Infor SyteLine Payroll and Human Resources User Guide

Release 9.01.x

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Chapter 1: Human Resources

Human Resources Overview

Because employees can be a company's most valuable asset, the system provides a full range of tools to help you track all aspects of human resources. To work on the areas listed here, use the forms that are listed below each area.

- Recruiting programs
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- **Property** assigned to the employee
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  - **HR Vacation Calculation**
- **Process Manager**

The Human Resources module interacts with other system areas in the following ways:

- During payroll generation, you can summarize attendance hours, which pulls records from the **Attendance** form.
- These fields on an employee record are used in other areas of the system. Set these using the **Employees** form:

- Department
- Shift
- Review Date
- Salary
- Pay Freq
- Reg Rate
- OT Rate
- DT Rate
- Mfg Reg Rate
- Mfg OT Rate
- Mfg DT Rate
- Sick Hours Due
- Vac Hours Due
- Vac Hours Paid

Note: You do not need to set up Human Resources ahead of time. You can add records as you go.

Initial Human Resources Setup

Before you can add employee records, you must perform these tasks to set up the system:

1 Set up HR parameters on the **Human Resources Parameters** form.

2 Set up employee categories on the **Employee Categories** form.

3 Set up military service codes on the **Military Service** form.

4 Set up departments on the **Departments** form.

5 Set up shift codes on the **Shift Codes** form.

6 Set up position codes.

See Setting Up Employee Positions on page 10.

7 Set up payroll.

See Payroll Setup on page 39.

8 Set up recurring HR processes and tasks.

See About the Process Manager on page 27.

Setting Up Employees

Follow the steps in these topics to set up an employee in the system.

- Specifying initial information about a new employee
- Setting Up an Employee for Direct Deposit
- Setting Up Employee Deductions and Earnings

- Set up employee pay frequency.
- Setting up Workers Compensation Deductions.
- Setting up Employee Status
- Setting Up Employee Positions

Setting up Employee Status

1 Use the **Employee Status** form, or the **Employee 360** form, to define status codes for employees. For example, you could create these statuses: `FTA` for a full-time, active employee, `PTA` for a part-time, active employee, `FML` for a full-time employee who is currently on family leave, or `MIL` for an employee on military leave.

2 Specify a **Type** for each status code: `Active`, `On Leave` or `Terminated`.

Note: On the **Employee Status** form, to determine where the employee status is used in the system, select **Actions > Where Used**.

Setting Up Employee Positions

1 Use the **Positions** form, or the **Employee 360** form, to record information about available positions within your company and to list job details relating to the position. You must define a job detail record in the grid for each instance of the position in the company. Therefore, the number of position detail records will never be less than the number of employees in the company.

2 Use the **Employee Positions** form, or the **Employee 360** form, to record information about the current position held by an employee.

   Note: You cannot save a record whose job status is `Filled` for the position and job-detail combination. You can assign an employee only to a `Vacant` position. The position status is automatically changed to `Filled`, and the employee's old position, if any, is changed to `Vacant`.

   While working with a position record, you can select **Actions > Move to History** to delete the record and move it to the **Position History** form. Use this option only when an employee is not given another position.

3 When you save a new **Employee Position** record, the **Employee Salary** form is displayed automatically so you can enter the employee's salary information.

Specifying initial information about a new employee

To add a new employee record to the system, use either the **Employees** form or the **Employee 360** form.

1   To create a new record on the **Employees** form, select **Actions > New**. To create a new employee on the **Employee 360** form, click **Add New Employee**.

2   On the **Employees** form, the **Copy From Applicant (Modal)** form displays. Use this to base the new employee's record on an existing applicant record. Otherwise, click **Cancel** to return to the **Employees** form.

3   In the **Employee** field:

- If you want the system to assign the next available employee ID, leave it blank.
- If you want to manually assign a custom ID, enter the identifier.

4   Enter information for the employee in all the required fields. Required fields include:

- Shift: Select the shift to which the new employee is assigned.
- Wage Acct: Select the account from which the employee's earnings are to be paid.
- Emp Type: Select the employment payment type for the new employee. This indicates whether the employee is to be paid on an hourly basis, a salaried basis, or some other basis.
- Pay Freq: Select the frequency at which the employee is to be paid.
- Generate Payroll From: Select the payroll basis on which the employee's pay is to be calculated.
- Marital Status: Select the employee's marital status to be used for the employee's federal income tax filing status.
- Employee Category: Select a category for the employee.

5   Enter any optional information available about the new employee.

Setting Up Employee Deductions and Earnings

1   To create and define the codes for each deduction that may be used in your system, use the **Deduction and Earning Codes** form.

2   To set up temporary deductions (unions, loans, or garnishes) for each employee, use the **Employees** form, or the **Employee 360** form:

a   On the **Deductions** tab on the **Employees** form, or Deductions and Earnings page on the **Employee 360** form, enter the employer's retirement contribution and specify whether the value is a percentage or an amount.

b   If applicable, enter a union deduction:

- In the **Union Deduction** field, enter the amount of the deduction, whether a currency amount or a percentage.
- In the **Per** field, select the type of deduction rate (whether the amount is to be deducted per hour, as a percent, or as a fixed, flat rate).
- In the **Union Freq** field, select the frequency at which the deduction is to be made.
- In the **Union Liab Acct** field, enter a valid General Ledger (G/L) account number to identify the union liability account that the union deduction is posted against.

c   If applicable, to automatically deduct an amount from an employee's paycheck for a loan, enter:

- In the **Loan Deduction** field, the amount to be deducted per deduction, in the domestic currency.
- In the **Loan Freq** field, the frequency at which repayments should be deducted from the employee's pay.

- In the **Loan Balance Due** field, the amount of the loan to be repaid

    The system stops the deductions when the **Loan Balance Due** amount reaches **0** (zero).

  d   If applicable, to automatically garnish wages from an employee's paycheck, enter:

    - In the **Garnish Deduction** field, the amount to be garnished
    - In the **By** field, whether it is a percentage or a domestic currency value
    - In the **Garnish Freq** field, the frequency at which garnishments should be made
    - In the **Garnish Balance** field, the amount to be garnished

        The system stops the deductions when the **Garnish Balance** amount reaches **0** (zero).

3   To set up other deductions or earnings, use either the **Deductions** tab on the **Employees** form, or the Deductions and Earnings page on the **Employee 360** form. Specify the following for each deduction or earning type:

- In the **Code** field, the deduction or earning type code.

    When you select a code, the system automatically displays the description for the deduction or earning in the **Description** field.

- In the **Amount** field, the amount to be deducted or added.
- In the **Type** field, whether it is a percentage of the employee's pay or a flat domestic currency amount.
- In the **Frequency** field, the frequency at which the amount is to be deducted or added.
- In the **Balance** field, the total amount to be deducted or added.
    Note: If this field is blank, the amount is deducted or added on an ongoing basis.

4   To set up a deduction for additional local taxes, on the **Deduction and Earning Codes** tab on the **Employees** form, specify either `Before tax deduction from gross pay` or `Deduction from net pay after tax`.

Additional local taxes can be deducted from employee checks and reported in box 20 of the W-2 form. This deduction method should only be used when two or more local taxes are necessary.

NOTES:

- When a deduction or earning is based on a percentage calculation and the deduction type on this form is `Before tax deduction from gross pay`, the system calculates the amount based on the employee's gross pay.
- W-2 box 20 works differently with the deduction type `Deduction from net pay after tax` than it does with any other type of deduction. If you use the `Deduction from net pay after tax` option with W-2 box 20, the system uses the same base pay used to calculate the primary city tax when the deduction is based on a percentage.

> **Caution:** Each additional local tax deduction generates an additional W-2 for each employee who takes that deduction.

Example: Determining the Difference between Earnings and Pre-Deduction Earnings

This example describes the process of determining the difference between earnings and pre-deduction earnings.

To determine the difference between an earning and a pre-deduction earning, employee 1 has the following salary and deductions and earnings set up:

Base Salary $500.00

D/E:

- Earning B1 100.00
- Earning B2 10.00
- Earning B3 10%

When Compute PR is executed, the following calculations are applied:

- Gross Pay: $660.00
- D/E 1: 100.00
- D/E 2: 10.00
- D/E 3: 50.00 (10% of 500.00)

Employee 2 has the following setup:

- Base Salary $500.00
- D/E:
- Pre-Deduct PD1 100.00
- Earning B2   10.00
- Earning B3   10%

When Compute PR is executed, the following calculations are applied:

- Gross Pay: $670.00
- D/E 1: 100.00
- D/E 2: 10.00
- D/E 3: 60.00 (10% of $500. + 100.)

Setting Up an Employee for Direct Deposit

Setting Up an Employee for Direct Deposit

Each employee can have an unlimited number of direct deposit bank accounts, as long as the total amount deposited into all bank accounts does not exceed the total payroll amount.

To set up an employee for direct deposit:

1 Open either the **Employees** form or the **Employee 360** form.

2 In the **Employee** field, select the record for the employee.

3 Verify that the **Direct Deposit** check box is selected.

4 Click the **Direct Deposit Bank Accounts** button.

5 Specify this information:

- In the **Bank** field, specify the number of the bank to which the direct deposits are to be made. This number can be for any bank that currently exists on the **Direct Deposit Banks** form. When you select a bank number, the **Bank Name**, **Transit**, and **Direct Deposit Account** fields all display the information for the selected bank.

- If you are setting up multiple direct deposit banks for the employee, then in the **Rank** field, specify the rank for when this bank account should be processed. Specify 1 if this account should be processed first, 2 if it should be processed second, and so on.

- In the **Prenotification Periods** field, specify the number of pay periods for which the system should send out only pre-notifications before actually conducting a direct deposit to the employee's account.

- In the **Address** fields, specify the address information of the bank.

    Note: The pay period is determined by the **Pay Freq** field on the **General** tab.

6 In the **Bank Account** field, specify the employee's bank account number.

7 Select the bank account type (Checking or Savings).

8 (Optional) Specify either the maximum amount that can be deposited to the employee's account at one time (**Maximum Deposit Amount**) or a maximum deposit percentage (**Percent**).

9 Save the record.

10 Add additional direct deposit bank accounts as needed. There is no limit on the number of direct deposit bank accounts an employee may have as long as the total amount deposited into all bank accounts does not exceed the total payroll amount.

Disabling Direct Deposit

To disable direct deposit for an employee, clear the **Direct Deposit** check box on the **Employees** form.

Deleting a Direct Deposit Bank Account

You can delete a direct deposit bank account on the **Employees** form or from the **Employee Direct Deposit Bank Accounts** form.

Viewing, Adding, and Changing Employee Information

Use the **Employees** and **Employee 360** forms both to add records for new employees and to view, add, or modify information for existing employees.

The following steps assume you are working with an existing employee record.

For information about adding records for new employees, see Entering Information about a New Employee on page 10.

1   Open the **Employees** or **Employee 360** form.

2   Select an employee number.

3   Use the tabs, or pages, to navigate through the employee's record and view or change the desired values.

4   Save the form.

For more information about the fields on the **Employees** and **Employee 360** forms, see the appropriate field help topics.

Workers' Compensation

Setting up Workers' Compensation Information

Before you can specify all of the information that is required for Workers' Compensation about an employee injury, you must set up information on several forms.

1   On the **Tax Parameters** form, specify the appropriate **WC Industry Classification Code**and description. This code is assigned to your general industry by NCCI.

2   On the **Deduction and Earning Codes** form, specify the appropriate **WC Class Code** and description for each workers' compensation D&E code that has been defined. The class description can include the employee position to which the code applies.

For more information, see Setting up Workers Compensation Deductions on page 18.

3   On the **Prov/States** form, specify this information for each province or state where worker injuries could occur or be treated. You can usually obtain these codes from the web site of the state bureau of workers' compensation.

Workers' Comp Abbreviation
Specify the official abbreviation for the state or province, as determined by the workers' compensation authority.

Workers' Comp State Code
Specify the official numeric code for the state or province, as determined by the workers' compensation authority.

Workers' Comp Jurisdiction Code
Specify the official jurisdiction code for the state or province, if applicable, as determined by the workers' compensation authority.

4 On the **Workers' Compensation Authorities** form, verify that the appropriate authorities are listed. If not, add them.

5 On the **Workers' Compensation Data Collection Organizations** form, specify this information about all data collection organizations to which you must report workers' compensation claims. Data collection organizations, or DCOs, are usually specific to certain states, and can include insurers and state agencies.

Authority ID
Specify the authority to which the DCO reports.

Data Collection OrganizationDescription
Specify a short identifier for the organization that is collecting the data, and a longer description of the organization.

Industry Classification
Specify the NAICS industry classification, which defaults from the **Tax Parameters** form.

Reporting Required
Select this field if it is mandatory to report to this DCO. If this field is selected, the authority name is always shown on the **Employee Injuries** form.

6 Specify contact information about each insurer on the **Workers' Compensation Insurers** form. An insurer is the company that holds the workers' compensation insurance policy for your company.

7 On the **Workers' Compensation Policies** form, specify information about each workers' compensation insurance policy that your company carries.

8 These forms contain predefined workers' compensation injury codes, as defined by IAIABC. If additional codes are required, add them on these forms.

- **Workers' Compensation Injury Groups**
- **Workers' Compensation Injury Codes**

For more information, see

When an employee injury occurs, follow the steps in

Workers' Compensation Codes

When you set up or report on workers' compensation information for your company, you must be familiar with certain codes.

Injury Codes

A commonly used set of workers' compensation injury codes are predefined on the **Workers' Compensation Injury Groups** and **Workers' Compensation Injury Codes** forms. These codes are

generally accepted for use with workers' compensation claims by most states and provinces. However, you can add codes as needed.

Injury codes are divided into these types:

- Cause of Injury
- Nature of Injury
- Part of Body

After you select a type, you can select a group of that type. You can then select codes from that group, as shown in the examples.

Type C - Cause of Injury:

- Example group: III. Cut, Puncture, Scrape Injured By
- Example codes in the "Cut, Puncture, Scrape Injured By" group:
  - 15. Broken Glass
  - 16. Hand Tool, Utensil, Not Powered: Needle, pencil, knife, hammer, saw, axe, screwdriver
  - 17. Object Being Lifted or Handled: Being cut, punctured or scraped by a person or object being lifted or handled
  - 18. Powered Hand Tool, Appliance: Drill, grinder, sander, iron, blender, welding tools, nail gun
  - 19. Cut, Puncture, Scrape, NOC: Not otherwise classified in any other code, Includes power actuated tools

Type N - Nature of Injury:

- Example group: Specific Injury
- Example codes in the Specific Injury group:
  - 01. No Physical Injury: Glasses, contact lenses, artificial appliance, replacement of artificial appliance
  - 02. Amputation: Cut off extremity, digit, protruding part of body, usually by surgery, i.e. leg, arm
  - 03. Angina Pectoris: Chest pain
  - 04. Burn: (Heat) Burns or scald. The effect of contact with hot substances. (Chemical) burns. tissue damage resulting from the corrosive action chemicals, fume, etc., (acids, alkalies)
  - 07. Concussion: Brain, cerebral
  - 10. Contusion: Bruise - intact skin surface hematoma

Type P - Parts of Body:

- Example group: Upper Extremities
- Example codes in the Upper Extremities group:
  - 30. Multiple Upper Extremities Any combination of below parts, excluding hands and wrists combined
  - 31. Upper Arm Humerus and corresponding muscles, excluding clavicle and scapula
  - 32. Elbow Radial head
  - 33. Lower Arm Fore Arm - radius, ulna and corresponding muscles
  - 34. Wrist Carpals and corresponding muscles
  - 35. Hand Metacarpals and corresponding muscles - excluding wrist or fingers
  - 36. Finger(s) Other than thumb and corresponding muscles

Initial Treatment Codes

These codes classify the initial treatment of the injury, for example, no medical treatment, emergency care, or minor treatment by employer.

The codes from the IAIABC are predefined on the **Workers' Compensation Initial Treatment Codes** form. However, you can add codes as needed.

Classification Codes

Workers' compensation class codes determine the risk of injury, and therefore affect the insurance premium rate, for a specific industry or type of job.

Different states use different classification systems or have significant variations in classification rules. For these reasons, SyteLine does not predefine a list of class codes. Use the internet to find the appropriate codes for the states or provinces where your company does business, and then provide the information in these forms:

- Specify the default **WC Industry Classification Code** for your company on the **Tax Parameters** form. This NAICS code is shown on the **Workers' Compensation Data Collection Organization** form and can be changed there.
- Specify the NCCI-defined **WC Class Code** for a particular employee position on the **Deduction and Earnings Code** form.

State and Jurisdiction Codes

Use information from the Workers Compensation Insurance Organizations web site (wcio.org) to populate the Workers' Compensation abbreviation, code and jurisdiction fields for each state and province on the **Prov/States** form. These fields cannot be predefined because the states and provinces are not predefined on this form.

A jurisdiction refers to a state requirement or applicability.

Setting up Workers Compensation Deductions

Workers Compensation is an employer tax. You can set up different workers' compensation codes based on the tax liability for the employee position. For example, the tax liability is higher for factory workers than for clerical workers. The National Council on Compensation Insurance, Inc. (NCCI) recommends rates by industry and by the job being performed; however, each state/province sets the specific rates.

Every position type requires a Workers' Compensation code. Each code can use a different expense account, rate basis, premium amount, and earning limits.

1 On the **Deduction and Earning Codes** form, set up at least one code where the **Type** is set to `Worker's compensation`. In the **Worker's Comp** tab, specify this information:

   Rate Basis
   Select the rate basis for a Worker's Compensation deduction:
   - `Percent`: The premium amount is to be calculated as a percentage of wages.

- **Work Unit**: The premium amount is to be calculated as a fixed amount per work unit. Some states base Workers' Compensation on the number of work units. In this case, your payroll

Premium Rate

Specify the premium rate for the Workers' Compensation deduction. This value is used as a multiplier in calculating and posting Workers' Compensation liability. This amount should be a percentage if the **Rate Basis** is **Premium** and a fixed amount if the **Rate Basis** is **Work Unit**.

WC Class Code and Description

Specify a class code and description for this D&E code, as provided by NCCI. For example, an office worker has a lower risk of injury, and therefore a different class code, than a construction worker.

Year to Date Earn Limit

Specify the maximum amount of yearly earnings on which the percentage of Workers' Compensation can be taken. An entry of zero indicates there is no maximum earnings limit. An earnings limit is only valid when the **Rate Basis** is a percentage of wages.

Per Earn Limit

Specify the maximum amount of current earnings on which the percentage of Workers' Compensation can be taken, per pay period. A current earnings limit is only valid when the rate basis is a percentage of wages.

Work Unit Description

Specify a description to identify the work unit. A work unit descriptor is only beneficial when the **Rate Basis** is a **Work Unit** type.

2   When you set up other types of deduction and earning codes, if the **Type** is set to **Before Tax Deduct, Earning**, **Pre-Deduct Earning**, **Meals**, or **Tips**, and the earnings are exempt from Workers' Compensation premium calculations, select the **Workers Comp** check box.

3   When you create a position on the **Positions** form, in the **Workers Compensation** field, select a code that applies to the currently selected position details.

4   When you set up an employee on the **Employees** form, in the **Workers Compensation** field, select a code that applies to the currently selected employee. Only codes where the **Type** is set to **Worker's compensation** are listed.

5   In the **Payroll for Pay Period** form, if the rate basis is determined in work units, specify the number of work units that the employee has generated during the current pay period in the **Workers Compensation for Work Unit** field.

6   During **Payroll Processing**, the employer-paid Workers' Compensation amount and the gross wage amount on which it is based are displayed.

Reporting an Employee Injury for Workers' Compensation

Use this procedure when an employee is injured on the job and a workers' compensation claim must be filed.

1   On the **Employee Injuries** form, specify information about the employee, the work incident that caused the injury, the injury itself, and the insurance carrier and policy. For more information about any of the fields, use the context-sensitive help for the field.

2   Use the information on the form to fill out the appropriate workers' compensation paperwork. The report format is different for each state or province. If the required reports can be filled out online, you can copy and paste the information from this form into the report.

In some states or provinces, a .CSV file is acceptable; in these cases, you can export the information from this form and reorder the columns to the required format.

Masking Social Security Numbers

Select the **Mask SSN** option on the**Human Resources Parameters** form to mask all instances of social security numbers (SSNs) in the system except in these cases:

*   W2 forms always print the unmasked SSN.
*   The **Direct Deposit** report always masks the SSN, regardless of the setting on the parameters form.
*   The**Print/Post Payroll Checks** activity has a separate **Mask Employee SSN** option that is independent of the setting on the parameters form.

Users specify a social security number (SSN) value when they create a new record on the **Employees**, **Applications**, and **Service Contracts** forms.

After the record is saved, the SSN value is masked and the field is read-only. To update a masked SSN, click the **Change** button next to the field.

When **Mask SSN** is selected, SSN fields in grid views are disabled.

Rehiring an Employee and Adjusting Service Dates

You can rehire a former employee after a break in service. Information from the employee's former record is moved to a history record.

1   On the **Employees** form, select the employee's record.

2   Click **Rehire Employee**.

On the **Rehire Employee** form, the employee ID of the returning employee is shown.

3   Specify the new hire date.

4   Indicate whether the time from previous periods of employment should be considered when calculating the employee's length of service. If the employee has worked for your company multiple times with breaks between, you can later select which periods of employment to include in the calculation.

5   Click **Process** and close the form.

6   On the **Employees** form, click **Employment Periods**.

7   The **Employee Employment Periods** form displays a record for the employee for each previous period of employment with your company. The service days from each employment period are shown.

8   Select **Use in Adjusted Hire Date Calculation** for each period that you want to include in the employee's length of service calculation.

9   Save your changes and close the form.

10   On the **Employees** form, the **Adjusted Hire Date** is updated based on the accumulated service days calculation.

For example, this table shows how the adjusted hire date is calculated, based on various periods of service:

Information	Date	Service Days	Use in Adjusted Hire Date Calculation?
Original hire date	January 1, 2011		
Original termination date	December 30, 2011	363	Yes
Return to work date	January 1, 2013		
Termination date	May 1, 2013	120	Yes
Return to work date	October 1, 2013		
Termination date	December 31, 2013	91	Yes
Return to work date	February 1, 2014		
Termination date	April 30, 2014	88	No
Current return to work date	January 1, 2015		
Adjusted hire date calculation	June 6, 2013 (January 1, 2015 minus 574 days)	574 total (363 + 120 + 9)	

Employee Self Service

Employee Self Service Overview

When you license the Employee Self Service module, you can give employees Web access to relevant payroll and HR tasks and information. Users can log in from the Internet to review personal information, enter time-off requests, contact Human Resources, check for company announcements, and more.

Configuration

After installing the Employee Self Service module, a new Application ID must be specified on the SyteLine **Configuration Manager** form, so you can set the default theme for the application. Also you must create a configuration for this new application. We recommend copying the configuration of your primary site.

For configuration steps, see Configuring Employee Self Service on page 23.

User Setup

For user setup, an SyteLine user account record must be created for each employee who is to have access to Employee Self Service Web forms. Separate permissions groups are provided for staff users and manager or supervisor users, to ensure that users get access to the appropriate forms. Also, each employee's user ID must be added to the **Employees** form. This association is needed for the employee to access the Employee Self Service Web forms and receive the appropriate data.

The user ID of a Human Resources contact must be added on the **Human Resources Parameters** form, so emails sent from Employee Self Service can go to the email address associated with that user ID.

For user setup steps, see Setting Up Users for Employee Self Service on page 24.

Hyperlink Menu Setup

You can also set up lists of links to important resources for employees. These lists, or menus, can be organized into separate categories and added to selected Employee Self Service Web forms. For example, you can create a menu category titled "Payroll" that includes a list of links to payroll policies, a W-2 form, and a withholding calculator.

These forms are provided for setting up hyperlink menus for Employee Self Service:

* **Menu Categories**: For creating menu categories.
* **Form Menu Categories**: For assigning the menu categories to a Web form.
* **Menus Maintenance**: For creating items to be added to the menu categories. Items are the links to important forms or external sites or tools.
* **Menu Category Items**: For assigning the menu items to a menu category.
* **Position Menu Items**: For optionally assigning menu items to a job position. For example, if you have two versions of a benefits document, one for salaried employees and one for hourly employees, you can assign each version to the appropriate job positions.

For hyperlink menu setup steps, see Setting Up Hyperlink Menus for Employee Self Service on page 25.

Announcements Setup

You can use the **Announcements** form to create and maintain announcements. These announcements are displayed on the Employee Self Service **Home** and **Announcements Viewer** forms. You can create multiple image and text announcements for display. On the **Home** form, each is shown for five seconds in a continual loop of messages. Users can click an announcement on the **Home** form to see more information on the **Announcements Viewer** form.

For announcement setup steps, see [Creating Announcements for Employee Self Service](#) on page 26.

Login Information

After setting up your Employee Self Service module, you must provide this information to employee users:

- The **Sign In** form URL. Typically it follows this format: `http://<UtilityServer>/wsweb client/default.aspx?page=FormOnly&notitle=1&config=EmployeeSelfSer vice&form=EmployeeSelfServiceHome.ess`
- The employee's user ID and password from their SyteLine user account record, unless you set up the user for automatic log in using the **Use Workstation Login** option on the **Users** form.
- Browsers that are supported by the SyteLine Web client.

Web Forms

These Employee Self Service Web forms are available for employee users:

- Home
- Announcements Viewer
- Contact HR
- Contacts
- Personal Information
- Request Time Off
- Approve Time Off
- Team Time Off
- Time Off History
- Organization Chart
- Insurance Information
- Education/Awards
- Performance Review
- Deductions and Earnings History
- Direct Deposit History
- Hours and Pay History
- Position/Position History
- Payroll Overview
- Paycheck Detail
- Employee Links
- Benefits Connect

The information displayed on each form is taken from SyteLine tables. Only data pertaining to the logged in user is displayed.

Configuring Employee Self Service

After installing Employee Self Service, you must configure the module.

1   Open the**Configuration Manager** and select the **Applications** tab.

2   Click **New**.

3   For the application ID, specify `EmployeeSelfService` (no spaces) and click **OK**.

4   On the **New Application** form, **Main** tab, specify this information:

Application Name
Specify `Employee Self Service`.

Version
Specify the current release number; for example, `9.01`.

Theme
Specify `EmployeeSelfService` (no spaces).

5   On the **Options** tab, specify this information:

Help Server URL
Specify `https://servername/SyteLine/`.

Help Start Page
Specify `mergedProjects/default.html`.

6   Click **OK**. You are returned to the **Configuration Manager**, **Applications** tab.

7   Select the **Configurations** tab.

8   In the list of configuration names, select the existing configuration that is to be used with Employee Self Service and click **Copy**.

9   On the **Copy Configuration** form, specify `EmployeeSelfService` (no spaces) for the target configuration and click **OK**.

10   In the list, select the new configuration and click **Edit**.

11   On the **Edit Configuration** form, specify `EmployeeSelfService` (no spaces) in the **Application** field. This is the only change needed.

12   Click **OK**.

Note: The Employee Self Service Web forms are not meant to be used from within SyteLine. They are accessible in SyteLine only for customization purposes. If you try to use the Web forms from within SyteLine, you may encounter problems.

Setting Up Users for Employee Self Service

After configuring Employee Self Service, you can set up its users. This topic assumes that employee and position setup is already complete in SyteLine. Verify that these tasks have been completed:

•   On the **Employees** form, or the **Employee 360** form, all employee records have been created.

•   On the **Positions** form, or the **Employee 360** form, a position record has been created for each employee. In the **Supervisor** field, make sure to specify the supervisor who is responsible for each position.

- On the **Employee Positions** form, or the **Employee 360** form, all employees have been associated with a position.

With employee and positions setup complete, you can set up users for Employee Self Service.

1 On the **Users** form, create a new user record for each employee who is to have access to Employee Self Service Web forms.

If the user should be able to log in to the Employee Self Service Web site without providing a user name and password, specify the user's domain name and ID in the **Workstation Domain/ID** field. Also select the**Use Workstation Login** option in User Preferences. When the user accesses the Employee Self Service **Sign In** form, they can select **Use Workstation Login** and then click **Sign In**.

Click **User Modules** and assign the`EmployeeSelfService` module to the user.

On the **Groups** tab, do one of the following:

- If the user is a manager or supervisor who needs to review and approve employee time off requests, select the `Employee Self Service Manager` group.
- If the user is not a manager or supervisor and does not need to review and approve employee time off requests, select the **Employee Self Service** group.

2 On the **Employees** form, select an employee. On the **General** tab in the**User ID** field, specify the user ID you just created for that employee.

Note: If the user ID is not added to the employee record, the employee could still enter his or her user ID and password and try to sign in to Employee Self Service; however, the user would be immediately returned to the**Sign In** form. The user would not be signed in, and no error message would be displayed.

If the employee is to be paid for time off requested using Employee Self Service, then on the **HR** tab, select check boxes for the applicable types: **Paid Vac**, **Paid Sick**,**Paid Hol**, and **Paid Other**.

Repeat step 2 for each employee who is to have access to Employee Self Service Web forms.

3 On the **Human Resources Parameters** form in the**HR Contact User ID** field, specify the user ID of the Human Resources employee who should receive e-mails messages sent from Employee Self Service.

4 Provide employees with the login user ID and password created in step 1, unless they are to use the workstation login option. Also provide the **Sign In** form URL. Typically it follows this format:
```
http://<UtilityServer>/wswebclient/default.aspx?page=FormOnly&noti
tle=1&config=EmployeeSelfService&form=EmployeeSelfServiceHome.ess
```

Note: The Employee Self Service Web forms are not meant to be used from within SyteLine. They are accessible in SyteLine only for customization purposes. If employees try to use the Web forms from within SyteLine, they may encounter problems.

Setting Up Hyperlink Menus for Employee Self Service

Currently, the **Benefits Connect** and **Employee Links** Web forms can contain menus with links to important resources for employees.

1 On the **Menu Categories** form, create a new menu category.

2 On the **Form Menu Categories** form, select the form where you want the menu to be displayed and then select the menu category. If there is more than one menu on the form, you can rank the menu category. A ranking of 1 means the menu is displayed first on the form.

3 On the **Menus Maintenance** form, create a menu item and provide the URL.

4 On the **Menu Category Items** form, select a category and then specify the menu item to display in that category. If there is more than one item in the category, you can rank the menu item. A ranking of 1 means the item is displayed first in the menu.

5 Optionally, on the **Position Menu Items** form, select a menu item and then specify the job position with which to associate the item. Only employees in this job position can see the item in their menus. If you don't associate the item with a job position, then the item is displayed to all employees.

Creating Announcements for Employee Self Service

Use the **Announcements** form to create announcements for the Employee Self Service **Home** and **Announcements Viewer** forms. You can create as many announcements as necessary. If you have several announcements within the same valid effective dates, they are displayed for five seconds each in a continuous loop on the **Home** form.

Announcements can include images. Images can be .png or .jpg files, and the recommended file size is 274 pixels by 220 pixels. Any uploaded image that is used in an announcement is stretched to fit these dimensions when displayed on the Employee Self Service Web forms.

If you do not create any announcements or if the effective dates for the announcements have passed, this message is displayed by default: "You have no new announcements."

1 Open the **Announcements** form and click **New**.

2 Specify this information:

Description
Optionally, you can specify a description for the announcement.

Effective Date and End Date
Specify the start and end dates for showing the announcement on the Employee Self Service Web forms.

Text
Optionally, you can write announcement text of up to 4000 characters. The text is displayed only on the **Announcements Viewer** form when users click on the announcement title or image on the **Home** form.

Image and Title
Add an image, a title, or both.

Title Control
If you provide only a title, you can optionally specify a color to use. By default, the title is displayed in black text.

- To add an image, right-click the image box and select `Load Picture`. Browse to the location of your image file and add the file.
- To add a title, click in the title box and specify a title of up to 255 characters.

See the description of the **Title** fielld for information about how the title is used.

3 Save the record.

Process Manager

About the Process Manager

Use the **Process Manager** form to set up configurable processes that you can use to manage tasks. For example, you can set up a process to "onboard" (hire) a new employee. The process includes tasks that might be performed by different people, such as sending a welcome letter, setting up logins and permissions, entering payroll information, attaching a copy of the employee's license to the online Employee record, training the employee to use the ERP application, and so on. You can assign the tasks to employees and specify the date when each task is to be completed.

The users to whom tasks are assigned receive an automated email to notify them that they have an assigned task with a due date. They go to the **My Tasks** tab on the **Process Manager** form, review the task, and complete it. They can attach documents or add notes as needed. When their task is complete, they click **Mark as Complete**. The task status is then shown as complete in the process. The person who originates the process can click a link to send reminders to the assignees if they do not respond by the due date.

Templates

You can use the **Templates** tab on the **Process Manager** form to set up reusable templates for repetitive processes. For example, you could create a template that contains the standard tasks that have to be performed when you hire a sales representative. Then, whenever a new sales representative is hired, you create a process for that specific employee, using the template to fill in some of the fields and to assign the standard tasks.

The tasks that you add to a template can specify the role (employee group) to which each task is assigned. When you create a process from the template, only employees from that group are listed in the drop-down list for the **Assign To** field on the task. You can also specify an "offset days" value for each task in the template. The offset days for each task are used to calculate the due dates in the resulting process, based on the process' due date. For example, if you set the **Due Offset** value to 5 days for a task, and the due date for the entire process is May 15, that task will have a due date of May 10.

Process Types

When you set up a process or template, you must specify the process type, for example, Hiring, Promotion, Transfer, Medical Leave, or Termination. Use the **Process Manager - Process Types** form to set up the types.

Tasks

These types of tasks can be created:

Task Type	Description	Example
To do	Perform a generic task.	Discuss end of year incentives with the employee.
Complete a form	Click a link to open a specific form and complete the information on it.	Add the employee to the Sales group on the **Users** form.
Attach a document	Click a button to open the **Attached Documents** form, where you can browse for and attach a document. The document is stored with the **Process Manager** record.	Upload the employee's Sales Training certificate.
Update a document	Click a button to download a document, fill out the document, and then click a button to attach the document to the **Process Manager** record.	Download an electronic W-4 form, fill it out with the employee information, save it and upload it.
Start a workflow	Click a button to initiate an automated event. The event workflow parameters must be pre-set.	Send an automated New Hire Announcement email to a predefined list of users. The content of the message is also predefined.

If you create a task in the **Process Manager**, you can save the task to use again in future processes. Alternatively, you can use the **Process Manager - Tasks** form to set up reusable tasks when the same task will be performed in many processes.

To delete a range of processes or templates, use the **Process Manager Purge Utility**.

Completing Assigned Tasks with the Process Manager

As a result of a task assignment on the **Process Manager** form, you will receive an email that instructs you to complete a task.

To view and complete the tasks that are assigned to you:

1 On the **Process Manager** form, the tasks that are assigned to you are shown on the **My Tasks** tab.

2 Select a task to view more information about the task.

3 Depending on the type of task, you might need to provide additional information on this form:

- Click **Attach** and use the **Attached Documents** form to include a document, for example a scanned form or license document.
- Click **View/Attach** and use the **Attached Documents** form to open a document that you must update before you attach it.

- Click **Open Form** to open the form specified in the **Form to complete** field. You must complete some information on this form, as specified in the task description.
- Click **Initiate Event** to start a workflow. The resulting workflow might require additional information from you, or it might run automatically.

4 Optionally, specify any notes about the task.

5 Click **Mark as Complete** to indicate that you completed the task. The owner of the process can then see that the task is completed.

Using the Process Manager

You can use the **Process Manager** form to handle the procedures described here.
Note: You lose any unsaved changes when you click a different tab in the **Process Manager** form.

- Set up reusable information for Process Manager templates and processes:
  - Set up process types.

    See [Setting up Process Types](#) on page 30.
  - Set up reusable process tasks.

    See [Setting Up Reusable Process Tasks](#) on page 30.
  - Create templates for various roles. For example, you could reuse a template and its tasks for each new sales representative that you hire.

    See [Creating a Template with the Process Manager](#) on page 32.
  - Ensure that any documents that users need to update are provided in areas of the system that the users can access.
  - Ensure that any workflows that users need to run are created.

    See [Example: Setting Up a Workflow to Use with the Process Manager](#) on page 34.
- Set up a process for a specific employee. The process can be based on a template or not.

  See [Setting up a Process with the Process Manager](#) on page 31.
- Add a new task to a template or process.

  See [Adding a Task with the Process Manager](#) on page 33.
- Perform an assigned process task and mark it as complete.

  See [Completing Assigned Tasks with the Process Manager](#) on page 28.
- Search for processes and templates that match certain keywords.

  See [Searching for Processes or Templates with the Process Manager](#) on page 34.
- Remind an assigned employee about a task deadline. Click the **Remind** link next to the task, which sends an automated email to the assigned employee.
- Change the details of an existing task in a template or process. Click the **Edit** link next to the task in the **Process Manager** form.
- Delete an existing task:
  - To delete a task from a process or template, click the **Delete** link next to the task in the **Process Manager** form. The task is deleted from the process or template but not from the **Existing Tasks** list.

- To delete a task so that it no longer displays in the **Existing Tasks** list, delete the task in the **Process Manager - Tasks** form.
- Delete a process or a template:
  - To delete a specific process or template, select the template on the **Process Manager** form and then click **Delete**.
  - To delete a range of templates or completed processes, see Deleting a Process or Template with the Process Manager Purge Utility on page 37.

Setting up Process Types

When you use the **Process Manager**, you must specify a type for each process or template that you define.

To set up process types:

1 On the**Process Manager - Process Types** form, click the filter-in-place button and add new records at the bottom of the grid.

2 Specify a **Process Type** and a description. For example, you could specify these process types for Human Resources: `Onboarding` (Hiring), `Offboarding` (Termination), `Promotion`, `Transfer`, and`Medical Leave`.

3 Save your changes.

Setting Up Reusable Process Tasks

Some process tasks can be reused in more than one process. For example, these Human Resources tasks could be reusable:

- Send a welcome email
- Provide training on the source control system
- Set up a user login for the new hire on the **Users** form
- Attach a required certificate to the employee record
- Fill out and submit a request form for a security badge.

Reusable tasks are linked to a process type. When you select that process type on the **Process Manager** form, the reusable tasks associated with that process type are available for selection in the process or template. The tasks are listed in the **Select an existing task** field.

To define a reusable task:

1 On the **Process Manager - Tasks** form, click the filter-in-place tool bar button.

2 Add a new record.

3 Specify this information:

Task Type
Select one of the existing task types. There is currently no way to add other task types.

Task Name
Specify a name for the task; for example, `Set up user login for new hire`.

Task Description
Specify a more complete description of the steps to be performed in the task. The information should be generic enough for reuse by different persons who might perform the task.

Due Offset
Specify the number of calendar days before the process due date that this task must be completed. This value is used to calculate the actual due date of the task when it is used in a process, after the process due date is specified.

Form to Complete
If the **Task Type** is `Complete a form`, select the name of the form to open.

Event Name
If the **Task Type** is `Start a workflow`, specify the name of the event to trigger.

For more information see <u>Setting up a Workflow to Use with the Process Manager</u> on page 34.

Note: If the Task Type is `Attach a document` or `Update a document`, you cannot specify the document to attach in this form, because this form defines a reusable task. You can specify the document for this task when you create the specific process or template.

4   Save your changes.

Alternatively, you can create a new task on the **Process Manager** form and select **Save this task for future processes** to make it a reusable task.

Setting up a Process with the Process Manager

To set up a process that relates to a specific user and set of tasks:

1   Open the **Process Manager** form.
2   Click the **Processes** tab.
3   Click **Add New**.
4   Specify the process type to use with the new process. Process types are defined on the **Process Manager - Process Types** form.
5   Optionally, select an existing template to fill in some of the information and add general tasks for the process. Otherwise, click **Create New** to create a process without a template.
6   Specify a name for the new process.
7   Specify optional information about the process such as the position, division or department to which it applies.
8   Specify the employee to whom this process applies.
9   Specify the date when this process is due; that is, when all tasks must be finished.
10 Click **Save**.

Note: If you are using a template, the reusable tasks from the template are updated. The task due dates are calculated based on the process due date minus the**Due Offset** values of the reusable tasks. If you change the due date for a saved process, the task due dates are not recalculated.

The **Assign To** values are determined based on the **Position** set in the reusable task. If only one employee is assigned to that position, the employee is assigned to the task. If multiple employees are assigned to that position, then a drop-down list of those employees is generated to allow you to select a specific employee when you edit the task.

11 Add or edit any tasks that are specific to this process, and assign tasks to specific employees:

   •   To add a task, click **Add a Task**.

       See Adding a Task with the Process Manager on page 33.

   •   To edit an existing task, click the **Edit** link next to the task.

   You must specify a due date and assignee for each task. In some cases, these values can be defaulted as described in the Note above.

12 Click **Save** again to save the process. You can also click **Save as Template** if you want to reuse this process and its tasks later.

13 Click **Initiate Process**. If any tasks are not assigned or do not have due dates, an error message is displayed. Otherwise, the process status changed from Planned to Active, and an automated email is sent to notify the process owner that the process was initiated. Automated emails are sent to all employees who are assigned to tasks in the process, to inform them about the tasks that they are assigned to and the due dates of those tasks.

14 Monitor the progress of the process as the assigned employees complete their tasks. Verify that any attached documents are completed correctly, and view any attached notes from the users. Remind assignees to complete tasks as needed, by clicking the Remind link next to the task.

Note: If anyone other than the owner of a process saves changes to the process, an automated email is sent to the process owner to notify them that another user changed the process.

Creating a Template with the Process Manager

To create a template that can be used to generate new processes in the **Process Manager** form:

1 In the **Process Manager** form, click the **Templates** tab.

2 Click **Add New**.

3 Specify the process type for the new template. Process types are defined on the **Process Manager - Process Types** form.

4 Specify a name for the template.

5 Click **Save Template** to display additional fields.

6 Optionally, specify the **Position**, **Location** and **Department** to use for the employee role to which this template applies.

7 Click **Add a Task** and add any tasks that are specific to this template.

   See Adding a Task with the Process Manager on page 33.

8 Click **Save Template**.

To update an existing template, use the Templates tab to find and select the template, and click **Edit**. You can add or delete tasks or change some of the information in the header fields.

Adding a Task with the Process Manager

To add a task to a template or process:

1 In the **Process Manager** form, select the appropriate template or process.

2 Click **Add a Task**.

3 Select the type in the **Task Type** field: `To Do`, `Complete a form`, `Start a workflow`, `Attach a document`, or `Update a document`.

   For examples of each task type, see About the Process Manager on page 27.

4 Specify who the task is assigned to:
   • For a task in a template, specify the employee position (role) to which the task is assigned. When the template is used in a specific process, only the employees who are assigned to that employee position are listed.
   • For a task in a specific process, specify the employee to which the task is assigned.

5 Specify when the task is due:
   • For a task in a template, specify the **Due Offset,** which is the number of calendar days before the process due date that this task must be completed. This is used to calculate the due date for a task in a process.
   • For a task in a specific process, specify the due date. If this is a reusable task, the due date is calculated based on the process due date. You can change this date.

6 Either select an existing task for that task type, or click **Create New**. (Reusable tasks can also be created through the **Process Manager Tasks** form.)

7 If you chose to create a new task, specify a task name and task description.

8 Optionally, select **Save this task for future processes**. The task is then considered a reusable task, and it is listed in the **Select an Existing Task** field.

9 Specify additional information depending on the task type:
   • If the **Task Type** is `Update a document`, click **Attach** and use the **Attached Documents** form to select the document to attach to the task. The name of the document is then displayed in the **Document to Update** field.
   • If the **Task Type** is `Complete a form`, select the form that the user must open.
   • If the **Task Type** is `Start a workflow`, select the event name associated with the workflow.
     For more information, see Setting Up a Workflow to Use with the Process Manager on page 34.

   Note: The user who will complete the task must have the appropriate permissions to access and update attached documents, or to access the appropriate forms or events in the application.

10 Click **Add Task**.

Tasks in a process are listed by due date, but they do not need to be performed in a specific sequence.

Searching for Processes or Templates with the Process Manager

You can filter for certain processes or templates by using the fields on the tabs of the **Process Manager** form.

You can search for processes where you are the owner.

1 On the **Processes** tab of the **Process Manager** form, specify filter criteria in one or more of these fields and click **Filter** to display a list of processes that match the criteria:

My Processes
By default, this field lists your name, and the processes where you are the owner are listed in the tab. You can select another user and click **Filter** to list and view the processes where that user is the owner.

Keyword Search
Specify any keyword or a combination of keywords. These keywords are matched against the terms used in the process header: **Process Type**, **Process Name**, **Employee Name**, **Position Title**, **Department** and **Division** fields of processes where the owner is listed in the **My Processes** field.

Date Range
Select any of the options, or select `Custom Dates` and specify the range of due dates to search.

Status
Specify a specific process status for which you want to search.

2 To search for templates that match specific keywords:

Note: You can view any templates, even those where you are not the owner.

    a   In the **Keyword Search** field on the **Templates** tab of the **Process Manager** form, specify any keyword or a combination of keywords.

    b   Click **Filter**.

        The keywords are matched against the terms used in the **Process Type**, **Process Name**, **Employee Name**, **Position Title**, **Department** and **Division** fields of templates.

Example: Setting Up a Workflow to Use with the Process Manager

The person who sets up a workflow task in the **Process Manager** form adds a task with **Task Type** set to `Start a Workflow`, specifies information about the task, and then selects the workflow event in the **Event Name** field. The **Event Name** field lists all non-framework, non-core events that are available in SyteLine. You must create the workflow events that will be listed here.

When the person assigned to the workflow task opens the task in the **Process Manager**, the name of the event is displayed in the **Event Name** field. The person clicks the **Initiate Event** button to start the workflow.

The HR_NewHireAnnouncement event and its event handler, as well as some event actions and a sample stored procedure, are provided in the initialized database, as an example workflow for you to modify and then test in the **Process Manager**. This sample workflow sends a notification to all employees that provides the new hire's name and position details. You must edit this example as described here if you want to test it in your system. The example shows how to pass parameters through form scripting for this event. The generic stored procedure fires any given custom event.

Event Definition

This sample HR_NewHireAnnouncement event has a handler and three event actions:

• Action Type "Set Attributes" SET(EVENTTITLE=E(EventTitle)): This event action writes the process task RowPointer to the event title for cross-reference purposes.
• Action Type "Notify" has these parameters:
    • To: Event Global Constant "HRNewHireAnnouncementRecipients"
    Note: You must define the list of associated users for this Event Global Constant.
    • Subject: Translatable string "Welcoming new Employee <empname>"
    • Body: Translatable string "I am very pleased to announce that <empname> will be joining us as <empposition> from today."

    This event action notifies users who are associated with the Event Global Constant about the new hire. EmpName and EmpPosition are the input parameters for this event. That information is taken from the process where this workflow originates.
• Action Type: "Finish"

If you want to write your own events, you must use the first and third event actions, and write your own event actions in between, based on your requirements.

The sample HR_NewHireAnnouncement event is delivered as inactive. You must activate it on the **Workflow Event Handler Activation** form in order to use it. In the **Notify Users** field, specify the appropriate users who should receive the New Hire Announcement notification.

Form Scripting:

• For all custom events that must be supported by the Process Manager, identify any input parameters that are required. (The example HR_NewHireAnnouncement event requires two input parameters: EmpName and EmpPosition).
• If an event uses input parameters, determine whether those input parameter values can be retrieved from the form page components, properties, or variables. If not, retrieve those values on the form. Assign those Input parameters. (For our example, both of the input parameters' data can be retrieved from the form components.)

    Assign input parameters, as shown in our example:

```
If ThisForm.Components("MyTasksFormPageEventNameEdit").Text =
"HR_NewHireAnnouncement" Then
        ThisForm.Variables("ParmName1").Value = "EmpName"
```

```
        ThisForm.Variables("ParmValue1").Value = ThisForm.Compo
nents("MyTasksFormPageEmpName1Edit").Text
        ThisForm.Variables("ParmName2").Value = "EmpPosition"
        ThisForm.Variables("ParmValue2").Value = ThisForm.Compo
nents("MyTasksFormPageJobTitleEdit").Text
End If
```

> **Note:** If you want to execute additional custom HR events from the Process Manager, add your own block of code in the **Process Manager** form scripting to assign input parameters for your custom events. We provide the example code as a framework that you can build on.

- Run the stored procedure with the event name available on the form, along with all of the name/value pairs that are supported by the stored procedure.

Stored Procedure

We provide a generic stored procedure GenericNotifyEventGlobalCsSp with these parameters:

- @EventName
- @ProcessTaskRowPointer
- @EventStateRowPointer OUTPUT
- @Infobar OUTPUT
- @ParmName1
- @ParmValue1
- @ParmName2
- @ParmValue2
- €etc for Parm Names and Values 3 to 19 ...
- @ParmName20
- @ParmValue20

The stored procedure performs these steps:

- Initialize @SessionId, @EventTrxId, @EventParmId
- Pass @ProcessTaskRowPointer as input parameter to the Event, which is stored in the "Event Title"
- Execute FireEventSp by passing the @EventName, @SessionId, @EventTrxId and @EventParmId
- WAITFOR DELAY '00:00:05'
- Read the Event State RowPointer and return to the form.

Note: Depending on the setting of the "Keep Successful Event States" option on the **Process Defaults** form, an EventState record might not be created if the event was successful. In that case, EventStateRowPointer is NULL, which is not a problem, since you only want to catch any failed events.

When the example code is updated as specified here, and the **Initiate Event** button is clicked in the **Process Manager** form, the created Event Status record's RowPointer is stored in process_mgr_process_task.EventStateRowPointer. The success message is displayed as "Event was initiated."

Deleting a Process or Template with the Process Manager Purge Utility

Use the **Process Manager Purge Utility** to delete a range of processes or templates that were created with the **Process Manager** form. Generally you should preserve completed processes in case of disputes or for auditing purposes. However, you might have a case that requires deletion. For example, you might want to delete all references to a particular employee number from your system. Because some of your processes refer to that employee number, you cannot delete the employee number without deleting the processes.

Note: This utility only deletes processes with a status of `Complete`.

To delete processes or templates:

1   Open the **Process Manager Purge Utility** form.
2   In the **Delete** section, specify whether you want to delete **Processes**, **Templates**, or **Both**.
3   If you chose to delete processes, specify the starting and ending range for this information:
    - Process type
    - Process name
    - Process owner
    - Employee to which the process applies; that is, the employee listed in the process header

    Only processes that match all specified ranges are deleted. For example, if you specify a process type of `Termination` and an Employee ID of `2`, the utility deletes all processes with a type of Termination that are for an Employee ID of 2.

4   If you chose to delete templates, specify the starting and ending ranges for this information:
    - Process type associated with the template
    - Template name
5   Select **Preview** and click **Process** to display in the grid a list of the processes or templates to be deleted.
6   Select **Commit** and click **Process** to delete the listed processes or templates.

Payroll

Chapter 2: Payroll

Payroll Overview

The payroll system automates the process of creating and maintaining complete employee payroll records.

The payroll system helps you manage:

- Employee information
- Tax rate changes (federal, state, and local)
- Flexible pay periods
- Direct deposit
- Retirement deductions
- Withholdings
- Worker's Compensation
- W-2 Processing

Payroll addresses your special needs, such as:

- Reporting
- Security
- External payroll interfaces
- Employee Information

Payroll is table-driven to provide flexibility in administering payroll for multiple states and to adapt to changes in federal, state, and local payroll regulations. The system maintains detailed employee pay information such as:

- Hours worked
- Tax codes
- Deductions

Using Payroll, you can print payroll checks, the check register, W-2 forms, and quarterly and year-end reports.

Payroll uses information found on the **Employees** form: personal information, hiring and service information, pay rates, tax codes, union dues, loan and garnishment deductions, Earning Codes/Deductions, year-to-date statistics, 401(k) and direct deposit specifications, etc.

You can base the amount paid to employees on salary, hours of direct and indirect labor, overtime, sick time, holidays, and vacation time. You can also pay salaried employees by an hourly rate when needed. Payroll can also handle a one-time temporary deduction and/or earnings payment.

Payroll also uses information from the **Bank Reconciliations** form, which maintains a transaction history of the activities against your company's checking accounts.

Payroll transactions are posted to the Payroll Distribution Journal in the General Ledger. You can then post the journal transactions to the General Ledger files. Those transactions provide the basis for financial reports.

Payroll Setup

To set up payroll on your system:

1   Create payroll accounts for each payroll account needed (for example, Cash, Salaries Expense, and so on) using the **Chart of Accounts** form.
2   Create tax codes for federal, state, and local taxes using the**Tax Codes - Exempt** form.
3   Create tax tables for federal, state, and local taxes using the**Tax Codes - Exempt** form.
4   Acquire tax bulletins for federal withholding tax, state withholding tax, and any city or other local withholding taxes.
5   Determine which tax tables you need.
6   Enter the annual tax tables from the bulletins into the **Tax Codes - Exempt** form.
7   Create codes on the **Deduction and Earning Codes** form..
8   Create an employee record for each employee using the **Employees** form, and enter earnings, tax, and deduction information on the appropriate tabs.
9   Update pay period data; set up general work hours, retirement, and direct deposit payroll account information; and set up expense, liability, and other payroll accounts using the **Payroll Parameters** form.
10   Specify direct deposit employee account information using the**Employee Direct Deposit Bank Accounts** form.

Payroll Procedures

The payroll system automates the process of creating and maintaining complete employee payroll records. It also allows you to print, post, and void paychecks.

If you use external payroll software, you can export payroll data from SyteLine using the process described in Exporting CSV Files from this Application to ADP PC/Payroll For Windows or using the Exporting Payroll Data from this Application to the Generic Payroll Interface process or Celergo.

To import data processed with ADP PC/Payroll into SyteLine, use the**External Payroll Interface Input** form.

To handle your payroll, use the procedures in these topics:

- Processing Payroll on page 50

Compute Payroll Report

The **Compute Payroll** report is generated when you click the **Compute Payroll** button on the **Payroll Processing** or **Payroll for Pay Period** forms, or when you select **Actions > Compute Payroll** on the **Generate Payroll** form. This report indicates, by employee, when errors occur during payroll computation.

These conditions will cause an error to be added to the report:

- The **Pay Freq** field on the **Employees** form, **General** tab does not equal one of the values in the **Pay Frequency** drop-down list.
- The **Employees** form, **Rates and Taxes** tab does not have a Federal Withholding Tax Code defined in the Payroll Taxes table.
- The **Employees** form, **Rates and Taxes** tab does not have a State Withholding Tax Code defined in the Payroll Taxes table.
- The State Withholding Type on the **Employees** form, **Rates and Taxes** tab does not equal one of the values in the **Type** drop-down list.
- The **Employees** form, **Rates and Taxes** tab does not have a City Withholding Tax Code defined in the Payroll Taxes table.
- The City Withholding Type on the **Employees** form, **Rates and Taxes** tab does not equal one of the values in the **Type** drop-down list.
- The **Worker's Comp** code on the **Employees** form, **Rates and Taxes** tab is not defined as a Worker's Comp Type on the **Deduction and Earnings Codes** form.
- The Union Deduction period on the **Employees** form, **Deductions** tab does not equal one of the values in the **Per** drop-down list.
- The Garnish By on the **Employees** form, **Deductions** tab does not equal one of the values in the **Garnish By** drop-down list.
- The Deduction Code on the **Employees** form, **D&E** tab is defined as Retirement (D&E Codes '401K' is TRUE) and the Employee's type (Hourly, Salaried, etc.) is not eligible for a Retirement Plan (Payroll Parameters Eligible Participants).
- The Deduction Code on the **Employees** form, **D&E** tab is defined as 'Worker's Compensation' on the **Deductions and Earnings Codes** form.
- The Deduction Code on the **Employees** form, **D&E** tab does not exist on the Deduction and Earnings Codes form.
- The Balance amount on the **Employees** form, **D&E** tab will be changed.
- The State Tax Calculation Basis is invalid for the Employee State Tax Code.

- The Rate Basis on the **Deduction and Earnings Code** form, **Worker's Comp** tab does not equal one of the values in the **Rate Basis** drop-down list.
- The calculated Net Pay Amount is less than zero.
- The total Net Pay Amount is not enough to distribute into all the direct deposit bank accounts.

Importing and Exporting Files

Exporting CSV Files from this Application to ADP PC/Payroll For Windows

The SyteLine external payroll interface (EPI) exports Paydata records to the ADP PC/Payroll for Windows system. Before exporting payroll-related data, the data must be generated through the standard SyteLine payroll system to create payroll transaction records (prtrx) for each employee.

The **Generate Payroll** activity summarizes:

- Direct and indirect job labor transactions
- Data collection time and attendance transactions
- HR sick and vacation attendance records
- Payroll hours and sales commissions

The activity stores the payroll data in the SyteLine Payroll Transaction table (prtx records). Each payroll transaction record includes all the hours worked by the employee. Data includes regular, overtime, double-time, holiday pay, sick leave and vacation hours for non-salaried employees.

Note: The SyteLine external payroll interface does not export data for salaried employees or non-employees.

You can use the **Generate Payroll** activity to limit payroll transactions to:

- Those satisfying a range of employees or departments
- Transactions falling within a specified date range
- Employees with certain types of pay frequencies, or
- Only certain types of employees.

After the transactions are generated, they can be viewed on the **Payroll Log Hours for Pay Period** form.

The **Export Payroll Information to EPI** form establishes the SyteLine payroll transaction information to be exported via the external payroll interface.

Here you can define the starting and ending department and/or starting and ending payroll data to be exported.

Paydata Record File Layout

This is a comma-separated values file.

ADP PC/Payroll for Windows

Field	Data Type	Format	Comment
Co Code	Alphanumeric?	X(3)	Entered on the form
Batch ID	Integer	>>>>>>>	Employee Number if numeric, otherwise 0. Numbers from 000001-000050 are reserved in the ADP software product. A valid employee number in ADP ranges from 000051 through 999999. Because of this limitation, the payroll transaction records of employees whose numbers fall outside this range or whose numbers contain alphabetic characters are not processed. SyteLine automatically adds leading zeros to employee numbers that are less than six digits. The SyteLine Employee Number must correspond exactly to the ADP Employee File Number; otherwise the record is not processed.
File #	Integer	>>>>>>>	Same as Batch ID
Reg. Hours	Decimal	zzzzzz9.99	Employee Regular Hours
Overtime Hours	Decimal	zzzzzz9.99	Employee Overtime Hours
Hours 3 Code	Alphanumeric	X(1)	Other Hours type - values: "D" Doubletime "H" Holiday "S" Sick "Z" Other
Hours 3 Amount	Decimal	zzzzzz9.99	Number of hours for corresponding code
Temp Rate	Decimal	zzzzzz9.99	Employee Pay Rate
Shift	Alphanumeric	X(3)	Included if "Process Shift" check box is selected on the form.

Example: Paydata Record

This topic provides an example of an employee paydata record.

If an Employee Paydata record is to represent 16 hours of paid sick time, the B Paydata record line is as follows:

B003eeeeee004#016bS00001600bz

where:

- 003 = first Field ID
- eeeee = the Employee Number
- 004 = second Field ID
- # = the Pay Number entry (an actual number would display here)
- 016 = third Field ID to represent Miscellaneous Hours
- b = a blank space (actually the left character of the two-character **Pay Type** field)
- S = Pay Type of S for paid Sick pay
- 00001600 = 16 hours
- b = blank space to indicate positive hours
- z = End of record terminator

Exporting Payroll Data from this Application to the Generic Payroll Interface

This topic describes the process of exporting payroll data from SyteLine to the Generic Payroll interface.

Generate Payroll Records

Before you export payroll data to be processed by the Generic Payroll interface, you must generate payroll transaction records for each employee through standard SyteLine payroll functions.

Use the **Generate Payroll** form to create payroll records. Note that the **Employee Type** field should be set to H (hourly) because the system does not export data for salaried employees.

You can view and update the generated records in the **Payroll for Pay Period** form.

You can modify employee hours by pay type in the **Payroll Distribution** form and compare wages distribution with logged hours in the **Payroll Distribution/Log** report.

Export Payroll Data

Use the **Export Payroll Information to EPI** form to specify a range of unposted payroll transaction records by department and employee. The form draws data from these records and creates a file suitable for import into another payroll application. For information about the structure of the file, see

About Data Exported from this Application to the Generic Payroll Interface

The **Export Payroll Information to EPI** form summarizes payroll transactions in a table named prlog. Data in the table is then written to a comma-separated values file (.csv). This "external payroll file" is

stored in the logical folder specified on the **External Payroll Interface Parameters** form in the **Export Logical Folder** field. You can open the file as a spreadsheet to view the data.

The external payroll file is subsequently imported into another payroll application. The other payroll application processes the data, connects to the SyteLine database, and loads the processed data back into the SyteLine general ledger.

External Payroll File Format

Description	Field Name	Type	Format
Employee number	emp-num	Integer	>>>>>>
Transaction date	trans-date	Date	99/99/99
Department	Dept	Character	x(6)
Shift	Shift	Character	x(3)
Pay type *	pay-type	Character	x(10)
Hours	Hrs	Decimal	zzzz9.99
Pay rate	pay-rate	Integer	zz9.9999

* Pay-type codes: R (regular), O (overtime), V (vacation), H (holiday), S (sick), D (double time).

Importing CSV Files from ADP PC/Payroll To this Application For Windows

This topic describes the process of importing CSV files from ADP PC/Payroll for Windows to SyteLine.

Importing Data

The external payroll interface (EPI) for ADP PC/Payroll for Windows supports the import of specific information from the ADP database tables to SyteLine in CSV (comma-separated values) format. You must use Borland ReportSmith (or a similar tool) to prepare the export file for input to SyteLine via the external payroll interface. If an ADP database table field is longer than the SyteLine database schema field, the ADP data will be truncated.

These are the types of records supported for users of ADP PC/Payroll for Windows:

- Primary information records
- Pay information records
- Tax information records
- Gross pay accumulators

When the primary information record is loaded into SyteLine, the system checks the Employee table to see if the Employee for whom the data is to be imported already exists in the system. If the Employee is not in the table, data for the primary information record is added to SyteLine.

If the employee already exists in SyteLine, the records are updated with the data imported from EPI. The following chart maps the ADP PC/Payroll data base table and field names to the SyteLine Employee table field names. The output file should be a CSV file named MFOUT.csv.

Primary Information Record (Record Type 1)

Field	ADP Database	ADP Field	employee.mst table column	Type	Size (format)
File Number	V_EMP_ALL	File	emp_num	character	7
NAME	V_EMP_ALL	Name	name	character	60
ADDRESS 1	V_EMP_ALL	StreetLine1	addr##1	character	50
ADDRESS 2	V_EMP_ALL	StreetLine2	addr##2	character	50
CITY	V_EMP_ALL	City	city	character	50
STATE	V_EMP_ALL	State	state	character	50
ZIP CODE	V_EMP_ALL	ZipCode	zip	character	10
SOC. SEC. NO.	V_EMP_ALL	SocialSecurity Number	ssn	character	11
HOME DEPT.	V_EMP_ALL	HomeDepartment	dept	character	6
PHONE NUMBER	V_EMP_ALL	AreaCodePhoneNum	phone	character	25

Pay Information Record (Record Type 2)

Field	ADP Database	ADP Field	employee.mst table column	Type	Size (format)
File Number	V_EMP_ALL	File	emp_num	character	7
PAY FREQUENCY	V_EMP_ALL	PayFreq	pay_freq	character	1
RATE 1	V_EMP_ALL	Rate1Amt	reg_rate	decimal	9 (-zzz,zz9.999)

Tax Information Record (Record Type 3)

Field	ADP Database	ADP Field	employee.mst table column	Type	Size (format)
File Number	V_EMP_ALL	File	emp_num	character	7

Field	ADP Database	ADP Field	employee.mst table column	Type	Size (format)
MARITAL STATUS	V_EMP_ALL	ActMaritalStatus	marital_stat	character	1

Gross Pay Year to Date Accumulators (Record Type 7)

Field	ADP Database	ADP Field	employee.mst table column	Type	Size (format)
File Number	V_EMP_ALL	File	emp_num	Character	7
YTD GROSS PAY	V_YTD_INFO	YTDGross$	ytd_grs	Decimal	8 (-zzz,zz9.99)
YTD FEDERAL TAX	V_YTD_INFO	YTDFedTax$	ytd_fwt	Decimal	8 (-zzz,zz9.99)
YTD SUI TAX	V_YTD_INFO	YTDSUISDITax$	ytd_sui_grs	Decimal	8 (-zzz,zz9.99)
YTD SOC SEC TAX	V_YTD_INFO	YTDSocSecTax$	ytd_fica	Decimal	8 (-zzz,zz9.99)
YTD MEDICARE TAX	V_YTD_INFO	YTDMedicare$	ytd_med	Decimal	8 (-zzz,zz9.99)
YTD STATE 1 TAX	V_YTD_INFO	YTDWorkedStateTax$	ytd_swt	Decimal	8 (-zzz,zz9.99)
YTD STATE 2 TAX	V_YTD_INFO	YTDLivedStateTax$	ytd_ost	Decimal	8 (-zzz,zz9.99)
YTD CITY 1 TAX	V_YTD_INFO	YTDWorkedLocalTax$	ytd_cwt	Decimal	8 (-zzz,zz9.99)

Importing CSV Files from Grampian To this Application

This topic describes the process of importing CSV files from the Grampian database tables to SyteLine.

Importing Data

The external payroll interface (EPI) supports importing specific information from the Grampian database tables to SyteLine in CSV (comma-separated values) format.

The following table maps the Grampian export file columns to the SyteLine PR Distribution Journal table field names. The output file must be in CSV format.

File Layout

Grampian Field Number	Grampian Field Name	Format	Required	ERP Field (Schema)
1	Payroll Number	99	Optional	Not used
2	Cost Centre	nvarchar(15)	Required	Characters 1-4 -> journal_mst.acct_unit1. If populated, characters 5-8 -> journal_mst.acct_unit3. If populated, characters 9-12 -> journal_mst.acct_unit4.
3	Account Code	nvarchar(15)	Required	Characters 1-12 -> journal_mst.acct
4	National Code description	nvarchar(20)	Optional	Not used
5	Description	nvarchar(20)	Optional	journal_mst.ref
6	Period End Date	99/99/9999 (ddmmyyyy)		journal_mst.trans_date
7	Debit Value	-999999.99		If populated -> journal_mst.dom_amount
8	Credit Value	-999999.99		If populated -> journal_mst.dom_amount

About data exported from this application to Celergo

The **Export Employee Information to EPI** form sends data to Celergo in a pipe-delimited flat-file. Initially, you can send all employee data to Celergo. After the initial data transfer, you can send only employee master data changes to Celergo. As changes are made in SyteLine to employee data, they are captured in log tables, which are used to send changes-only data.

When data is sent to Celergo, an Effective Date is included. When sending all employee data, the current date is used. When sending changes-only data, the Effective Date is set to the RecordDate value in the log. You can override this value on the **Export Employee Information to EPI** form by selecting the **Use Effective Date Override** field.

Data sent to Celergo also includes an End Date. The End Date is used to track data that was deleted in SyteLine. You can override the RecordDate value from the log by selecting **Use End Date Override** on the **Export Employee Information to EPI** form.

Celergo record types

This table shows the record types used in Celergo's data format.

Type code	Description	ERP tables	Example columns
PERS	Personal Details	employee	Name, Gender, Marital Status
JDET	Job and Payroll Details	employee, emp_salary	Department, Emp Type, Salary
ADDR	Address Details	employee	Addr##1-Addr##3, City, State, Zip, Country
BANK	Bank Details	prbank, emp_prbank	Bank Name, Transit Number, Account Number
CSFP	Country Specific Details	emp_country_specific_field	Country, Field Name, Field Value
PAYD	Payment and Deduction Instructions	employee	de_code##1-de_code##15, de_amt##1-de_amt15

Note: In SyteLine you can split an employee's multiple direct deposit bank accounts by a mixture of percent and amount. But Celergo accepts only percentages or amounts. Therefore, when integrating to Celergo, specify an employee's bank accounts by percentage or amount. Celergo accepts only one direct deposit row per employee.

Processing Payroll

Printing and Posting Payroll Checks

To print and post payroll checks:

1 Open the **Print/Post Payroll Checks** form.

2 In the **Bank Code** field, select the code of the bank from which the checks will be issued.

3 (Optional) The system displays the next check number in the **Starting Check Number** field, but you can change it if necessary.

4   In the **Check Date** field, enter the date you want to print on the checks, or, to use the applicable date from the**Payroll Parameters** form, leave this field blank.

5   In the **Starting** and**Ending Department** fields, select the range of departments for which you want to print payroll checks, or, to print them for all departments, leave both fields blank.

6   In the **Starting** and **Ending Employee** fields, select the range of employees for which you want to print payroll checks, or, to print them for all employees, leave both fields blank.

7   Select the**Employee Type** check box of each type of employee you want to print checks for: `Hourly`, `Salaried`, and `Non-Employee`.

8   (Optional) Select the starting and ending employee categories for employees that you want to print checks for. The categories are defined on the **Employee Categories** form.

9   (Optional) To print zero amount checks, select the **Print Zero Amount Checks** check box.

10   Select the **Current Payroll Transactions** option and then click **Process**.

The system updates the upper grid with a list of the current payroll transactions to be processed, based on the selected printing options. The current payroll transactions are validated for correct G/L accounts and balanced distributions. If the distributions are not in balance, you should print the **Payroll Distribution Log Report** to determine the cause of the imbalance.

When the transactions are in balance, you can print the payroll checks.

11   To print the payroll checks, select **Print P/R Checks**, and then click **Process**.

Note: If necessary to void checks, select the **Void Check(s)** option and then click **Process**.

For more information, see these references:

-
-

12   To print the final register and post the checks, select the**Final Register And Post** option and then click **Process**.

What Happens During Payroll Posting

When you post payroll, the updates described here occur.

- These fields are updated on employee records:
  - **Vac Hours Due**
  - **Vac Hours Paid**
  - **Sick Hours Due**
  - **Loan Balance Due**
  - **Garnish Balance**
  - All the fields on the **YTD** tab of the**Employees** form.
- For each payroll transaction that is posted, the system creates a corresponding Posted Payroll Transaction record.
- For each payroll transaction that is posted for an employee who uses direct deposit, the system creates a Direct Deposit Detail record.
- For each payroll transaction, the system creates multiple G/L Journal transactions in the PR DIST journal. If manual distributions were entered, they are also posted to the journal. If none were

entered, the default accounts are updated. Any combination of the following G/L accounts can be included in journal transactions:

- Employee's Wage account
- Vacation Hours account
- Holiday Hours account
- Sick Hours account
- Fifteen permanent Deduction and Earning Codes accounts
- Three temporary Deduction and Earning Codes accounts
- Cash account
- Direct Deposit Bank Liability account
- Federal Withholding account
- Employer FICA Expense account
- Employer FICA Liability account
- Employee FICA account
- Employer Medicare Expense account
- Employer Medicare Liability account
- Employee Medicare account
- FUI Expense account
- FUI Liability account
- EIC Liability account
- Company-Paid Insurance Expense account
- Company-Paid Insurance Liability account
- Employer Retirement Contribution Expense account
- Employer Retirement Contribution Liability account
- Loan Account Garnish account
- Union Deduction account
- State Withholding account
- SUI Expense account
- SUI Liability account
- Other State Tax account
- Workers' Comp Expense account
- Workers' Comp Liability account
- Supplemental Benefit Expense account
- Supplemental Benefit Liability account
- City Withholding account

Processing Payroll

To process payroll:

1   On the**Payroll Parameters** form, update the pay period data.

See pay period data on page 51 for more information.

2 To enter any vacation, sick time, holiday, overtime, double-time, or regular hours, use the **Payroll Hours** form.

3 To generate payroll transactions from both job transactions and the hours for all employees, use the **Generate Payroll** form.

4 To generate the transaction distribution records, use the **Generate Payroll** form, and select **Actions > Compute Payroll**.

5 To print the checks, use the **Print/Post Payroll Checks** utility.

You can also use the **Print/Post Payroll Checks** utility to:

• Void checks.

Select **Void Check(s)** and then click **Process**.

• Print the payroll transactions, post them to the Payroll Distribution Journal, print a check register, and print the **Payroll Deduction Report**.

Select **Final Register and Post** and then click **Process**.

Produce Unbalanced ACH Files

Some financial institutions may require unbalanced ACH files.

To produce unbalanced ACH files:

1 Select the **Allow Unbalanced ACH Files** check box on the **Payroll Parameters** form.

2 On the **Magnetic Media Direct Deposit** form, specify the correct **Company ID**.

3 Click **Process**.

Preparing for the Next Payroll Period

1 On the **Payroll Parameters** form, enter:
   • The next pay period start and end dates
   • The pay frequency
   • The check date

2 To move this information to the current pay period, select **Actions > Shift Pay Period**.

If a record on the **Payroll Parameters** form is flagged as modified, the system prompts you to save the record before the **Shift Pay Period** activity is run.

Maintaining Expenses and Liabilities from Payroll Parameters

The **Payroll Parameters** form allows you to maintain payroll-related Expense and Liability account numbers.

When an expense account number is pulled from this form for a specific employee during payroll processing, the Unit Code 1 number of the department of the employee is appended to it and used. This applies only for the **Vac Pay Exp**, **Holiday Pay Exp**, **Sick Pay Exp**, **Co-Paid Ins Exp** and **Employer Retirement Exp** fields.

If there is no entry in the Chart of Accounts for the main account number alone, a message displays that the account number does not exist. You must add the main number to the Chart of Accounts before you can use it on this form.

For example, if the account number 54200-200 is desired and the main account number 54200 is not in the Chart of Accounts as a separate entry, a message displays that the account number does not exist. You must add the main account number to the Chart of Accounts.

Processing Payroll with Celergo

Celergo is an external payroll interface with which SyteLine integrates.

The integration includes these steps:

- On the **External Payroll Interface Parameters** form and **File Servers** form, enter setup data for integrating SyteLine to Celergo.
- On the **External Payroll Configuration Names** form, define the payroll configuration names for each country.
- On the **Country Payroll Fields** form, enter country-specific data needed by Celergo.
- On the **Employees** form and **Employee Salary** form, enter employee payroll and HR information.
- Send employee master data to Celergo using the **Export Employee Information to EPI** form.
- Celergo sends any employee errors back. On the **External Payroll Interface Input** form, import the errors. View specific errors on the **External Payroll Interface Errors** form.
- On the **Payroll Parameters** form, enter payroll period data.
- Generate payroll using the **Generate Payroll** form.
- Send payroll hours to Celergo using the **Export Payroll Information to EPI** form.
- Celergo sends any payroll errors back. On the **External Payroll Interface Input** form, import the errors. View specific errors on the **External Payroll Interface Errors** form.
- After calculating payroll, Celergo sends journal entries. On the **External Payroll Interface Input** form, import the journal entries. You can view journal entries for payroll on the **External Payroll Interface Input** form and the **Journal Entries** form.
- Periodically send changes-only data to Celergo using the **Export Employee Information to EPI** form.

Calculating Tip Credit

This topic describes calculating tip credit.

The tip credit is calculated as follows when computing payroll:

\# TCR * MW * SH = TC

where:

- TC = Tip Credit
- TCR = Tip Credit Rate from the **Tax Code Exempt** form
- MW = Minimum Wage from the **Tax Code Exempt** form
- SH = Sum of all the regular, overtime and double-time hours

Hourly Minimum Wage = $4.25

Tip Credit Rate = 50%

Employee Hours = 50 (40 regular hrs + 10 overtime hrs)

Average Employee Regular Hourly Wage = $2.50

Employee Overtime Hourly Wage = $3.75

Employee Tips = $110.00

Paid employee wages = $137.50

 Regular Wages: 2.50 * 40 = $100.00

 Overtime Wages: 3.75 * 10 = $37.50

Employee Gross Wages = $247.50

 (137.50 paid wages + 110 tips)

Max Tip Credit = $106.25

 (50 hrs * 4.25 min wage * 0.50 tip credit rate)

 which is less than the employee tips of $110.00.

Gross Wages for employer FICA and Medicare taxes = $141.25

 (247.50 Employee gross wages - 106.25 tip credit)

Working with Checks

Voiding a Posted Check Manually

Three procedures allow you to void, or back out of, transactions. The following procedure is for manually voiding a single posted check. For more information about the other two procedures, see the following:

- To void unposted checks for a specified pay period, see Voiding Checks in a Pay Period on page 54.
- To void a specified selection of posted payroll checks, see Voiding Posted Payroll Checks on page 54.

To void a posted check manually:

1   Open the **Payroll for Pay Period** form.

2   Enter the employee number.

3   In the **Check Type** field, select `Manual`.

4   Open the **Payroll Processing** form.

5   Update the form with negative amounts, to back out the entries made by the payroll run. Be sure to fill in any necessary information on all tabs: **Pay**, **Tax**, and **D & E**.

6   Post the payroll transaction, using the **Print/Post Payroll Checks** form.

Voiding Checks in a Pay Period

Three procedures allow you to void, or back out of, transactions. The following procedure is for voiding unposted checks within a specified pay period. For more information about the other two procedures, see:

- To manually void a single posted check, see Voiding a Posted Check Manually on page 53.
- To void a specified selection of posted payroll checks, see Voiding Posted Payroll Checks on page 54.

Note: The following procedure can be used if you have printed checks but have not posted them.

To void a specified range of unposted checks:

1   Open the **Print/Post Payroll Checks** form.

2   In the To Print/Process group box, specify the bank, starting check number, date of issue, and type of form to use when printing the report.

3   (Optional) To include zero-amount checks, select the **Print Zero Amount Checks** check box.

4   In the Employee Type group box, select which types of employees to include in this action.

5   (Optional) Select the starting and ending employee categories for employees that you want to include in this action. The categories are defined on the **Employee Categories** form.

6   In the **Starting/Ending Department** fields, select the starting and ending departments for the checks to be voided, or, to void checks for all departments, leave both fields blank.

7   In the **Starting/Ending Employee** fields, select the first and last employees whose checks are to be voided; or, to void checks for all employees, leave both fields blank.

8   Select **Void Check(s)**.

9   Click **Process**.

Note: If you have already run the **Final Register and Post** option for the specified checks, run the **Void P/R Posted Payments** utility.

Voiding Posted Payroll Checks

Three procedures allow you to void, or back out of, transactions. The following procedure is for voiding a specified range of posted payroll checks. For more information about the other two procedures, see:

- To manually void a single posted check, see Voiding a Posted Check Manually on page 53.

- To void unposted checks for a specified pay period, see

Note: Use the following procedure to void checks that have been posted.

To void a specified selection of posted checks:

1 Open the **Void A/P Posted Payments** form.

2 In the **Bank Code** field, enter the ID code of the issuing bank.

3 In the **Starting Check Num** field, enter the first check in a range of checks you want to void.

4 In the **Ending Check Num** field, enter the last check in a range of checks you want to void.

After you select the range of checks, you can select individual checks for the void action. So, if you have multiple but not continuously numbered checks to void, you can enter in these fields the lowest check number and the highest check number, and then later select only the checks you actually want to void.

5 (Optional) To have the utility print a report header page, select **Display Report Header**.

6 Click the Filter-in-Place button.

The system displays all posted checks within the range.

7 Verify that the **Preview** option is selected.

Note: You cannot select the **Commit** option until after you have selected **Preview** and then clicked **Process**.

8 Click **Process**.

9 Select **Commit**.

10 Click **Process**.

Making Periodic Deductions

The deductions and earnings that are used during a pay period are determined by the **Perm D/E Freqs** settings on the **Payroll For Pay Period** form. The default value for this field is the value of the**Pay Freq** field on the **Payroll Parameters** form.

For example, suppose you have a deduction that is to be made once a month for employees who are paid semi-monthly. This means that the deduction is to be made every other pay period. The following procedure demonstrates how to set this up:

1 Specify the deduction with a **Freq** field of `Monthly`.

2 Open the **Employees** form.

3 On the**D & E** tab, specify the appropriate pay period value for the **Frequency** field.

Year-end Procedures

Closing the Year for Payroll

To close the year for payroll:

1   Process the last pay period of the year.

For more information, see [Processing Payroll](#) on page 50.

2   Print the **Quarterly by Tax Code Report**.

3   Print the **Year End Payroll Report**.

4   Run the **Payroll Year End Procedure** utility.

5   Print employee W-2s.

For more information, see [Processing W-2 Forms at Year End](#) on page 56.

6   Make a backup of the database.

> **Caution:** After the **Delete Payroll Transactions** utility has been run, W-2s can no longer be processed. Be sure that all W-2s have been printed correctly before performing the next step .

7   Optionally, you can run the **Delete Payroll Transactions** utility. We recommend you save data for at least two years before running this utility.

Processing W-2 Forms at Year End

Note:
- W-2 forms are generated on a calendar year, not a fiscal year, basis.
- You can print W-2 forms an unlimited number of times before purging posted payrolls.

To process W-2 at the end of the year:

1   Open the **Print W-2 Forms Report** form.

2   In the **Starting and Ending Date Of Year** fields, enter the first and last days in the calendar year for which you want to print W-2s.

In the **Starting and Ending Date Of Year** fields, enter the first and last days in the calendar year for which you want to print W-2s.

3   (Optional) To print only W-3 form information (and not W-2s), select the **W-3 Information** check box.

4   If you do not want more than one W-2 and want to define the state tax codes that should be combined, select the **Consolidate State** check box.

5   f you want the system to search for posted payroll transactions that are missing D & E codes before printing the W-2s, select the **Validate D & E Codes** check box.

6   To print the W-2s, click **Print**.