once a Master Benefit is selected via the **Benefit Code** field, its defaults are loaded, but they can be overridden with new values. The default Benefit Amount

can be overridden on the **Pay Frequency** tab. Also, a Company Benefit is defined with further details, such as Debit and Credit Accounts, and the frequency of payments; and an eligibility condition can be set up for it via the **Advanced** tab.

Selection Criteria – Section

Company

Enter/Select the Company for which this Benefit will be defined.

Pay Group, Pay Run

These fields work in conjunction with each other. For the **Pay Group** field, the “**ALL**” and “**NONE**” codes have special meanings, and set whether the Benefit gets assigned to Employees of the selected **Pay Run** at this level (Company level) or at lower levels.

If “**ALL**” is selected, the Benefit is assigned to all Employees of the selected **Pay Run**, at this level.

If “**NONE**” is selected, no Employees of the **Pay Run** are assigned the Benefit at this level, and instead, the Benefit is only associated to the selected **Pay Run**. Actual assignments of the Benefit are made at lower levels.

The following subsection, *Assigning Benefits to Employees*, provides further details about how these two fields are used.

Assigning Benefits to Employees

The following provides further details about how Benefits are assigned at the Company level, and at lower levels.

Benefits Belonging to ALL or Most Employees in Pay Run

When defining a Company Benefit that applies to all or most Employees of a **Pay Run**, select “**ALL**” in the **Pay Group** field to not restrict the Benefit to a single Pay Group, and select the Pay Run via the **Pay Run** field.

If particular Employees within the Pay Run are not to receive the Company Benefit, create Employee Benefits for the Employees based on this Company Benefit and set the **Benefit Amount** field to zero. Similarly, if particular Employees within the Pay Run require particular values set for this Company Benefit to be overridden, create Employee Benefits for the Employees based on this Company Benefit and enter the override values.

Benefit Belonging to Some Employees in Pay Run

When defining a Company Benefit that only applies to some Employees of a **Pay Run**, select “**NONE**” for the **Pay Group** field to indicate that this Benefit is not to be assigned at this level, and select the Pay Run via the **Pay Run** field to only associate this Company Benefit to the Pay Run.

Then, this Benefit can be defined at the Employee level for the Employees of the Pay Run that are to be assigned the Benefit.

Benefits Belonging to Specific Pay Group

To assign a Company Benefit to all of the Employees of a specific Pay Group, select the Pay Group via the **Pay Group** field and select the relevant **Pay Run**.

To assign this Company Benefit to Employees outside of the Pay Group, or to override the values set at this level, versions of this Benefit can be created at the Employee level.

Benefits Belonging to Unions, Jobs, or Trades

When defining a Company Benefit that only applies to the Employees of a particular Union, Job, or Trade, select “**NONE**” for the **Pay Group** to indicate that this Benefit is not to be assigned at this level; and select the relevant Pay Run via the **Pay Run** field to only associate this Company Benefit to the Pay Run.

Then, this Benefit can be defined at the Union, Job, or Trade level to assign the Benefit to the appropriate Employees.

Benefits Connected to Plans and Options

When defining a Company Benefit that has different Plans and Plan Options to choose from, select “**NONE**” for the **Pay Group** to indicate that this Benefit is not to be assigned at this level; and select the relevant Pay Run via the **Pay Run** field to only associate this Company Benefit to the Pay Run.

Then, this Benefit can be defined at the Employee level, using the Plan and Plan Options selected by the Employees.

Basic – Tab

The screenshot displays the 'COMPANY BENEFITS MAINTENANCE' application window. The top header bar includes a 'Table Mode' button and icons for Save, Exit, Help, and other functions. The interface is divided into two main sections: 'SELECTION CRITERIA' and 'BENEFIT DETAILS'.

SELECTION CRITERIA:

- * Company: CCC (dropdown menu)
- Pay Group: NONE (dropdown menu)
- Pay Run: CCCW (dropdown menu)

BENEFIT DETAILS:

Navigation buttons: Search, Insert, Delete, Previous, Next, Workflows, Report Options, ECM Documents, User Extensions.

Basic Tab Fields:

- * Benefit Code: PWB (dropdown menu) | Prewailing Wage Benefit | ☐ Cash
- * Plan Code: SINGLE (dropdown menu) | Single
- * Plan Option: T-FREE (dropdown menu) | Tobacco Free
- * Start Date: 01/Jan/2010 (calendar icon)
- End Date: 31/Dec/2012 (calendar icon)
- * Benefit Type: Hourly (dropdown menu)
- Debit Dept. Code: 00 (dropdown menu) | Company Level
- * Debit Account Code: 6401.100 (dropdown menu) | PW Benefit DR
- Credit Dept. Code: 00 (dropdown menu) | Company Level
- * Credit Account Code: 6402.100 (dropdown menu) | PW Benefit CR

Buttons: Employee, Job, Tax Element

Benefit: [text field]

Pgm: PYCOMBEN – Company Benefits Maintenance – **Basic** tab

Benefit Code

Enter/Select the Master Benefit to use in creating this Company level version.

Cash – Checkbox

The display-only checkbox's state is defaulted from the Master Benefit that this Company Benefit is based on (cannot be changed at this level).

If checked, this Benefit is a receivable benefit where the Employee will be paid monies directly. An example of this type of benefit would be a car allowance.

If unchecked, this Benefit is non-receivable and the employer will pay a third party on behalf of the Employee. An example of this type of benefit would be a group life insurance policy.

Plan Code

Select the Plan associated with the Benefit.

The **Plan Code** field will automatically default to “**DEFAULT**” when a Company Benefit is defined under a specific **Pay Group** or if “**ALL**” is select for the **Pay Group**. When defining a Benefit under the Pay Group “**NONE**”, you may select from the available list of Plan Codes. Only those Plan Codes previously defined within the Plan Code Maintenance screen can be used within this field. Please refer to the Benefit And Deduction Plans Maintenance for further details.

Plan Option

Enter the Plan Option associated with the Plan set in the previous field.

This field will automatically default with the code 'DEFAULT' when a Company Benefit is defined under a specific Pay Group or the Pay Group 'ALL'. When defining a Benefit under the Pay Group “**NONE**”, you may select a Plan via the **Plan Code** field. Only those options defined within the Plan Options Maintenance screen will be available within this field.

Start Date

Enter the Start Date that the Benefit becomes active. During payroll processing, this Benefit will only calculate if the Pay Period's Processing Date is on or after this date.

End Date

Enter the end date after which the Benefit will cease to be active. During payroll processing, this Benefit will only calculate if the Pay Period's Processing Date is on or before this date.

To leave this Benefit active indefinitely, leave this field blank.

Benefit Type

The Benefit Type defaults from the Benefit Master File and cannot be changed at the Company level.

The system allows for the following types of benefits; Lump Sum, Percentage and Hourly.

- **Lump Sum** indicates that the Benefit will be a flat amount no matter how much the Employee earns or how many hours were worked during the Pay Period.
- **Hourly** indicates that the Benefit is based on the number of hours worked.
- **Percentage** indicates that the Benefit is based on a percentage of wages earned.

Debit Dept. Code, Debit Account Code

Enter the Department and Account that the system will debit when this Benefit is processed for this Company. Typically, enter the expense account associated with the Benefit being defined within this field. If the **Debit Dept. Code** field is left blank, the system will use the Employee's Department.

If the **Job Allocation** checkbox was checked for this Benefit's Master Benefit base, the system will debit the Job/Cost Code/Category Department and Account as entered on the Timesheet entry line.

Credit Dept. Code, Credit Account Code

Enter the Department and Account that the system will credit when this Benefit is processed for this Company. Typically, enter the accrued liability account associated with the Benefit being defined within this field. If the **Credit Dept. Code** field is blank, the system will use the Employee's Department.

Leave this field blank if the **Cash** checkbox has been checked for this Benefit (checked when Master Benefit was created), as the system will credit a cash benefit to the Cash/Bank Account defined by the Pay Group associated with the Employee for the amount of the receivable benefit.

[Employee] – Button

This button's launched popup displays all Employees who are applicable for the Benefit/Deduction, at the Company level.

[Jobs] – Button

This button launches the Job Benefits/Deductions Maintenance screens to allow users to add Benefits or Deductions by Jobs.

[Tax Elements] – Button

This button's launched popup is used for assigning Taxes to the Benefit, if they are required.

Pay Frequency – Tab

The screenshot shows the 'COMPANY BENEFITS MAINTENANCE' window with the 'Pay Frequency' tab selected. The 'SELECTION CRITERIA' section includes dropdowns for Company (CCC), Pay Group (NONE), and Pay Run (CCCW). The 'BENEFIT DETAILS' section has tabs for Basic, Pay Frequency, and Advanced. The Pay Frequency tab contains fields for Calculation Frequency (Weekly), Amount (0.000), Remittance Frequency (Weekly), Remittance Amount, Vendor, and Comments. There is also a checkbox for 'Create AP Voucher From Remittance Total Amount'.

Pgm: PYCOMBEN – Company Benefits Maintenance – **Pay Frequency** tab

Calculation Frequency

Verify/Modify the frequency with which this Benefit will calculate. The Calculation Frequency field's value defaults from the selected **Pay Run**, but it can be changed to a frequency different from the one associated to the **Pay Run**.

Amount

Verify/Modify the amount for the Benefit that is being defined, which defaults in from the Master Benefit. You may change it to an appropriate value for the Company, Pay Group and Pay Run being defined.

The field's value is a dollar amount or a percentage, depending on the type selected via the **Benefit Type** field on the **Basic** tab.

NOTE: This amount must be ZERO if using the Remittance Amount and Frequency to define the payments for this Benefit, or if the Benefit will be defined at the Employee/Union levels.

Remittance Frequency

Specify the frequency for which payments will be made to the Vendor for this Benefit.

Remittance Amount

Specify the optional Remittance amount to be paid to the Vendor based on the Remittance Frequency. This is typically used in cases where the payment is a fixed amount per period.

NOTE: This amount will be ZERO if the Benefit will be defined at the Employee/Union levels.

Vendor

Enter the Vendor that represents the Benefit being defined, if the Master Benefit has the **Create Voucher For Accounts Payable** checkbox checked.

Comments

Enter a comment here if you wish for it to be printed on the AP Check stub (format permitting).

Create AP Voucher From Remittance Total Amount

Any Benefit or Deduction of the Lump Sum type can be set up against Pay Group 'NONE' to create a Voucher for Accounts Payable. The Master Benefit must also have been flagged for this function. In order to use this flag, the **Amount** field must be entered as zero and the **Remittance Frequency** set different than **Calculation Frequency**, with a **Remittance Amount** entered. Also, the Vendor must have been entered and be a valid AP Vendor in order for the Vouchers to be created. If required, turn off the Create Voucher function within a specific Company.

Advanced – Tab

COMPANY BENEFITS MAINTENANCE Table Mode Save Exit ? ? ? ? ? ?

Enter Eligibility Amount If Applicable

SELECTION CRITERIA

* Company CCC CMIC Test Construction Company

Pay Group NONE No Groups

Pay Run CCCW CCC Weekly Pay Run

BENEFIT DETAILS

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

Basic Pay Frequency Advanced

Base Code

Eligible Base Hours Worked

Eligible Amount 40

☒ Benefits Print Flag

☒ Benefits Secure Flag

☐ Calculate Only On First Check

Pgm: PYCOMBEN – Company Benefits Maintenance – **Advanced** tab

The **Advanced** tab is used to set up an eligibility condition for the Benefit, so that before a Benefit is granted to an Employee, the system checks if the Employee is eligible for the Benefit based on the eligibility condition. It also contains flags to control additional options.

Base Code

This field is used in conjunction with the **Eligible Amount** field to create an eligibility condition that must be satisfied in order for the Benefit to be granted.

This field is used instead of the **Eligible Base** field if a non-standard, user-defined eligibility base is required (i.e. eligibility base other than Hours Worked, Hours Paid, or Base Wage). Otherwise, the **Eligible Base** field is used, which contains the standard bases.

The Base Code must have been defined previously within the Benefit and Deduction Base Elements screen.

Eligible Base

This field is also used in conjunction with the **Eligible Amount** field to create an eligibility condition that must be satisfied in order for the Benefit to be granted, and it is used instead of the **Base Code** field if a standard eligibility base is required (Hours Worked, Hours Paid, or Base Wage). Otherwise, the Base Code field is used instead to select a user-defined eligibility base.

The Eligible Base allows for you to select one of the following options: Base Amount, Hours Worked, and Hours Paid. The value that you enter in this field is based on the previously selected Base Code.

- If you have selected the **Base amount**, the Eligible Amount would be the minimum gross wages earned before this benefit would be calculated.
- If you have selected the **Hours Worked**, or **Hours Paid** base amount, the Eligible Amount would be the minimum number of hours worked before this benefit would be calculated.

Eligible Amount

This field is used in conjunction with either the **Base Code** or **Eligible Base** field to define an eligibility condition to check against before granting the Benefit. The amount entered in this field is the minimum amount required to satisfy the eligibility condition.

Example 1: If “**Hours Worked**” is selected via the **Eligible Base** field, and this field is set to 40, then an Employee will receive the Benefit if the Employee worked at least 40 Hours Worked hours during the Pay Period.

Example 2: If “**Base Wage**” is selected via the **Eligible Base** field, and this field is set to 1000, then an Employee will receive the Benefit if the Employee was paid at least \$1000 for the Pay Period.

Benefits Print Flag

If checked, this Benefit will appear on the relevant payroll reports.

Leave this box unchecked if this Benefit is used for calculation purposes, and should not be reported on relevant payroll reports.

Benefits Secure Flag

If checked, this Benefit will appear in relevant queries.

Leave this box unchecked if this Benefit is used for calculation purposes and/or should not be reported in relevant payroll queries.

Calculate Only On First Check

Check this flag if the benefit being defined should only be calculated and processed once per Pay Period, regardless of how many checks are processed for the Employee during the Pay Run. For example, if your

Benefit is for GTL, you would check this box. This option only applies when the benefit type is Percentage or Hourly.

Benefits Upkeep

ACA Compliance Reporting via Greenshades

The system is capable of automatically generating ACA compliance data, on a monthly basis, for each full-time Employee. This data can then be exported to Greenshades in order to file Form 1095-C for each Employee to the IRS.

For the system to correctly produced ACA compliance data, the following information must accurately be maintained:

- Health Plan's start and end dates each year
- Employee start and end dates within each year
- Administrators **MUST** not change rates for Plans without ending and re-starting the Benefits
- Employee hire, termination and other dates relevant to ACA compliance, such as those tied to spouses and dependents
- Union status and union status change dates
- Administrators must properly maintain eligibility rules for Benefits (available in HR module), in order for system to correctly generate monthly ACA compliance data for Employees

For details, please refer to the *ACA Compliance (1095-C, 1094-C) Reporting Setup* section of the Greenshades reference guide.

Frequently Asked Questions

Common Questions about Payroll

The Payroll system is an integral component of CMiC Enterprise. As such, it is important to understand the functions any user may be working with either within Payroll or through the associated applications that impact Payroll Directly.

Here are a few of the frequently asked questions regarding Payroll and its functions.

Taxes

How are Employee and Employer Taxes Calculated?

Taxes are calculated through Enterprise and Vertex. The Tax codes and rates must be configured and specified in the Payroll application prior to Payroll Processing. Once Processing is run, the system will use the Vertex data to calculate the relevant taxes often based on the Work Locations of the employee.

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 through the various transactions looking for TX Transactions (which represent Tax Transactions). This can be done to verify additionally the Benefits or Deductions, Leave used, Expenses paid or Loan payments made in the period.

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

Transactions

What are the standard Transaction Types as coded for Queries, Forms, 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 include:

- **BN** – Benefit
- **BW** – Basic Wage
- **DE** – Deduction
- **EX** – Expense
- **LE** – Leave
- **LI** – Loan Interest

- **LP** – Loan Principle
- **PL** – Public Liability
- **TX** – Tax
- **WC** – Worker 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 will exist depending on the codes used when setting up items like the Tax Codes, Benefits, Deductions, etc. from the Local Tables. As such, they may vary from Company to Company (even within a single FEIN!).

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