Infor E Series
Human Capital Management
Screen Reference Guide

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About This Guide

Purpose

The *Screen Reference Guide* explains the general procedures and conventions for using the Infor E Series Human Capital Management (HCM:E) online system and gives specific information about each of the screens.

It provides a conceptual overview of the system as well as information about using each type of screen. It also includes instructions for beginning an online session.

The chapters containing the screens show a sample of each screen and provide a commentary. Use these topics to help prepare for using the screens.

Document Conventions

Format

For ease of reference, screens are presented in screen number order within each chapter.

Screens that are exclusively for Canadian or U.S. systems are identified as such in the page heading.

Screen Commentary

The commentary on the screens contains the following information:

- Screen Number - Each screen in the system is numbered. As you become more familiar with the system, you will learn to associate screen number with screen purpose.

- Purpose - Provides the screen type for the screen and a brief statement of the specific use for each screen. These are the screen types:

    – Entry. These online screens are used for transaction entry only.

    – Inquiry. These online screens are used to view data only.

    – Combined inquiry/entry. These online screens are used to both view and enter transaction data.

    – Update. These screens are for realtime inquiry and entry in the Realtime Update system.

    – Menu. These are used to select other screens.

    – Selection. These screens are used to identify and select data in the fields.

All screen commentaries include the preceding information. When applicable, the following information also appears:

- Required Fields - Most fields are optional, but some require that you make an entry into them, or the system will not process that screen.

    Level 1-Level 2 are required for every screen. Employee Number is required for employee data screens. This general rule is not repeated in the screen commentary.

- Screen Access and Screen Flow - Often a screen is part of a series of screens used together to perform a function. Access and flow will indicate preceding and following screens in the series.

- Comments - Additional information about the screen or reference to guides is sometimes given.

- Associated Transactions - This is a reference to the transactions that perform the same functions as the screen.

HCM:E Documentation

The following documentation is provided with the HCM:E system.

Guides

Screen Reference Guide

The *Screen Reference Guide* introduces you to the screens of the online system. It is not intended to give you a comprehensive explanation of the HCM:E system. It is to be used interactively with the other documentation provided.

User Guide

The *User Guide* describes how to establish, process, and maintain the HCM:E system. This book explains what the system does, the available options, and how the information you enter is reported.

Transaction Descriptions

The transaction descriptions in this guide supplement the **Help** instructions for each screen entry field. Use the transaction codes listed under Associated Transactions in the screen commentary as a cross-reference. Messages associated with the fields are included in the transaction description.

Technical Guide

The Technical Guide describes functions performed using the online system. It includes instructions for creating and modifying online screens that are customized to meet your organization's needs. This guide also describes Realtime system management.

Help

Help Facility

The online **Help** facility provides specific instructions for entering data to create company and employee records. It also contains comments on the purpose of the screens.

1 System Overview

Chapter Contents

Introduction

This chapter provides an overview of the Infor E Series Human Capital Management (HCM:E) online capabilities.

General Features of the System

Features

The HCM:E online capabilities include

- Entry, maintenance, and display of Employee Master File records

- Maintenance and display of entered transactions before they are applied to the Employee Master File

- Realtime Employee Master File, for instantaneous Employee Master File entry and maintenance and up-to-the-minute accuracy in inquiry

- Realtime Tables File, for instantaneous HRMS Tables File entry and maintenance and up-to-the-minute accuracy in inquiry

- Entry, maintenance, and display of Operator Extended Product Security records

- Online Check Calculation

- Display of employee W-2 form data

- Display of Check Reversal Master File records (complete payment advice data)

- Alpha & SSN search of employee data

- **Help** tutorial facility.

Data Flow

Introduction

The two diagrams in this section show you how data moves between your screen and the files. One illustrates data entry, and the other illustrates inquiry.

Data Entry

This diagram shows where data goes in data entry. This applies to entry of both new and maintenance data.
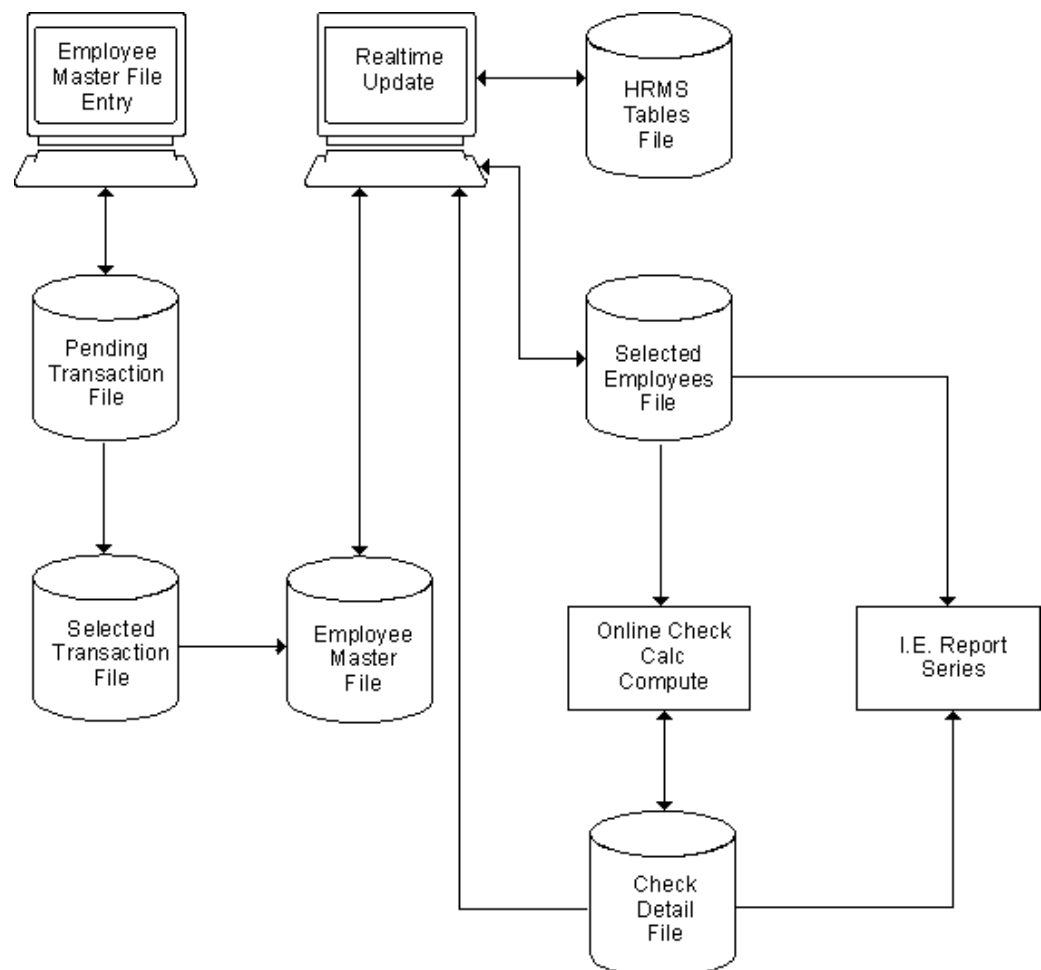
- When you type additions, changes, or deletions and press the **Enter** key, the data goes from your terminal to the Pending Transaction File.

- You can choose to apply specific transactions to the Employee Master File instead of all at one time. The released transactions go into the Selected Transaction File. The remainder are held in the Pending Transaction File. Transactions with a future effective date are held in the Pending Transaction File until the date becomes current.

  You can make changes and deletions to transactions in either the Pending Transaction File or the Selected Transaction File by using the Transaction Inquiry and Update feature. This feature allows you to correct transactions before they are applied to the Employee Master File.

- The Employee Master File is updated with transactions from the Selected Transaction File when you choose to process transactions.

- If you use the Realtime feature, your entries are applied directly to the Employee Master File or HRMS Tables File. Online Check Calculation entries are applied directly to the Selected Employees File.

Inquiry

- You can display transactions in either the Pending Transaction file or the Selected Transaction File through Screen 2. This feature allows you to identify errors before transactions are applied to the Employee Master File.

- Inquiry into the Employee Master File is done through various inquiry or combined screens, through screens you have created with the screen generator, and through the screens of the Realtime Employee Master feature.
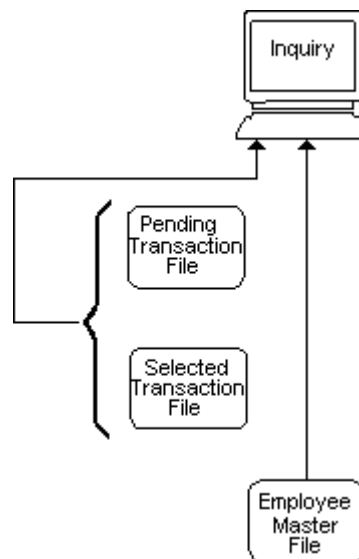
Reading Menu Screens

Introduction

This section contains instructions for using menu screens and selection screens.

Menu Screens

The following screen is Screen 1, the Payroll/Personnel main menu. All menus, though somewhat different in appearance, work essentially the same way. There is a numbered list of items to select from (hence "menu"). Type the number of the selected item in the Code field. Type Level 1-Level 2, press **Enter**, and the selected screen is displayed in place of the menu.

```
Action: ____

                      Infor HCM E Series Main Menu


Enter the desired screen number, organization and employee number
Screen: ___   Level 1: AL  Level 2: WA  Employee Number: _____   MRC: _


                2:  Transaction Inquiry and Update
                4:  Organization Menu
                5:  Employee Payroll Menu (U.S. Organizations)
                6:  Employee Payroll Menu (Canadian Organizations)
                7:  Employee Personnel Menu
              100:  Realtime Update Menu
              700:  Supplemental Address/Dependent/Health Plan Data Menu
```

All screens have an Action field. The valid entries (action codes) are determined by the type of screen.

To sign off the system, enter **SO** in this field. To return to the system after sign-off, start with Step 1 of the How to Begin section of this Overview.

Enter **CM** from any screen to return to the main menu.

To select a screen from a menu, place a number of the selected screen into the Screen or Next field, enter the Level 1-Level 2 in the Level 1, Level 2 fields, and press **Enter**. The selected screen will appear. Enter an employee number when requesting employee screens or the message **Record Not Found** will appear when the screen is displayed (employee number can be entered at that time).

On menu screens, the screen type of the selections in the list may also display next to the screen list. These are the possible symbols and their meanings:

Symbol	Description
I	Employee Master File Inquiry Only
E	Transaction Entry Only
C	Combined Employee Master File Inquiry and Transaction Entry

If no symbol appears, the screen is a menu or selection screen.

Selection Screens

Selection Screens are similar to menus. The difference is that with a menu you select another screen, but with a selection screen you choose from a list of data, such as a transaction, a record, an employee name, or a report. Their purpose is to help you find specific information.

```
ACTION:         HR:E ALPHA-SEARCH & SSN-SEARCH TIE-BREAKER SCREEN
 OCCURRENCE NO:    END-OF-FILE - ENTER OCCURRENCE NUMBER    NEXT SCREEN NO: 40
                                                    PAYROLL     EMPLOYMENT
           EMPLOYEE NAME           L1L2  EMP NUMBER  FREQ CD STAT  CD    DATE
    1:
    2:
    3:
    4:
    5:
    6:
    7:
    8:
    9:
   10:
   11:
   12:
   13:
   14:
   15:
   16:
   17:
   18:
   19:
   20:
```

- Selection screens all show lists that you use to find a record. To the left of the list is a number. This is the occurrence number of the record.

    There are different ways, depending on the screen, to request these lists. See the screen-by-screen commentary for details.

- Selection screens have an Occurrence Number field. When you find the item you are looking for on the list, type its occurrence number into this field. When you press **Enter**, a screen with the requested data will be displayed.

Reading Employee Master File Inquiry/Entry Screens

Introduction

The entries you make through Employee Master File Inquiry/Transaction Entry collect in the Pending Transaction file until they are applied to the Employee Master File. Inquiry from these screens is directly from the Employee Master File.

Employee Master File Inquiry/Transaction Entry screens fall into three types: those used exclusively to enter data, those used exclusively to inquire into data, and those that combine entry and inquiry functions.

Although many Employee Master File Inquiry/Transaction Entry screens are provided, the rules for using them are basically the same.

Data Entry Screen

```
ACTION: ____   CURR: 053  NEXT: 53
   L1: AL  L2: WA  EMPNO:     2366  MRC: 0  EFF DATE: _____
                        *** DOE ENTRY ***
   STP                                        *START/STOP*
DOE OVR MET PER TYP  AMOUNT/PCT   LMT  LIMIT AMT    IND    DATE
__   _   _   _   _  _____   _  _____   _  _____

   *********** TAX OPTIONS ************
   FED  ST CNTY CITY SS/MED FUI SUI/SDI SORT CD  STEP MAX

   STP  _   _    _     _     _      _    _____   _____
DOE OVR MET PER TYP  AMOUNT/PCT   LMT  LIMIT AMT    IND    DATE
__   _   _   _   _  _____   _  _____   _  _____

   *********** TAX OPTIONS ************
   FED  ST CNTY CITY SS/MED FUI SUI/SDI SORT CD  STEP MAX

   STP  _   _    _     _     _      _    _____   _____
DOE OVR MET PER TYP  AMOUNT/PCT   LMT  LIMIT AMT    IND    DATE
__   _   _   _   _  _____   _  _____   _  _____

   *********** TAX OPTIONS ************
   FED  ST CNTY CITY SS/MED FUI SUI/SDI SORT CD  STEP MAX

     _   _   _    _     _     _      _    _____   _____
```

Data Entry Procedure

Step	Action
1	To transmit data from your terminal to the files, enter the data and press **Enter**. In some cases, you will need to enter an action code in the Action field. For instance, if you are adding a new employee or organization to the files, you need to use an action code. Other action codes are available to tell the system that you want to ignore a warning message, get help, return to the menu, and so on.

These are the action codes for Employee Master File Inquiry/Transaction Entry screens:

- **ADD** - Use this code when you are adding a new employee or organization. If the Employee Master File already contains data for an employee or organization, do not use Add.

- **ADDW** - Use this code when you are adding a new employee or organization and you want to ignore any warning messages on the screen. See Responding to Messages

- **WOK** - Use this code to tell the system that you want to ignore warning messages (warning okay) in all functions other than adding new records (see ADDW). See Responding to Messages in this overview.

- **STUF** - Use this code when you are viewing a combined inquiry/entry screen and get the message **TRANSACTION PENDING FOR THIS SCREEN**. The message means that the Pending Transaction file contains a transaction for the employee or organization. When you use STUF, the transaction will be displayed.

- **HELP** - Use this code when you:

  - Need a general overview of or a statement of the purpose for the screen (a little more extensive than the descriptions in this book).

  - Cannot remember the allowable entries for a field.

  - Get an error message and do not understand it.

- **END** - Use this code when you have errors that you are unable to correct without further information. The system will ignore everything you have entered on this screen and display the next screen requested.

- **CM** - Use this code to return to the Payroll/Personnel main menu (Screen 1).

- **SO** - Use this code to sign off the system. You will need to restart at MSAS after using **SO**.

Step	Action
2	The number of the screen currently displayed is in the Current field.

(continued)

Step	Action
3	The number in the Next field identifies the screen that is displayed when the **Enter** key is pressed. To go to a screen other than the one indicated here, type the number of the screen you want and press **Enter**.
4	Messages appear in the space following the Next field on most screens. They may also appear in other locations on the screen. See Responding to Messages later in this Overview.

Data Entry Key and Data Fields

```
ACTION: ____   CURR: 60   NEXT: 61
    L1: AL  L2: WA  EMPNO:     2100  MRC: 0  EFF DATE: _____  CNTRY CODE: U
     ---- MAINT ----   -------------------- DOE INQUIRY ---------------------
     DOE:  __          AA            YE            YF
  METHOD:  _           1             1             1
  PERIOD:  _           A             A             A
    TYPE:  _           D             1             1
 OVRRIDE:  _  STEP MAX: _____
 AMT/PCT: _____
 LMT IND:  _       TBL #: 999
   LIMIT: _____
 TAX CDS: _____     1111111       1111111       1111111
 DATE CD:  _
    DATE: _____  STRT
                    STOP
 SORT CD: _____
 CURR-NT:
 ARREARS:
    CURR:
     MTD:
     QTD:
     YTD:
 ----------------------------------------------------------------
 DELETE DOE:   __    __    __    __    __
```

- The Level 1, Level 2, and Employee Number fields constitute the record key for employee data screens. Organization data screens use only Level 1-Level 2 as the key. The record key identifies the employee or organization for inquiring or entering data.

- Entry and combined screens allow you to enter transactions for future application to the Employee Master File. Transactions with an effective date will not be applied until the date you specify in the release process. This is a useful feature that lets you enter a scheduled change as soon as you find out about it.

- Country code will appear to the right of the effective date if you have the Canadian Payroll Reporting System. When you are processing a U.S. organization or employee, clear the **C** from the Country Code field.

- The body of the screen contains data entry or inquiry fields or both. Fields that are entry only are displayed as underline marks when a record is first being set up. If fields are left blank, however, they will be blank (no underline) when the record is accessed for maintenance. Inquiry-only fields are also distinguished from entry fields by the movement of the cursor. The cursor will not stop on inquiry fields.

Using the Transaction Inquiry/Update Screen

Introduction

The Transaction Inquiry/Update function screen (Screen 2) accesses the Pending Transaction and Selected Transaction files (see the Data Flow section in this overview). This screen enables you to look at and make changes in the transactions before they are applied to the Employee Master File. You will see the transactions on the screens through which they were entered.

The adjustment transactions created through the Online Check Calculation process cannot be viewed or changed through Screen 2.

Purpose

Use this screen to

- Browse the records in the Pending Transaction file. This capability can be useful not only in validating daily work, but also in checking the work of new operators. You can browse the entire file or begin at a specific record.

- Call up a list of keys that identify the records in either of the files. This function permits you to find the transactions you need to review or change without browsing the entire file.

- Look at, change, or delete a specific transaction in either of the files. Access the transaction by using an identifying key or an occurrence number from the list of keys.

The key lists will appear directly on this screen. In both the browse and specific record modes, the transaction will be displayed on the same screen you used to enter the data originally.

Using the Screen

This section presents an overview of using Screen 2 in terms of fields and screen layout. Some of the topics mentioned here are treated more fully in following sections.

```
PAYROLL/PERSONNEL TRANSACTION INQUIRY/UPDATE
 ACTION:               ENTER ACTION CODE AND KEYS        OCCURRENCE NO:
 ACTION CODES: TFIL - TRANSACTION FILE BROWSE
               TKEY - TRANSACTION FILE KEY
               TREC - TRANSACTION FILE SPECIFIC RECORD
               SKEY - SELECTED FILE KEY LIST
               SREC - SELECTED FILE SPECIFIC RECORD
               MORE - CONTINUE KEY LIST
 KEYS: TRANS FILE - L1: ___ L2: ___ EMPNO: _____ SCRN: ___ RECID: _____
        SELECTED FILE - SEQNO: _____

 OCCNO L1 L2   EMPNO   SCRN RECID  SEQNO   DATE    TIME   EFFDTE  TERM    OPER
    1:
    2:
    3:
    4:
    5:
    6:
    7:
    8:
    9:
   10:
   11:
   12:
```

- The Action entry tells the system whether you want to browse the file, see a key list, or see a specific record. The permitted action codes are listed on the screen.

- A Transaction File key can be entered to

  – Limit the number of records displayed in TFIL browse.

  – Limit the number of keys displayed in either TKEY or SKEY.

  – Select a specific record in TREC directly (without using TKEY) when you know the transaction key.

- The Transaction File keys appear on the line labeled Keys when TKEY or SKEY is the action selected. SCRID identifies the screen on which the transactions that may have been entered on the same screen for the same employee.

- When you find the record you want on the transaction key list or selected key list, place the corresponding number from the column headed Occurrence Number into the Selected File - Sequence Number field. Change the action field entry to **TREC** or **SREC**. Then, when you press **Enter**, the record you selected will appear.

- The Selected Transaction File keys (sequence numbers) appear in this column when **SKEY** is the action.

- When you find the record you want on the selected key list, place its sequence number from the Sequence Number column into the Selected File - Sequence Number field. Change the action field entry to **SREC**.

- Additional information about the record appears in the columns to the right of the Sequence Number column. Date and time the transaction was entered or changed, effective date (all zeros if no effective date was entered), and the ID of the terminal and operator that entered the record are shown.

Inquiry

Inquiry through Transaction Inquiry/Update is different from inquiry conducted through the Employee Master File Inquiry/Transaction Entry mode in that here you are looking into the Pending Transaction or Selected Transaction File and not the Employee Master File. When a screen is displayed in TFIL, TREC, or SREC, you will see only data that is still in the Pending Transaction or Selected Transaction Files. The rest of the fields will be blank, even though they may contain data in the Employee Master File.

STUF

In many cases, you do not need to see the data in the Employee Master File because you are changing or deleting a transaction recently entered. For review purposes, however, it may be convenient to see what the master file would look like if it were updated with these transactions. To this end, the Transaction Inquiry/Update mode permits a simulated update of the file. This capability combines data from the Employee Master File with data from the Pending Transaction File so that screen looks exactly as it would in a master file inquiry after the file has been updated by the transactions.

To initiate a simulated update, enter **STUF** into the Action field of the screen in TFIL, TREC, or SREC and press **Enter**. Data from the Pending Transaction File will be brighter while data from the master file appears in normal intensity.

Using TFIL Browse

TFIL displays records in the Pending Transaction File one at a time. You can begin at the beginning of the file (records are filed by Level 1-Level 2, employee number, screen number, and record ID, in that order) or at a point in the file that you designate by entering a transaction key or part of a key.

The procedure for using TFIL follows:

Step	Action
1	To start at a certain point in the file, fill in the fields of the transaction key that designate that point (such as, a specific employee number for some Level 1-Level 2 to display all transactions for that employee).
2	Type **TFIL** into the Action field and press **Enter**. Entry screens will appear one by one as you press **Enter**. Remember that TFIL is inquiry only. Changes must be made through TREC.
3	To end the browse and return to Screen 2 (also known as the Function screen), type **FUNC** in the Action field.

Using TKEY and SKEY

The procedure for finding records through key data follows. TKEY looks for records in the Pending Transaction File. SKEY looks for records in the Selected Transaction File.

Step	Action
1	Type **TKEY** or **SKEY** into the Action field.
2	If you want to start the key list at a specific key, enter: ▪ For TKEY: A transaction key or part of a key. ▪ For SKEY: A sequence number. Sequence numbers are found on the Transaction Validation Report.
3	Press **Enter**. The keys will appear on the screen.
4	If the record you want is not listed, press **Enter** and up to 12 more keys will appear. Do this until the record is found.

Using TREC and SREC

The procedure for using TREC and SREC follows:

Step	Action
1	**If you do not have key information:** ▪ Follow the procedures for using TKEY and SKEY. ▪ When the record key is found – For TREC: Type the occurrence number from the left column into the Occurrence Number field. – For SREC: Type the sequence number from the middle column into the Sequence Number field. **If you have key information:** ▪ For TREC: Enter the full transaction key. ▪ For SREC: Enter the sequence number (in the Sequence Number field).
2	Type **TREC** or **SREC** into the Action field. Press **Enter**. The appropriate screen will appear.
3	If you want to see how the transactions on the screen will affect the Employee Master File, type **STUF** in the Action field and press **Enter**.

(continued)

Step	Action
4	If you want to make changes to the transactions in the Pending Transaction or Selected Transaction File, enter the change data into the field and press **Enter**. Use the following action codes when applicable:

- **ADD** - If you are updating transactions for a new employee or organization.

- **ADDW** - When you are updating transactions for a new employee or organization and you want to ignore any warning messages on the screen.

- **WOK** - When you are updating transactions other than those for a new employee or organization and you want to ignore any warning messages on the screen.

- **DEL** - When you want to delete a transaction.

- **HELP** - When you need assistance in completing the screen.

- **END** - To discontinue work on the screen while in TREC or SREC. Nothing you have entered on the screen goes to the file and you will be returned to Screen 2.

- **FUNC** - This code has the same use as END. Can also be used in TFIL to return to Screen 2.

- **CM** - To return to the Payroll/Personnel main menu.

- **CF** - To return to the system selection menu.

- **SO** - To sign off the system.

Using Realtime Employee Master File Screens

Introduction

The Realtime Employee Master File capability of the Payroll/Personnel system allows you to update the Employee Master File instantly, without going through the standard file maintenance process. As a result, your inquiries are always based on up-to-date information in the master file.

A before-after file activity report is printed that shows the changes made, who made each change, and when it was made. This provides an audit trail for all Realtime Employee Master File processing. For more information, see Audit Processing in this overview.

Edit and Validate

All entries are edited and validated before being applied to the Employee Master File. If no errors are found, the file will be updated immediately, and a confirmation message will appear. If an error is found, the corresponding error message appears.

Reading Screens

Most of the procedures for using Realtime Employee Master File screens are the same as those that apply to other screens. General features that are unique to Realtime Employee Master File are discussed here.

```
ACTION: _____   CURRENT: 202  NEXT: 202
 L1: AA L2: AA EMPLOYEE NO: _____    ENTER A VALID EMPLOYEE NUMBER

                           EMPLOYEE FAMILY DATA

         NAME:
         MARITAL STATUS: _                  MARRIAGE DATE: _____
                                            NUMBER OF CHILDREN: __
         *SPOUSE DATA*
           NAME: _____   SEX: _
                           _____           BIRTHDATE: _____

         *CHILDREN*
 FUNC ITER  NAME        SEX BIRTHDATE    FUNC ITER  NAME        SEX BIRTHDATE
  _    01   _____   _  _____    _    02   _____   _  _____
  _    03   _____   _  _____    _    04   _____   _  _____
  _    05   _____   _  _____    _    06   _____   _  _____
  _    07   _____   _  _____    _    08   _____   _  _____
  _    09   _____   _  _____    _    10   _____   _  _____

 INSERT NEW CHILD DATA IN DATE ORDER OR ITERATION ORDER
   DATE ORDER (FUNC=*,ITER=SPACES)  ITER ORDER (FUNC=SPACES,ITER=01 THRU 10)

   _    __   _____   _  _____
   _    __   _____   _  _____
```

Step	Action
1	These action codes are used on Realtime Employee Master File screens: ▪ **WOK** - To override warning messages ▪ **CR** - To restart the current screen (same use as END in other screens) ▪ **CF** - To return to the System Selection Menu ▪ **CM** - To return to the Payroll/Personnel main menu ▪ **SO** - To sign off ▪ **END** - To return to the Realtime Employee Master File menu (Screen 200)
2	Key information consists of Level 1-Level 2 and employee number. Key information may be changed after the Employee Master File has been updated and the confirmation message displayed. You change key information at the same time you enter changes for the current screen. If you change the key and no errors are found on the current screen, the file will be updated and the confirmation message will appear on the next screen.
3	All Realtime Employee Master File messages appear in the upper right of the screen. This includes warning and error messages, confirmation messages, and procedural instructions to the operator. When a warning or error message appears, the field or fields in error are highlighted and the cursor will be positioned at the first field that contains an error. If another error was found, another message will appear and the cursor will move to the field in error after the first one has been corrected. For more information about screen messages, see Responding to Messages in this overview. The following three points apply to Realtime Employee Master File iteration screens.
4	Iteration numbers are used on some Realtime Employee Master File screens when several items of a type of data are associated with an employee: child records, skills data, performance reviews, and so on. Each item is numbered.
5	The function field appears on iteration screens. It is used to delete items from a list or to arrange items in descending date sequence. ▪ To delete, type **D** here. The item will be removed and the remaining items will be renumbered. ▪ **To replace data on the list**, type over the current data. ▪ **To arrange data in descending date order**, type an asterisk in the Function field.

(continued)

Step	Action
6	On iteration screens, items are added to the current list through the fields at the bottom of the screen.
	To insert an item into the list, leave the first field, Function, blank and type the appropriate iteration number into the second field. The item will be inserted and the remaining items renumbered.
	If your data is in date order, type an asterisk in the Function field and leave the Iteration field blank. The item will be inserted into its proper place in the date sequence.
	Note: If the new item you are adding exceeds the maximum number of allowed iterations, the oldest item on the list is dropped. For example, the system can store ten salary reviews. If an eleventh is added, the tenth is dropped automatically.

Locking Records

When you request an employee's record from the Employee Master File, one of two things can happen:

- The record you requested is displayed on your screen; that record is automatically locked so that other users cannot access the employee record while you are working on it.

- A message is displayed indicating the record you requested is locked by another user.

    The actual message says **Exclusive Lock By *xxxx* Since *hh:mm:ss***.

If the employee information is displayed on your screen, that employee's record is not available to anyone else until you release it (unlock it) using one of the following methods:

- Updating the Employee Master File. This will unlock the record only momentarily. As soon as the master file is updated, the system returns that same record to you with a message indicating that the update was successful - at that point the record is once again locked until you change the employee number or Level 1-Level 2 or both.

- Escaping the screen by using the Action field.

If you escape the screen by pressing the **Clear** key, the record will not be unlocked. If the **Clear** key is pressed while you have the record locked, you must unlock the record using one of the following methods:

- Enter **MSAR** to return to the screen you were working on. Exit the screen through the Action field.

- Enter **MSAS** and return to the menu screen. Press **Enter**. Cycling through the menu screen will unlock the record.

Audit Processing

The Realtime Audit program (PLQ100) allows you to view changes made to the Employee Master File through the Realtime feature. The program will produce a report showing all realtime updates, listed by Level 1-Level 2 (you can specify other sort sequences and page breaks when you execute the program). The AUDIT transaction provides more information about executing the Realtime Audit program.

Recovery Processing

The Realtime Audit program also allows you to generate transactions for forward recovery of your realtime updates. When executing the Realtime Audit program, you can specify to purge the audit database records and generate transactions. These transactions are used if your realtime updates are lost and you do not want to type the updates on the screens again. After the transactions have been generated, they must be used as input into Update (PLP600). Your Employee Master File will then have updates equivalent to the ones previously entered through the Realtime feature. These generated transactions can also be used to record realtime changes to Life-to-Date History. For information about the recovery of the Position Control Master File, see the *Position Control Module* guide.

Using Realtime Tables File Screens

Introduction

The Realtime Tables File capability of the HCM:E system allows you to update the HRMS Tables File instantly, without going through the standard file maintenance process. As a result, your inquiries are always based on up-to-date HRMS Tables File information.

The Realtime Tables File screens are accessed in a top-down hierarchical fashion. The hierarchy has three levels of menu screens: Application menu, Record Type menu, and Record Type Detail. Menus can be accessed by entering an assigned code in the Action field. The third-level menu screen provides access to detail HRMS Tables File records. Security and logical enqueue are verified for the HRMS Tables File records before the detail screen is displayed.

A before-after file activity report is printed that shows the changes made, who made each change, and when it was made. This provides an audit trail for all Realtime Tables File processing. For more information, see Audit Processing in this overview.

Processing Diagrams

```
                              ┌─────────┐
                              │   TFM   │
                              └────┬────┘
                    ┌──────────────┴──────────────┐
               ┌────┴────┐                   ┌─────┴─────┐
               │   CAN   │                   │ Continued │
               └────┬────┘                   └───────────┘
          ┌─────────┴──────────┐
     ┌────┴────┐          ┌─────┴─────┐
     │   CSD   │          │    CTR    │
     └────┬────┘          └─────┬─────┘
          │         ┌────────┬───┴────┬─────────┐
    ┌─────┴────┐ ┌──┴──┐  ┌──┴──┐  ┌──┴──┐  ┌───┴───┐
    │    *     │ │ CRM │  │ CPC │  │ CT4 │  │  CRL  │
    │ TM-xxxx  │ └──┬──┘  └──┬──┘  └──┬──┘  └───┬───┘
    └─────┬────┘    │        │        │         │
    ┌─────┴────┐ ┌──┴────┐┌──┴────┐┌──┴────┐┌───┴────┐
    │  TM-T41  │ │SRM001 ││FRM001 ││SRO002 ││ SRO003 │
    └─────┬────┘ └───────┘└──┬────┘└───────┘└────────┘
    ┌─────┴────┐         ┌───┴─────┐
    │ TM-T4R   │         │ GEN001- │
    │ TM-T4D   │         │ GEN002  │
    └─────┬────┘         └───┬─────┘
    ┌─────┴────┐         ┌───┴─────┐
    │  TM-T4U  │         │ GRP003- │
    └──────────┘         │ GRP004  │
                         └───┬─────┘
                         ┌───┴─────┐
                         │ PRT001  │
                         └───┬─────┘
                         ┌───┴─────┐
                         │ PRT002  │
                         └───┬─────┘
                         ┌───┴─────┐
                         │ SRT001  │
                         └─────────┘
```

*			
TM-T4B	TM-T4N	TM-T4AC	TM-T4AN
TM-T4C	TM-T4O	TM-T4AD	TM-T4AO
TM-T4E	TM-T4S	TM-T4AE	TM-T4AP
TM-T4F	TM-T4T	TMT4AF	TM-T4AR
TM-T4G	TM-T4W	TM-T4AG	TM-T4AS
TM-T4H	TM-T4X	TM-T4AH	TM-T4AT
TM-T4L	TM-T4AA	TM-T4AI	
TM-T4M	TM-T4AB	TM-T4AL	
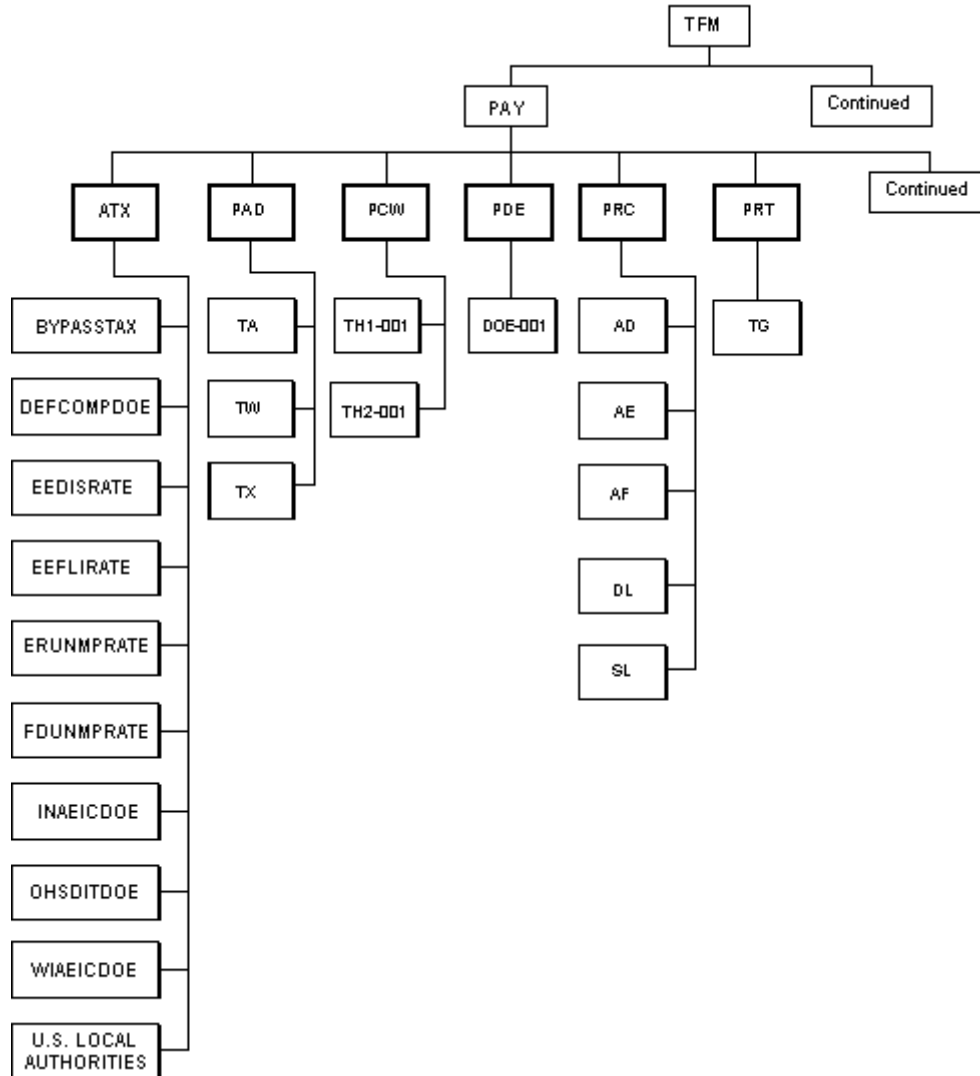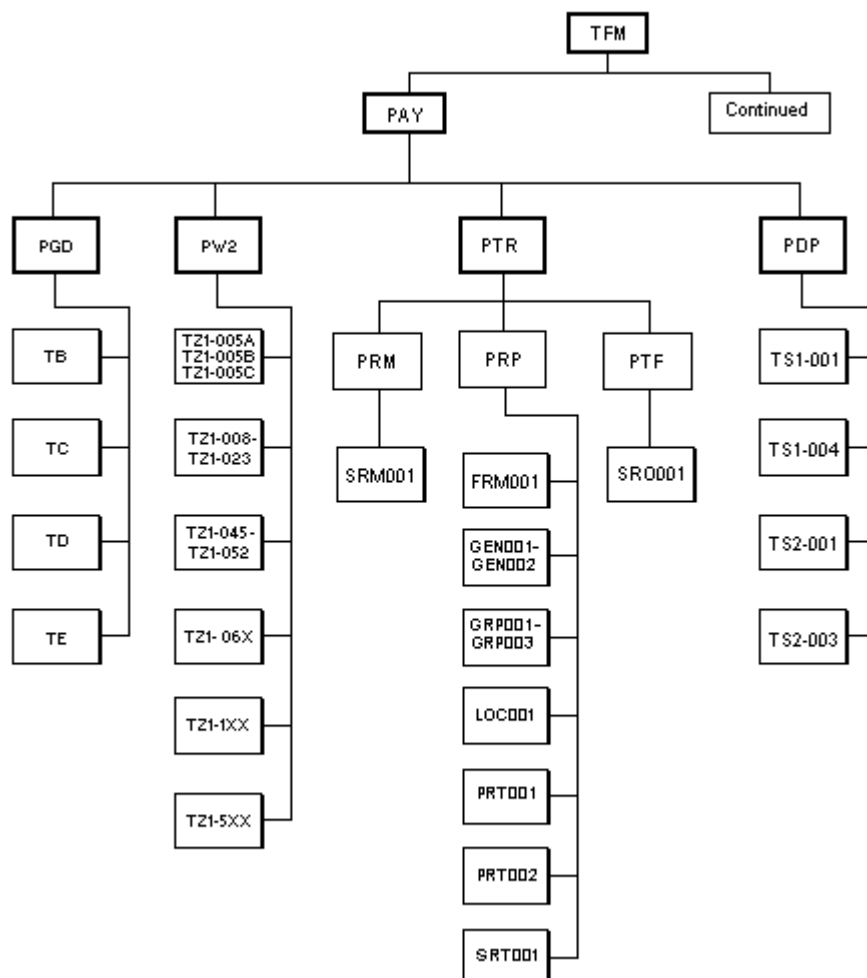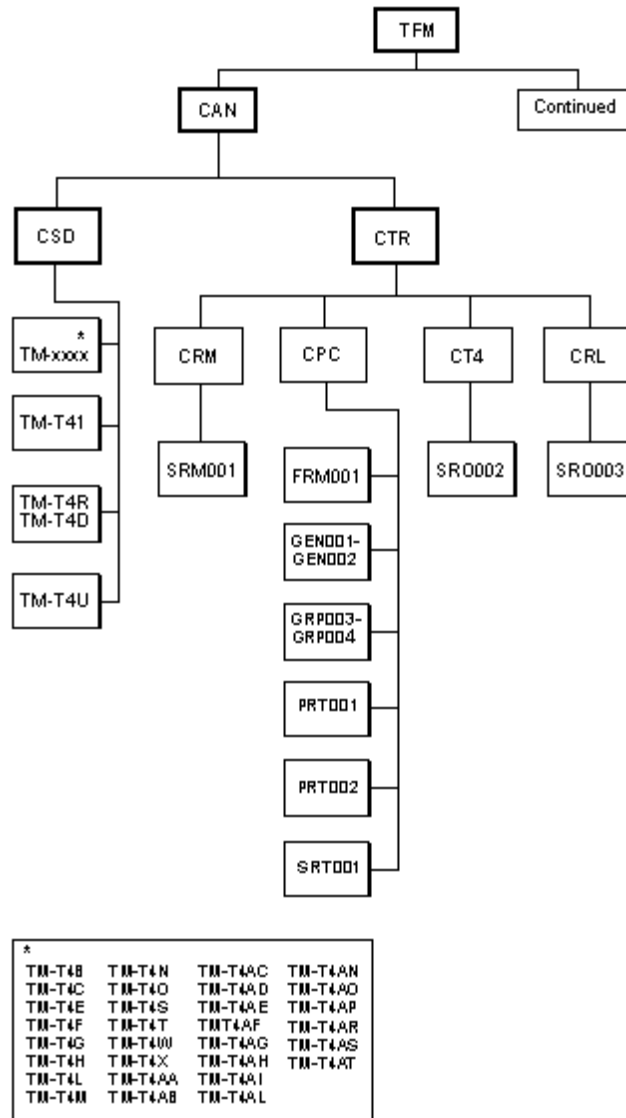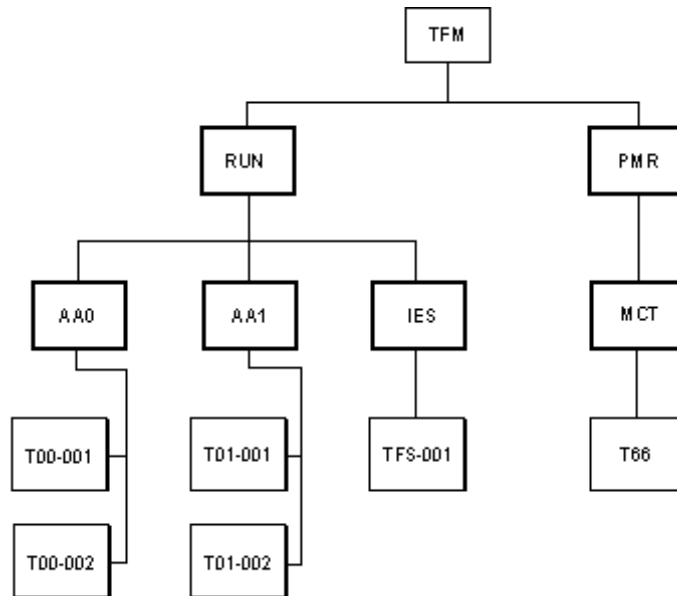
Edit and Validate

All entries are edited and validated before being applied to the HRMS Tables File. If no errors are found, the file is updated immediately, and a confirmation message appears. If an error is found, a message appears.

Reading Screens

Most of the procedures for using Realtime Tables File screens are the same as those for other screens. General features that are unique to the Realtime Tables File are discussed here. If an error is found, a message appears.

```
ACTION: ____
 L1: __  L2: __
 NEXT B/CU CODE: _____
                        BANK/CREDIT UNION CODE DATA

    B/CU CODE         BANK/CREDIT UNION NAME          ABA/INSTITUTION
    _____         _____    _____
    _____         _____    _____
    _____         _____    _____
    _____         _____    _____
    _____         _____    _____
    _____         _____    _____
    _____         _____    _____
    _____         _____    _____
    _____         _____    _____

   INSERT NEW BANK/CREDIT UNION CODE
    _____         _____    _____
```

Step	Action
1	Action codes allow you to go from a detail or menu screen to a menu screen. You cannot access one detail screen from another detail screen. The following action codes are used on Realtime Tables File screens:

- **CR** - To restart the current screen.

- **CF** - To return to the System Selection menu.

- **CM** - To return to the Payroll/Personnel main menu.

- **SO** - To sign off.

- **END** - To return to the previous level menu screen.

- **TFM** - To access the Realtime Tables File Application menu screen.

- **AA0** - To access the Realtime Tables File AA0 Record Type menu screen.

- **AA1** - To access the Realtime Tables File AA1 Record Type menu screen.

- **CAN** - To access the Realtime Tables File Canadian Payroll Record Type menu screen.

(continued)

Step	Action
1 (cont'd)	▪ **CPC** - To access the Realtime Tables File Canadian Regulatory Parameter Control menu screen.
	▪ **CRM** - To access the Realtime Tables File Canadian Regulatory Report Record Map Entry screen.
	▪ **CSD** - To access the Realtime Tables File CSD Record Type menu screen.
	▪ **CRL** - To access the Realtime Tables File Canadian Releve 1/Releve 2 Tape Record Indicators screen.
	▪ **CTR** - To access the Realtime Tables File Canadian Tax Reporting menu screen.
	▪ **CT4** - To access the Realtime Tables File Canadian T4/T4A Tape Record Indicators menu screen.
	▪ **IES** - To access the Realtime Tables File LES Record Type menu screen.
	▪ **MCT** - To access the Realtime Tables File MCT Record Type menu screen.
	▪ **PAD** - To access the Realtime Tables File PAD Record Type menu screen.
	▪ **PAY** - To access the Realtime Tables File Payroll Record Type menu screen.
	▪ **PCW** - To access the Realtime Tables File PCW Record Type menu screen.
	▪ **PDE** - To access the Realtime Tables File PDE Record Type menu screen.
	▪ **PMR** - To access the Realtime Tables File Personnel Record Type menu screen.
	▪ **PRC** - To access the Realtime Tables File PRC Record Type menu screen.
	▪ **PRM** - To access the Realtime Tables File Report Record Map Entry screen.
	▪ **PRP** - To access the Realtime Tables File U.S. Regulatory Parameter Control menu screen.
	▪ **PRT** - To access the Realtime Tables File PRT Record type menu screen.
	▪ **PTF** - To access Realtime Tables File U.S. tape and Form Indicators screen.
	▪ **PTR** - To access the Realtime Tables File U.S. Tax Reporting menu screen.
	▪ **RUN** - To access the Realtime Tables File Run Control Record Type menu screen.
2	Key information consists of Level 1-Level 2 and record type. Record type was selected by entering **S** on the previous menu screen.

(continued)

Step	Action
3	All Realtime Tables File messages appear in the upper right of the screen. This includes warning messages, error messages, confirmation messages, and procedural instructions to the operator.
	When an error message appears, the field or fields in error are highlighted, and the cursor is positioned at the first field that contains an error. If another error was found, another message appears and the cursor moves to the field in error after the first one has been corrected. For general information about screen messages, see Responding to Messages in this overview. For specific messages and the corrective action to take, see the Messages documentation.
4	**The remaining steps apply to Realtime Tables File screens with more than one record of the same type on the same screen.**
	All records can be either modified or added. To delete a record, use the batch maintenance programs. The last record on the screen is used to add a record only. Records will not be added unless they contain data. Records will be added in ascending order. If a screen contains the maximum number of records for that screen and you add another record, it will scroll to a fresh screen and display the overflow of records.
5	The other records can be modified. After a record is added, the Code field becomes a protected field because this field is part of the HRMS Tables File record key. You can change any of the associated data fields (Bank Name, City/State, ZIP Code, Bank ID Number).
6	You can directly access a record on multiple record screens. Enter the record code in the Action field at the top of the screen or in the previous menu screen when you select the record type detail screen.

Locking Records

When you request a record type from the HRMS Tables File by selecting it from the record type menu screen, one of two things can happen:

- The record you requested is displayed on the detail screen and that record type is automatically locked so that other users cannot access the same record type while you are working on it.

- A message is displayed indicating that the record type you requested is locked by another user.

   The actual message says **Exclusive Lock By *xxxx* Since *hh:mm:ss***.

If the record type information is displayed on your screen, that Level 1-Level 2 record type isn't available to anyone else until you release (unlock) it using one of the following methods:

- Updating the HRMS Tables File. This will unlock the record only momentarily. As soon as the HRMS Tables File is updated, the system returns that same record to you with a message indicating that the update was successful. At that point the record type is once again locked until you change the record type or Level 1-Level 2, or both.

- Escaping the screen by using the Action field.

If you escape the screen by pressing the **Clear** key, the record will not be unlocked. If the **Clear** key is pressed while you have the record locked, you must unlock the record using one of the following methods:

- Type **MSAR** to return to the screen you were working on. Exit the screen through the Action field.

- Type **MSAS** and return to the menu screen. Press **Enter**. Cycling through the menu screen will unlock the record.

Audit Processing

The HRMS Tables File Audit Trail process allows you to view changes made to the HRMS Tables File through the Realtime feature. The HRMS Tables File Audit Trail programs (PLT918, PLT920) will produce a report showing all realtime updates, listed by the HCM:E system application (you can specify other sort sequences and page breaks when you execute the programs). The TABLE transaction provides more information about executing the HRMS Tables File Audit Trail process.

Recovery Processing

The HRMS Tables File Recovery process allows you to do a forward or backward recovery of your realtime updates. When executing the HRMS Tables File Recovery programs (PLT908, PLT910) you specify the type of recovery, forward or backward (see the RECOV transaction for more information). This process is used if your realtime updates are lost and you do not want to type the updates on the screens again (forward recovery), or if you want to reverse the realtime updates (backward recovery).

Using Online Check Calculation and Payment History

Introduction

Online Check Calculation uses the Realtime feature of the system to allow you to calculate and print checks instantly, without going through the standard payroll cycle. Adjustment transactions are generated for updating the Employee Master File.

Six Realtime screens, an Online Check Calculation (OCC) Compute program, and an I.E. report series are associated with the Online Check Calculation process. The OCC Compute program calculates the checks, and the results are viewed on the I.E. report. You can then choose to print the checks, generate adjustment transactions, or both or reject the calculation.

The Online Check Calculation and Payment History menu screen for Online Check Calc also contains a selection of three screens used to view (inquiry only) the Check Reversal Master File. This gives you the ability to view prior employee payment data online. Prior payments on the Check Reversal Master File are presented for an employee on screen 506. A payment is selected and details are presented on screen 507 and screen 508. For more information about payment history, see the Payment History section in the Managing Pay Information chapter of the *User Guide*.

Edit and Validate

All pay data entered is edited and validated before being written to the Selected Employees File. If no errors occur, the file is updated immediately, and a confirmation message appears. If an error occurs, a message appears.

Reading Screens

Action Codes

The following action codes are used on Online Check Calculation screens:

Value	Description
WOK	Overrides warning messages
CR	Restarts the current screen
CF	Returns to the System Selection Menu
CM	Returns to the Payroll/Personnel Main Menu
SO	Signs off
END	Returns to the Online Check Calculation Menu

Key Information

Key information on the pay data entry screens is Level 1-Level 2 and employee number. The current date and time are added to the key when the records are written to the files. If you change the key information on the screen and press **Enter**, the file will not be updated and the information for the new employee will appear.

Messages

All Online Check Calculation messages appear in the upper right corner of the screen. This includes warning, error, and confirmation messages.

When a warning or error message appears, the field or fields in error are highlighted and the cursor is positioned at the first field that contains an error. If another error was found, another message appears and the cursor moves to the field in error after the first one has been corrected. For more information about screen messages, see Responding to Messages in this section.

Considerations

The following points apply to the Online Check Calculation screens:

- No records written to the Selected Employees File can be viewed or modified.

- All records in the Selected Employees File will remain until they are purged by running the maintenance program.

Locking Records

When you request an employee's record from the Employee Master File, one of the following things can happen:

- The record you requested is displayed on your screen and that record is automatically locked so that other users cannot access this employee while you are entering data.

- A message is displayed indicating that the record you requested is locked by another user.

  The message says **Exclusive Lock By *xxxx* Since *hh:mm:ss***.

- If you are on the Online Check Calculation Check Status screen (Screen 505), any records locked by another user on the same screen is not displayed. A message appears, and the locked records is bypassed.

If the employee information is displayed on your screen, that employee is not available to anyone else until you release it using one of the following methods:

- Leaving the screen by using the Action field.

- Entering a different employee number or Level 1-Level 2, or both.

Operator Assistance Features

Help

You can access online reference or instructional text at any time by typing **Help** in the Action field of a screen. When you press **Enter**, the screen is replaced by a screen of text that answers most of the questions you are likely to have about that screen.

Help text has five parts:

- Description of the purpose and use of the screen

- Description of input fields to help you when you cannot remember the form of an entry of the meaning of a code

- A considerations section that contains background information and specific characteristics of the screen

- A list of the error and warning messages for the screen with a brief explanation of what to do to correct the condition

- A blank section in which your company can enter its own **Help** text and company-specific codes, procedures, and so on.

Alpha & SSN Search

Employee inquiry is keyed to employee number. Occasionally, you may need to get employee information for which you do not have the number. The Online system can search for the record phonetically and bring up the employee's file. If more than one employee has the same sounding last name, a tie-breaker screen (Screen 3) will list the employees' names and some other information to help you choose the one you want.

A helpful feature of alpha-search is that you do not need to know the exact spelling of the employee's name. Names that sound alike, even though spelled differently, are listed on the tie-breaker screen. For example, Olsen, Olsson, and Olson will appear together on the tie-breaker screen.

The system will attempt to match the employee name entered with a name in the Employee Master File. If no match is found, this message will be displayed: **Phonetic Equivalent Not On File**. Twenty names at a time are shown on the tie-breaker screen. If more than twenty names are available, a message will indicate that more were found.

Another helpful feature that you can use is to search for employees by social security number. You can enter the full 9-digit social security number or only the last four digits. For social security numbers assigned to only one employee, the system goes to the screen entered (default 40) to display the employee's information. If more than one employee has the same social security number, the tie-breaker screen is displayed to allow you to choose the employee you want.

For more information, see the commentary about Screen 3.

Designing Your Own Screens

Introduction

Your system comes with standard screens for all online functions. But, of course, all users of the system have distinct practices and individual requirements for their payroll and personnel procedures.

After you have used the standard screens for a while, you may decide that other ways of entering or inquiring into your data better suit your operation.

The Screen Generator enables you to

- Make changes to the standard Payroll/Personnel screens described in this guide

- Design completely new screens.

Screen Generator

The Screen Generator lets you redistribute the data fields among screens. If you would prefer, for instance, to separate 1099 DOE display fields from special hours entry fields (standard Screen 12) you can generate a replacement for Screen 12 and a new version with the appropriate fields.

Creating your own layouts is another ability the generator gives you. You may want to do this for purely aesthetic reasons, but there are also practical reasons for laying screens out differently.

Your data input forms (a personnel data gathering sheet, for instance) will most likely not correspond to standard screens in the order and positioning of the data fields. The speed and efficiency of data entry can be increased by creating screens to match your required data gathering format.

With the Screen Generator you can also create screens that omit data fields your organization never uses. You can also rewrite the field labels (the words or abbreviations that identify data), adapting them to your terminology. In either case, the result is screens that are easier for your operators to learn and use.

For instructions for creating screens with the Screen Generator, see the *Technical Guide*.

Security and Data Integrity

Online Security

Security features are built into the Online system that prevent unauthorized people from looking into or changing payroll and personnel records. Access to data is restricted by operator number and password, terminal, Level 1-Level 2 combination, and screen.

The security system for the Online system has three components:

- Restrictive security - Provided by DCI to control who can sign on to the Online system and the applications they can access

- Selective security - Provided by DCI to control the Level1-Level2 data and the application screens an operator can access

- Extended product security - The Online system provides further security options to prevent access to screens or make screens inquiry only. These options can be defined at various levels (for example, globally and by menu, range of screens, and individual screen).

For detailed information about setting up, maintaining, and reporting on

- Restrictive and selective security, see the Security Administration chapter of the *DCI Administrator's Guide*

- Extended product security, see the HCM:E *Technical Guide*.

An organization that has more than 20 Level 1-Level 2 combinations has special online security considerations. See the following information in the Screen Security Considerations section in the Online and Realtime Operation chapter of the *Technical Guide*:

- Alpha Search Security
- Transaction Maintenance Security

Edits/Audit Trails

The system has numerous checks to detect input errors. Required fields are prompted for if they have not been entered. A recycle facility allows you to correct errors that are detected while attempting to apply transactions to the Employee Master File.

For more information, see the Responding to Messages and Using Realtime Employee Master File sections in this overview.

Entry Conventions

Introduction

Read this section for the operating conventions that apply to all screens. Exceptions to these general conventions are noted in the screen-by-screen commentary.

Key Information

Keys are used in the Payroll/Personnel system to identify records in the Employee Master File, Pending Transaction File, or Selected Transaction File. When you want to enter a transaction or view a record, you need to enter a key so that the system will access the proper data.

Employee Master File and HRMS Table File

On screens used to enter or inquire into the Employee Master File or the HRMS Table File, keys consist of the following information:

- Level 1-Level 2, for organization data.

- Level 1-Level 2 and employee number, for employee data.

Level 1-Level 2 must be entered or processing cannot continue (the exceptions to this are alpha-search menu screens and selection screens). If employee number is not entered on an employee data screen, the message, **Record Not Found** will appear.

Realtime Employee Master File

If you are using the Realtime Employee Master File feature, the message, **Enter Valid Employee Number** will appear.

Transaction Files

The key to Pending Transaction file records is Level 1-Level 2, employee number when applicable, and screen and record ID. The key to the Selected Transaction File is the sequence number. See the Using Transaction File Inquiry/Update section in this overview.

Saving the Key

A record key will be carried from one screen to the next until you change it. This is a useful feature because you will often want to see or enter more than one screen for an organization or employee.

Entering Data

Pressing the **Enter** key signals to the system that you want it to accept what you have typed on that screen for entry into the Pending Transaction File.

When using the Realtime Employee Master File feature, the file will be updated immediately.

Remember that when you are setting up a record for a new employee or organization, you must type in the action code **ADD** (or **ADDW**) before you press **Enter**, or your data will be created as a maintenance transaction.

The **Enter** key is also used to activate any Action code or next screen instruction you have typed.

Dates

The standard format for entry of dates in realtime is year followed by month followed by day with slashes between the components. Thus enter July 14, 1945 as **1945/07/14**.

Online transaction entry is entered without slashes. Type **July 14, 1945** as **19450714** in online. All dates are edited to be a valid month (01-12) and a valid day (01-31 unless 00 is allowed for the day) with proper editing done for the number of days in the month including leap years. Effective date is also typed without slashes. For example, 1999/06/31 is not a valid date. The valid year range is 1850 through 2099 for demographic dates and 1980 through 2079 for run dates.

If STUF is used to display an entry for a date that is stored on its transaction as six digits, YYMMDD, the field is displayed in STUF mode as 00YYMMDD. Thus, a July 14, 1999 run date for example, entered for the AA transaction is displayed as 00990714. The transaction is generated with a six position date, but the file is updated with a full eight-character date during Update.

Time

The standard format for time of day is *hh:mm:ss* (a 24-hour clock is assumed). Thus 2:15 p.m. is **14:15:00**.

Leading Zeros

Fields defined on the screen as having a numeric format do not need to be filled with leading zeros. For example, in a four-position field it is not necessary to type 0023. Type **23** and the system will insert the zeros for you.

Amounts/Percentages

When using the Online system, a decimal point must be used in the entry of percentages and fractional amounts, according to the format designated for the field. Format codes are found in the Transaction Field Identification Tables in the *Technical Guide*.

Clearing Fields

To delete current data from a field, use the following rules:

- Alphanumeric fields: clear the field by typing **R** in the left-most position and entering spaces in the remainder of the field. If you are using the Realtime Employee Master File feature, use the space bar to clear the field.

- Numeric fields: clear the field by entering zeros in the field.

How to Begin

Introduction

This section is a step-by-step guide to getting started on the Payroll/Personnel Online system. It starts with how to access the system from your terminal and goes through establishing a record for a new employee. Steps 1, 2, and 3 show you how to sign on to the system. Steps 4 through 6 give you some practice in using the system.

You can use this section as an exercise at your terminal or just read through it and then refer to it when you want to sign on.

Please note that this does not tell you how to install or implement your Online system. Separate materials are provided for that purpose. These are steps to orient new operators to a system that has already been implemented.

Step 1

In this step you access the system. Go to a terminal that has been defined to the system. On a clear screen with the cursor in the upper left corner, type **MSAS** and press **Enter**.

Step 2

This is the sign-on screen that is displayed if your terminal is allowed access to the system.

```
        IIIIIIII
           II      n     n  ffffffff  ooooooooo   rrrrrrrrr
           II      nn    n  ff          oo    oo  rr     rr
           II      n n   n  ffffffff  oo      oo  rrrrrrrrr
           II      n  n  n  ff          oo    oo  rrrrrr
           II      n   n n  ff          oo    oo  rr    rr
        IIIIIIII   n    nn  ff        ooooooooo   rr      rr


        Welcomes you to the E Series Online Applications

          Operator ID:            Password:

         New Password:              Verify:




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    and subsidiaries. All rights reserved.


    Action                                        DCI Release 01.01
```

To sign on

Step	Action
1	Enter your operator code. For reasons of security, entries you make on this screen will not be visible.
2	Move the cursor to the password field and enter in your password.
3	Press **Enter**.

If you get an error message for either field, re-enter both. Remember that your code and password have to be valid for the terminal you are using and the password is 12 positions.

Step 3

The Online Systems menu is displayed.

```
                    DDDDDDD      CCCCCCCC    IIIIIIIIII
                    DD    DD    CC      CC       II
                    DD      DD  CC               II
                    DD      DD  CC               II
                    DD      DD  CC               II
                    DD    DD    CC      CC       II
                    DDDDDDD      CCCCCCCC    IIIIIIIIII

                            Main Menu

                    A - Payroll/Personnel
                    B - Financial Systems
                    E - Information Expert
                    I - Product Release Inquiry
                    N - Display Environment
                    O - Display Operator Information
                    P - Change Operator Password
                    R - Restrictive Security Menu

                 Enter the option you desire: __


     Action ____                              DCI Release 01.01
```

Type **A** in the System Number field and press **Enter**. The Action field is used on this screen only for signing off the system (**SO**).

Step 4

The Payroll/Personnel Systems screen displays.

```
                      DDDDDDD       CCCCCCCC    IIIIIIIIII
                      DD    DD      CC     CC       II
                      DD      DD  CC                II
                      DD      DD  CC                II
                      DD      DD  CC                II
                      DD    DD      CC     CC       II
                      DDDDDDD       CCCCCCCC    IIIIIIIIII

                          Payroll/Personnel Systems


                            01 - Payroll/Personnel

                            02 - Personnel Modules

                            11 - International Payroll


                  Enter the system number you desire: __



      Action ____                              DCI Release 01.01
```

Type **01** in System Number field and press **Enter**.

Step 5

This is Payroll/Personnel Main Menu. From here you can select another menu or a data screen.

```
Action: ____

                    Infor HCM E Series Main Menu


Enter the desired screen number, organization and employee number
Screen: ___   Level 1: __   Level 2: __   Employee Number: _____   MRC: _


                2:   Transaction Inquiry and Update
                4:   Organization Menu
                5:   Employee Payroll Menu (U.S. Organizations)
                6:   Employee Payroll Menu (Canadian Organizations)
                7:   Employee Personnel Menu
              100:   Realtime Update Menu
              700:   Supplemental Address/Dependent/Health Plan Data Menu
```

From this point on, we will go through the steps of adding a new employee to your files. In this step, select the Employee Payroll menu by typing **5** in the Screen field and pressing **Enter**.

We could have entered key information on this screen as well. The key is carried along through the progression of screens until you change it.

Step 6

This is the Employee Payroll Data menu. In this step, we will enter key information. Key information has to be entered so that the system can verify Level 1-Level 2 and screen security.

```
ACTION: _____   CURR: 005  NEXT: ___
     L1:     L2:     EMPNO:              MRC:


                       EMPLOYEE PAYROLL MENU

             40: C   BASIC INFORMATION
             41: C   SALARY AND WAGE ACCUMULATORS
     42,769-771: I   SPECIAL HOURS
             43: C   BOND ACCOUNTS
             44: C   SALARY SPLITS
          45-46: E   FEDERAL, SOC.SEC. AND/OR MED. ADJUSTMENTS AND PREPAYS
             47: E   ZT TIME ENTRY
             48: E   ZV TIME ENTRY
             49: I   FEDERAL AND MQGE WAGE AND TAX ACCUMULATORS
             50: I   SOC. SECURITY AND/OR MEDICARE WAGE AND TAX ACCUMULATORS
             51: E   EMPLOYEE DELETE
             53: E   DOE MAINTENANCE
     60-77,55-59: C   DOE ACCUMULATORS
            125: C   EMPLOYEE TAX DATA
            128: E   FEDERAL AND MQGE WAGE ADJUSTMENTS AND PREPAYS
        129-138: I   EMP DOE STEP OVERRIDES
        740-749: C   ACH / BANKING SERVICES ACCOUNTS
        751-768: C   SALTA WAGE AND TAX ACCUMULATORS
        801-818: I   DOE INFORMATION
```

Prepare to add a new employee by completing the following procedure:

Step	Action
1	Type **40** in the Next field. This is the screen for basic employee data. If you are using the Canadian system, go to Menu Screen 6 and type **37**.
2	Enter a valid Level 1 for your organization.
3	Enter a valid Level 2 for your organization.
4	Type an employee number into the Employee Number field. If your system has the Employee Number Shift feature, key in the number from the beginning of the field.
5	Press **Enter**.

Step 7

The Basic Information screen is displayed. Notice that key information is saved from the previous screen. Notice also that the message, **RECORD NOT FOUND** is showing. That is to be expected. The Employee Master File does not yet contain a record for a new employee.

```
ACTION: _____   CURR: 40   NEXT: 125
    L1: AL  L2: WA  EMPNO:                        EFF DATE: _____

                        BASIC EMPLOYEE INFORMATION

LAST NAME: _____  SUFFIX: ___
FIRST NAME: _____  MIDDLE NAME: _____  SSN: _____
           COMPRESSED EMPLOYEE NAME:
ADDR 1: _____  ADDR 2: _____
CITY: _____  ST: __   ZIP: _____ - ____

 LEVEL 3: _____     CHK SEQ: _____        NRML HR RATE:      _____
 LEVEL 4: _____     EXT DIST: _____    NORMAL HOURS:        _____
 LEVEL 5: _____     PAID THRU BANK: _____  NORMAL SAL :     _____

PAY FREQ: _    WORKER COMP: _____   LAST CHANGE:           VAC AVAIL: _____
PAY CODE: _    UNION CODE: _____   EMPLMT CODE: __        SICK AVAIL: _____
EMP STAT: __   EEO CODE:     __     EMPLMT DATE: _____     VAC ACCR: _
CHK CODE: _    W-2 CODE:            TERM CODE:    __          SICK ACCR: _
SEX CODE: _    1099-R CODE: _       TERM DATE:  _____       EST CODE: ____
TIME CRD: _    W-2 PENS:     _      SHIFT CODE:    _           ADJ LBR:
                                                               STAT EE: _
EMAIL: _____       NON-RES ALIEN: _
                                                 ESS DISPLAY: _
```

At this point turn to the topic on Screen 40 in this guide to see what the required entries are. Enter a name, social security number, and valid codes for the other required fields. If you do not know how to make a particular entry, type **HELP** in the Action field and press **Enter**.

When you are adding an actual employee, type **ADD** or **ADDW** in the Action field.

If you have been following these steps for practice only and do not want to create a transaction, type **END** in the Action field.

2 Menus

Chapter Contents

Introduction

This chapter describes the menus of the Payroll/Personnel system.

001 - Payroll/Personnel Main Menu

```
Action: ____

                       Infor HCM E Series Main Menu


 Enter the desired screen number, organization and employee number
 Screen: ___  Level 1: __  Level 2: __  Employee Number: _____  MRC: _


                   2:  Transaction Inquiry and Update
                   4:  Organization Menu
                   5:  Employee Payroll Menu (U.S. Organizations)
                   6:  Employee Payroll Menu (Canadian Organizations)
                   7:  Employee Personnel Menu
                 100:  Realtime Update Menu
                 700:  Supplemental Address/Dependent/Health Plan Data Menu

                 950:  Installation Audit
```

Purpose

Use this menu to select

- Transaction Inquiry/Update screen (2)

- Organization Menu (4)

- Employee related menus (5, 6, 7)

- Realtime Update Menu (100)

- Alpha-Search
  For more information, see the Alpha & SSN Search Tie-Breaker section in the Selection chapter.

- Dependent/Health Plan Data (700)

- Installation Audit Information (950).

Screen Access

Type **1** from the Online Systems Menu or **CM** in the Action field of any Employee Master File Inquiry/Transaction Entry Screen.

Screen Flow

Press **Enter** to go to screen 4. To access any other screen, type a screen number in the Screen field, type the Level 1-Level 2, and employee number, if appropriate, and press **Enter**.

004 - Organization Menu

```
ACTION: _____   CURR: 004  NEXT: ___
   L1: AL  L2: WA  EMPNO:           MRC: 0
                        PAYROLL/PERSONNEL
                        ORGANIZATION MENU


              8:  C  BASIC INFORMATION (CAN)
              9:  C  PAYROLL RUN OPTIONS (CAN)
             10:  C  BASIC INFORMATION (US)
             11:  C  PAYROLL RUN OPTIONS (US)
             13:  C  PAYROLL RUN DATES/INDICATORS (CAN)
             14:  C  PAYROLL RUN DATES/INDICATORS (US)
             15:  C  PERSONNEL RUN OPTIONS
             17:  E  DOE TEMPORARY PRIORITY OVERRIDES
             18:  E  TIME ENTRY BATCHING
          20-26:  I  DOE ASSUMPTIONS
             27:  E  DOE ASSUMPTION ENTRY
             29:  C  DEFINE VACATION WAGES (CAN)
             36:  C  PAYROLL GENERAL LEDGER INTERFACE OPTIONS
             94:  E  EARNINGS STATEMENT MESSAGES
             95:  E  CHECK WRITER PERIOD BEGIN DATES
          98-99:  I  COMPANY AND FILE TRAILER
```

Purpose

Use this menu to select specific personnel and payroll functions at the organization level.

Screen Access

From the Payroll/Personnel Main Menu, press **Enter**. From any other screen, type **4** in Next and press **Enter**.

Screen Flow

Type a screen number from the menu into the Next field, type the Level 1-Level 2 and press **Enter**.

005 - Employee Payroll Menu (U.S.)

```
Action: ____   Curr: 005  Next: ___
   L1: AL  L2: WA  EmpNo:           MRC:

                      Employee Payroll Menu
      40: C  Basic Information          41: C  Salary and Wage Info
42,769-771: I  Special Hours            43: C  Bond Accounts
      44: C  Salary Splits              47: E  ZT Time Entry
      48: E  ZV Time Entry              51: E  Employee Delete
      52: C  Employee State W-4 Info   125: C  Employee Tax Data
 740-749: C  ACH/Bank Services Accounts 775: C  Phone Maintenance

                      Adjustments and Prepays
   45-46: E  Federal/Soc Sec/Medicare/DOE   128: E  Federal and MQGE
     772: E  PA Local

                      Wage and Tax Accumulators
      49: I  Federal and MQGE            50: I  Soc Sec/Medicare Wage
 751-768: C  SALTA

                         DOE Processing
      53: E  DOE Maintenance        60-77,55-59: C  DOE Accumulators
 129-138: I  DOE Step Overrides         801-818: I  DOE Information
```

Purpose

Use this menu to select specific payroll functions at the employee level.

Screen Access

From any screen, type **5** in the Screen or Next field.

Screen Flow

Type a screen number from the menu into the Next field, type the Level 1-Level 2 and employee number, and press **Enter**.

006 - Canadian Employee Payroll Menu

```
Action: ____    Curr: 006  Next: ___
    L1: CN  L2: DA  EmpNo:           MRC:
                    Canadian Employee Payroll Menu
           30-31: E  Adjustments and Prepays
              32: E  ZT Time Entry
      33-34,19,28: C  Federal T4A Information
              35: I  Provincial Releve 2 Information
              37: C  Basic Information
              38: C  Employee Wage and Salary
              39: C  Bond Accounts
       42,769-771: I  Special Hours
              44: C  Salary Splits
              48: E  ZV Time Entry
              51: E  Employee Delete
              54: E  DOE Maintenance
      60-77,55-59: C  DOE Accumulators
           78-79: I  EI Pay Period Accumulators
             124: C  Employee Tax Data
         126-127: I  QPIP Pay Period Accumulators
         129-138: I  Employee DOE Step Overrides
         139-148: C  T4/Releve 1 Accumulators
             149: I  Wage and Tax Accumulators
         740-749: C  ACH / Banking Services Accounts
         801-818: I  DOE Information
```

Purpose

Use this menu to select specific payroll functions at the employee level.

Screen Access

From any screen, type **6** in the Screen or Next field.

Screen Flow

Type a screen number from the menu into the Next field, type the Level 1-Level 2 and employee number, and press **Enter**.

007 - Employee Personnel Menu

```
ACTION: ____   CURR: 007  NEXT: ___
     L1: AL  L2: WA  EMPNO:            MRC:

                           EMPLOYEE
                        PERSONNEL MENU


               81: C  BASIC INFORMATION (U.S.)
               82: C  JOB INFORMATION
               83: C  BASIC BENEFITS
               84: C  HOURS
               85: C  EDUCATION
               86: I  SALARY AND PERFORMANCE REVIEWS
               87: I  INJURY AND TRANSFERS
               88: I  SKILLS
               89: E  REVIEWS TRANSFERS AND SKILLS
               90: C  INJURY ENTRY AND CHILD DATA
               91: C  JOB ANALYSIS INFORMATION
            92,80: C  EMPLOYEE USER/EEA DATES
               93: C  BASIC INFORMATION (CAN)
```

Purpose

Use this menu to select specific personnel functions at the employee level.

Screen Access

From any screen, type **7** in the Screen or Next field.

Screen Flow

Type a screen number from the menu into the Next field, type the Level 1-Level 2 and employee number, and press **Enter**.

100 - Realtime Menu Screen

```
ACTION: ____
                        Realtime Menu Screen

             Enter Desired Screen Code and Record Key
       Code: ___    L1: AL   L2: WA  Employee/Operator:


                  200   Employee Master Update
                  300   HRMS Tables File Update
                  450   Tax Constants and Local Authority Rates
                  500   Online Check Calculation and Payment History
                  600   Position Control Update

                  900   Extended Product Security
```

Purpose

To select Realtime menu screens for updating the Employee Master File, the HRMS Tables File, tax constants and local authority rates, Online Check Calculation and payment history, Position Control module, or extended product security.

Comments

This screen is specifically for the Realtime system. To access this menu, select Realtime Update Menu on the Payroll/Personnel menu screen.

200 - Realtime Payroll/Personnel Menu Screen

```
Action: ____        Realtime Payroll/Personnel Menu Screen
                 Enter desired screen code and master record key
                 Screen: ___     L1: AL   L2: WA   EmpNo:


          Payroll                             Personnel
214  U.S. Employee Tax Maintenance      201  Emergency Notification Maint
216  Employee DOE Maintenance           202  Employee Family Data
218  New Employee Information           203  Employee Education
220  Employee Salary Maintenance        204  Employee Career Planning
221  Employee Basic Info/Payroll Maint  205  Employee Skills
222  Employee Location Maintenance      206  Employee Basic Benefits
223  Employee Employment/Termination    207  Employee Physical Data
224  Employee ACH Bank/CU Services      208  Employee Service Dates
226  Canadian Employee Tax Maintenance  209  Personal Information Maint
233  Employee Salary Splits Maintenance 210  Performance Reviews
234  Supplemental Address/Dependent/    211  Salary Reviews
        Health Plan Data Menu           212  Employee Organization Property
248  Employee State W-4 Information      213  Employee EEO/AAP Maintenance
249  Employee Phone Maintenance         215  Military Data
250  Regulatory Form/Slip Selection     230  Employee User/EEA Dates
                                        231  Canadian Employee EEA Data
       Position Control Module          232  Employee Job Data
228  Employee Position Assignment
229  Employee Level Position Maint
```

Purpose

Use this screen to select Realtime Employee Master File function screens.

Screen Access

Type **200** at the Payroll/Personnel Main Menu or on Screen 100 - Realtime Menu Screen. You can also type **200** anywhere you are prompted for the Next screen.

Comments

See the Overview in this guide for conventions of Realtime Employee Master File screens.

This menu screen is for the Payroll/Personnel system. If you have the Payroll Standalone system, your menu displays only screens applicable to your system. All Payroll systems are delivered with the Canadian reporting features. If you have the Position Control Module, screens 228 and 229 can be displayed.

234 - Supplemental Address/Dependent/Health Plan Data Menu

```
Action: ____
           Supplemental Address/Dependent/Health Plan Data Menu Screen

            Enter Desired Screen Code and Master Record Key
             screen: ___  L1: AL  L2: WA  Employee No: 1020

       Dependent SSN/SIN: _____

            235  Dependent Personal Data Selection
            236  Dependent Personal Data
            238  Dependent Health Plan Selection
            239  Health Plan Selection
            240  Health Plan Data
            241  Supplemental Address Selection
            242  Supplemental Address Data
            243  Employee/Dependent Health Plan Selection
            244  Employee Health Plan Copy
            245  Employee Health Plan Data
```

Purpose

Use this screen to select Dependent/Health Plan screens.

Screen Access

Type **234** in the Next screen field from any screen. This screen may also be accessed from Screen 200 - Realtime Online Payroll/Personnel Menu Screen using the Screen field.

Comments

Screens 237, 246, and 247 cannot be accessed directly and are not shown on menu screen 234.

250 - Employee Regulatory Form/Slip Inquiry Selection

```
Action: ____   Current: 250  Next: 250
 L1: CN  L2: DA  EmpNo:          1310

             Employee Regulatory Form/Slip Inquiry Selection

 Year: ____         Report ID: ___

          Screen  Valid Report IDs
          ------  -----------------------------------------
           251    001 - Federal W-2 Form Inquiry
           252    003 - Federal 1099-R Form Inquiry
           253    007 - Puerto Rico W2-PR Form Inquiry

           254    200 - Canadian T4 Form Inquiry
           255    202 - Canadian T4A Form Inquiry
           256    300 - Quebec Releve 1 Form Inquiry
           257    301 - Quebec Releve 2 Form Inquiry
```

Purpose

Use this screen to select the year and the ID of the report to view.

Screen Access

Type **250** in the Next screen field from any screen. This screen can also be accessed from Screen 200 - Realtime Online Payroll/Personnel Menu Screen using the Screen field.

Comments

The screens you can access using this menu (251 through 257) can also be accessed directly. If you access these screens directly, the year previous to the current year (system date minus 1) is used as the year.

300 - Realtime Tables File Maintenance Record Type Menu

```
Action: ____           Realtime Tables File Maintenance
                            Record Type Menu Screen
                       Select A Record Type By Entering 'S'

   _  (PAD) Banking Services/ACH/Bond Data
   _  (PCW) Check Writer Forms Identification
   _  (PDE) Organization DOE Information
   _  (PRC) Report Control Options
   _  (PRT) Rate Table
   _  (PGD) U.S. Federal, State, Local Tax Data
   _  (PW2) U.S. Payroll W-2/1099-R Data
   _  (PTR) U.S. Regulatory Reporting
   _  (PDP) Supp Addr/Dependnt/Hlth Pln Data




                                                              300
```

Purpose

Use this screen to select the HCM:E application to be updated in the HRMS Tables File.

Screen Access

Type **300** in the Next screen field from any screen.

Comments

This is an entry only screen. Select an application by typing **S**.

The menu will display only those applications available in your system.

Within the Realtime Tables File system only, **TFM** in the Action field will redisplay this Application menu.

The Level 1 and Level 2 fields on the detail screens are for inquiry purposes only.

301 - Personnel Code Translation Menu

```
ACTION: _____

STARTING CODE VALUE: _____

                        PERSONNEL CODE TRANSLATION MENU
                                             (MCT)
                        _  DEGREE
                        _  FIELD OF STUDY
                        _  GENERAL HEALTH
                        _  GEOGRAPHIC PREFERENCE
                        _  GROUP HEALTH INSURANCE
                        _  LEAVE OF ABSENCE
                        _  PROFICIENCY LEVEL
                        _  PROMOTIONAL READINESS
                        _  REHIRE CONSIDERATION
                        _  RELIGIOUS PREFERENCE
                        _  RESIDENCE TYPE
                           SALARY CHANGE REASON
                        _  SKILLS
                        _  TERMINATION
                        _  TRANSFER REASON


                                                                    301
```

Purpose

Use this screen to select the MCT code translation type to be updated in the HRMS Tables File.

Screen Access

Select (MCT) Personnel Code Translation from Screen 300 - Record Type Menu Screen.

Comments

This is an entry only screen. Select record type by typing **S**.

If a Starting Code Value is selected, the update screen will display this selected HRMS Tables File record as the first record on the screen.

If not selected, the first record of this type in the HRMS Tables File will be the first record displayed on the screen.

Within the Realtime Tables File system only, **MCT** in the Action field will redisplay this Record Type menu.

316 - Rate Table Menu

```
ACTION: _____
L1: AL L2: WA


                              RATE TABLE MENU
                                   (PRT)
  _ RATE TABLE                               STARTING RATE CODE: _____




                                                                    316
```

Purpose

Use this screen to select the PRT record types to be updated in the HRMS Tables File.

Screen Access

Select (PRT) Rate Table from Screen 300 - Record Type Menu Screen.

Comments

This is an entry only screen. Select record type by typing **S**.

If a Starting Rate Code is selected, the update screen will display this selected HRMS Tables File record as the first record on the screen. If not selected, the first record of this type in the HRMS Tables File will be the first record displayed on the screen.

Within the Realtime Tables File system only, **PRT** in the Action field will redisplay this Record Type menu.

323 - Master File Access Control Menu

```
ACTION: ____


                         MASTER FILE ACCESS CONTROL MENU
                                              (AA0)

  _  NORMAL INPUT FILES
  _  EMPLOYEE MASTER FILE ACCESS MODES










                                                                        323
```

Purpose

Use this screen to select the AA0 record types to be updated in the HRMS Tables Files.

Screen Access

Select (AA0) Master File Access Control from Screen 300 - Record Type Menu Screen.

Comments

This is an entry only screen. Select record type by typing **S**.

Within the Realtime Tables File system only, **AA0** in the Action field will redisplay this Record Type menu.

326 - File Control Processing Menu

```
ACTION: _____
L1: AL L2: WA


                        FILE CONTROL PROCESSING MENU
                                        (AA1)

  _  EMPLOYEE MASTER FILE CONTROLS
  _  ORGANIZATION FILE CONTROLS











                                                                   326
```

Purpose

Use this screen to select the AA1 record types to be updated in the HRMS Tables File.

Screen Access

Select (AA1) File Control Processing from Screen 300 - Record Type Menu Screen.

Comments

This is an entry only screen. Record type is selected by typing **S**.

Employee Master File Controls uses Level 1 and Level 2 fields for security only.

Within the Realtime Tables File system only, **AA1** in the Action field will redisplay this Record Type menu.

329 - Organization DOE Menu Screen

```
ACTION: ____
L1: AL  L2: WA


                      ORGANIZATION DOE INFORMATION MENU
                                      (PDE)

_  DEDUCTIONS/OTHER EARNINGS                STARTING DOE CODE:  __
_  STEP DOE                                 STARTING DOE CODE:  __


_  SPECIAL HOURS                      STARTING SPECIAL HOURS CODE:  __


_  TABLED AMOUNTS                         STARTING TABLE NUMBER:  ___







                                                                      329
```

Purpose

Use this screen to select the PDE record types to be updated in the HRMS Tables File.

Screen Access

Select (PDE) Organization DOE Information from Screen 300 - Record Type Menu Screen.

Comments

This is an entry only screen. A record type is selected by entering **S**.

If a starting DOE Code, Special Hours Code or Table Number is selected, the update screen will display this selected HRMS Tables File record as the first record on the screen. If not selected, the first record of this type in the HRMS Tables File will be the first record displayed on the screen.

Depending on the Level 1-Level 2 entered on this screen, either the U.S. update screen (330) or the Canadian update screen (331) will be displayed.

Before organization DOEs can be added to the HRMS Tables File with the Realtime Tables File system, the organization must be established in the Employee Master File. To add organization DOEs before the organization is established in the

Employee Master File or for mass updating of the organization DOEs, the batch system should be used.

Within the Realtime Tables File system only, **PDE** in the Action field will redisplay this Record Type menu.

334 - U.S. Regulatory Reporting Menu

```
ACTION: _____


                        U.S. Regulatory Reporting Menu
                                   (PTR)

      Report Id: ____    Key1: ___      Key2: _____       Group: _____
                        Record Type: ____   Version Year: ____



   _ (PTF) U.S. Regulatory File/Form Indicators
   _ (PRM) Report Record Map Entry
   _ (PRP) U.S. Regulatory Parameter Control







                                                           334
```

Purpose

Use this screen to select HRMS Tables File records for parameter-driven tax reporting.

Screen Access

Select (PTR) U.S. Regulatory Reporting from Screen 300 - Record Type Menu Screen.

Comments

None

Associated Transaction

HRMS Tables File Application Code is PTR from PAY.

335 - U.S. Regulatory Parameter Control Menu

```
ACTION: ____



                    U.S. REGULATORY PARAMETER CONTROL MENU
                                            (PRP)

    REPORT ID:        AUTHORITY:        LOCAL:          GROUP:
    RECORD TYPE:      VERSION YEAR:      SORT SEQ:



  _ REPORT GENERATE CONTROL
  _ REPORT PRINT CONTROL
  _ REPORT FORMS ASSIGNMENT
  _ SORT SEQUENCE SELECTION & CONTROL
  _ DEFINE STATE GROUP
    DEFINE LOCAL GROUP
  _ DEFINE L1 L2 GROUP
  _ LOCAL AUTHORITY SELECTION & ASSIGNMENT



                                                            335
```

Purpose

Use this screen to select HRMS Tables File records for parameter driven tax reporting.

Screen Access

Select (PRP) U.S. Regulatory Parameter Control from Screen 334 - U.S. Regulatory Reporting Menu

Comments

None

Associated Transaction

HRMS Tables File Application Code is PRP from PAY.

351 - Canadian Reporting Menu

```
ACTION: _____


                        CANADIAN REPORTING MENU
                                 (CTR)

     REPORT ID: ____    KEY1: ____     KEY2: _____    GROUP: _____
                        RECORD TYPE: _____   VERSION YEAR: _____



   _  (CT4) T4/T4A TAPE RECORD INDICATORS
   _  (CRL) RELEVE 1/RELEVE 2 TAPE RECORD INDICATORS
   _  (CRM) REPORT RECORD MAP ENTRY
   _  (CPC) CANADIAN REGULATORY PARAMETER CONTROL





                                                               351
```

Purpose

Use this menu to select HRMS Tables File records for parameter driven reporting.

Screen Access

Select (CTR) - Canadian Reporting Menu from Screen 300 - Record Type Menu Screen.

Comments

None

Associated Transaction

SRM001

400 - U.S. Federal, State, Local Tax Data/U.S. Payroll W-2 Data Menu

```
Action: ____
 L1: DZ L2: 03

                         U.S. Federal, State, Local Tax Data
                               U.S. Payroll W-2 Data


   Electronic W-2 Reporting
   _  (PW2) Federal EFW2 File Submitter Information

   Federal Information
   _  (PW2) Federal W-2 Employer Information      Starting EIN  _____
   _  (PW2) W-2 Self-Mailer Information
   _  (PW2) W-2 DOE Definition Data
   _  (PGD) Federal Taxing Information

   U.S. State and Local Information
   _  (PW2) State Reporting Information TZ1-100-M  Starting State: __
   _  (PW2) State Reporting Information TZ1-100-N  Starting State: __ Type: _
   _  (PGD) State Name and Tax Reporting Info      Starting State: __
   _  (PGD) County Name and Tax Reporting Info     Starting County: ___
   _  (PGD) City Name and Tax Reporting Info       Starting City: ____

    U.S. Hours Indicators
   _  (PGD) EEO-1/State Quarterly Hours Indicators Starting Code: __
                                                                      400
```

Purpose

Use this menu to select PGD and PW2 record types to update in the HRMS Tables File.

Screen Access

Select (PGD) U.S. Federal, State, Local Tax Data or (PW2) U.S. Payroll W-2 Data Menu from Screen 300 - Realtime Tables File Maintenance Record Type Menu Screen.

Comments

This is an entry-only screen. A record type is selected by entering **S**.

If a Starting EIN is entered, the Federal W-2 Employer Information update screen displays the selected HRMS Table File record as the first record on the screen; otherwise, the first record of the selected type in the HRMS Tables File is the first record displayed on the screen.

If a Starting State, County, City, or Hours Code is entered, the corresponding State Form and ID Name, County Name and Form Number, City Name and Form Number, or Hours Code and description update screen displays the selected HRMS Table File record as the first record on the screen; otherwise, the first record of the selected type in the HRMS Tables File is the first record displayed on the screen.

Within the Realtime Table File system only, entering **PGD** or **PW2** in the Action field redisplays this Record Type menu.

404 - W-2 DOE Definition Data Menu

```
Action: ____
L1: AL L2: WA
                        W-2 DOE Definition Data
                              (PW2)
  TZ1  ------- Description -------      TZ1  ------- Description -------
 _ 008  Allocated Tips/Excess Life    _ 045  Section 457 Plan Dist
 _ 009  Other Reportable Item 1       _ 046  Not Section 457 Plan Dist
 _ 011  401K Plan/409A Income Plan    _ 047  Section 457 Plan Contrib
 _ 012  403b Plan/409A Defrrl Plan    _ 048  Section 408k6 Plan Contrib
 _ 013  Other Reportable Item 2       _ 049  Sectn 501c18D Plan Contrib
 _ 015  Designated Roth Contrib       _ 050  Excess Golden Parachute
 _ 016  Depndnt Care/Othr Rprtbl 3    _ 051  Business Exp Reimbursed
 _ 017  Other Reportable Item 4       _ 052  Third Party Sick Pay
 _ 018  Other Reportable Item 5       _ 060  Emplr Medical Savings Acct
 _ 019  Other Reportable Item 6       _ 061  SIMPLE Retirement Contrib
 _ 020  Other Reportable Item 7       _ 062  Adoption Assistance Beneft
 _ 021  Unc Tax on Group Term Life    _ 063  Non-statutory Stock Options
   022  Moving Exp Reimbursement        064  Federal Miscellaneous DOEs
   023  Military Employee Amts
 _ 024  Other Reportable Item 11-13   _ 520  W-2PR Puerto Rico DOEs
 _ 025  Other Reportable Item 14-16   _ 521  W-2PR Puerto Rico DOEs
 _ 014  Memo Type 8 by Tax Authority  _ 522  W-2PR Puerto Rico DOEs
        Tax Auth Type: _ Code: _____
                                                                  404
```

Purpose

Use this menu to select U.S. W-2 DOE ties to update in the HRMS Tables File.

Screen Access

Select (PW2) W-2 DOE Definition Data Menu from Screen 400 - U.S. Regulatory HRMS Tables File Information Menu Screen.

Comments

This is an entry-only screen. A record type is selected by entering **S**.

If TZ1-014 is selected and a Tax Authority Type and Code are entered, the corresponding Tax Authority Type and Code update screen displays the selected HRMS Tables File record as the first record on the screen; otherwise, the first record of the selected type in the HRMS Tables File is the first record displayed on the screen.

Within the Realtime Table File system only, entering **PW2** in the Action field redisplays this Record Type menu.

420 - U.S. State W-2 Reporting Information Menu

```
ACTION: ____
L1: AL L2: WA
                        U.S. State W-2 Reporting Information

 Screen 421
     _ Alaska
     _ California
     _ Illinois

 Screen 422
     _ Maryland
     _ Missouri
     _ Montana

 Screen 423
     _ New Hampshire
     _ New Jersey
       Pennsylvania

 Screen 424
     _ New York
     _ Wyoming


                                                                    420
```

Purpose

Use this menu to select the TZ1-1*nn* transaction detail screen for states that have separate transactions containing W-2 information to update in the HRMS Tables File.

Screen Access

Select (PW2) State W-2 Reporting Information Menu from Screen 400 - U.S. Regulatory HRMS Tables File Information Menu Screen.

Comments

This is an entry-only screen. A state is selected by entering **S**.

Associated Transactions

TZ1-102, TZ1-105, TZ1-114B, TZ1-114C, TZ1-121, TZ1-126, TZ1-127, TZ1-130, TZ1-131, TZ1-133, TZ1-139, and TZ1-151

450 - Tax Constants and Local Authority Rates Menu

```
ACTION: _____
L1: AL L2: WA


                    Tax Constants and Local Authority Rates

Starting State: __
 _ U.S. Federal Unemployment Tax Rate
 _ U.S. State Employer Unemployment Experience Rate
 _ U.S. State Employee Disability Insurance Rate
 _ U.S. State W-4 Expiration Date




Starting ID: _____   Starting SMC: _
 _ U.S. Local Authorities


   U.S. Authority-Specific Tax Constants




                                                                   450
```

Purpose

Use this menu to select tax reference information that can be defined by the user. Tax constants not used as a part of the tax loader verification routine and local tax authorities can be selected.

Screen Access

Type **450** at the Payroll/Personnel Main Menu or on Screen 100 - Realtime Menu Screen. You can also type **450** anywhere you are prompted for the Next screen.

Comments

This screen is a selection-only screen. A selection is made by entering **S**.

Associated Tax Constants

BYPASSTAX, DEFCOMPDOE, EEDISRATE, EEFLIRATE, ERUMPRATE, FDUNMPRATE, INAEICDOE, OHSDITDOE, WIAEICDOE, W4EXPIREDT, supported local identifiers, and user-defined local authorities.

500 - Online Check Calculation and Payment History

```
Action: ____

              Online Check Calculation and Payment History

                Enter Desired Screen Code and Record Key
           Screen: ___     L1:       L2:      EmpNo:

       Online Check Calculation
  501  Gross Pay Information
  504  Online Function Status
  505  Online Check Status



       Employee Payment History
  530  Employee Payment Selection
```

Purpose

The Online Check Calculation and Payment History menu screen offers two payment related functions.

The first is online check calculation where pay data can be entered for immediate calculation with the options of printing the check or checks, generating adjustment transactions to update the Employee Master File accumulators, or both printing checks and generating adjustment transactions.

The second is payment history inquiry function where you can view prior employee payment data online. Prior payments that are on the check reversal file are presented for an employee. The appropriate payment is selected and details are presented.

Comments

See the System Overview chapter of this guide for Online Check Calculation screen conventions.

700 - Supplemental Address/Dependent/Health Plan Data Menu

```
Action: ____   Curr: 702  Next: 703



                Supplemental Address/Dependent/Health Plan Data Menu


Enter the Desired Screen Number, Organization and Employee Number
Screen: ___   Level 1: AL  Level 2: WA  Employee Number: 1020        MRC:


           701:  I  Employee Health Plan Data
       702-721:  I  Dependent Personal/Health Plan Data
       722-727:  I  Supplemental Address Data
           732:  I  Employee ACA Data
           728:  E  Employee Health Plan Data Entry
           729:  E  Dependent Personal Data Entry
           730:  E  Dependent Health Plan Data Entry
           731:  E  Supplemental Address Data Entry
```

Purpose

Use this menu to select employee and dependent health plan data and supplemental address data on online screens.

Screen Access

From any screen, type **700** in the Screen or Next field.

Screen Flow

Type a screen number from the menu in the Screen field, type the Level 1-Level 2 and employee number, and press **Enter**.

Comments

None

900 - Extended Product Security Menu

```
ACTION: _____                    Extended Product Security


                    Enter Desired Screen and Record Key
                  Screen: ___  Operator:         L1:     L2:



          HCM E Extended Product Security Screens

901    Global/Menu Security
902    Tables File Application Security
903    Screen Range Security
904    Individual Screen Security
```

Purpose

Use this menu to select operator security records so that you can add or update extended security screen access.

Screen Access

From any screen, type **900** in the Screen or Next field.

Screen Flow

Type a screen number from the menu in the Screen field, the employee number in the Operator field, the Level 1-Level 2 in the L1 and L2 fields, and press **Enter**.

Comments

None

950 - Installation Audit Reporting Menu

```
Action: ____

                     Installation Audit Reporting Menu


    Individual Bulletin or KB Article
--------------------------------------
Bulletin: ____  -or-  KB Article: _____


Bulletin Collection
-------------------
Collection: ____


 Date (Enter YYYYMMDD)
----------------------
Activity Since:




                                                                    950
```

Purpose

Use this menu to select the type of installation audit information you want to display. You can display information for one of the following items:

- An individual product update bulletin or Knowledge Base (KB) article
- A bulletin collection
- Installation activity since a specific date.

Screen Access

From any other screen, type **950** in the **Next** field and press **Enter**.

Screen Flow

Enter one of the following values and press **Enter**:

- The number of an individual product update bulletin or KB article
- The number of a bulletin collection
- A date

3 Selection

Chapter Contents

Introduction

This chapter describes the selection screens for the Payroll/Personnel system.

002 - Transaction Inquiry/Update

```
                    PAYROLL/PERSONNEL TRANSACTION INQUIRY/UPDATE
 ACTION:                    ENTER ACTION CODE AND KEYS          OCCURRENCE NO:
 ACTION CODES: TFIL - TRANSACTION FILE BROWSE
               TKEY - TRANSACTION FILE KEY
               TREC - TRANSACTION FILE SPECIFIC RECORD
               SKEY - SELECTED FILE KEY LIST
               SREC - SELECTED FILE SPECIFIC RECORD
               MORE - CONTINUE KEY LIST
 KEYS: TRANS FILE - L1: ___  L2: ___  EMPNO: _____  SCRN: ___  RECID: _____
       SELECTED FILE - SEQNO: _____

 OCCNO L1 L2    EMPNO    SCRN RECID   SEQNO    DATE    TIME    EFFDTE  TERM    OPER
    1:
    2:
    3:
    4:
    5:
    6:
    7:
    8:
    9:
   10:
   11:
   12:
```

Purpose

Use this screen to select records from the Pending Transaction or Selected Transaction files for display and for corrections or deletions.

Screen Access

Type **2** in Next field on any screen while in Master File Inquiry/Transaction Entry. If you are in Transaction Inquiry, type **FUNC** in the Action field.

Screen Flow

When the record is identified in the TKEY or SKEY modes, type the number (Occurrence Number) that appears in the far left column in the Occurrence Number field and TREC or SREC into the Action field, and then press **Enter**. Transactions are then displayed on the screen through which they were entered.

Comments

See the System Overview, Data Flow, and Using the System for more information.

Associated Transactions

This is a selection screen. No transactions are associated with it.

003 - Alpha & SSN Search Tie-Breaker

```
ACTION:         HR:E ALPHA-SEARCH & SSN-SEARCH TIE-BREAKER SCREEN
 OCCURRENCE NO:    END-OF-FILE - ENTER OCCURRENCE NUMBER    NEXT SCREEN NO: 40
                                                   PAYROLL     EMPLOYMENT
          EMPLOYEE NAME           L1L2  EMP NUMBER  FREQ CD STAT  CD    DATE
  1:
  2:
  3:
  4:
  5:
  6:
  7:
  8:
  9:
 10:
 11:
 12:
 13:
 14:
 15:
 16:
 17:
 18:
 19:
 20:
```

Purpose

Use this screen to select from among employees with

- The same or similar last name (or names that sound the same)
- The same social security number.

Screen Access

From the Main Menu or Employee Menu, to search by last name

1. Enter an asterisk followed by the first nine characters of the employee's last name in the Employee Number field (*__Johnson__).

2. Press **Enter**.

From the Main Menu or Employee Menu, to search by social security number

1. Enter a pound sign (#) in the first position of the Employee Number field followed by the nine-digit social security number, or enter a percent sign (%) followed by the last four digits of the social security number.

2. Press **Enter**.

Generally, Screen 40 is displayed automatically if your Employee Master File contains just one employee with the social security number you searched for.

The Tie-Breaker screen is displayed automatically if your Employee Master File contains more than one employee with names that sound the same (alpha search), or if more than one employee has the same social security number (SSN search).

Screen Flow

When you find the employee name on the tie-breaker screen, type the number from the column to the left of the name in the Occurrence Number field, and then press **Enter**. The basic information screen (40) for the employee selected appears. If you want to go to a screen other than 40, enter it in the Next Screen Number field before you press **Enter**.

4 Employee Master File Inquiry/Transaction Entry

Chapter Contents

Introduction

This chapter describes the screens used in the Payroll/Personnel system for Employee Master File inquiry and transaction entry.

008 - Basic Company Data (Canada)

```
ACTION: _____   CURR: 8    NEXT: 9
   L1: TN  L2: RA                        EFF DATE: _____    COUNTRY: C
                                              LEVEL DESC    NORMAL HOURS
     NAME: SYSTEM TEST ORG TNRA        X LEVEL 1:            WEEKLY:
SUB-TITLE: US COMBINED, 1099R ONLY     X LEVEL 2:            BI-WKLY:
   ADDR-1: FILL SPACE TO USE THIRTY CHARS LEVEL 3:           SEMI-MO:
   ADDR-2: FILL SPACE TO USE THIRTY CHARS LEVEL 4:           MONTHLY:
CITY/PROV: FILL SPACE TO US               LEVEL 5:               VAC:
POSTAL CD: 23 CHGA

   SHIFT-1: 0           ACCR CD- VAC SICK         BANK DATA
   SHIFT-2: 0             WEEKLY:  0    0      NAME:
   SHIFT-3: 0            BI-WKLY:  0    0      ADDR:
   SHIFT-4: 0            SEMI-MO:  0    0    ROUTING:
                        MONTHLY:  0    0       CODE:
                                           LABOUR DISTRIBUTION OPTIONS
                                           GEN TRANS: 4   PRT ADJ MSG: 2
                                           GEN HDR 2: 1   ADJ DIST OPT: 1
                                         GEN PR ADJ: 1
                                              PR ADJ DISTRIBUTION

                                         GEN CPP: 3    GEN TYPE-H: 3
                                          GEN QM: 1    GEN OTH-ER: 2
                                         GEN UIC: 2
```

Purpose

Combined inquiry/entry. This screen is used to set up and maintain a basic organization record. Information includes name and address, level descriptions, normal hours worked, shift differentials, accrual of sick and vacation hours, bank and labour distribution option.

Required Fields

Enter the organization name or subtitle.

Screen Access

From any screen, type **8** in the Screen or Next field.

Screen Flow

Press **Enter** for the next sequential screen or type the desired screen number in Next field.

Comments

None

Associated Transactions

CA, CB, CC, CN, CP, CR, S1-1

009 - Payroll Report and Organization Options (Canada)

```
ACTION: ____   CURR: 9    NEXT: 9     EFF DATE: _____
     L1: CA  L2: 01 CNTRY: C

                              CS-1 Data
      Low Level Total: 2      Balance Time Card:      Bond Register Options
      Low Level Break: 2      Maint Detail List:         Select Accounts:
    Total by Pay Code:        Print Rate on Reg:       Select Deductions:
       Print Not Paid:        Delete Term Emps:        Select Purchases:
       Print Inactive:        Delete Inact DOEs:             Select MTD:
      Print Terminatd:        Delete Inact Tax Segs:   Print Empe Address:
    Space Between Emp:        Major Sequence Option:       Print Summary:
     Valid Detail List:       Lowest Level Sequence: 2
     Time Proof Detail:       Minor Sequence Option: 1


                             Cheque Options
    Print Org Headings:              Print YTD:        Print Emp Address:
  Cheque/Dep Print Seq:      Major Cheque/Dep Seq: 7   Int Cheque/Dep Seq:
  Minor Cheque/Dep Seq: 1    Print Nonzero YTD Amt:    Print Employer Paid:
  Print Zero Gr/Net Chq:     Print Vac Hours Avail:    Print Sick Hrs Avail:
    Print Level Control:      Print Amount in Words:   Print Employer Addr:
  Print Rate w/Earnings:      Assign Form # by Emp:    Prt Dep Dtl on Split:
       Print Long Name:        Suppress Account #:           ESS Display:
     Expand 6C/6D Format:
```

Title/Purpose

Combined inquiry/entry. This screen is used to establish your organization's reporting options including totaling reports by levels of control and print options.

Required Fields

Run Date (if entering any AA Transaction Data)

Screen Access

From any screen, type **9** in the Screen or Next field.

Screen Flow

Press **Enter** for the next sequential screen or enter the desired screen number in Next field.

Comments

None

Associated Transactions

CS-1

010 - Basic Company Information (U.S.)

```
ACTION: ____   CURR: 10   NEXT: 11
   L1: AL  L2: WA                      EFF DATE: _____
                                       LEVEL DESC    NORMAL HOURS
     NAME: SYSTEM TEST ORG ALWA        X LEVEL 1:            WEEKLY:
SUB-TITLE: US COMBINED, W2/1099R, BENEFIT LEVEL 2:          BI-WKLY:
   ADDR-1: HIGH VOL PRIMARY PAYMENT COMPX LEVEL 3:          SEMI-MO:
   ADDR-2: FILL SPACE TO USE THIRTY CHARS LEVEL 4:          MONTHLY:
     CITY: FILL SPACE TO USE 23 CH      LEVEL 5:                VAC:
    STATE: GA   ZIP CODE: 30326 - 1234


  SHIFT-1: 1 50        ACCR CD- VAC SICK          BANK DATA
  SHIFT-2: 2 10          WEEKLY:  0    0      NAME:
  SHIFT-3: 1 100         BI-WKLY:  0    0     ADDR:
  SHIFT-4: 2 100         SEMI-MO:  0    0   ROUTING:
                         MONTHLY:  0    0      CODE:
                                          LABOR DISTRIBUTION OPTIONS
                                       GEN TRANS: 1   PRT ADJ MSG: 2
                                       GEN HDR 2: 1   ADJ DIST OPT: 1
                                       GEN PR ADJ: 1
                                           PR ADJ DISTRIBUTION

                                       GEN FICA: 3    GEN TYPE-H: 3
                                        GEN FUI: 3    GEN OTH-ER: 3
                                        GEN SUI: 3
```

Purpose

Combined inquiry/entry. This screen is used to set up and maintain a basic organization record. Information includes name and address, level descriptions, normal hours worked, shift differentials, accrual of sick and vacation hours, bank and labor distribution options.

Required Fields

Enter the organization name or subtitle.

Screen Access

From any screen, type **10** in the Screen or Next field.

Screen Flow

11

Comments

None

Associated Transactions

CA, CB, CC, CN, CP, CR, S1-1

011 - Payroll Report and Organization Options (U.S.)

```
Action: ____   Curr: 11   Next: 11    Eff Date: _____
      L1: AL  L2: WA
                                CS-1 Data
          Low Level Total: 2      Balance Time Card: *    Bond Register Options
          Low Level Break: 2      Maint Detail List:        Select Accounts: *
         Total by Pay Code:       Print Rate on Reg:        Select Deductions: *
           Print Not Paid:        Clear ACA Data:           Select Purchases: *
           Print Inactive:        Delete Term Emps: *           Select MTD: *
           Print Terminatd:       Delete Inact DOEs: *     Print Empe Address:
       Space Between Emp: *       Delete Inact Tax Segs: *     Print Summary:
         Valid Detail List:       Major Sequence Option:
         Time Proof Detail: *     Lowest Level Sequence: 2
         SUI State Options: *     Minor Sequence Option: 1
                                  Use L1L2 for Tax Auth: N


                                Check Options
         Print Org Headings: *           Print YTD:       Print Emp Address: *
       Check/Dep Print Seq:        Major Check/Dep Seq: 1    Int Check/Dep Seq:
        Minor Check/Dep Seq: 2     Print Nonzero YTD Amt: *  Print Employer Paid:
     Print Zero Gr/Net Chq:        Print Vac Hours Avail: *  Print Sick Hrs Avail: *
        Print Level Control:       Print Amount in Words:    Print Employer Addr: *
     Print Rate w/Earnings: *      Assign Form # by Emp: *   Prt Dep Dtl on Split: *
      Split SS/Med on Check: *         Print Long Name:      Suppress Account #: 2
        Expand 6C/6D Format: *                                      ESS Display:
```

Purpose

Combined inquiry/entry. This screen is used to establish your organization's payroll reporting options including totaling reports by levels of control and print options.

Screen Access

From any screen, type **11** in the Screen or Next field.

Screen Flow

Press **Enter** for the next sequential screen or type the desired screen number in Next field.

Comments

None

Associated Transactions

CS-1

013 - Payroll Run Options (Canada)

```
Action: ____    Curr: 13   Next: 13   Eff Date: _____
    L1: CN  L2: DB   Cntry: C

                ****** AA Transaction Data ******
     Run Date: 20060418      Weekly Pay Cd: 1    Special Process: _
Wk/Biwk Period: 20060418      Biwkly Pay Cd: 1
Wk/Biwk Cheque: 20060418      SemiMo Pay Cd: 1
Semi/Mo Period: 20060418      Mnthly Pay Cd: 1
Semi/Mo Cheque: 20060418      Period End Cd: Y
                              Period Str Cd:
                              Clear To-Date:
C/QPP Exmp Ovrd: * * *   Clear Exceptions: 0

 ****** DOE/Vacation Clearance Exceptions ******
          ****** AB Transaction ******



```

Purpose

Combined inquiry/entry. Screen is used to establish the parameters for a particular payroll run. The parameters include run date, dates on cheques, employees to be paid this run and clearing of certain accumulators.

Required Fields

Run Date
Clearance Exception (if AB transaction is to be used)

Screen Access

From any screen, type 13 in the Screen or Next Field.

Screen Flow

13

Comments

None

Associated Transactions

AA, AB

014 - Payroll Run Options (United States)

```
Action: ____   Curr: 14   Next: 14   Eff Date: _____
    L1: AL   L2: WA

              ****** AA Transaction Data ******
    Run Date: 20121231    Weekly Pay Cd: 1    Special Process: _
Wk/BiWk Period: 20121231    BiWkly Pay Cd: 1
 Wk/BiWk Check: 20121231    SemiMo Pay Cd: 1
Semi/Mo Period: 20121231    Mnthly Pay Cd: 1
 Semi/Mo Check: 20121231    Period End Cd: Y
                            Period Str Cd:
                            Clear To-Date: Y
12th Day Ind: * * *      Clear Exceptions: 0

 ****** DOE Clearance Exceptions ******
     ****** AB Transaction ******
```

Purpose

Combined inquiry/entry. Screen is used to establish the parameters for a particular payroll run. The parameters include run date, dates on checks, employees to be paid this run, clearing of certain accumulators, and 12th Day Indicators by Pay Period.

Required Fields

Run Date
Clearance Exception (if AB transaction is to be used)

Screen Access

From any screen, type **14** in the Screen or Next Field.

Screen Flow

14

Comments

None

Associated Transactions

AA, AB

015 - Personnel Run Options

```
ACTION: ____   CURR: 15   NEXT: 15   EFF DATE: _____
   L1: AL  L2: WA


                     PERIOD BEGIN DATE: 00000000   PERIOD BEGIN IND:
                       PERIOD END DATE: 00000000    PERIOD END IND:
                     REPORT PRINT DATE: *****1
 MAJOR SEQUENCE: *         POSITION CNTL IND: *

          GEN PRT SEL  OPTIONS                    GEN PRT SEL   OPTIONS
PROFILE 1: U   X   *   2   23*   JOB GROUP ANLYS: E   X          111103
PROFILE 2: U   X                WORK FORCE ANLYS: E   X          1110
PROFILE 3: U   X                 SECTOR ANALYSIS:     X          1110
   REVIEWS: E   X       22   23 SECTOR UTIL ANLYS:     X          1110
EEO-1 STAT: E   X       1223    UTILIZATION ANLYS:     X          11101
    EEO-4:      X       1221
                                ---- BENEFITS ----
      LOA: E   X        22   23          PROFILE:     X
 TERM EMPL: E   X        22   23  DEMO PLAN ANLYS:     X
                                     NOTIFICATION:     X
 ADDR LBLS: E   X       223
```

Purpose

Combined inquiry/entry. Use this screen to:

- Select certain reporting options for personnel reports:

  – Categories of employees to include (e.g., full time and/or part time)

  – Page/total break criteria

  – Report sequencing

- Indicate which reports you want to generate and print

Screen Access

From any screen, type **15** in the Screen or Next field.

Comments

See Screen 11 for Payroll report options.

Associated Transactions

PA-1, PA-2, PA-4, PB, P1, P2

017 - Transaction Priorities

```
ACTION: ____   CURR: 017  NEXT: 17
    L1: AA  L2: AA  EFF DATE: _____

                  DOE TEMPORARY PRIORITY OVERRIDES

   TEMPORARY OVERRIDE TYPE: _

               DOE     PRIORITY    DOE     PRIORITY
               __      ____        __      ____
               __      ____        __      ____
               __      ____        __      ____
               __      ____        __      ____
               __      ____        __      ____
               __      ____        __      ____
               __      ____        __      ____
               __      ____        __      ____
```

Purpose

Entry. Use this screen to establish the temporary order in which DOEs are processed during the payroll cycle.

Screen Access

From any screen, type **17** in the Screen or Next field.

Screen Flow

17

Comments

You may choose to temporarily change the priority of selected DOEs or select only certain DOEs to be processed during a particular payroll cycle.

Associated Transactions

CD-1, CE-1

018 - Time Card Batching

```
ACTION: ____   CURR: 018  NEXT: 18   EFF DATE: _____
    L1: AL  L2: WA
                   TIME CARD BATCHING

                          REGULAR
   L3   L4   L5    # EMPS  CARDS  REG HRS   OVT HRS   REG EARNS    OVT EARNS
  ____ ____ ____   _____  _____  _____   _____   _____    _____
  ____ ____ ____   _____  _____  _____   _____   _____    _____
  ____ ____ ____   _____  _____  _____   _____   _____    _____
  ____ ____ ____   _____  _____  _____   _____   _____    _____
  ____ ____ ____   _____  _____  _____   _____   _____    _____
  ____ ____ ____   _____  _____  _____   _____   _____    _____

                          VACATION
   L3   L4   L5    # EMPS  CARDS  VAC HRS   VAC EARNS
  ____ ____ ____   _____  _____  _____   _____

  ____ ____ ____   _____  _____  _____   _____
  ____ ____ ____   _____  _____  _____   _____
  ____ ____ ____   _____  _____  _____   _____
  ____ ____ ____   _____  _____  _____   _____
```

Purpose

Entry. Use this screen to create transactions to be used in balancing hours and earnings from regular and/or vacation time entries.

Screen Access

From any screen, type **18** in the Screen or Next field.

Screen Flow

Press **Enter** to repeat the screen for more data entry.

Comments

The option to balance must be selected on Screen 11 (Screen 9 for Canadian systems) in the Balance Time Card field.

Results appear on the Time Entry Transaction Proof List.

Time Entry information is entered on Screen 47 (regular) (Screen 32 for Canadian systems) and Screen 48 (vacation) - U.S. and Canadian systems.

Associated Transactions

BT, BV

020 - 026 - DOE Assumption Data

```
ACTION: ____   CURR: 20   NEXT: 21
    L1: AL  L2: WA

                    *  *  *  DOE ASSUMPTION DATA  *  *  *
                                           *LIMIT/TAX OPT   *
   CODE  DOE  STEP METHOD PERIOD TYPE    AMT/PCT   *DATES/SORT    CD*
01:  A   PA         1      0     0
02:  1   QA         1      0     0
03:  1   TA         1      0     0
04:  1   UA         1      0     0
05:  1   UB         1      0     0
06:  1   UC         1      0     0
07:  1   UD         1      0     0
08:  1   UE         1      0     0
09:  1   UF         1      0     0
10:  1   UG         1      0     0
11:  1   UH         1      0     0
12:  1   UI         1      0     0
13:  1   UJ         1      0     0
14:  1   UK         1      0     0
15:  1   UL         1      0     0
                       MULTI USE CODE TRANSLATION   D=START DATE S=STOP DATE
                                                    N=LIMIT      C=SORT CODE
                                                    T=TAXING OPTIONS
```

Purpose

Inquiry. These seven screens permit you to view the DOE assumption data:
Category of employees to which the DOE applies, method of calculating the DOE pay
period in which it is active, etc.

Screen	DOE Assumption Numbers
20	1 - 15
21	16 - 30
22	31 - 45
23	46 - 60
24	61 - 75
25	76 - 90
26	91 - 100

Screen Access

From any screen, type **20-26** in the Screen or Next field.

Screen Flow

30

See the table above. Move from screen to screen sequentially from 20-26 as needed.

Comments

None

Associated Transactions

None

027 - DOE Assumption Data Entry

```
ACTION: ____   CURR: 027  NEXT: 10   EFF DATE: _____
     L1: AL   L2: WA

              *  *  *  DOE ASSUMPTION DATA ENTRY  *  *  *

                                            *LIMIT/TAX OPT   *
         CODE DOE   STEP   METH PER   TYPE  AMT/PCT    *DATES/SORT    CD*  TABLE NO
  #  ___ _   ___   _     _    _     _     _____   _____    _   _____
  #  ___ _   ___   _     _    _     _     _____   _____    _   _____
  #  ___ _   ___   _     _    _     _     _____   _____    _   _____
  #  ___ _   ___   _     _    _     _     _____   _____    _   _____
  #  ___ _   ___   _     _    _     _     _____   _____    _   _____
  #  ___ _   ___   _     _    _     _     _____   _____    _   _____
  #  ___ _   ___   _     _    _     _     _____   _____    _   _____
  #  ___ _   ___   _     _    _     _     _____   _____    _   _____
  #  ___ _   ___   _     _    _     _     _____   _____    _   _____
  #  ___ _   ___   _     _    _     _     _____   _____    _   _____




                              ***MULTI-USE FIELD CD OPTIONS***
                              N=LIMIT T=TAX OPTIONS C=SORT CODE
                                       D=START DATE  S=STOP DATE
```

Purpose

Entry. Use this screen to:

- set up Assumption Data for DOEs that will be automatically assigned to all employees or categories of employees.
- set the parameters of the assumption DOE: calculation method, pay period in which DOE is active, step number, etc.

Required Fields

Assumption Number, DOE Code, Method, Period, Type

Screen Access

From any screen, type **27** in the Screen or Next field.

Screen Flow

10

Comments

In the DOE column, type the DOE code.

View the assumption DOEs on screens 20 through 26.

Associated Transactions

CS-A

029 - Definition of Vacation Wages (Canada)

```
ACTION: ____   CURR: 29   NEXT:      EFF DATE: _____
     L1: AL  L2: WA CNTRY: C          RECORD NOT FOUND               13

                        CANADIAN ORGANIZATIONS

           --- DEFINITION OF VACATION WAGES ---

           01: ___        11: ___        VAC CODE:  _
           02: ___        12: ___
           03: ___        13: ___       * PP END DATE INFO *
           04: ___        14: ___        INTERVAL ID: _
           05: ___        15: ___        SEMIMONTH 1: __
           06: ___        16: ___        SEMIMONTH 2: __
           07: ___        17: ___        MONTHLY:     __
           08: ___        18: ___
           09: ___        19: ___       * ANNUAL # OF PP *
           10: ___        20: ___        WEEKLY:     __
                                         BIWEEKLY:
```

Purpose

Combined inquiry/entry. Use this screen to identify the type of earnings that are applicable to vacation wages.

Screen Access

From any screen, type **29** in the Screen or Next field.

Screen Flow

Press **Enter** for the next sequential screen or type the desired screen number in Next field.

Comments

In the Vacation Code field, tabled amounts **1** through **9** as established on screen 13 may be entered.

Associated Transactions

CS-P

030 - Employee Adjustments and Prepays (Canada)

```
Action: ____   Curr: 030  Next: 31
   L1: CN  L2: DA  EmpNo:            Eff Date: _____   Country: C

                    Employee Adjustments and Prepays
                                                              Update
                                                              Codes
Regular Gross    Overtime Gross   Tot Oth Earnings   Federal Tax    S U A
_____      _____     _____       _____
CPP/QPIP Tax     EI Tax          Prov Tax      QPP Tax    QPIP/QHC Ind
_____      _____    _____  _____    _       _ _ _

 Total Deduct     Net Pay      Cheque Number    Times Pd    Wks Wkd
_____      _____   _____        ___         ___
Fed Txbl Wg  CPP/QC Tot EI Wg    QPP Wages: _____  QPP Ind: _   _ _ _
_____  _____        EI/QPIP Wgs: _____  EI/QPIP Ind: _
                                                           QPIP Amt Ind: _
Hour    Code Amount      Code Amount      Code Amount      Code Amount
Accum 1: __ _____   2: __ _____  3: __ _____  4: __ _____  _ _ _
      5:              6:              7:              8:

DOE    Code  Amount     Code  Amount     Code  Amount
Accum 1: __ _____  2: __ _____  3: __ _____
      4:              5:
Bnd Cd   Bnd Adj   EI Rt Code   T4 Cntl   Prov Code
 _        ___        _           _          ___                    _ _ _
```

Purpose

Entry. Use this screen to adjust an employee's payroll record for positive and negative adjustments, prepays, and reversals.

Screen Access

From any screen, type **30** in the Screen or Next field.

Screen Flow

31

Comments

None

Associated Transactions

YA, YB, YC, YD

031 - Employee Adjustments and Prepays (Canada)

```
ACTION: _____   CURR: 031  NEXT: 30
    L1: C1  L2: D1  EMPNO:      1010   EFF DATE: _____   COUNTRY: C

                    Employee Adjustments and Prepays (Continued)
                                                                        Update
    Tax   Tax Seg  Total          Income                               Codes
    Type  Code     Gross          Tax            CPP Tax      QPP Tax   S U A
     _    _____   _____    _____    _____    _____

 EI/QPIP Tax   EI/QPIP Wgs   CPP Wages    EI Ind  Tax Ind  QPIP Ind
 _____  _____   _____    _       _        _          _ _ _

 ****************** Tax  Segment DOEs ******************
 Type: _   SCC: _____   Updt Cd: _   1: __   2: __    3: __

 T4A-EI  T4A Fed    Rel2       QM             QM       Vac   Adj
 Code    Tax        Tax        Tax           Wages     Cd    Amt


             *********  Total EI/QPIP Wages/Hours  *********
 PPD Delete   PP End   Amount   Hours     PP End   Amount   Hours Ind
 __/__/__    __/__/__ _____  _____    __/__/__ _____  _____ _    _   _
 __/__/__    __/__/__ _____  _____    __/__/__ _____  _____ _    _   _
 __/__/__    __/__/__ _____  _____    __/__/__ _____  _____ _    _   _
```

Purpose

Entry. Use this screen to adjust an employee's payroll record for positive and negative adjustments, prepays, and reversals.

Screen Access

From any screen, type **31** in the Screen or Next field.

Screen Flow

30

Comments

None

Associated Transactions

YE, YF, YG

032 - ZT Time Card Entry (Canada)

```
ACTION: _____  CURR: 032  NEXT: 32
    L1: CN  L2: DA                    EFF DATE: _____   COUNTRY: C

                           TIME CARD ENTRY

   EMPLOYEE     ***** REGULAR **** **** OVERTIME ****       SPC
    NUMBER    CD  HOURS  RATE/SAL   HOURS   RATE/SAL   CD  DOE  HR
 1: _____ __ _____ _____ _____ _____ _  __  __
 2: _____ __ _____ _____ _____ _____ _  __  __
 3: _____ __ _____ _____ _____ _____ _  __  __
 4: _____ __ _____ _____ _____ _____ _  __  __
 5: _____ __ _____ _____ _____ _____ _  __  __

   *** LEVELS *** EXTENDED    WEEKS   NEG   PROV/  *SHIFT*   ZT
    3    4    5   DIST CODE   PAID  MO EARN  PPD   CD  DOE   IND
 1: ____ ____ ____ _____  _____ _  _   ____  _  __   _
 2: ____ ____ ____ _____  _____ _  _   ____  _  __   _
 3:
 4: ____ ____ ____ _____  _____ _  _   ____  _  __   _
 5: ____ ____ ____ _____  _____ _  _   ____  _  __   _

                MESSAGE
```

Purpose

Entry. Use this screen to enter time entry data for regular, overtime, special hours and earnings.

Screen Access

From any screen, type **32** in the Screen or Next field.

Screen Flow

Press **Enter** for the next sequential screen or type the desired screen number in Next field.

Comments

None

Associated Transactions

ZT

033 - Federal T4A Information

```
Action: ____   Curr: 33   Next: 34
     L1: CN  L2: DA  EmpNo:     90120  MRC: 0        Cntry: C

                        Federal T4A Information
Type Cd              7
SCC Code
Pension
Lump Bef
Lump Aft
Commssns
Patrnge
Oth Inc              496.00
Oth Ann
Inc Avg
RESP Acc             50.00
RESP Edu             100.00
Pens Adj
Cur Itax             185.37
YTD Itax             2462.53
Pst Serv
Fnotes               AM


Delete Segment:  Type Code: _       SCC Code: _____
```

Purpose

Combined inquiry/entry. Use screens 33-34, 19, and 28 to:

- View T4A Tax segment data
- Delete a T4A Tax segment

Screen Access

From any screen, type **33** in the Screen or Next field.

Screen Flow

35

Comments

To apply adjustments, use screens 30 and 31.

Associated Transactions

DD

035 - Provincial Releve 2 Information

```
 Action: ____   Curr: 35   Next: 139
   L1: CN  L2: DA  EmpNo:     90605  MRC: 0        Cntry: C

                    Provincial Releve 2 Information

               Pension
               Lump Sum Before          50.00
               Lump Sum After
               Refund Following Death
               Amount Received on Death
               Return of Overpayment
               Other Annuities          50.00
               Income Average Annuities
               Disposal Inelig Invest
               Other Income and Deduc
               Amt Received on Deregist
               Deduction Entitlement Amt
               Tax Paid Amounts
               Current Income Tax       642.50
               YTD Income Tax           642.50
               Footnote DOEs
```

Purpose

Inquiry. Use this screen to view T4/Releve 2 Tax Information for individual employees.

Screen Access

From any screen, type **35** in the Screen or Next field.

Screen Flow

Go to screens 139-148 to view T4/Releve 1 employee information.

Comments

To apply adjustments, use screens 30 and 31.

Associated Transactions

None

036 - Payroll/GL Interface Options

```
ACTION: _____   CURR: 36   NEXT: 10
    L1: AA  L2: AA  EFF DATE: _____

                   PAYROLL GENERAL LEDGER INTERFACE OPTIONS
CREATE GLI RECORDS: _
DISTRIBUTION OPTIONS:
    EMPLR PAYR EXPENSES:  GROSS PAY: _      ER FICA: _       ER FUI: _
                          ER SUI: _  ER PAID DOES: _
    EMPLE/EMPLR LIABILITY  ACCOUNTS: _
    EE TAX WITHHOLDING:     STATE: _       COUNTY: _        CITY: _
    MISCELLANEOUS:      DOE DEDUCT: _   HOURS STATS: _
                          ADJ SEP: _      ADJ ACCR: _ DEFLT LVL ERR: _
                         CROSS CHG: _  TRANS SUFFIX: _ INTERFACE SEQ: _
ACCRUAL OPTIONS: ACTUAL ACCR METHOD: _   REGULAR PAY: _      OTH EARN: _
                   TIME CD EARNINGS: _
ESTIMATED ER PAID EXPENSE:    FICA: _        FUI: _          SUI: _
BATCH HEADER RECORD OPTIONS:           APPL CODE: __  SRCE CD GEN: _
GL CURR CYCLE END:                  GL NEXT CYCLE BEGIN:


ACCRUAL PARMS: CODE    TYPE    CYCL DYS    DAYS TO ACCR    PCT
       WEEKLY:  _       _      _____       _____         _____
     BIWEEKLY:  _       _      _____       _____         _____
 SEMI-MONTHLY:  _       _      _____       _____         _____
      MONTHLY:  _       _      _____       _____         _____
```

Purpose

Combined inquiry/entry. This screen is used to select options for generating journal entries and accrual processing.

Screen Access

From any screen, type **36** in the Screen or Next field.

Screen Flow

10

Comments

None

Associated Transactions

CS-3, CS-9

037 - Payroll Information (Canada)

```
Action: ____   Curr: 37   Next: 124
    L1: CN  L2: DA  Empno:      1200  MRC: 0  Eff Date: _____   Country: C

                         Basic Employee Information

Last Name LANSDOWNE                        Suffic:
First Name: GENEVIVE             Middle Name: CNDA1200      SIN:  689798955
              Compressed Employee Name   LANSDOWNE,  GENEVIVE CNDA1200
AD-1: 4327 MACMURRAY AVENUE            AD-2: ST. THOMAS,
AD-3: ONTARIO            postal Code    P6B 7Q1

Chq Seq:                   Lang Pref:   F    Paid Thru Bank:  _____
Prov Res:    88            Job Title:              Hosp Ins No:
Email: _____
 Level 3:          Ext Dist:              Nrml HR Rate:     22.6250
 Level 4:          Time Crd:              Normal Hours:        80.00
 Level 5:          Adj Lbr:               Nrml Salary :     1810.00

Pay Freq: 2    Workers Comp:      Last Change:  20150916   Vac Avail:
Pay Code: 5    Stats Canada:      Emplmt Code:             Sick Avail:
Emp Stat:      Union Code:        Emplmt Date:  19850419   Vac Accr:
Chq Code:      ROE Sep Code: ___  Term Code:               Sick Accr:
Sex Code: F    Shift Code:     0  Term Date:    20160210 ESS Display:  _
```

Purpose

Combined inquiry/entry. This screen is used to establish, maintain, and view an employee record.

Screen Access

From any screen, type **37** in the Screen or Next field.

Screen Flow

124

Comments

None

Required Fields

Name, Social Insurance Number, Pay Frequency, and Pay Code are required when setting up a new employee.

Associated Transactions

NA/RA, NB/RB, NC1/RC1, NC2/RC2, ND/RD, SA, NG/RG, NH/RH, NJ/RJ

038 - Salary Entry and Vacation Accumulators (Canada)

```
ACTION: ____   CURR: 38   NEXT: 39
    L1: CN  L2: DA  EMPNO:     1000  MRC: 0  EFF DATE: _____    COUNTRY: C
NAME: SMITH,  JAMES CNDA1012                      ADD(W)-INVLD ACTION
NRML HR RATE:          GUARANTEE CODE:          PREPAY CHEQUE:
NORMAL HOURS: 40.00   GUARANTEE HOUR:        DATE LAST RATE/SALARY: 20021220
SALARY:  1000.00        GUAR RTE/SAL:          PREV RTE/SAL:
EST REMUNERATIONS:          EST EXPENSES:


                     CURRENT       MTD          QTD          YTD
REGULAR GROSS:       1000.00      1000.00      1000.00
OVERTIME GROSS:
TOT OTHER EARN:
FEDERAL TAX:          240.17       240.17       240.17
CPP TAX:               46.17        46.17        46.17
EI TAX:                19.80        19.80        19.80
PROV TAX:
QPP TAX:
QPIP TAX:
TOT DEDUCTION:
NET PAY:              693.86       693.86       693.86
TIMES PAID:            1            1            1
WEEKS WORKED:         1.0          1.0          1.0
```

Purpose

Combined inquiry/entry. Use this screen to enter an employee's hourly rate, the number of hours normally worked in a pay period, or a pay period salary amount. You may also enter guaranteed hours for an hourly or salaried employee, estimated remunerations, and estimated expenses.

Accumulators for current, month-to-date, quarter-to-date and year-to-date earnings and taxes are displayed. Previous rate and previous salary fields will also display. Wages accumulators appear on Screen 149 (Wage Accumulators).

Screen Access

From any screen, type **38** in the Screen or Next field.

Screen Flow

39

Comments

The message **ADD(W)-Invalid Action Code** means that you should not use **ADD** or **ADDW** on this screen. The required fields for adding a new employee are on screen 37.

Associated Transactions

RA, RG

039 - Cheque Address and Bond Accounts (Canada)

```
ACTION: ____   CURR: 39   NEXT: 740
      L1: CN  L2: DA  EMPNO:          MRC:     EFF DATE: _____   COUNTRY: C
         NAME:                                 FORM INDICATOR: _
CHEQUE AD-1: _____    AD-2: _____   _____
BOND ACCT: _   PRICE CD: _   DOE: ___   ACTIVE:    PURCHASE:   PRICE:
BEG BAL : _____ _       CURR DED:         END BAL:
BENE    :                              SIN:              *PURCHASES* CUR:
CO-OWN  :                              SIN:                          MTD:
ALT-OWN :                              SIN:                          QTD:
B/C/A NM: _____       SIN: _____  B/C/A CD: _  YTD:

BOND ACCT: _   PRICE CD: _   DOE: ___   ACTIVE:    PURCHASE:   PRICE:
BEG BAL : _____ _       CURR DED:         END BAL:
BENE    :                              SIN:              *PURCHASES* CUR:
CO-OWN  :                              SIN:                          MTD:
ALT-OWN :                              SIN:                          QTD:
B/C/A NM: _____       SIN: _____  B/C/A CD: _  YTD:

BOND ACCT: _   PRICE CD: _   DOE: ___   ACTIVE:    PURCHASE:   PRICE:
BEG BAL : _____ _       CURR DED:         END BAL:
BENE    :                              SIN:              *PURCHASES* CUR:
CO-OWN  :                              SIN:                          MTD:
ALT-OWN :                              SIN:                          QTD:
B/C/A NM: _____       SIN: _____  B/C/A CD: _  YTD:
```

Purpose

Combined inquiry/entry. This screen is used to enter:

- an employee's cheque address, if different from the resident address.

- bond account including bond account number, beginning and ending balances, deductions, purchases by month, quarter, and year, and ownership and beneficiary information.

Screen Access

From any screen, type **39** in the Next field.

Screen Flow

740

Comments

None

Associated Transactions

RE, RJ

040 - Payroll Basic Information (U.S.)

```
Action: ____   Curr: 40   Next: 125
    L1: AL  L2: WA  Empno:     1010          Eff Date: _____

                       Basic Employee Information

Last Name: SMITH                      Suffix:
First Name: SAMUAL              Middle Name: ALWA1010     SSN: 0355328925
            Compressed Employee Name:  SMITH,   SAMUAL ALWA1010
Addr 1: 1010 SOUTH ST.                Addr 2:
City: ALPHARETTA            St: GA    ZIP: 30022 - 0000

Level 3: 1111    Chk Seq:          Nrml Hr Rate:         CC305 Disablty
Level 4: 2222    Ext Dist:         Nrml Hours:           Ind:
Level 5: 3333    Pd Thru Bnk:      Nrml Salry:           Date:

Pay Freq: 1    Worker Comp:      Last Change:  20050430   Vac Avail: 1.24
Pay Code: 1    Union Code:       Emplmt Code:             Sick Avail: 1.48
Emp Stat:      EEO Code:         Emplmt Date:             Vac Accr:
Chk Code:      W-2 Code:         Term Code:               Sick Accr:
Sex Code:      1099-R Code:      Term Date:               Est Code:
Time Crd:      W-2 Pens:         Shift Code:   0          Adj Lbr:
                                                          Stat Ee:
Email:                                            Non-Res Alien:
                                                    ESS Display:
```

Purpose

Combined inquiry/entry. This screen is used to establish, maintain, and view an employee record.

Required Fields

Name, Social Security Number, Pay Frequency, and Pay Code are required when setting up a new employee.

Screen Access

From any screen, type **40** in the Screen or Next field.

Screen Flow

125

Comments

You must go to screen 125 to complete the entry of a new employee.

Associated Transactions

NA/RA, NB/RB, NC1/RC1, NC2/RC2, NG/RG, NH/RH, NJ/RJ, SA

041 - Salary and Wage Accumulators (U.S.)

```
ACTION: _____   CURR: 41   NEXT: 43
    L1: AL  L2: WA  EMPNO:          MRC:    EFF DATE: _____
  NAME:                             ADD(W)-INVALID ACTION CODES

  NRML HR RATE: _____   GUARANTEE CODE: _        PREPAY CHECK:
  NORMAL HOURS: _____   GUARANTEE HOUR: _____   DATE LAST RATE/SALARY:
  SALARY: _____   GUAR RATE/SAL: _____   PREV RATE/SALARY:

                    CURRENT         MTD          QTD          YTD
  REGULAR GROSS:
  OVERTIME GROSS:
  TOT OTHER EARN:
  FEDERAL TAX:
  SOC SEC TAX:
  MEDICARE TAX:
  MQGE TAX:
  STATE TAX:
  SUI/SDI TAX:
  COUNTY TAX:
  CITY TAX:
  TOT DEDUCTION:
  NET PAY:
  TIMES PAID:
  WEEKS WORKED:
```

Purpose

Combined inquiry/entry. Use this screen to enter an employee's hourly rate, the number of hours normally worked in a pay period, or a pay period salary amount. You may also enter guaranteed hours for an hourly or salaried employee. The guarantee hours will truncate any value over 99.99 on the NG/RG transaction. Previous Rate or Salary fields are displayed. Accumulators for current, month-to-date, quarter-to-date and year-to-date earnings and taxes are also displayed.

Screen Access

From any screen, type **41** in the Screen or Next field.

Screen Flow

43

Comments

The message **ADD(W)-Invalid Action Code** means that you should not use **ADD** or **ADDW** on this screen. The required fields for adding a new employee are on screen 40.

Associated Transactions

RA, RG

042 - 769-771 - Special Hours

```
ACTION: ____   CURR: 42   NEXT: 769
    L1: AL  L2: WA  EMPNO:          MRC:

----------------------- S P E C I A L   H O U R S -------------------------
    REGULAR    OVERTIME **    **  **    **  **    **  **    **  **    **
 C:
 M:
 Q:
 Y:
    **     **  **    **  **    **  **    **  **    **  **    **  **    **
 C:
 M:
 Q:
 Y:
    **     **  **    **  **    **  **    **  **    **  **    **  **    **
 C:
 M:
 Q:
 Y:
    **     **  **    **  **    **  **    **  **    **  **    **
 C:
 M:
 Q:
 Y:
```

Purpose

Inquiry. This screen is used to view an employee's current Month-to-Date, Quarter-to-Date, and Year-to-Date accumulations in regular, overtime, and special hours categories.

Screen Access

From any screen, type **42** in the Screen or Next field.

Screen Flow

769

Comments

None

Associated Transactions

None

043 - Check Address and Bond Accounts (U.S.)

```
          ACTION: ____    CURR: 43   NEXT: 740    RECORD NOT FOUND                13
     L1: AL  L2: WA  EMPNO:     1016  MRC:    EFF DATE: _____
CHK AD-1: _____  NAME:
     AD-2: _____  - ____       FORM INDICATOR: _
BOND SER: _ ACCT: _ PRICE CD/AMT: _ /            DOE: __ ACTIVE:  PURCHASE:
BEG BAL : _____ _   CURR DED:            END BAL:
   BENE    :                          SSN:              *PURCHASES* CUR:
   CO-OWN  :                          SSN:                          MTD:
   ALT-OWN :                          SSN:                          QTD:
   B/C/A NM: _____ SSN: _____ B/C/A CD: _  YTD:

BOND SER: _ ACCT: _ PRICE CD/AMT: _ /            DOE: __ ACTIVE:  PURCHASE:
BEG BAL : _____ _   CURR DED:            END BAL:
   BENE    :                          SSN:              *PURCHASES* CUR:
   CO-OWN  :                          SSN:                          MTD:
   ALT-OWN :                          SSN:                          QTD:
   B/C/A NM: _____ SSN: _____ B/C/A CD: _  YTD:

BOND SER: _ ACCT: _ PRICE CD/AMT: _ /            DOE: __ ACTIVE:  PURCHASE:
BEG BAL : _____ _   CURR DED:            END BAL:
   BENE    :                          SSN:              *PURCHASES* CUR:
   CO-OWN  :                          SSN:                          MTD:
   ALT-OWN :                          SSN:                          QTD:
   B/C/A NM: _____ SSN: _____ B/C/A CD: _  YTD:
```

Purpose

Combined inquiry/entry. This screen is used to enter:

- An employee's check address, if different from the resident address.

- Bond data including bond account number, balances, deductions, purchases by month, quarter, and year, and ownership and beneficiary information.

Required Fields

Bond Account, if bond data is to be entered

Screen Access

From any screen, type **43** in the Screen or Next field.

Screen Flow

740

Comments

If you type an **R** in the CD field to the right of the BEG BAL field, the system will generate an RE transaction to reset the beginning balance to zero. Screen 43 only has room to display 30 characters of the 35-character employee name field.

Associated Transactions

RE, RJ

044 - Salary Splits

```
ACTION: ____    CURR: 44   NEXT: 44
     L1: AL  L2: WA  EMPNO:           MRC:    EFF DATE: _____

     ----------------------  S A L A R Y   S P L I T S  ----------------------
         PCT      L3   L4   L5    DIST
     1:  _____    ____ ____ ____  _____

     2:  _____    ____ ____ ____  _____

     3:  _____    ____ ____ ____  _____

     4:  _____    ____ ____ ____  _____

     5:  _____    ____ ____ ____  _____

     6:  _____    ____ ____ ____  _____

     7:

     8:  _____    ____ ____ ____  _____

     9:  _____    ____ ____ ____  _____

    10:  _____    ____ ____ ____  _____
```

Purpose

Combined inquiry/entry. Use this screen to display and set up a distribution of an automatically paid employee's wages and hours (up to 10 different labor distribution categories).

Screen Access

From any screen, type **44** in the Screen or Next field.

Screen Flow

44

Comments

None

Associated Transactions

RH, RH-2, RH-3, RH-4, RH-5

045 - Employee Adjustments and Prepays (U.S.)

```
ACTION: ____   CURR: 045  NEXT: 46
    L1: AL  L2: WA  EMPNO:     1400  EFF DATE: _____

            EMPLOYEE ADJUSTMENTS AND PREPAYS              UPDATE
                                                          CODES
   REG GROSS   O/T GROSS     TOT OTH ERN   TOT DEDUCTS   NET PAY        S U A
   _____  _____    _____   _____   _____
 CHECK NUM   TIMES PAID   WKS WRKD
                                                                       _ _ _
 _____    ____        ____

 HOUR     CODE AMOUNT      CODE AMOUNT      CODE AMOUNT      CODE AMOUNT
 ACCUM  1: __ _____   2: __ _____   3: __ _____   4: __ _____   _ _ _
        5: __ _____   6: __ _____   7: __ _____   8: __ _____
   DOE                                              SALTA *BOND* TIP
   CODE  AMOUNT        CODE  AMOUNT      CODE  AMOUNT    CNTL CD ADJ ADJ
 1: __ _____   2: __ _____   3: __ _____   __   _ __   _ _ _ _
 4: __ _____   5: __ _____   6: __ _____
   SALTA
 TYPE CODE   TOTAL GROSS   TOTAL TAX    SUI WAGES    SDI TAX
 _____   _____   _____    _____    _____
 WKS WRKD   O/T GROSS     O/T PREMIUM   SUI TAX

 ____       _____    _____   _____                      _ _ _

 SALTA TYPE: _   CODE: _____   OTHER AMOUNT: _____               _ _ _
```

Purpose

Entry. Use this screen to adjust an employee's payroll record for positive and negative adjustments, prepays, and reversals.

Screen Access

From any screen, type **45** in the Screen or Next field.

Screen Flow

46

Comments

None

Associated Transactions

YA, YC, YD, YE

046 - Employee Adjustments and Prepays (Fed, SS, and/or Medicare)

```
ACTION: ____   CURR: 046  NEXT: 45
   L1: AL  L2: WA  EMPNO:              EFF DATE: _____
         Employee Adjustments and Prepays (Fed, SS and/or Medicare)
                                                                    Update
Fed Tax        Fed Tax       Fed Unemp     Fed Unemp     FUI State   Codes
  Wages          Withheld      Wages         Empr Tax      Code      S U A

_____   _____  _____  _____    __       _ _ _

Empe SS/MD     Employee      Empr SS/Md    Employer
Tot Wages      Social        Tot Wages     Social
or Soc Sec     Security      or Soc Sec    Security
Txbl Wages     Tax           Txbl Wages    Tax

_____   _____  _____  _____

Employee       Employee      Employer
SS/Med         Uncollect     SS/Med          Other
Reported       Soc Sec       Tip            Amount
Tips           Tip Taxes     Credit         Indicator

_____   _____  _____      _                    _ _ _

Employee       Employee      Employer      Employer      Empe Unc
Medicare       Medicare      Medicare      Medicare      Medicare
Txbl Wages     Tax           Txbl Wages    Tax           Tip Taxes

_____   _____  _____  _____  _____    _ _ _
```

Purpose

Entry. Use this screen to adjust an employee's Federal, Social Security and Medicare payroll records for positive and negative adjustments, prepays, and reversals.

Screen Access

From any screen, type **46** in the Screen or Next field.

Screen Flow

45

Comments

None

Associated Transactions

YL, YN, YN*

047 - ZT Time Entry (U.S.)

```
ACTION: _____   CURR: 047  NEXT: 47
    L1: AL  L2: WA  EFF DATE: _____

                        TIME CARD ENTRY

   EMPLOYEE      **** REGULAR ***** **** OVERTIME ****        SPC
    NUMBER     CD HOURS    RATE/SAL    HOURS    RATE/SAL  CD DOE  HR
 1: _____ __ _____ _____ _____ _____ _ __   __
 2: _____ __ _____ _____ _____ _____ _ __   __
 3: _____ __ _____ _____ _____ _____ _ __   __
 4: _____ __ _____ _____ _____ _____ _ __   __
 5: _____ __ _____ _____ _____ _____ _ __   __

   *** LEVELS ***  EXTENDED    WEEKS     NEG
    3    4    5    DIST CODE    PAID  MO EARN STATE SHIFT DIFF CODE
 1: ____ ____ ____ _____  _____ _  _  __   _   __  _
 2: ____ ____ ____ _____  _____ _  _  __   _   __  _
 3:
 4: ____ ____ ____ _____  _____ _  _  __   _   __  _
 5: ____ ____ ____ _____  _____ _  _  __   _   __  _

                        MESSAGE
```

Purpose

Entry. Use this screen to enter time entry data for regular, overtime, and special hours and earnings.

Screen Access

From any screen, type **47** in the Screen or Next field.

Screen Flow

Press **Enter** to repeat the screen for entry of more data.

Comments

None

Associated Transactions

ZT

048 - ZV Vacation Time Card Entry

```
ACTION: ____   CURR: 048  NEXT: 48
     L1: AL  L2: WA  EFF DATE: _____   COUNTRY CODE: U

                      VACATION TIME CARD ENTRY

    EMPLOYEE  VAC HOURS   RATE/     METH  FACTOR/       CYC ERN  SPC  WEEK
     NUMBER   CD  TKN    SALARY            AMOUNT           DOE  HR   PAID
  1: _____ __ _____  _____  __  _____  ___ __   __  _____
  2: _____ __ _____  _____  __  _____  ___ __   __  _____
  3: _____ __ _____  _____  __  _____  ___ __   __  _____
  4: _____ __ _____  _____  __  _____  ___ __   __  _____
  5: _____ __ _____  _____  __  _____  ___ __   __  _____

    *** LEVELS ***    HRS/      EXTENDED    WORK STATE/
     3    4    5      AMT  MON  DIST CODE   PROV/EI PPD
  1: ____ ____ ____    _    _   _____     __
  2: ____ ____ ____    _    _   _____     __
  3:
  4: ____ ____ ____    _    _   _____     __
  5: ____ ____ ____    _    _   _____     __

                            MESSAGE
```

Purpose

Entry. Use this screen to enter pay data for vacation hours and earnings.

Screen Access

From any screen, type **48** in the Screen or Next field.

Screen Flow

Press **Enter** to repeat the screen for entry of more data.

Comments

None

Associated Transactions

ZV

049 - Federal/ MQGE Wage and Tax Accumulators and EEO-1 Pay Data (U.S.)

```
Action: ____   Curr: 49   Next: 50
    L1: AL  L2: WA  EmpNo:     1589  MRC: 0  Eff Date: _____
           Federal/MQGE Wage & Tax Accumulators and EEO-1 Pay Data
                      Current          MTD           QTD           YTD
Fed Taxable Wages                    1002.00       1002.00       1002.00
Fed Tax
FUI Total Wages                                                  1002.00
FUI Taxable Wages                    1002.00       1002.00       1002.00
Employer FUI Tax                        6.00          6.00          6.00
                      ******** Employee ********
MQGE Total Wages
MQGE Taxble Wages
MQGE Tax
MQGE Reported Tip
MQGE Unc Tip Tax
                      ******** Employer ********
MQGE Total Wages
MQGE Taxble Wages
MQGE Tax
MQGE Tip Credit
                   ******* EEO-1 Reporting Data *******
Unit Number: 1AL4EM1    Group Code: HOP         Job Class: 08
Exempt Code:            Sex Code: M
   Run Date: 20190703   W-2 Wages: 1002.00      W-2 Hours: 200
```

Purpose

Use this screen to view an employee's Federal and Medicare Qualified Government Employment (MQGE) wage and tax accumulators and view or update EEO-1 pay data.

Screen Access

From any screen, type **49** in the Screen or Next field.

Screen Flow

50

Comments

To apply adjustments, use Screen 128 (does not apply to EEO-1 pay data).

Associated Transactions

SB

050 - Social Security/Medicare Wage & Tax Accumulators (U.S.)

```
ACTION: ____   CURR: 50   NEXT: 751     RECORD NOT FOUND                13
   L1: AL  L2: WA  EMPNO:          MRC:


             SOCIAL SECURITY AND/OR MEDICARE WAGE AND TAX ACCUMULATORS
                    CURRENT         MTD           QTD           YTD
EE SS/MED TOT WAGES
EE SS/MED RPTD TIPS
EE SS TAXABLE WAGES
EE SS TAX
EE SS UNC TX TIP
EE MED TXBLE WAGES
EE MED TAX
EE MED UNC TX TIP

ER SS/MED TOT WGS
ER SS/MED TIP CRD
ER SS TAXABLE WGS
ER SS TAX
ER MED TXBLE WAGES
ER MED TAX
```

Purpose

Inquiry. Use this screen to view Social Security and/or Medicare wage and tax data for individual employees.

Screen Access

From any screen, type **50** in the Screen or Next field.

Screen Flow

751

Comments

To apply adjustments, use Screen 46.

Associated Transactions

None

051 - Delete Employee

```
ACTION: ____   CURR: 51   NEXT: 51
    L1: AL  L2: WA  EMPNO:     1234  MRC: 0  EFF DATE: _____
                        EMPLOYEE DELETE
 EMP NAME: RUSSEL,  FRANCES ALWA1234
     SSN:  691012345


    ENTER 'Y' TO  C O N F I R M   D E L E T E :  _

              OR 'END' IN ACTION TO CANCEL
```

Purpose

Use this screen to delete an employee from the employee Master File. The actual deletion occurs during execution of the Master File Update program.

Screen Access

From any screen, type **51** in the Screen or Next field.

Screen Flow

51

Comments

Use extreme caution in deleting employees. The information will no longer be present on the Employee Master File yet it may be needed for reporting purposes. It may be more appropriate to leave it as an inactive record and then let the system delete it automatically at the beginning of the next year (See Screen 11).

Associated Transactions

DA

052 - State W-4 Information

```
Action: ____   Curr: 52   Next: 52
    L1: AL  L2: WA  Empno:      1000        Eff Date: _____
 Name: SMITH,  SAMUAL ALWA1000
                          State W-4 Information

                 Tax     Marital     Number                  Special    W-4
 Del   State    Method    Status     Exempt    Amount/Pct    Tax Ind    Year
  _     08        2         M          3                                 ____
  _     11        5         H          5                                 ____
  _     14        4         M          7         111                     ____
  _     __        _                   ___      _____      __         ____
  _     __        _                   ___      _____      __         ____
  _     __        _                   ___      _____      __         ____
  _     __        _                   ___      _____      __         ____
  _     __        _                   ___      _____      __         ____

  _     __        _                   ___      _____      __         ____
  _     __        _                   ___      _____      __         ____
  _     __        _                   ___      _____      __         ____
  _     __        _                   ___      _____      __         ____
  _     __        _                   ___      _____      __         ____
  _     __        _                   ___      _____      __         ____
```

Purpose

Use this screen to add state W-4 information for an employee.

Screen Access

From any screen, type **52** in the Screen or Next field.

Screen Flow

52

Comments

Associated Transactions

ND1*/RD1*

053 - DOE Maintenance (U.S.)

```
ACTION: _____  CURR: 053  NEXT: 53
   L1: AL  L2: WA  EMPNO:     2366  MRC: 0  EFF DATE: _____
                        *** DOE ENTRY ***
   STP                                          *START/STOP*
DOE OVR MET PER TYP   AMOUNT/PCT   LMT  LIMIT AMT    IND    DATE
__  _   _   _   _   _____   _   _____   _   _____

   *********** TAX OPTIONS ************
   FED  ST CNTY CITY SS/MED FUI SUI/SDI SORT CD  STEP MAX
   _    _   _    _     _     _     _      _____   _____
   STP                                          *START/STOP*
DOE OVR MET PER TYP   AMOUNT/PCT   LMT  LIMIT AMT    IND    DATE
__  _   _   _   _   _____   _   _____   _   _____

   *********** TAX OPTIONS ************
   FED  ST CNTY CITY SS/MED FUI SUI/SDI SORT CD  STEP MAX
   _    _   _    _     _     _     _      _____   _____
   STP                                          *START/STOP*
DOE OVR MET PER TYP   AMOUNT/PCT   LMT  LIMIT AMT    IND    DATE
__  _   _   _   _   _____   _   _____   _   _____

   *********** TAX OPTIONS ************
   FED  ST CNTY CITY SS/MED FUI SUI/SDI SORT CD  STEP MAX
   _    _   _    _     _     _     _      _____   _____
```

Purpose

Use this screen to add new DOEs to an employee.

Screen Access

From any screen, type **53** in the Screen or Next field.

Screen Flow

53

Comments

If the DOE Amount/Percent is a table number, type an * followed by the three-digit table number.

Associated Transactions

NK - RK

054 - DOE Maintenance (Canada)

```
ACTION: ____   CURR: 054  NEXT: 54
    L1: CN  L2: DA  EMPNO:      1234  MRC: 0  EFF DATE: _____   CNTRY CODE: C
                              *** DOE ENTRY ***
    STP                                              *START/STOP*
DOE OVR MET PER TYP  AMOUNT/PCT   LMT  LIMIT AMT     IND    DATE
___  _   _   _   _   _____   _   _____     _   _____

    ****** TAX OPTIONS ******
  FED PROV CPP/QPP EI   QM  SORT CD  STEP MAX
    _   _     _    _   ____  _____
    STP                                              *START/STOP*
DOE OVR MET PER TYP  AMOUNT/PCT   LMT  LIMIT AMT     IND    DATE
___  _   _   _   _   _____   _   _____     _   _____

    ****** TAX OPTIONS ******
  FED PROV CPP/QPP EI   QM  SORT CD  STEP MAX
    _   _     _    _   ____  _____
    STP                                              *START/STOP*
DOE OVR MET PER TYP  AMOUNT/PCT   LMT  LIMIT AMT     IND    DATE
___  _   _   _   _   _____   _   _____     _   _____

    ****** TAX OPTIONS ******
  FED PROV CPP/QPP EI   QM  SORT CD  STEP MAX
    _   _     _    _   ____  _____
```

Purpose

Use this screen to add new DOEs to an employee.

Screen Access

From any screen, type **53** in the Screen or Next field.

Screen Flow

53

Comments

If the DOE Amount/Percent is a table number, type an * followed by the three-digit table number.

Associated Transactions

NK - RK

060 - 077, 055-059 - DOE Accumulators

```
ACTION: ____    CURR: 60   NEXT: 61
    L1: AL  L2: WA  EMPNO:     2100  MRC: 0  EFF DATE: _____  CNTRY CODE: U
     ---- MAINT ----   -------------------- DOE INQUIRY ---------------------
     DOE:  __         AA            YE
  METHOD:  _           1             1                 1
  PERIOD:  _           A             A
    TYPE:  _           D             1
 OVRRIDE:  _  STEP MAX: _____
 AMT/PCT: _____
 LMT IND:  _       TBL #: 999
   LIMIT: _____
 TAX CDS: _____    1111111       1111111       1111111
 DATE CD:  _
    DATE: _____  STRT
                    STOP
 SORT CD:  _____
 CURR-NT:
 ARREARS:
    CURR:
     MTD:
     QTD:
     YTD:
 -----------------------------------------------------------------
 DELETE DOE:   __    __    __    __    __
```

Purpose

Combined inquiry/entry. These screens are used to maintain and view DOEs for individual employees. One DOE may be maintained and up to four viewed on one screen. Employee DOE codes are defined in the Employee Master File.

Screen Access

From any screen, type **60-77**, **55-59** in the Screen or Next field.

Screen Flow

Press **Enter** to proceed to the next screen in the set. Move from screen to screen sequentially from 60-77, 55-59 as needed.

Comments

If the DOE Amount/Percent field is a table number, the field will display as *###. To enter a table number, type an * in the table number.

DOEs may be deleted by entering up to 5 DOE codes.

METHOD and TAX CDS contain default values of **I** whenever at least 1 but less than 3 DOEs exist in a DOE segment.

Country Code valid values are:

Code	Description
U	United States
C	Canada

Associated Transactions

RK, DK

078 - EI Accumulators 1-35 (Canadian)

```
ACTION: ____   CURR: 78   NEXT: 79
     L1: CN  L2: DA  EMPNO:      1070  MRC: 0

                      EI PAY PERIOD ACCUMULATORS

   PP END    INSR EARN     INSR HRS ADJ     PP END    INSR EARN    INSR HRS ADJ
04/15/2003 1810.00        80.00            /  /
10/30/1999 1810.00        80.00            /  /
11/06/1998 1810.00        80.00            /  /
09/02/1998 1810.00        80.00            /  /
07/18/1998 1810.00        80.00            /  /
01/17/1998 915.00         40.00            /  /
12/06/1997 905.00         40.00            /  /
11/22/1997 1810.00        80.00            /  /
11/08/1997 1810.00        80.00            /  /
11/01/1997 1810.00        80.00            /  /
10/25/1997 1810.00        80.00            /  /
01/03/1997 1810.00        80.00            /  /
00/00/00                                   /  /
  /  /                                     /  /
  /  /                                     /  /
  /  /                                     /  /
  /  /                                     /  /
  /  /
```

Purpose

Use this screen to view an individual employee's employment insurable earnings and hours from the 1st to the 35th pay period.

Screen Access

From any screen, enter 78 in the Code or Next field.

Comments

None

Associated Transactions

This is an inquiry screen. There are no associated transactions.

079 - Current EI Accumulators 36-53 (Canadian)

```
ACTION: ____   CURR: 79   NEXT: 78
   L1: CN  L2: DA  EMPNO:      1070
   PP END    INSR EARN    INSR HRS ADJ     PP END    INSR EARN    INSR HRS ADJ
   /  /                                    /  /
   /  /                                    /  /
   /  /                                    /  /
   /  /                                    /  /
   /  /                                    /  /
   /  /                                    /  /
   /  /                                    /  /
   /  /                                    /  /
   /  /                                    /  /
                               CURRENT EI ACCUMULATORS
00/00/00                                 00/00/00
00/00/00                                 00/00/00
00/00/00                                 00/00/00
00/00/00                                 00/00/00
00/00/00

FIRST EI DAY WORKED: 19850407 LAST EI DAY PAID: 19970512    VACATION CD:
                   CURR        MTD          QTD           YTD
   QUEBEC MEDICARE:
VACATION EARNINGS:            139180.00    139180.00    139180.00
 VACATION PERCENT:            1042.20      1042.20      1042.20
```

Purpose

Use this screen to view the following:

- An individual employee's employment insurable earnings and hours from the 36th pay period through the 53rd pay period

- Up to nine occurrences of Current EI entries

- The first EI Day Worked, Last EI Day Paid

- Current, MTD, QTD, YTD information for Quebec Medicare, Vacation Earnings and Vacation Percent

Screen Access

From any screen, type **79** in the Screen or Next field.

Comments

None

Associated Transactions

This is an inquiry screen. There are no associated transactions.

080 - Employee User/EEA Dates

```
ACTION: ____   CURR: 80   NEXT: 93
    L1: AL  L2: WA  EMPNO:          MRC:    EFF DATE: _____

                        EMPLOYEE USER/EEA DATES

    USER/EEA         USER/EEA              USER/EEA         USER/EEA
   ITR DATE 1   IND    DATE 2   IND      ITR DATE 1   IND    DATE 2   IND
      CCYYMMDD         CCYYMMDD              CCYYMMDD         CCYYMMDD
   16                               24
   17                               25
   18                               26
   19                               27
   20                               28
   21                               29
   22                               30
   23


   INSERT NEW DATES IN DATE1 ORDER OR ITERATION ORDER
     DATE ORDER (ITR=**)  ITR ORDER (ITR=16 THRU 30)
   __ _____ _ _____ _      UPDATE CODE: _
```

Purpose

Combined inquiry/entry. Use this screen to view and enter User/EEA date information.

Screen Access

From any screen, type **80** in the Screen or Next field.

Screen Flow

93

Comments

Valid iteration values are **16** through **30** and ******.

Date indicators, if entered, are tested to be numeric or alphabetic (i.e., no special characters) and may be validated further depending on the other fields entered during the current transaction. Valid update codes are *R* (replace), *D* (delete), and blank (Add).

Associated Transactions

PV-9

081 - Basic Personnel Information

```
ACTION: _____   CURR: 81   NEXT: 82
    L1: AL  L2: WA  EMPNO:     1070  MRC: 0  EFF DATE: _____

      SEX: M           HEIGHT: ____   BIRTHDATE: _____      RELIG PREF: _
 GEN HLTH: __          WEIGHT: ____   BIRTHPLACE: _____
LAST PHYS: _____   BLOOD TYPE: ___   RES CODE: TYPE: _      NEW EMPL: _
NEXT PHYS: _____   HOME PHONE: _____   CITY: _____   FULL/PART: _
DIS/HNDCP: _____          COUNTY: ___          EEOC: ____
                              CITIZEN: _____        PCT EMPLOY: ____
 JOB PREF: _____                       EMP EXMPT STAT: _
GEOG PREF: __              MARITAL STATUS: _
 WORK LOC: _____      SPOUSE NAME: _____
OFC PHONE: _____   EXT: ____     BIRTH: _____   SSN: _____
SUPERVISOR: _____              SEX: _  MARRIAGE DATE: _____
DATE CURR EMPL: _____   VAC ELIG DATE: _____

      EMERGENCY NOTIFICATION
  NAME: _____                LEVEL-6: _____   VAC HRS:
ADDR-1: _____        LEVEL-7: _____   SICK HRS: _____
ADDR-2: _____  _____ - ____     OTH HRS: _____
REL/PH: _____       _____
```

Purpose

Combined inquiry/entry. Use this screen to establish a basic personnel record for an employee.

Required Fields

Sex, Birthdate, EEOC (group code), New Employee (required only to set up a new employee or add personal information for the first time)

Screen Access

From any screen, type **81** in the Screen or Next field.

Screen Flow

Press **Enter** for the next sequential screen or type the desired screen number in Next field.

Comments

The first half of the basic personnel record is on screen 40 for Payroll/Personnel users.

Associated Transactions

PF-1, PF-7, PG-3, PG-4, PG-6, PV-5, PV-6

082 - Job Information

```
ACTION: ____    CURR: 82   NEXT: 83
    L1: AL  L2: WA  EMPNO:     1070  MRC: 0  EFF DATE: _____

  JOB CODE:  ELIGIBLE    RECOMMEND          FED JOB CODE: ____
      1      _____   _____           OCCUP CAT: __
      2      _____   _____           EMPL CLASS: _
      3      _____   _____           EEOC EXEMPT: _

  POS TITLE: _____
   POS NUM: _____    DATE PRES JOB: _____
 ANNUAL SAL: _____

 ADJ SVC DATE: _____           LEAVE/ABS TYPE: __
                                    BEGIN DATE: _____
 PRIOR EMPL: _____               END DATE: _____
      TERM: _____
    REASON: __                     TERM DATE: _____
       LTH: _____                 REASON:
                                     REHIRE: _
```

Purpose

Combined inquiry/entry. Use this screen to display and maintain data about an employee's position, prior employment, leaves of absence, and termination.

Screen Access

From any screen, type **82** in the Screen or Next field.

Screen Flow

Press **Enter** for the next sequential screen or type the desired screen number in Next field.

Comments

None

Associated Transactions

PF-5, PF-6, PF-7, PH-2

083 - Personnel Basic Benefits

```
ACTION: ____   CURR: 83   NEXT: 84
   L1: AL  L2: WA  EMPNO:    1070  MRC: 0  EFF DATE: _____

   INSURANCE    CODE   TYPE    COVERAGE    PLAN #  CODE   TYPE   COVERAGE
   LIFE PLAN 1                              _     __    _   _____
   LIFE PLAN 2
   LIFE PLAN 3
   GROUP HEALTH   __     _    _____      NUM DEP:  __

       PENSION   __     _    CONTRIB: _____   DATE ELIG: _____
 PROFIT SHARING   __     _    ELIG SAL: _____   DATE ELIG: _____
    STOCK PLAN   __     _    AMOUNT:  _____
   PERM ADVANCE               AMOUNT:  _____    DUE DATE: _____
                         BONDED IND:  _   CREDIT UNION MEM:  _
        COMPANY PROPERTY
   NO. TYPE        NUMBER
    1
    2
    3
    4
    5
    _   __     _____
```

Purpose

Combined inquiry/entry. Use this screen to maintain basic benefit data for each employee, including insurance, plus pension and profit sharing plans, credit union membership, and a record of company property in the possession of the employee.

Screen Access

From any screen, type **83** in the Screen or Next field.

Screen Flow

Press **Enter** for the next sequential screen or type the desired screen number in Next field.

Comments

None

Associated Transactions

PF-8, PF-9, PG-1

084 - Hours

```
ACTION: ____   CURR: 84   NEXT: 85
    L1: AL  L2: WA  EMPNO:          MRC:    EFF DATE: _____

              CARRIED FWD        MTD          QTD          YTD

      VACATION    _____      _____     _____    _____

         SICK     _____      _____     _____    _____

   OTHER PAID     _____      _____     _____    _____

 OTHER UNPAID     _____      _____     _____    _____

       VACATION/SICK ACTION: _

     OTHER PAID/UNPAID ACTION: _
```

Purpose

Combined inquiry/entry. This screen is used to update an employee's hours.

Screen Access

From any screen, type **84** in the Screen or Next field.

Screen Flow

Press **Enter** for the next sequential screen or type the desired screen number in Next field.

Comments

None

Associated Transactions

PH-3, PH-4

085 - Education

```
ACTION: ____   CURR: 85   NEXT: 86
    L1: AL  L2: WA  EMPNO:            MRC:    EFF DATE: _____

 HIGHER EDUCATION          TOT YRS ED: __
                    SCHOOL      DEG     DATE    MAJ   MIN
              1: _____    ___   _____    ___   ___
              2: _____    ___   _____    ___   ___
              3: _____    ___   _____    ___   ___
              4: _____    ___   _____    ___   ___
              CURR ED: _   COMPLETION YR: ____

 TRAINING SCHOOLS ITER   CODE    CERT     DATE      FIELD
              1:
              2:
              3:
              _    _____   _____   _____   _____

 PROFESSIONAL LICENSE/MEM- 1:             2:

 MILITARY- DRAFT: ___   RANK: ___       DRIVERS LICENSE-
          BRANCH: ____                  STATE/PROV: __  DATE: _____
          DISCHG: ___  DATE: _____   NUMBER: _____
```

Purpose

Combined inquiry/entry. Use this screen to keep a record of an employee's education and training. Driver's license and military history data are also maintained on this screen.

Screen Access

From any screen, type **85** in the Screen or Next field.

Screen Flow

Press **Enter** for the next sequential screen or type the desired screen number in Next field.

Comments

None

Associated Transactions

PF-2, PF-3, PF-4, PG-6, PV-7

086 - Salary and Performance Reviews

```
ACTION: ____   CURR: 86   NEXT: 87
    L1: AL  L2: WA  EMPNO:          MRC:
                            DATE    SUPERVISOR      RATING   JOB CODE
        PERFORMANCE
          REVIEWS#


        NEXT:
        PMRD:



                            DATE    AMOUNT     % CHG    CODE   JOB CODE
          SALARY
          REVIEWS


        NEXT:
```

Purpose

Inquiry. The history of an employee's salary and performance reviews is shown on this screen.

Screen Access

From any screen, type **86** in the Screen or Next field.

Screen Flow

Press **Enter** for the next sequential screen or type in the desired screen number in Next field.

Comments

Salary and performance review data is entered and updated on screen 89.

Up to 10 salary and 10 performance reviews can be displayed.

Associated Transactions

None

087 - Injuries and Transfers

```
ACTION: ____   CURR: 87   NEXT: 88
    L1: AL  L2: WA  EMPNO:           MRC:


 INJURIES
     DATE                                   DATE
    CCYYMMDD TIME LOST  JOB CODE    TYPE     CCYYMMDD TIME LOST   JOB CODE    TYPE
 1:                                        6:
 2:                                        7:
 3:                                        8:
 4:                                        9:
 5:                                       10:


 TRANSFERS
     DATE
    CCYYMMDD L1 L2  L3    L4   L5   L6    L7    LOCATION  JOB CODE    RS FED CT
 1:
 2:
 3:
 4:
 5:
```

Purpose

Inquiry. Use this screen to display the history of an employee's:

- transfers within the organizations.
- injuries sustained while at work.

Screen Access

From any screen, type **87** in the Screen or Next field.

Screen Flow

Press **Enter** for the next sequential screen or type the desired screen number in Next field.

Comments

Injury records are entered through screen 90.

Transfer data is entered through screen 89.

Associated Transactions

None

088 - Skills

```
ACTION: ____   CURR: 88   NEXT: 89
   L1: AL  L2: WA  EMPNO:          MRC:

              FUNC   SUB   YRS   PROF   LAST   SUPR   LOC
   SKILLS-   1:
             2:
             3:
             4:
             5:
             6:
             7:
             8:
             9:
            10:
            11:
            12:
            13:
            14:
            15:
            16:
            17:
            18:
            19:
            20:
```

Purpose

Inquiry. An employee's skills profile is accessed with this screen. Skill codes are shown along with such information as years of experience, when and for how long the skill was used, supervisory experience in a skill area, and so forth.

Screen Access

From any screen, type **88** in the Screen or Next field.

Screen Flow

Press **Enter** for the next sequential screen or type the desired screen number in Next field.

Comments

Enter skills data through screen 89.

Associated Transactions

None

089 - Reviews, Transfers, Skills

```
ACTION: ____   CURR: 089   NEXT: 90
    L1: AL  L2: WA  EMPNO:      1070  MRC: 0  EFF DATE: _____
                            SALARY CHANGE DATA
 ITER NUM:       DATE       AMT          PCT   REASON    JOB      NEXT SAL REV
  CD: _   __    _____   _____  ____   __               _____

                         PERFORMANCE REVIEW DATA
 ITER NUM:       DATE    SUPERVISOR   RATING   JOB     NEXT PERF REV PROM READ
  CD: _   __    _____  _____  ____   _____  _____        __

                            SKILL DATA
 ITER NUM:      FUNC  SUB-FUNC  YRS EXP  PROF   LAST YR SUPR  LOC
  CD: _   __    ___   ____      ____     _      ____    _     _
               ___   ____      ____     _      ____    _     _
               ___   ____      ____     _      ____    _     _


 ITER                          TRANSFERS
  NUM     DATE      L1     L2    L3     L4      L5       L6      L7
  _     _____   __    ___   ___   ____    ____     ____    ____
  LOC: _____     NO: _____    RS: __    FED: ___    CAT: __    UPDT: _
```

Purpose

Entry. Use this screen to enter and maintain data on employee salary changes, performance reviews, skills, and transfers.

Screen Access

From any screen, type **89** in the Screen or Next field.

Screen Flow

Press **Enter** for the next sequential screen or type the desired screen number in Next or Screen field.

Comments

Inquiry into the data entered here is done through the following screens:

Screen ID	Screen Name
86	Salary Changes
86	Performance Reviews
88	Skills Data
87	Transfer Data

Associated Transactions

PH-1, PV-1, PV-2, PV-3 PF-2, PF-3, PF-4, PG-6, PV-7

090 - Child and Injury Data

```
ACTION: _____   CURR: 90    NEXT: 91
    L1: AL  L2: WA  EMPNO:          MRC:    EFF DATE: _____

                          CHILD DATA              NUM CHILD: __
                                              BIRTHDATE
      ITER NUM          NAME          SEX      CCYYMMDD
CD: _   __          _____        _       _____
        __          _____        _       _____
CD: _   __          _____        _       _____
        __          _____        _       _____
CD: _   __          _____        _       _____
        __          _____        _       _____
CD: _   __          _____        _       _____
        __          _____        _       _____
CD: _   __          _____        _       _____
        __          _____        _       _____
        __          _____        _       _____

                    ON THE JOB INJURY DATA
      ITER NUM     DATE      TIME LOST    JOB PERFORMED    TYPE
CD: _   __      _____    _____    _____    ____
        __      _____    _____    _____    ____
```

Purpose

Combined inquiry/entry. This screen is used to enter and view data about an employee's children and to enter data about on the job injuries.

Screen Access

From any screen, type **90** in the Screen or Next field.

Screen Flow

Press **Enter** for the next sequential screen or type the desired screen number in Next field.

Comments

Injury records may be viewed through screen 87.

Associated Transactions

PV-4, PV-8

091 - Job Analysis Information

```
ACTION:      CURR: 91   NEXT: 92
   L1: AL  L2: WA  Empno:            MRC:    Eff Date: _____

                      Job Analysis Information

        Job Rating Factors
              1: _____      Minimum Salary:  _____
              2: _____      Midpoint Salary: _____
              3: _____      Maximum Salary:  _____
              4: _____      Compa-Ratio:  _____
              5: _____      Prev Annual Salary: _____
                             EEA Salary:

Job Group: _____    Occupational Level    Sector: __      *Veterans Status*
              Low Range: _____    Location: _____     VETS-100: _
              High Range: _____   Organization: ____   VETS-4212: _


      Line Of Progression   Seq                  EEO Fields
            1: ____          ___    Trainee:   _       Contract Code      _
            2: ____          ___    Employee           Tenure Code        _
            3: ____          ___    Unit Code: _____ Faculty Rank       __
            4: ____          ___                       Soft-Money Code    _
            5: ____          ___                       Foreign Natl Code  _
```

Purpose

Combined inquiry/entry. Use this screen to:

- record job rating and comparative salary data.

- assign job group and other workforce utilization data.

- define line of progression and where the job is in that progression sequence.

Information used for EEO reporting is also entered on this screen.

Screen Access

From any screen, type **91** in the Screen or Next field.

Screen Flow

Press **Enter** for the next sequential screen or type the desired screen number in Next field.

Associated Transactions

PG-5, PH-7, WU-1, WU-2, PH-8

092 - Employee User/EEA Dates

```
ACTION: ____   CURR: 92   NEXT: 80
     L1: AL  L2: WA  EMPNO:          MRC:    EFF DATE: _____

                          EMPLOYEE USER/EEA DATES

    USER/EEA          USER/EEA                USER/EEA          USER/EEA
  ITR DATE 1   IND    DATE 2   IND      ITR DATE 1   IND     DATE 2    IND
     CCYYMMDD          CCYYMMDD              CCYYMMDD          CCYYMMDD
  01                                    09
  02                                    10
  03                                    11
  04                                    12
  05                                    13
  06                                    14
  07                                    15
  08



  INSERT NEW DATES IN DATE1 ORDER OR ITERATION ORDER
    DATE ORDER (ITR=**)  ITR ORDER (ITR=01 THRU 15)
  __ _____ _ _____ _     UPDATE CODE: _
```

Purpose

Combined inquiry/entry. To view and enter User/EEA date information.

Required Fields

Iteration Number. Valid iteration values are 01 through 15 and **.

Screen Access

From any screen, type **92** in the Screen or Next field.

Screen Flow

80

Comments

Date indicators, if entered, are tested to be numeric or alphabetic (i.e., no special characters) and may be validated further depending on the other fields entered during the current transaction. Valid update codes are R (replace), D (delete), and blank (Add).

Associated Transactions

PV-9

093 - Basic Personnel Information (Canada)

```
ACTION: ____   CURR: 93   NEXT: 82
    L1: CN  L2: DA  EMPNO:      1070  MRC: 0  EFF DATE: _____   COUNTRY: C
                    BASIC PERSONNEL INFORMATION (CANADIAN)

  NEW EMPL: _  SEX: M   LEVEL 6:        LEVEL 7:         RELIGIOUS PREF:
MAR STATUS:           JOB PREFERENCE:                 RESIDENCE TYPE:
HOME PHONE:           GEOGRAPHIC PREF:                RESIDENCE PROV:
 BIRTHDATE: 19600101  BIRTHPLACE:                     RESIDENCE CITY:
EEA SALARY: _____   SAL IND: _   EEA RPT UNIT: _____  COUNTRY:
INDUST SEC: _____     VISIBLE MIN: ____               VACATION HRS: _____
 OCCUP GRP: ____       ABORIGINAL: ____                   SICK HRS: _____
WORK PROV: __  CMA: ___    DISABLED: ____   EEOC CODE: O   OTHER HRS: _____


           JOB DATA                          HEALTH DATA
WORK LOCATION: ATLANTA    FULL/PART: 3  HEIGHT: ____  LAST PHYSICAL: _____
CUR EMPL DATE:           PCT EMPL: 000  WEIGHT: ____  NEXT PHYSICAL: _____
VAC ELIG DATE: _____   EXEMPT ST:    BLOOD: ____  GENERAL HEALTH: __
 OFFICE PHONE:           EXT:        RESTRICTIONS:
  SUPERVISOR:
        EMERGENCY NOTIFICATION                SPOUSE DATA
  NAME:                          SPOUSE:
ADDR-1:                          MARRIAGE DATE:           SEX CODE:
ADDR-2:                          SPOUSE BIRTHDATE:
RELATION:         PHONE:         SPOUSE SIN:
```

Purpose

Combined inquiry/entry. To establish basic personnel records for an employee and to update an employee's EEA data.

Required Fields

Sex, Birthdate, EEOC (group code), New Employee (required only to set up a new employee or add personal information for the first time).

Screen Access

From any screen, type **93** in the Screen or Next field.

Screen Flow

82

Comments

EEA Salary is an entry only (non-display) field on this screen.

Associated Transactions

PF-1, PF-7, PG-3, PG-4, PG-6, PG-9, PV-5, PV-6

094 - Organization and Employee Check Messages

```
ACTION: _____  CURR: 094  NEXT: 94      EFF DATE: _____
     L1: AL  L2: WA

ORGANIZATION MESSAGE OVERRIDE:     _     BLANK  - EMPLOYEE MESSAGE OVERRIDES
                                                   ORGANIZATION MESSAGE
                                         *      - ORGANIZATION MESSAGE OVERRIDES
                                                   THE EMPLOYEE MESSAGE
ORGANIZATION MESSAGE:
_____

     EMPLOYEE                  EMPLOYEE
      NUMBER                    MESSAGE
01. _____   _____
02. _____   _____
03. _____   _____
04. _____   _____
05. _____   _____
06. _____   _____
07. _____   _____
08. _____   _____
09. _____   _____
10. _____   _____
```

Purpose

Entry. Use this screen to enter the message that will appear on an employee's check. Specify whether an organization or an employee-specific message is to be printed.

Screen Access

From any screen, type **94** in the Screen or Next field.

Screen Flow

Press **Enter** for the next sequential screen or type the desired screen number in Next field.

Comments

Enter the Organization Message Override, if needed, only when entering an Organization message.

Associated Transactions

ZM, ZN

095 - Pay Period Begin Dates

```
ACTION: ____   CURR: 095  NEXT: 95      EFF DATE: _____
      L1: AL  L2: WA



                            CHECK WRITER
                       PAY PERIOD BEGIN DATES

                                         CCYYMMDD
          WEEKLY PERIOD BEGIN DATE:       _____

          BIWEEKLY PERIOD BEGIN DATE:       _____

          SEMI-MONTHLY PERIOD BEGIN DATE:    _____

          MONTHLY PERIOD BEGIN DATE:         _____
```

Purpose

Entry. Use this screen to set the period begin dates that will be printed on employee checks.

Screen Access

From any screen, type **95** in the Screen or Next field.

Screen Flow

Press **Enter** for the next sequential screen or type the desired screen number in Next field.

Comments

None

Associated Transactions

ZD

097 - General Transaction Entry

```
ACTION: ____   CURR: 097  NEXT: 97    EFFDTE: _____
    L1: AL  L2: WA
                        GENERAL TRANSACTION ENTRY

          1  2        3          4          5          6          7          8
          7..0....*....0....*....0 ...*....0....*....0....*....0....*....0
TRN CD: ___   EMPNO: _____
        TRN: _____
TRN CD: ___   EMPNO: _____
        TRN: _____
TRN CD: ___   EMPNO: _____
        TRN: _____
TRN CD: ___   EMPNO: _____
        TRN: _____
TRN CD: ___   EMPNO: _____
        TRN: _____
TRN CD: ___   EMPNO: _____
        TRN: _____
TRN CD: ___   EMPNO: _____
        TRN: _____
TRN CD: ___   EMPNO: _____
        TRN: _____
TRN CD: ___   EMPNO: _____
        TRN: _____
```

Purpose

Entry. Create your own transaction codes and descriptions with this screen.

Screen Access

From any screen, type **97** in the Screen or Next field.

Screen Flow

Press **Enter** for the next sequential screen or type the desired screen number in Next field.

Comments

There are no checks or edits made against the data entered here. The only restriction is that a code already defined in the delivered system may not be used.

Associated Transactions

None

098 - Company Trailer Information

```
ACTION: ____   CURR: 98   NEXT: 99
     L1: AL  L2: WA


                    COMPANY TRAILER INFORMATION

     LAST UPDATE RUN: 20030215        TOTAL EMPLOYEES: 840
    LAST COMPUTE RUN: 20030215          TOTAL ACTIVE: 831
                                       TOTAL INACTIVE: 9
      TOTAL SEGMENTS: 7             TOTAL TERMINATED:
   TOTAL MASTER RCDS: 7685                 TOTAL NEW:
      TOTAL D/OE SEGS: 259                    WEEKLY: 27
     TOTAL SALTA SEGS: 2783              BI-WEEKLY: 718
     TOTAL MAINT TRANS: 7            SEMI-MONTHLY: 61
  TOTAL TIME-CD TRANS:                       MONTHLY: 34


       TOTAL NET PAY: 812461.81
```

Purpose

Inquiry. Use this screen to inquire into the following organization summary of figures:

- last file activity dates.

- number of transactions entered in last update.

- total employees and employees by pay and status categories.

- total net pay.

Screen Access

From any screen, type **98** in the Screen or Next field.

Screen Flow

Press **Enter** for the next sequential screen or type the desired screen number in Next.

Comments

None

Associated Transactions

None

099 - File Trailer Information

```
ACTION: ____   CURR: 99   NEXT: 98
    L1: AL   L2: WA

                         FILE TRAILER INFORMATION

    LAST UPDATE RUN: 20030215         TOTAL EMPLOYEES: 1964
    LAST COMPUTE RUN:                    TOTAL ACTIVE: 1774
                                       TOTAL INACTIVE: 75
    TOTAL SEGMENTS: 7              TOTAL TERMINATED: 115
  TOTAL MASTER RCDS: 17787               TOTAL NEW:
    TOTAL D/OE SEGS: 607                   WEEKLY: 197
   TOTAL SALTA SEGS: 5977               BI-WEEKLY: 1590
   TOTAL MAINT TRANS: 7              SEMI-MONTHLY: 120
TOTAL TIME-CD TRANS:                       MONTHLY: 57

       TOTAL NET PAY: 812461.81
```

Purpose

Inquiry. Use this screen to inquire into the following employee summary of figures:

- last file activity dates.

- number of transactions entered in last update.

- total employees and employees by pay and status categories.

- total net pay.

Screen Access

From any screen, type **99** in the Screen or Next field.

Screen Flow

Press **Enter** for the next sequential screen or type the desired screen number in Next.

Comments

None

Associated Transactions

None

124 - Employee Tax Information (Canada)

```
Action: _____   Curr: 124  Next: 38
   L1: CN  L2: DA  EmpNo:      1000  MRC: 0  Eff Date: _____    Country: C
Name: SMITH,  JAMES CNDA1012                Birth Date: 19480323
                        Employee Tax Information

            Tax  Tax   Personal     Amount/      ** CPT-30 Information **
            Auth Meth Tax Credit    Percent      Receiving Indicator: C
   Federal: 86    0                              Pension Election: 2
            __    _    _____     _____     Signature Date: 201201
 Provincial: 86   0                              Update Code: _
 Provincial: 88   0
 Provincial: 00   0                              Previous Election:
            __    _    _____     _____     Previous Signature: 000000

            Tax  Other TD1  Resid     Other     Other     ** Indicators **
            Auth Amount     Deduc     Excld     Tax CR          EI: 1
   Federal: 86                                                  CPP: 0
("00"= FED)                                                    QPIP: 0
 Provincial: 86                                                 QPP: 1
 Provincial: 88                                                  QM: 0
 Provincial: 00                                                 QHC: 0
            __   _____  _____  _____  _____   Empr EI Cd: 0
```

Purpose

Combined inquiry/entry. This screen is used to establish, maintain, and view a Canadian employee's tax information.

Screen Access

From any screen, type **124** in the Screen or Next field.

Screen Flow

38

Comments

None

Required Fields

Birth Date and Federal Tax Method are required when setting up a new employee.

Associated Transactions

ND1/RD1, SB

125 - Employee Tax Information (U.S.)

```
Action: ____  Curr: 125 Next: 41
    L1: AL  L2: WA  Empno:        1          Eff Date: _____
Name: BRECKINRIDGE,  DOROTHEA ALWA1
                        Employee Tax Information
                                                    **Lock-in Letter**
                                                    Marital Status:
            Tax      Marital    Number             Number Exempt:
           Method    Status     Exempt    Amt/Pct
Federal:    4          M          4        2500      Amount      Local
State:      5          H          9        200      One Exempt   Code
County:     0
City:       0
                              ******* Federal W-4 **********
                              Year: ____  Step 2: Y
Work State:      11           Delete: _   Step 3: 10.00    ** Indicators **
Resident State: 11                        Step 4a: 15.00        FICA: B
                                          Step 4b: 20.00         FUI: N
SALTA Type:    SCC:       Unit Code:                        Empr SUI: A
TAS1: ____  TAS2: __  TAS3: _____  TAS4: _____        Empe SUI: Y
                                                           Empe SDI: B
 *** Other State Reciprocity Indicators ***                Reciprocity: 1
   ST  Ind      ST  Ind      ST  Ind      ST  Ind          Special Tax:
 1: 50   2    2: 11   3    3: 47   1    4: 15   2
 5: 18   3    6: 4    1    7: 6    2    8: 2    3
```

Purpose

Combined Inquiry/Entry. This screen is used to establish, maintain, and view a U.S. employee's tax information.

Screen Access

From any screen, type **125** in the Screen or Next field.

Screen Flow

41

Comments

None

Required Fields

Federal Tax Method, Federal Marital Status, Federal Exemptions, and Work State

Associated Transactions

NC2, ND1, ND1*, ND2, RC2, RD1, RD1*, RD2, NA/RA, NI/RI

126 - QPIP Accumulators 1-35 (Canada)

```
ACTION: ____    CURR: 126  NEXT: 127
   L1: AX  L2: 01  EMPNO:        100  MRC: 0


                    QPIP PAY PERIOD ACCUMULATORS

  PP END    INSR  EARN     INSR HRS ADJ    PP END     INSR EARN    INSR HRS ADJ
02/09/2004 264.44            99.999  *   99/99/9999 9999999999.99  99.999   *
08/01/2003 264.44                    *     /  /
03/15/2002 1454.42                   *     /  /
00/00/00                                   /  /
00/00/00                                   /  /
00/00/00                                   /  /
00/00/00                                   /  /
00/00/00                                   /  /
00/00/00                                   /  /
00/00/00                                   /  /
00/00/00                                   /  /
00/00/00                                   /  /
00/00/00                                   /  /
   /  /                                    /  /
   /  /                                    /  /
   /  /                                    /  /
   /  /                                    /  /
   /  /
```

Purpose

Inquiry. This screen is used to display the employee's QPIP earnings and hours for the 1st through the 35th pay periods.

Screen Access

From any screen, type **126** in the Screen or Next field.

Screen Flow

None

Comments

None

Associated Transactions

None

127 - QPIP Accumulators 36-53 (Canada)

```
ACTION: ____   CURR: 127  NEXT: 126
   L1: CN  L2: DA  EMPNO:      1000

                 QPIP PAY PERIOD ACCUMULATORS

   PP END    INSR EARN    INSR HRS ADJ    PP END    INSR EARN    INSR HRS ADJ
   /  /                                   /  /
   /  /                                   /  /
   /  /                                   /  /
   /  /                                   /  /
   /  /                                   /  /
   /  /                                   /  /
   /  /                                   /  /
   /  /                                   /  /
   /  /                                   /  /

                      CURRENT QPIP ACCUMULATORS
 00/00/00                              00/00/00
 00/00/00                              00/00/00
 00/00/00                              00/00/00
 00/00/00                              00/00/00
 00/00/00

 FIRST QPIP DAY WORKED:          LAST QPIP DAY PAID:
```

Purpose

Inquiry. This screen is used to display the employee's QPIP earnings and hours for the 36th through the 53rd pay periods.

Screen Access

From any screen, type **127** in the Screen or Next field.

Screen Flow

None

Comments

None

Associated Transactions

None

128 - Employee Adjustments and Prepays

```
ACTION: ____   CURR: 128  NEXT: 128
    L1: AL  L2: WA  EMPNO:        1  EFF DATE: _____

             EMPLOYEE ADJUSTMENTS AND PREPAYS (CONTINUED)
           (FEDERAL AND MEDICARE QUALIFIED GOVERNMENT EMPLOYMENT)


                                                           UPDATE
   FED TAX      FED TAX     FED UNEMP    FED UNEMP  FUI STATE  CODES
   WAGES        WITHHELD     WAGES       EMPR TAX     CODE     S U A

  _____   _____   _____   _____    __     _ _ _


   EMPLOYEE    EMPLOYEE     EMPLOYER    EMPLOYER
  MQGE TXBL/     MQGE      MQGE TXBL/     MQGE
  TOT WAGES      TAX       TOT WAGES      TAX

  _____   _____   _____   _____


   EMPLOYEE    EMPE UNC     EMPLOYER
     MQGE      MQGE TAX     MQGE TIP
   RPTD TIPS   ON TIPS       CREDIT

  _____   _____   _____                   _ _ _
```

Purpose

Entry. Use this screen to adjust an employee's Federal and Medicare Qualified Government Employment (MQGE) payroll records for positive and negative adjustments, prepays and reversals.

Screen Access

From any screen, type **128** in the Screen or Next field.

Screen Flow

128

Associated Transactions

YL, YM

129 - 138 - Stepped DOEs

```
ACTION: ____   CURR: 129  NEXT: 130
     L1: AL  L2: WA  EMPNO:         1

 ------------------------- S T E P P E D   D O E S -------------------------
               STEP 1       STEP 2       STEP 3       STEP 4       STEP 5
 DOE:     MC:
  $%T:
  MAX:
 DOE:     MC:
  $%T:
  MAX:
 DOE:     MC:
  $%T:
  MAX:
 DOE:     MC:
  $%T:
  MAX:
 DOE:     MC:
  $%T:
  MAX:
 DOE:     MC:
  $%T:
  MAX:
```

Purpose

Inquiry. Use this screen to view step DOE information.

Screen Access

From any screen, type **129 - 138** in the Screen or Next field.

Screen Flow

Move from screen to screen sequentially from 129 -138 as needed.

Comments

DOEs are set up for employees on screens 53(US), 54(CAN) or 60-77, 55-59. DOEs are set up as Step DOEs on screen 333.

Associated Transactions

None

139 - 148 - T4/Releve 1 Accumulators (Canada)

```
Action: ____   Curr: 140  Next: 141
    L1: CN  L2: DA  EmpNo:      2  Country Code: C   EffDte: _____
Type 4   Province 80
        Current       MTD          QTD          YTD
Tot Gross             6866.52      6866.52      6866.52
Tot Tax               1797.34      1797.34      1797.34
EI   Tax              26.40                     26.40
CPP Tax               32.83                     32.83
QPP Tax               4.00
PROV Tax              438.55       438.55       438.55
QPIP Tax

Ins EI Wgs 1392.96      CPP/QPP Wgs 1600.02      Ins QPIP Wg
Housing    1101.00      Free Loan   60606.00     Commissions 9000000.00
Med Travel             Oth Travel                Retire Allw
Joint Comm             Patronage   1.05          Non Elg Ret
Othr Comm              Other Inc   405.00        Pri Hlth In
Multi-Empr             Defrd Wages               Char Donatn 40114.43
Union Dues 5.00        Pension Adj 1006.92       Stock Opts   432.71
Emplr Auto 20000.00    Oth Tx Allw               Reg Pension 92.74

DOEs- RPP: 53 52 21   FNote: 85 59 86         21      Other Income:

Delete T4 Tax Segment:  Type: _   Prov: _____
```

Purpose

Combined Inquiry/Entry. Use these screens to view T4/Releve 1 Wage and Tax information for individual employees and Delete T4 tax segments.

Screen Access

From any screen, type **139** in the Screen or Next field.

Screen Flow

Press **Enter** to proceed to next screen in set.

Comments

To apply adjustments, use screens 30 and 31.

Associated Transactions

DD

149 - Wage and Tax Accumulators (Canada)

```
Action: ____    Curr: 149  Next: 78
   L1: CN  L2: DA  EmpNo:       1000
Name: SMITH,  JAMES CNDA1012
                    Wage and Tax Accumulators

                    Current          MTD            QTD            YTD
Federal Wages:      1000.00        1000.00        1000.00        1000.00
CPP Ins Wages:      1000.00        1000.00        1000.00        1000.00
QPP Ins Wages:          .00            .00            .00            .00
Tot QPP Wages:          .00
EI Ins Wages:       1000.00        1000.00        1000.00        1000.00
Tot EI Wages:       1000.00        1000.00        1000.00        1000.00
QPIP Ins Wages:         .00            .00            .00            .00
Tot QPIP Wages:         .00            .00            .00            .00
QC Ttl EI Wgs:          .00            .00            .00            .00

QHC Tax:                .00                                           .00
```

Purpose

Inquiry. Use this screen to display accumulators for current, month-to-date, quarter-to-date, and year-to-date earnings.

Screen Access

From any screen, type **149** in the Screen or Next field.

Screen Flow

None

Comments

None

Associated Transactions

None

701 - Employee Health Plan Data

```
Action: ____   Curr: 701  Next: 702
    L1: AL  L2: WA  EmpNo:      1024

                    Employee Health Plan Data

    Plan    Coverage Dates    Plan  Covg  User Field
     ID    Begin      End     Stat  Type   1    2
01. ACA   20150101
02.
03.
04.
05.
06.
07.
08.
09.
10.
11.
12.
13.
14.
15.
16.
```

Purpose

Inquiry. Use this screen to view employee health plans.

Screen Access

From any screen, type **701** in the Screen or Next field.

Screen Flow

702

Comments

The Employee Master File holds up to 16 health plans for an employee. Screen 701 will display all health plans set up for an employee.

Employee Health Plan Data must be entered on Screen 728.

Associated Transactions

None

702 - 721 - Dependent Personal/Health Plan Data

```
Action: ____   Curr: 702  Next: 703
    L1: AL  L2: WA  EMPNO:      1024
                        Dependent Personal Data
 SSN/SIN: 0252029701      Name: DEPENDENT,  NAME ONE          Address ID:
    DOB: 19950901  Sex: F  Relation: 09  Status:      Date of Death:

                         User Defined Fields
Alpha Field 1: USER ALPHA FIELD 1   Numeric 1: 999999999.99   Date 1: 19970303
Alpha Field 2: USER ALPHA FIELD 2   Numeric 2: 888888888      Date 2: 19970403
Alpha Field 3: UF 3
                       Dependent Health Plan Data
Plan  Coverage Date  Plan Covg User Fld Plan  Coverate Date  Plan Covg User Fld
 ID    Begin     End Stat Type  1    2  ID    Begin     End  Stat Type  1    2
ACA 20150101




                             Coverage Periods
             All Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec
              X
```

Purpose

Inquiry. Use screens 702-721 to view all existing personal and health plan data for a dependent.

Screen Access

From any screen, type **702-721** in the Screen or Next field.

Screen Flow

Press **Enter** to move to the next screen (through 721). Each screen will display all personal and health plan data for a dependent.

Comments

The Employee Master File will hold up to 20 dependents for an employee. Twenty screens have been provided for each employee; however, there will be only as many screens as there are dependents for the employee.

Use Screen 729 to enter dependent personal data and Screen 730 to enter dependent health plan data.

Associated Transactions

None

722 - 727 - Supplemental Address Data

```
ACTION: ____    CURR: 722  NEXT: 723
     L1: AL  L2: WA  EMPNO:     1234
                          SUPPLEMENTAL ADDRESS DATA

 ADDR ID: 01                          ADDR TYPE: 1
 ADDR 1 : 101 S. 3RD. ST.             ADDR 2: APT 101
 CITY   : ATLANTA
 ST/PROV: GA                 ZIP/POST CD: 30083-0001  COUNTRY CODE: USA

 ADDR ID: 02                          ADDR TYPE: 2
 ADDR 1 : 201 S. 3RD. ST.             ADDR 2: APT 101A
 CITY   : ATLANTA
 ST/PROV: GA                 ZIP/POST CD: 30083-0001  COUNTRY CODE: USA

 ADDR ID: 03                          ADDR TYPE: 3
 ADDR 1 : 301 S. 3RD. ST.             ADDR 2: APT 101B
 CITY   : ATLANTA
 ST/PROV: GA                 ZIP/POST CD: 30083-0001  COUNTRY CODE: USA

 ADDR ID: 04                          ADDR TYPE: 4
 ADDR 1 : 401 S. 3RD. ST.             ADDR 2: APT 102
 CITY   : ATLANTA
 ST/PROV: GA                 ZIP/POST CD: 30083-0001  COUNTRY CODE: USA
```

Purpose

Inquiry. Use screens 722-727 to view supplemental address information.

Screen Access

From any screen, type **722-727** in the Screen or Next field.

Screen Flow

Press **Enter** to move to the next screen (through Screen 727).

Comments

Each screen will display 4 supplemental addresses for an employee. The Employee Master File will hold up to 24 supplemental addresses. Each employee will have only as many screens as needed to display all supplemental address data for the employee.

Use Screen 731 to enter Supplemental Address data for each employee.

Associated Transactions

None

728 - Employee Health Plan Data Entry

```
Action: ____   Curr: 728  Next: 728
     L1: AL  L2: WA  EmpNo:      1024  Effective Date: _____

                   Employee Health Plan Data Entry

 Plan     Coverage Dates     Plan    Policy    User Alpha
  ID      Begin      End      Status   Type     1    2
 ___    _____   _____    __       __      __   __    Maint Code: _


                   Affordable Health Care (ACA) Data

     Date of Birth: _____

              All   Jan  Feb  Mar  Apr  May  Jun  Jul  Aug  Sep  Oct  Nov  Dec
Code Series 1: __    __   __   __   __   __   __   __   __   __   __   __   __
Code Series 2: __    __   __   __   __   __   __   __   __   __   __   __   __

        Lowest Cost Premium for Self-Only Minimum Essential Coverage
        All: _____    Jan: _____     Feb: _____     Mar: _____
                         Apr: _____     May: _____     Jun: _____
                         Jul: _____     Aug: _____     Sep: _____
                         Oct: _____     Nov: _____     Dec: _____
```

Purpose

Entry. Use this screen to update or delete employee health plan information.

Required Fields

Plan ID, Coverage Begin Date, Maintenance Code

Screen Access

From any screen, type **728** in the Screen or Next field.

Screen Flow

728

Comments

Level 1, Level 2, Employee Number, and Maintenance Code are the only fields validated on this screen. All other fields are verified for proper format only. Date fields must be entered with century and no slashes.

Coverage End Date must be equal to or greater than Coverage Begin Date. Coverage End Date cannot be reset.

The same Plan ID can be entered as an Add multiple times; however, a Coverage End Date must be entered on each preceding health plan with the same Plan ID that is before the Coverage Begin date for the new plan with the same Plan ID.

Multiple transactions for the same employee will be processed based on alphabetical sequence of the maintenance code.

Valid Maintenance Codes are A, C, and D.

Associated Transactions

SV

729 - Dependent Personal Data Entry

```
Action: ____   Curr: 729  Next: 729
    L1: AL  L2: WA  EmpNo:     1024   Eff Date: _____

                    Dependent Personal Data Entry

Dep SSN/SIN: _____   Dep Name: _____  Addr ID: __
Date of Birth: _____   Sex: _  Relation: __  Status: __  Date of Death: _____
User Fld 1: _____   User Num 1: _____   User Date 1: _____
User Fld 2: _____   User Num 2: _____   User Date 2: _____
User Fld 3: _____      Maint Cd: _

Dep SSN/SIN: _____   Dep Name: _____  Addr ID: __
Date of Birth: _____   Sex: _  Relation: __  Status: __  Date of Death: _____
User Fld 1: _____   User Num 1: _____   User Date 1: _____
User Fld 2: _____   User Num 2: _____   User Date 2: _____
User Fld 3: _____      Maint Cd: _

                      Delete/Change Dependent

Old SSN/SIN  : _____    New SSN/SIN  : _____   Maint Cd: _
Old SSN/SIN  : _____    New SSN/SIN  : _____   Maint Cd: _
```

Purpose

Entry. Use this screen to update or delete dependent personal information.

Required Fields

- New Dependent Add:
  - Dependent SSN/SIN, Dependent Name, Maintenance Code
- Dependent Personal Data Change:
  - Dependent SSN/SIN, Maintenance Code
- Dependent SSN/SIN Change:
  - Old SSN/SIN, New SSN/SIN, Maintenance Code
- Delete Dependent:
  - Old SSN/SIN, Maintenance Code

Screen Access

From any screen, type **729** in the Screen or Next field.

Screen Flow

729

Comments

Level 1, Level 2, Employee Number and Maintenance Code are the only fields validated on this screen. All other fields are verified for proper format only. Date fields must be entered with century and no slashes.

See the associated transactions in the Transaction Descriptions manual for the correct format for SSN/SIN.

Multiple transactions created for the same employee and SSN/SIN will be processed based on alphabetical sequence of the Maintenance Code.

Valid Maintenance Codes are *A*, *C*, and *D*.

Associated Transactions

SW, SX, SY, DW

730 - Dependent Health Plan Data Entry

```
Action: ____   Curr: 730  Next: 730
    L1: AL  L2: WA  EmpNo:      1024    Eff Date: _____
                    Dependent Health Plan Data Entry
            Copy  Maint                       Copy  Maint
   SSN/SIN  Ind   Cd             SSN/SIN      Ind   Cd

 _____  _     _           _____      _     _
 _____  _     _           _____      _     _

   SSN/SIN  Plan      Coverage Dates     Plan    Covg   User Flds
            ID      Begin       End      Status  Type   1    2

 _____ ___  _____  _____     __     __     __  __
 _____ ___  _____  _____     __     __     __  __
 _____ ___  _____  _____     __     __     __  __
   Affordable Care Act (ACA) Monthly Coverage Indicators
   All Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec          Maint Cd

    _   _   _   _   _   _   _   _   _   _   _   _   _              _


        _   _   _   _   _   _   _   _   _   _   _   _              _
    _   _   _   _   _   _   _   _   _   _   _   _   _              _



                Delete Dependent Health Plan Data
   SSN/SIN: _____   Plan ID: ___  Covg Beg Date: _____  Maint Cd: _
```

Purpose

Entry. Use this screen to copy all active health plans from the employee to the dependent, add an update dependent health plan data, and delete dependent health plans.

Required Fields

- Copy All Active Employee Health Plans to Dependent:
    – Dependent SSN/SIN, Copy Indicator, Maintenance Code
- Add and Delete Dependent Health Plan:
    – Dependent SSN/SIN, Plan ID, Coverage Begin Date, Maintenance Code.

Screen Access

From any screen, type **730** in the Screen or Next field.

Screen Flow

730

Comments

When copying all active employee health plans to the dependent, an * must be entered in the Copy Ind field. Active employee health plans are those plans without a Coverage End Date.

Level 1, Level 2, Employee Number, Copy Indicator, and Maintenance Code are the only fields validated on this screen. All other fields are verified for proper format only.

Date fields must be entered with century and no slashes.

Coverage End Date must be equal to or greater than Coverage Begin Date. Coverage End Date cannot be reset.

The same Plan ID may be entered as an Add multiple times, however, there must be a Coverage End Date on each preceding health plan with the same Plan ID that is prior to the Coverage Begin Date for the new plan with the same Plan ID.

Multiple transactions for the same employee and dependent will be processed based on alphabetical sequence of the Maintenance Code.

Valid Maintenance Codes are **A**, **C**, and **D**.

Associated Transactions

SZ

731 - Supplemental Address Data Entry

```
Action: ____   Curr: 731  Next: 731
    L1: AL  L2: WA  EmpNo:     1024   Eff Date: _____

                    Supplemental Address Data Entry

 Addr ID: __                  Addr Type: _         Maint Cd: _
 Addr 1 : _____  Addr 2 : _____
 City   : _____
 St/Prov: _____     ZIP/Post Cd: _____  Country Cd: ___

 Addr ID: __                  Addr Type: _         Maint Cd: _
 Addr 1 : _____  Addr 2 : _____
 City   : _____
 St/Prov: _____     ZIP/Post Cd: _____  Country Cd: ___

 Addr ID: __                  Addr Type: _         Maint Cd: _
 Addr 1 : _____  Addr 2 : _____
 City   :
 St/Prov: _____     ZIP/Post Cd: _____  Country Cd: ___

                    Delete Supplemental Address
   (Enter Up to Three) address ID: __    Address ID: __    Address ID: __
```

Purpose

Entry. Use this screen to update, add, delete, or perform maintenance on supplemental address information.

Required Fields

Address ID, Maintenance Code

Screen Access

From any screen, type **731** in the Screen or Next field.

Screen Flow

731

Comments

Level 1, Level 2, Employee Number, Address ID and Maintenance Code are the only fields validated on this screen. All other fields are verified for proper format only.

Valid Maintenance Codes are **A**, **C**, and **D**.

Associated Transactions

SF, SG

732 - Employee ACA Data Inquiry

```
Action: ____   Curr: 732  Next: 702
    L1: AL  L2: WA  EmpNo:       1018

                   Affordable Health Care (ACA) Data

 Date of Birth: 19740823

                      Employee Offer and Coverage

           All   Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec
 Code Series 1: 1B
 Code Series 2: 2A

       Lowest Cost Premium for Self-Only Minimum Essential Coverage
       All: 1234.67   Jan:          Feb:          Mar:
                      Apr:          May:          Jun:
                      Jul:          Aug:          Sep:
                      Oct:          Nov:          Dec:
```

Purpose

Inquiry. Use this screen to view information tracked for the Affordable Care Act (ACA) for an employee.

Screen Access

From any screen, type **732** in the Screen or Next field.

Screen Flow

Press **Enter** to move to Screen 702.

Comments

Use Screen 728 to enter ACA information for each employee.

Associated Transactions

None

740 - 749 - Bank Account Information

```
ACTION: ____   CURR: 740  NEXT: 741 13
    L1: AA  L2: AA  EMPNO:          MRC:   EFF DATE: _____
                        BANK ACCOUNT INFORMATION
    NAME:

ACH DOE CODE: __
BANK/CU CODE/ID NUMBER: _____
ACCOUNT NUMBER:        _____
PRENOTE INDICATOR:        __                 DELETE ACH ACCOUNT: _
CHILD SUPPORT
   CASE IDENTIFIER: _____   MEDICAL SUPPORT INDICATOR: _
   FIPS CODE (U.S. ONLY): _____

ACH DOE CODE: __
BANK/CU CODE/ID NUMBER: _____
ACCOUNT NUMBER:        _____
PRENOTE INDICATOR:        __                 DELETE ACH ACCOUNT: _
CHILD SUPPORT
   CASE IDENTIFIER: _____   MEDICAL SUPPORT INDICATOR: _
   FIPS CODE (U.S. ONLY): _____
```

Purpose

Entry. Use these screens to maintain employee bank account information.

Screen Access

From any screen, type **740-749** in the Screen or Next field.

Screen Flow

Press **Enter** to move to the next screen (through Screen 749).

Comments

None

Associated Transactions

NF/RF

751 - 768 - State, County, and City Accumulators

When showing accumulators for any SALTA other than a Pennsylvania local type 8 SALTA, the screens look like this:

```
ACTION: ____   CURR: 754  NEXT: 755
   L1: AL  L2: WA  EMPNO:       16  MRC: 0  EFF DATE: _____

                   State, County, and City Accumulators
Type: 1
SCC : 21    Unit Cd:                   Spec Tax Auth Info
                          TAS1: 111 TAS2:    TAS3:          TAS4:
         Current       MTD            QTD            YTD
Tot Grs  480.00        16320.00       16320.00       16320.00
Inc Tax  8.00          272.00         272.00         272.00
SDI Tax
SUI Tax
SUI Txb                8500.00        8500.00        8500.00
SUI Tot  480.00        1440.00        16320.00       16320.00
FUI Wgs                7000.00        7000.00        7000.00
FUI Tax                56.00          56.00          56.00
Other
OT Gross
OT Premium
Weeks Worked                          68.0           68.0

Delete SALTAs:
  State: __  County: ___  City: ____  PA Work Location ____  PA Res PSD: _____
```

When showing accumulators for a Pennsylvania local type 8 SALTA, the screens look like this:

```
ACTION: ____   CURR: 752  NEXT: 753
L1: AL  L2: WA  EMPNO:      239  MRC: 0  EFF DATE: _____

                 State, County, and City Accumulators
Type: 8
SCC : 7898   Unit Cd:                   Spec Tax Auth Info
                        TAS1:    TAS2:    TAS3:          TAS4: 510101
         Current       MTD            QTD            YTD
Res Wgs  400.00        2400.00        2400.00        2400.00
Res Tax  15.71         94.26          94.26          94.26
Mun LST
Nres Tax
Nres wgs
SUI Tot
FUI Wgs
FUI Tax
SD LST
OT Gross
OT Premium
Weeks Worked                          6.0            6.0

Delete SALTAs:
  State: __  County: ___  City: ____  PA Work Location ____  PA Res PSD: _____
```

Purpose

Combined inquiry/entry. Use screens 751 through 768 to

- View SALTA accumulators.
- Delete any SALTA accumulator for individual employees.

Screen Access

From any screen, type a number from **751** to **768** in the Screen or Next Field.

Screen Flow

Move from screen to screen sequentially from 751 to 768 as needed.

Comments

To apply adjustments for any SALTA other than a Pennsylvania local type 8 SALTA, use Screen 45.

To apply adjustments for a Pennsylvania local type 8 SALTA, use Screen 772.

Associated Transactions

DD

772 - Pennsylvania EIT Adjustments

```
ACTION: ____    CURR: 772  NEXT: 45
    L1: AL  L2: WA  EMPNO:     1020  EFF DATE: _____

                    Pennsylvania EIT Adjustments

Work Local         Resident               Non-Resident      Weeks
  (SCC)        Wages        Tax          Wages       Tax     Worked
  ____      _____    _____      _____   _____    ____      Update
                                                                       Codes
Resident    School District    Municipality    Times          S U A
  PSD            LST               LST          Paid
_____      _____         _____         __             _ _ _
```

Purpose

Entry. As a result of Pennsylvania Act 32, Pennsylvania local earned income tax (EIT) withholding is required by all Pennsylvania localities, except Philadelphia. Use this screen to make changes resulting from positive and negative adjustments, prepays, and reversals to the SALTA record that contains information about an employee's Pennsylvania local EIT withholdings.

Screen Access

From any screen, type **772** in the Screen or Next Field.

Screen Flow

45

Comments

None

Associated Transactions

YE

775 - Employee Phone Number Maintenance

```
Action: ____    Curr: 775  Next: 775
   L1: AL  L2: WA  EmpNo:        2  MRC: 0  Eff Date: _____

                    Employee Phone Number Maintenance

Type: A     Number: (770) 235-1334    Extension:    Maint Code: _

Type: D     Number: (770) 235-1337    Extension:    Maint Code: _

Type: E     Number: (770) 235-1338    Extension:    Maint Code: _

Type:       Number:                   Extension:    Maint Code: _

Type:       Number:                   Extension:    Maint Code: _
```

Purpose

Combined inquiry/entry. Use this screen to view and maintain phone information for an employee.

Screen Access

From any screen, type 775 in the Screen or Next field.

Screen Flow

775

Comments

Associated Transactions

SC

801 - 818 - DOE Inquiry

```
ACTION: _____    CURR: 801  NEXT: 802
    L1: AL  L2: WA  EMPNO:      1000  MRC: 0
      NAME: SMITH JR,  SAMUAL ALWA1000

                        DOE INFORMATION
      DOE: EA           JE          AA          DC          EE
   METHOD: 1            1           5           0           2
   PERIOD: A            A           0           0           0
     TYPE: D            A           D           A           A
  AMT/PCT: 7500                     100000      100000

    TBL #:              071
    LIMIT:
  TAX CDS: 1111111      1111111     1111111     1111111     1111111
   START :                         20051205
    STOP :
  SORT CD:

  CURR-NT:
  ARREARS:
     CURR: 75.00
      MTD: 450.00
      QTD: 450.00
      YTD: 450.00
```

Purpose

Inquiry. Use screens 801 through 818 to view employee DOE information.

Screen Access

From any screen, type **801-818** in the Screen or Next Field.

Screen Flow

Press **Enter** to move to the next screen (through screen 818, then back to screen 801).

Comments

Each screen can display 5 DOE accumulators for an employee. The Employee Master File holds up to 90 DOE accumulators. Each employee has only as many screens as needed to display all DOE accumulator data for the employee.

Use Screen 53 to enter DOE data for each employee.

Associated Transactions

None

5 Realtime Employee Master File

Chapter Contents

Introduction

This chapter describes the realtime screens used to update the Employee Master File in the Payroll/Personnel system.

201 - Emergency Notification Information (U.S.)

```
ACTION: ____   CURRENT: 201  NEXT: 201
 L1: AL L2: WA EMPLOYEE NO:      1070

                    EMERGENCY NOTIFICATION INFORMATION

          NAME:

          *EMERGENCY NOTIFICATION*
                               NAME:  _____
                            ADDRESS:  _____
                                      _____
                          ZIP CODE:  _____  -  ____

                             PHONE:  ___  ___  ____

                      RELATIONSHIP:  _____
```

Purpose

Update. Use this screen to update the name, address, telephone number, and relationship of the person to notify in case of an emergency.

Screen Access

Type **201** in the Next screen field from any screen. This screen may also be accessed from Screen 200 - Realtime Payroll/Personnel Menu Screen using the Screen field.

Comments

The Canadian version of this screen follows.

Associated Transactions

PV-5, PV-6

201 - Emergency Notification Information (Canada)

```
ACTION: ____   CURRENT: 201  NEXT: 201
 L1: CN L2: DA EMPLOYEE NO:      1010   ENTER A VALID EMPLOYEE NUMBER

                      EMERGENCY NOTIFICATION INFORMATION


        NAME: WALKER,  GLORIA       CNDA1010


        *EMERGENCY NOTIFICATION*
                                NAME: _____
                             ADDRESS: _____
                                      _____

                         POSTAL CODE: _____

                               PHONE: 000 000 0000

                        RELATIONSHIP: _____
```

Purpose

Update. Use this screen to update the name, address, telephone number, and relationship of the person to notify in case of an emergency.

Screen Access

Type **201** in the Next screen field from any screen. This screen may also be accessed from Screen 200 - Realtime Payroll/Personnel Menu Screen using the Screen field.

Comments

The U.S. version of this screen precedes.

Associated Transactions

PV-5, PV-6

202 - Employee Family Data (U.S.)

```
ACTION: ____   CURRENT: 202  NEXT: 202
 L1: AL L2: WA EMPLOYEE NO:      9999   ENTER A VALD EMPLOYEE NUMBER

                           EMPLOYEE FAMILY DATA

           NAME:
           MARITAL STATUS: _                      MARRIAGE DATE: _____
                                                  NUMBER OF CHILDREN: __
           *SPOUSE DATA*
             NAME: _____  SEX: _
             SOC SEC NO: _____              BIRTHDATE: _____

           *CHILDREN*
 FUNC ITER  NAME         SEX BIRTHDATE   FUNC ITER  NAME         SEX BIRTHDATE
  _    01   _____    _  _____    _    02   _____    _  _____
  _    03   _____    _  _____    _    04   _____    _  _____
  _    05   _____    _  _____    _    06   _____    _  _____
       07                                      08
  _    09   _____    _  _____         10   _____    _  _____

 INSERT NEW CHILD DATA IN DATE ORDER OR ITERATION ORDER
   DATE ORDER (FUNC=*,ITER=SPACES)  ITER ORDER (FUNC=SPACES,ITER=01 THRU 10)

     _    __  _____    _  _____
     _    __  _____    _  _____
```

Purpose

Update. Use this screen to update information about an employee's family.

Screen Access

Type **202** in the Next screen field from any screen. This screen may also be accessed from Screen 200 - Realtime Payroll/Personnel Menu Screen using the Screen field.

Comments

Refer to the Overview, Using Realtime Employee Master File, for information on iteration maintenance.

The Canadian version of this screen follows.

Associated Transactions

PF-1, PG-3, PV-4

202 - Employee Family Data (Canada)

```
ACTION: ____   CURRENT: 202  NEXT: 202
 L1: CN L2: DA EMPLOYEE NO:      9999   ENTER A VALID EMPLOYEE NUMBER

                           EMPLOYEE FAMILY DATA

          NAME:
          MARITAL STATUS: _                   MARRIAGE DATE: _____
                                              NUMBER OF CHILDREN: __
          *SPOUSE DATA*
           NAME: _____  SEX: _
           SOC INS NO: _____          BIRTHDATE: _____

          *CHILDREN*
 FUNC ITER  NAME          SEX BIRTHDATE    FUNC ITER  NAME          SEX BIRTHDATE
  _    01                                   _    02
  _    03    _____  _ _____       _    04    _____  _ _____
  _    05    _____  _ _____       _    06    _____  _ _____
       07                                        08
       09    _____  _ _____            10    _____  _ _____

INSERT NEW CHILD DATA IN DATE ORDER OR ITERATION ORDER
  DATE ORDER (FUNC=*,ITER=SPACES)  ITER ORDER (FUNC=SPACES,ITER=01 THRU 10)

   _     __  _____  _ _____
   _     __  _____  _ _____
```

Purpose

Update. Use this screen to update information about an employee's family.

Screen Access

Type **202** in the Next screen field from any screen. This screen may also be accessed from Screen 200 - Realtime Payroll/Personnel Menu Screen using the Screen field.

Comments

Refer to the Overview, Using Realtime Employee Master File, for information on iteration maintenance.

The U.S. version of this screen precedes.

Associated Transactions

PF-1, PG-3, PV-4

203 - Employee Education

```
ACTION: ____    CURRENT: 203  NEXT: 203
 L1: AA L2: AA EMPLOYEE NO: _____    ENTER A VALID EMPLOYEE NUMBER

                          EMPLOYEE EDUCATION

 NAME:
 PROFESSIONAL LICENSE 1: _____          PROFESSIONAL LICENSE 2: _____
 TOTAL YEARS EDUCATION: __              EDUCATION IN PROGRESS: _
                                        YEAR COMPLETED: ____
 *HIGHER EDUCATION*
     SCHOOL    DEGREE           DATE       MAJOR           MINOR
 1 _____  ___            _____   ___             ___

 2 _____  ___            _____   ___             ___

 3 _____  ___            _____   ___             ___

 4

 *TRAINING*
               SCHOOL    CERT    DATE     FIELD OF STUDY
          1    _____     ___   _____   _____
          2    _____     ___   _____   _____
          3    _____     ___   _____   _____
```

Purpose

Update. Use this screen to update an employee's education record.

Screen Access

Type **203** in the Next screen field from any screen. This screen may also be accessed from Screen 200 - Realtime Payroll/Personnel Menu Screen using the Screen field.

Comments

Code translations from the HRMS Tables File are displayed for degree, major, minor, and field of study.

Associated Transactions

PF-2, PF-3, PF-4, PG-6

204 - Employee Career Planning

```
ACTION: ____  CURRENT: 204  NEXT: 204
 L1: AA L2: AA EMPLOYEE NO: _____   ENTER A VALID EMPLOYEE NUMBER

                        EMPLOYEE CAREER PLANNING

  NAME:
  CURRENT POSITION:              TITLE:

  JOB RATING FACTORS  1: _____   2: _____   3: _____   4: _____   5: _____

  ELIGIBLE JOBS    1: _____   2: _____   3: _____
  RECOMMENDED JOBS 1: _____   2: _____   3: _____
  PREFERRED JOB: _____

  GEOGRAPHIC PREFERENCE: __

  *LINES OF PROGRESSION*      LINE      SEQUENCE
                    1
                    2
                    3         ____        ____
                    4         ____        ____
                    5         ____        ____
```

Purpose

Update. Use this screen to update an employee's career planning data.

Screen Access

Type **204** in the Next screen field from any screen. This screen may also be accessed from Screen 200 - Realtime Payroll/Personnel Menu Screen using the Screen field.

Comments

Code translations from the HRMS Tables File are displayed for geographic preference.

Associated Translations

PH-7, PF-5, PF-1, WU-2

205 - Employee Skills

```
ACTION: ____   CURRENT: 205  NEXT: 205
 L1: AL L2: WA EMPLOYEE NO:      1010  EMPLOYEE IS NOT SET UP ON PMRS

                           EMPLOYEE SKILLS

  NAME:                                NUMBER OF SKILLS ON FILE:
      NEXT ITERATION TO BE VIEWED: __  (ENTER "00" TO UPDATE EMPLOYEE SKILLS)

            FUNCTION                 YEARS   PROFICIENCY    LAST  SUPV LOC
 FUNC ITER SUB-FUNCTION              EXPER    LEVEL         USED  IND  IND
   _        __
            __                        __   _              ____   _    _

   _        __
            __                        __   _              ____   _    _

   _        __


   _        __                        __
 INSERT NEW SKILLS IN ITERATION ORDER (ITERATION=01 THRU 20)  ____   _    _

        __  __
            __                        __   _              ____   _    _
```

Purpose

Update. Use this screen to update an employee's skills record.

Screen Access

Type **205** in the Next screen field from any screen. This screen may also be accessed from Screen 200 - Realtime Payroll/Personnel Menu Screen using the Screen field.

Comments

Code translations from the HRMS Tables File are displayed for skill function, skill subfunction, and proficiency level.

There are 20 iterations of skill data in the Employee Master File. Four of these are displayed at one time. You can specify which iterations of skill data you want to see by entering the iteration number in the Next Iteration To Be Viewed field.

Update skills data as follows:

- To add new skills, key the data into the fields at the bottom of the screen.

- To change data, key over existing data.

- To delete a skill, place **D** in the Function field.

Type **00** in the Next Iteration field to update the Employee Master File with your changes. An update will also take place if you change the key information on the screen.

Associated Transactions

PV-3

206 - Employee Basic Benefits

```
ACTION: ____   CURRENT: 206  NEXT: 206
 L1: AA L2: AA EMPLOYEE NO: _____   ENTER A VALID EMPLOYEE NUMBER

                            EMPLOYEE BASIC BENEFITS


    NAME:

                        PLAN  TYPE        AMOUNT
    LIFE INSURANCE
              1         __    _         _____
              2         __    _         _____
              3         __    _         _____

    GROUP HEALTH INS    __    _         _____    DEPENDENTS: __

    STOCK PLAN          __    _         _____
    PROFIT SHARING      __    _         _____    DATE ELIGIBLE: _____
    PENSION PLAN                                      DATE ELIGIBLE:

    PERMANENT ADVANCE                    _____   DATE DUE: _____

    CREDIT UNION MEMBER: _
```

Purpose

Update. Use this screen to update an employee's basic benefit data.

Screen Access

Enter **206** in the Next screen field from any screen. This screen may also be accessed from Screen 200 - Realtime Payroll /Personnel Menu Screen using the Screen field.

Comments

Data in the Benefits Module is *not* accessed by this screen.

Code translations from the HRMS Tables File are displayed for group health insurance type.

Associated Transactions

PF-8, PF-9

207 - Employee Physical Data

```
ACTION: ____   CURRENT: 207  NEXT: 207
 L1: AL L2: WA EMPLOYEE NO:       1070

                         EMPLOYEE PHYSICAL DATA
 NAME:
                           HEIGHT: _  ___  WEIGHT: ____  BLOOD TYPE: ___
 LAST PHYSICAL EXAM: _____      NEXT PHYSICAL EXAM: _____
 GENERAL HEALTH: __                  DISABILITY/HANDICAP: _____
                              *INJURY DATA*
    FUNC   ITERATION    DATE        TIME LOST       JOB CODE      TYPE
     _        01      _____    _____      _____     ____
     _        02      _____    _____      _____     ____
     _        03      _____    _____      _____     ____
     _        04      _____    _____      _____     ____
     _        05      _____    _____      _____     ____
     _        06      _____    _____      _____     ____
     _        07      _____    _____      _____     ____
              08
              09
     _        10      _____    _____      _____     ____
 INSERT NEW PHYSICAL DATA IN DATE ORDER OR ITERATION ORDER
   DATE ORDER (FUNC=*,ITER=SPACES)  ITER ORDER (FUNC=SPACES,ITER=01 THRU 10)

     _        __      _____    _____      _____     ____
     _        __      _____    _____      _____     ____
```

Purpose

Update. Use this screen to update an employee's physical and injury records.

Screen Access

Type **207** in the Next screen field from any screen. This screen may also be accessed from Screen 200 - Realtime Payroll/Personnel Menu Screen using the Screen field.

Comments

Code translations from the HRMS Tables File for general health are displayed on the screen.

Refer to the Overview, Using Realtime Employee Master File for information on iteration maintenance.

Associated Transactions

PG-4, PV-8

208 - Employee Service Dates

```
ACTION: ____   CURRENT: 208  NEXT: 208
 L1: AL L2: WA EMPLOYEE NO:     1010  EMPLOYEE IS NOT SET UP ON PMRS

                            EMPLOYEE SERVICE DATES

  NAME: _____
  STATUS:

 *CURRENT EMPLOYMENT*
  HIRE DATE: _____            ADJUSTED SERVICE DATE: _____
  LENGTH OF SERVICE:    YEARS    MONTHS
  TERMINATION DATE:  _____    REASON: __
  REHIRE CONSIDERATION: _

 *PRIOR SERVICE*
  HIRE DATE:  _____           LENGTH OF SERVICE: __ YEARS __  MONTHS
  TERMINATION DATE: _____     REASON: __

 *LEAVE OF ABSENCE*
  TYPE: __
  BEGIN DATE: _____           RETURN DATE: _____
```

Purpose

Update. Use this screen to update an employee's dates of service.

Screen Access

Type **208** in the Next screen field from any screen. This screen may also be accessed from Screen 200 - Realtime Payroll/Personnel Menu Screen using the Screen field.

Comments

Code translations from the HRMS Tables File are displayed for termination reason, rehire consideration, and leave of absence type.

For active employees, current length of service is calculated and updated in the Employee Master File whenever you make a change on this screen.

Associated Transactions

PF-7, PH-2

209 - Personal Information Change (U.S.)

```
ACTION: ____   CURRENT: 209  NEXT: 209
 L1: AL L2: WA EMPLOYEE NO:      2100

                    PERSONAL INFORMATION MAINTENANCE

    NAME: ATKINS,  DOROTHY B. ALWA2100

    ADDRESS: NEW STREET NAME

          NEW CITY                GA 20303 - 1234

    HOME PHONE: 000 000 0000              SOC SEC NO:  044543251
    RELIGIOUS PREFERENCE: _               SEX: F
                                          MARITAL STATUS: 2
    *RESIDENCE*                           BIRTHDATE: 1968/02/01
      CITY: 0003                          AGE: 032
      COUNTY: 000                         BIRTHPLACE: _____
      TYPE:                               CITIZENSHIP:

    *DRIVERS LICENSE*
      STATE: __                           EXPIRATION DATE: 0000/00/00
      NUMBER: _____
```

Purpose

Update. This screen is used to update an employee's miscellaneous personal information.

Screen Access

Type **209** in the Next screen field from any screen. This screen may also be accessed from Screen 200 - Realtime Payroll/Personnel Menu Screen using the Screen field.

Comments

Code translations from the HRMS Tables File are displayed for religious preference and residence type.

Employee age is calculated and updated in the Employee Master File whenever changes are made on this screen.

The Canadian version of this screen follows.

Associated Transactions

PF-1, PG-4, PV-7, RC1, RC2

209 - Personal Information Change (Canada)

```
ACTION: ____   CURRENT: 209  NEXT: 209
 L1: CN L2: DA EMPLOYEE NO:      1070

                    PERSONAL INFORMATION MAINTENANCE

   NAME: ATTWOOD,   HAROLD CNDA1070

   ADDRESS: 119 WINDEMEER AVENUE
            INGERSOLL,
            ONTARIO
                                        R5W 5T4
   HOME PHONE: 000 000 0000              SOC INS NO:  458547854
   RELIGIOUS PREFERENCE: _               SEX: M
                                         MARITAL STATUS: _
   *RESIDENCE*                           BIRTHDATE: 1960/01/01
     CITY: ____                          AGE: 040
     PROV: ___                           BIRTHPLACE: _____
     TYPE:                               CITIZENSHIP:

   *DRIVERS LICENSE*
     PROV: __                            EXPIRATION DATE: 0000/00/00
     NUMBER: _____
```

Purpose

Update. This screen is used to update an employee's miscellaneous personal information.

Screen Access

Type **209** in the Next screen field from any screen. This screen may also be accessed from Screen 200 - Realtime Payroll/Personnel Menu Screen using the Screen field.

Comments

Code translations from the HRMS Tables File are displayed for religious preference and residence type.

Employee age is calculated and updated in the Employee Master File whenever changes are made on this screen.

The U.S. version of this screen precedes.

Associated Transactions

PF-1, PG-4, PV-7, RC1, RC2

210 - Performance Reviews

```
ACTION: ____    CURRENT: 210  NEXT: 210
L1: AL L2: WA EMPLOYEE NO:     1010  EMPLOYEE IS NOT SET UP ON PMRS

                     PERFORMANCE REVIEWS

     NAME:
     PROMOTIONAL READINESS: __              DATE NEXT REVIEW: _____

     FUNC    ITER     DATE      SUPERVISOR    RATING    JOB CODE
             01
     _       02       _____  _____   ___     _____
     _       03       _____  _____   ___     _____
     _       04       _____  _____   ___     _____
     _       05       _____  _____   ___     _____
     _       06       _____  _____   ___     _____
     _       07       _____  _____   ___     _____
     _       08       _____  _____   ___     _____
             09
             10       _____  _____   ___     _____
     _
INSERT NEW PERFORMANCE REVIEW DATA IN DATE ORDER OR ITERATION ORDER
  DATE ORDER (FUNC=*,ITER=SPACES)     ITER ORDER (FUNC=SPACES,ITER=01 THRU 10)

     _       __       _____  _____   ___     _____
     _       __       _____  _____   ___     _____
```

Purpose

Update. Use this screen to update performance review data.

Screen Access

Type **210** in the Next screen field from any screen. This screen may also be accessed from Screen 200 - Realtime Payroll/Personnel Menu Screen using the Screen field.

Comments

Code translations from the HRMS Tables File are displayed for promotional readiness. There is room to record 10 performance reviews.

Refer to the Overview, Using Realtime Employee Master File for information on iteration maintenance.

Associated Transactions

PV-2

211 - Salary Reviews

```
ACTION: ____   CURRENT: 211  NEXT: 211
 L1: AL L2: WA EMPLOYEE NO:      1010   EMPLOYEE IS NOT SET UP ON PMRS

                             SALARY REVIEWS

   NAME:                                 DATE NEXT REVIEW: _____

   FUNC    ITER    DATE        AMOUNT    PERCENT   REASON              JOB CODE
    _      01    _____   _____   _____    __               _____
    _      02    _____   _____   _____    __               _____
    _      03    _____   _____   _____    __               _____
    _      04    _____   _____   _____    __               _____
    _      05    _____   _____   _____    __               _____
    _      06    _____   _____   _____    __               _____
    _      07    _____   _____   _____    __               _____
    _      08    _____   _____   _____    __               _____
    _      09    _____   _____   _____    __               _____
           10

  INSERT NEW SALARY REVIEW DATA IN DATE ORDER OR ITERATION ORDER
    DATE ORDER (FUNC=*,ITER=SPACES)     ITER ORDER (FUNC=SPACES,ITER=01 THRU 10)


    _      __   _____   _____   _____    __               _____
    _      __   _____   _____   _____    __               _____
```

Purpose

Update. Use this screen to update salary review data.

Screen Access

Type **211** in the Next screen field from any screen. This screen may also be accessed from Screen 200 - Realtime Payroll/Personnel Menu Screen using the Screen field.

Comments

Code translations from the HRMS Tables File are displayed to show reason for salary change.

Refer to the Overview, Using Realtime Employee Master File for information on iteration maintenance.

Associated Transactions

PV-1

212 - Employee's Organization Property

```
ACTION: ____    CURRENT: 212  NEXT: 212
 L1: CN L2: DA EMPLOYEE NO:      1070

                        EMPLOYEE'S ORGANIZATION PROPERTY


            NAME: ATTWOOD,  HAROLD CNDA1070

            POSITION: POS6
            WORK PHONE: 000 000 0000      EXTENSION:

                         *ORGANIZATION PROPERTY*

                      TYPE    ID NUMBER
                 1    __     _____
                 2    __     _____
                 3    __     _____
                 4    __     _____
                 5
```

Purpose

Update. Use this screen to update records of organization property in the possession of the employee.

Screen Access

Type **212** in the Next screen field from any screen. This screen may also be accessed from Screen 200 - Realtime Payroll/Personnel Menu Screen using the Screen field.

Associated Transactions

PG-1

213 - Employee EEO/AAP/VETS Information

```
ACTION: _____   CURRENT: 213 NEXT: 213
L1: AL L2: WA EMPLOYEE NO: _____   ENTER A VALID EMPLOYEE NUMBER

                        Employee EEO/AAP/VETS Maintenance

   Name:
   Occupational Category:          EEO Exempt Status:

   *Workforce Utilization*
        Position Number:           Job Title:
        Job Group: ____            Sector: __         *Veterans Status*
        Location: _____            Organization: _____   VETS-100: _
        Occupational Low: _____  High: _____      VETS-4212: _

   *EEO/Affirmative Action*
        EEO Classification: ___    EEO Unit Code: _____

   *EEO-1 Data*
        Trainee: _

   *EEO-6 Data*
        Faculty Rank: __           Tenure Status: _     Contract Code: _
        Soft Money: _              Foreign National: _
```

Purpose

Update. Use this screen to update an employee's reporting classifications for EEO and workforce utilization.

Screen Access

Type **213** in the Next screen field from any screen. This screen may also be accessed from Screen 200 - Realtime Payroll/Personnel Menu Screen using the Screen field.

Comments

Code translations from the HRMS Tables File are displayed for EEO unit code.

Associated Transactions

WU-1, PF-1, PG-5

214 - U.S. Employee Tax Information

```
Action: ____   Current: 214  Next: 214
L1: AL L2: WA Employee No:      239

                  United States Employee Tax Maintenance

Name: WALKILL-JONES II,  NEWELL            Status:        *Lock-in Letter*
                                                          Marital Status: _
Soc Sec No:  0378123458                                   Exemptions:    __
                         *Taxes*
         Tax    Marital            Amount/    Amount of 1      *Indicators*
         Method Status   Exemptions Percent   Exemption   Code  FICA:     A
Federal  0      M        2          0                           FUI:      Y
State    0      M        2          0                           Empr SUI: A
County   0      M        0          .0000        .00      0     Empe SUI: Y
City     0      _        0          .0000        .00      0     Empe SDI: B
                                                               Reciprocity: 1
Work State: 33           *Pennsylvania Local Information*      Special Tax:  0
Res State:  39           Work Loc: 7898    EIT Tax: 6
W-2 Establish Code: EC01    Res PSD: 510101  LST Tax: 1   ****** W-4 Info *****
                                                         Year: ____   Step2: Y
*Other State Reciprocity Indicators*                     Step3:    1500.00
  St Ind   St Ind   St Ind   St Ind                      Step4a:    250.00
  00  0    00  0    00  0    00  0                        Step4b:     65.00
  00  0    00  0    00  0    00  0
```

Purpose

Update. Use this screen to enter U.S. employee tax information.

Screen Access

Type **214** in the Next screen field from any screen. This screen can also be accessed from Screen 200 - Realtime Payroll/Personnel Menu Screen using the Screen field.

Comments

Entry rules for the Amount/Percent field follow. If the tax method is

- Standard calculation, which requires entering a value or a code identifying that tax table to use, enter the Amount/Percent as a whole number. (Ohio state tax is entered as a percent.)

- Fixed amount or standard calculation plus a fixed amount, enter the Amount/Percent field as an amount.

- Percent of taxable wages or standard calculation plus a percent of taxable wages, enter the Amount/Percent field as a percent.

The following exception applies:

- If the state tax method is a standard calculation and the state is Ohio, the state Amount/Percent field should be entered as a percent.

The city amount for one exemption should be entered as an amount. County Code and City Code are validated in the HRMS Tables File depending on the county or city tax method.

The Pennsylvania Local Information section is displayed only if the employee has a Pennsylvania state SALTA.

Note: Canadian employee tax information is updated on screen 226.

Associated Transactions

RA, RC-2, RD-1, RD-1*, RD-2, SA

215 - Military Data

```
ACTION: _____  CURRENT: 215 NEXT: 215
L1: AL L2: WA EMPLOYEE NO: _____  ENTER A VALID EMPLOYEE NUMBER

                          Military Data

          Name:

                  Draft Status: ___
             Branch Of Service: ____
                  Ending Rank: ___
                Type Discharge: ___
                Discharge Date: _____
          VETS-100 Vet Status: _
          VETS-4212 Vet Status: _
```

Purpose

Update. This screen is used to update an employee's military service data.

Screen Access

Type **215** in the Next screen field from any screen. This screen may also be accessed from Screen 200 - Realtime Payroll/Personnel Menu Screen using the Screen field.

Associated Transactions

PV-7, WU-1

216 - Employee DOE Inquiry

```
ACTION: ____   CURRENT: 216  NEXT: 216
 L1: AL L2: WA EMPLOYEE NO:      8888

             EMPLOYEE DEDUCTIONS AND OTHER EARNINGS (DOE) INQUIRY

        NAME: NEW,  EEUSRT                 DATE LAST MAINTENANCE: 2000/11/01

        NEXT DOE TO BE VIEWED: BU          ENTER DOE CODE FOR DOE MAINT: __

   DOE DESCRIPTION   DOE  DESCRIPTION   DOE  DESCRIPTION   DOE  DESCRIPTION
   ___ _____   ___ _____   ___ _____   ___ _____
   ___ _____   ___ _____   ___ _____   ___ _____
   ___ _____   ___ _____   ___ _____   ___ _____
   ___ _____   ___ _____   ___ _____   ___ _____
   ___ _____   ___ _____   ___ _____   ___ _____

   ___ _____   ___ _____   ___ _____   ___ _____
   ___ _____   ___ _____   ___ _____   ___ _____
   ___ _____   ___ _____   ___ _____   ___ _____
   ___ _____   ___ _____   ___ _____   ___ _____
```

Purpose

Inquiry. Use this screen to view the DOEs currently established for the organization. The established DOEs for an employee are highlighted.

To view all DOEs established at the organization level, continue scrolling by pressing the **Enter** key. If a specific range of DOEs needs to be viewed, the starting DOE in the range should be entered in Next DOE To Be Viewed.

Screen Access

Type **216** in the Next screen field from any screen. This screen may also be accessed from Screen 200 - Realtime Payroll/Personnel Menu Screen using the Screen field.

Comments

To change an established DOE for an employee, enter the DOE code for DOE maintenance. When you press the **Enter** key, screen 217 will automatically show all the current information for the DOE you selected.

To add an employee's DOE, which is currently established at the organization level only, type the DOE code for DOE maintenance. Non-established DOEs are not highlighted. When you press **Enter**, Screen 225 will automatically show the fields required and any default values.

Associated Transactions

None

217 - Employee DOE Maintenance

```
ACTION: ____  CURRENT: 217  NEXT: ___
 L1: AL L2: WA EMPLOYEE NO:      2100

                        EMPLOYEE DOE MAINTENANCE

 NAME: ATKINS,  DOROTHY B. ALWA2100        DATE LAST MAINTENANCE: 2000/08/31

           DOE CODE:    AA              DOE NAME:    TEST DOE MAXAA-DEDUC

           METHOD CODE: 1              PERIOD CODE: A
           TYPE CODE:   D
           AMOUNT                       LIMIT AMOUNT: _____
             OR PERCENT:                TABLE NO.:   999
 (CCYYMMDD)  START DATE: _____       STOP DATE:  _____  (CCYYMMDD)
 NO SLASHES  SORT FIELD: _____                              NO SLASHES
                                        CURRENT:
           CUR NOT TAKEN:               MONTH:
           DED NOT TAKEN:               QUARTER:
                                        YEAR:
             *TAXING OPTIONS*
               FEDERAL:     1           FICA:        1
               STATE:       1           FUI:         1
               COUNTY:      1           SUI/SDI:     1
               CITY:        1
```

Purpose

Update. Use this screen to modify DOE information.

Screen Access

From Screen 216 - Employee DOE Inquiry, enter a highlighted DOE code for DOE maintenance.

Comments

Current not taken, deduction not taken, and current, month-, quarter-, and year-to-date values are inquiry only.

An entry in the Limit Amount field is a replacement of the limit already on the employee record.

The Amount/Percent field is either a 2-decimal or 4-decimal field depending on the method code.

The DOE taxing options differ for U.S. and Canadian organizations. The Canadian version of this screen follows.

Associated Transactions

RK

217 - Employee DOE Maintenance (Canada)

```
ACTION:         CURRENT: 217  NEXT:
 L1: CN L2: DA EMPLOYEE NO:        1070

                          EMPLOYEE DOE MAINTENANCE

  NAME: ATTWOOD,  HAROLD CNDA1070         DATE LAST MAINTENANCE: 1997/10/21

           DOE CODE:     AX            DOE NAME:    T4A GRP 2 FTN2-EARN

           METHOD CODE:  1            PERIOD CODE:  0
           TYPE CODE:    0
           AMOUNT                      LIMIT AMOUNT:
              OR PERCENT:        .00   TABLE NO.:
 (CCYYMMDD)  START DATE:               STOP DATE:            (CCYYMMDD)
 NO SLASHES  SORT FIELD:                                     NO SLASHES
                                       CURRENT:
           CUR NOT TAKEN:              MONTH:
           DED NOT TAKEN:              QUARTER:
                                       YEAR:        350.00
           *TAXING OPTIONS*
              FEDERAL:        1        QPP/CPP:     1
              PROVINCIAL:     1        EI/QPIP:     1
                                       QM:          1
```

Purpose

Update. Use this screen to modify DOE information.

Screen Access

From Screen 216 - Employee DOE Inquiry, enter a highlighted DOE code for DOE maintenance.

Comments

Current not taken, deduction not taken, and current, month-, quarter-, and year-to-date values are inquiry only.

An entry in the Limit Amount field is a replacement of the limit already on the employee record.

The Amount/Percent field is either a 2-decimal or 4-decimal field depending on the method code.

The DOE taxing options differ for Canadian and U.S. organizations. The U.S. version of this screen precedes.

Associated Transactions

RK

218 - New Employee Information (U.S.)

```
Action: _____   Current: 218  Next: 219
L1: C1 L2: D1 Employee No:     2100 ALL HIGHLIGHTED FIELDS MUST BE ENTERED

                     New Employee Information
Last Name:  _____    Suffix: ___
First Name: _____        Middle Name: _____

Address:    _____
            _____
            _____ __
ZIP Code:   _____ - ____


Soc Sec Num: _____    Email: _____

Work State:    __      Res State:    __        Work/Res Ind: _
Pay Freq:      _       Pay Code:     _         Shift Code:   _
Normal Hours:          Hourly Rate:            Salary:
Birthdate:    ____/__/__ Sex Code:    _        EEO Code:   ___

Emplmnt Code: __       Emplmnt Date: ____/__/__ Empl Status: __
Level-3:      ____     Level-4:      ____       Level-5:     ____
Ext Distrib:  _____   Form CC305 Disability - Ind: _  Date: ____/__/__
```

Purpose

Update. Use this screen to add an employee to the Employee Master File.

Screen Access

Type **218** in the Next screen field from any screen. This screen may also be accessed from Screen 200 - Realtime Payroll/Personnel Menu Screen using the Screen field.

Comments

Automatically continues to screen 219 for required taxing information. Required information is highlighted.

If the organization is a combined organization (Segment 160 is found), the birthdate, sex, and EEO code are required to add the employee to the Employee Master File. If the organization is Payroll Standalone, the birthdate, sex, and EEO code are not displayed on the screen.

If hours and rate are entered for an hourly paid employee and salary is not entered, salary is automatically calculated for the employee.

If hours and salary are entered for a salaried employee and rate is not entered, rate is automatically calculated for the employee.

No calculation is done if both rate and salary are entered.

For a combined organization, annual equivalent is calculated. It is displayed on screen 220.

The Canadian version of this screen follows.

Associated Transactions

NA, NB, NC-1, NC-2, NG, PF-1, NH, NJ, RD-1, PF-6

218 - New Employee Information (Canada)

```
ACTION: _____   CURRENT: 218  NEXT: 227
L1: A1 L2: B1 EMPLOYEE NO:      2100 ALL HIGHLIGHTED FIELDS MUST BE ENTERED

                          NEW EMPLOYEE INFORMATION
LAST NAME:   _____        SUFFIX: ___
FIRST NAME:  _____         MIDDLE NAME: _____

ADDRESS:     _____
             _____
             _____

POSTAL CODE: _____

SOC INS NUM: _____      EMAIL: _____


PAY FREQ:      _        PAY CODE:      _        SHIFT CODE:   _
NORMAL HOURS:           HOURLY RATE:            SALARY:
BIRTHDATE:     ____/__/__

EMPLMNT CODE:  __       EMPLMNT DATE:  ____/__/__  EMPL STATUS:  __
LEVEL-3:       _____    LEVEL-4:       ____      LEVEL-5:      _____
EXT DISTRIB:   _____
```

Purpose

Update. Use this screen to add a Canadian employee to the Employee Master File.

Screen Access

Type **218** in the Next screen field from any screen.

Comments

Automatically continues to screen 227 for required taxing information. Required information is highlighted.

If the organization is a combined organization (Segment 160 is present), then the sex code is required to add the employee to the Employee Master File. The EEOC code isn't displayed but defaults to a value of **O**. If the organization is Payroll Standalone, the sex code will not display on the screen. Birthdate is always required for new employees.

If hours and rate are entered for an hourly paid employee and salary is not entered, salary is automatically calculated for the employee.

If hours and salary are entered for a salaried employee and rate is not entered, rate is automatically calculated for the employee.

No calculation is done if both rate and salary are entered.

For a combined organization, annual equivalent is calculated. It is displayed on screen 220.

The U.S. version of this screen precedes.

Associated Transactions

NA, NB, NC-1, NC-2, NG, PF-1, NH, NJ

219 - New Employee Payroll Taxing Options (U.S.)

```
Action: ____   Current: 219  Next: 220
 L1: AL L2: WA Employee No:      1234

                New Employee Payroll Taxing Options

    Name: EMPLOYE,  NEW

    Soc Sec No:  123456789

           Tax    Marital              Amount/      Amount of
          Method   Status   Exemptions  Percent     1 Exemptn      Code
  Federal   _       _         ___      _____
  State     _       _         ___      _____
  County    _       _         ___      _____    _____    ___
  City      _       _         ___      _____    _____    ___


  FICA Indicator:        A          ** W-4 Info **
  FUI Indicator:         Y              Year:
  Employer SUI Indicator: A           Step 2:
  Employee SUI Indicator: Y           Step 3:       0.00
  Employee SDI Indicator: A           Step 4a:      0.00
  Spec Tax Handling Ind:  __          Step 4b:      0.00
```

Purpose

Update. To add a U.S. employee's taxing information to the Employee Master File.

Screen Access

Screen 219 is automatically accessed after entering the required information on Screen 218 - New Employee Information (U.S.).

Use screen 227 to add taxing options for Canadian employees.

Comments

When all data entered is valid, a confirmation message will display in the message area. This employee record is now created in the Employee Master File.

If less than four digits are entered for city code, the code entered will be right-justified and zero-filled.

Associated Transactions

NC-2, ND-1, ND-1*, ND-2

220 - Employee Salary Maintenance

```
ACTION: ____   CURRENT: 220  NEXT: 220
 L1: CN L2: DA EMPLOYEE NO:       1070 EMPLOYEE NOT ASSIGNED TO A POSITION

                        EMPLOYEE SALARY MAINTENANCE

      NAME: ATTWOOD,  HAROLD CNDA1070            DATE LAST MAINT: 1997/10/21


      PAY FREQUENCY:    2          NORMAL HOURS:        80.00
      PAY CODE:         5          HOURLY RATE:         22.6250
      EMPLOYEE STATUS:  __         SALARY:              1810.00
      SHIFT CODE:       0          ANNUAL EQUIVALENT:   47060.00

      GUARANTEE CODE:   0          DATE LAST SALARY/RATE: 1994/01/15
      GUARANTEE HOURS:             LAST SALARY:
      GUAR RATE/SALARY:        0      OR RATE:
```

Purpose

Update. Modify employee's basic pay information.

Screen Access

Type **220** in the Next screen field from any screen. This screen may also be accessed from Screen 200 - Realtime Payroll/Personnel Menu Screen using the Screen field.

Comments

For combined organizations, annual equivalent is automatically recalculated if you change frequency, rate, hours, or salary.

Date last salary/rate and last salary or rate is automatically updated when you change the previous pay information.

If hours and/or rate are entered for an hourly paid employee, and salary is not entered, salary is automatically calculated for the employee. If you have the Position Control Module, the employee's salary is automatically updated for their position in the Position Control Master File.

If hours and/or salary are entered for an autopaid, salaried employee, and rate is not entered, rate is automatically calculated for the employee.

No calculation is done if both rate and salary are entered.

If you have the Position Control Module, the Employee Status is changed to inactive, terminated, or deceased and the employee record is automatically removed from its current position, in the Position Control Master File.

Associated Transactions

RA, RG, PF-6, PH-5 (with Position Control)

221 - Employee Basic Information/Payroll Maintenance (U.S.)

```
Action: ____   Current: 221  Next: 221
 L1: AL L2: WA Employee No:       1070

                Employee Basic Information/Payroll Maintenance

   Name: BAKER,  HELEN ALWA1070            Date Last Maint: 2005/10/19

   Last Name:   BAKER                          Suffix: ___
   First Name:  HELEN                     Middle Name: ALWA1070

   Address:     2035-A PEACHFORD ROAD
                APARTMENT E
                LOS ANGELES             CA
   ZIP Code:    92634 - 0000


                                      ** CC305 Disability **
   Soc Sec Num:  999999999            Indicator: _
   Sex:  F                            Form Date:    /  /

   EEOC: __                           1099-R:            _
   ***       Paid Thru       ***      W-2 Pension Ind:   _
   ABA/Institution -Or- B/Cu Code     Statutory Emp Ind: _
                                      Establishment Code: ____
   _____        _____            Non-Res Alien Ind:  _
```

Purpose

Update. Use this screen to modify the employee's name and address, social security number, payroll, paid-through bank information, 1099 and W-2 data, and EEOC code.

Screen Access

Type **221** in the Next screen field from any screen. This screen may also be accessed from Screen 200 - Realtime Payroll/Personnel Menu Screen using the Screen field.

Comments

When you change an employee's name, the system automatically updates the Alpha-Search capability. If you have the Position Control module, the employee's name is automatically updated for the employee's position in the Position Control Master File.

The Canadian version of this screen follows.

Associated Transactions

RB, RC1, RC2, RA, RG, SA

221 - Employee Basic Information Maintenance (Canada)

```
ACTION: ____   CURRENT: 221  NEXT: 221
 L1: CN L2: DA EMPLOYEE NO:      1070 EMPLOYEE NOT ASSIGNED TO A POSITION

                    EMPLOYEE BASIC INFORMATION/PAYROLL MAINTENANCE

    NAME: ATTWOOD,  HAROLD CNDA1070            DATE LAST MAINT: 1997/10/21

    LAST NAME:   ATTWOOD                          SUFFIX: ___
    FIRST NAME:  HAROLD                      MIDDLE NAME: CNDA1070

    ADDRESS:     119 WINDEMEER AVENUE
                 INGERSOLL,
                 ONTARIO

    POSTAL CODE: R5W 5T4

    SOC INS NUM:  458547854              SEX:  M

    **************************** PAYROLL ONLY ****************************

    ***       PAID THRU       ***
    ABA/INSTITUTION -OR- B/CU CODE

        _____          _____
```

Purpose

Update. Use this screen to modify the employee's name and address, social insurance number, paid-thru bank data and sex code.

Screen Access

Type **221** in the Next screen field from any screen. This screen may also be accessed from Screen 200 - Realtime Payroll/Personnel Menu Screen using the Screen field.

Comments

When you change an employee's name, the system automatically updates the Alpha-Search capability.

The U.S. version of this screen precedes.

Associated Transactions

RB, RC1, RC2, RG, RA, SA

222 - Employee Location Maintenance (U.S.)

```
ACTION: _____  CURRENT: 222 NEXT: 222
L1: AL L2: WA EMPLOYEE NO:        1050

                    EMPLOYEE LOCATION MAINTENANCE

    NAME: DERANEY,  PHILLIP                DATE LAST MAINT: 1994/04/30

    ALTERNATE CHECK ADDRESS:
       _____       CHECK SEQUENCE:        _____
       _____           CHECK NAME/ADDR CODE:    2
                                          FORM INDICATOR:          _
       _____ - ____

    LEVEL 3: _____         LEVEL 4: ____         LEVEL 5: ____
    EXT DISTRIB: _____
    EMAIL: _____

    VACATION HOURS AVAIL: 900.00      VACATION ACCRUAL CODE:   9
    SICK HOURS AVAIL:     100.00      SICK ACCRUAL CODE:       1

    UNION CODE:      _____            WORKER'S COMP CODE:     WC03
    ESS DISPLAY:     _
```

Purpose

Update. Use this screen to modify location-related information for Labor Distribution, General Ledger Interface, Check Sequence or Alternate Check Address.

Screen Access

Type **222** in the Next screen field from any screen. This screen may also be accessed from Screen 200 - Realtime Payroll/Personnel Menu Screen using the Screen field.

Comments

Vacation and sick hours available are for inquiry purposes only.

The Canadian version of this screen follows.

Associated Transactions

RA, RH, RB, RG, RJ, SA

222 - Employee Location Maintenance (Canada)

```
ACTION: _____   CURRENT: 222  NEXT: 222
L1: A1 L2: B1 EMPLOYEE NO:_____

                    EMPLOYEE LOCATION MAINTENANCE

    NAME:                              DATE LAST MAINT:

    ALTERNATE CHEQUE ADDRESS:
    _____       CHEQUE SEQUENCE:        _____
    _____  _____      CHEQUE NAME/ADDR CODE:  _
                                       FORM INDICATOR:         _
                                       LANGUAGE PREFERENCE:    _


    LEVEL 3: _____         LEVEL 4: _____        LEVEL 5: _____
    EXT DISTRIB: _____  PROVINCE OF RES: __
    EMAIL: _____
                                       VACATION PERCENT CODE:  _
    VACATION HOURS AVAIL:              VACATION ACCRUAL CODE:
    SICK HOURS AVAIL:                  SICK ACCRUAL CODE:      _

    UNION CODE:  _____                WORKER'S COMP CODE:   ____
    HOSP INSUR NO: _____            STATISTICS CANADA:    __
    ESS DISPLAY:    _
```

Purpose

Update. Use this screen to modify location related information for Labour Distribution, General Ledger Interface, Cheque Sequence, or Alternate Cheque Address.

Screen Access

Type **222** in the Next screen field from any screen. This screen may also be accessed from Screen 200 - Realtime Payroll/Personnel Menu Screen using the Screen field.

Comments

Vacation and sick hours available are for inquiry purposes only.

The U.S. version of this screen precedes.

Associated Transactions

RA, RH, RB, RG, RD-2, RJ, SA

223 - Employee Employment/Termination (U.S.)

```
ACTION: ____   CURRENT: 223  NEXT: 223
 L1: AL L2: WA EMPLOYEE NO:      2366

                      EMPLOYEE EMPLOYMENT/TERMINATION

      NAME: HENSON,  BARRY       ALWA2366   DATE LAST MAINTENANCE: 1998/07/21


                           EMPLOYMENT DATE:
                           EMPLOYMENT CODE:  __


                           TERMINATION DATE:
                           TERMINATION CODE: 22
```

Purpose

Update. Use this screen to modify employment code and/or date as well as entry of termination code and/or date for payroll purposes.

Screen Access

Type **223** in the Next screen field from any screen. This screen may also be accessed from Screen 200 - Realtime Payroll/Personnel Menu Screen using the Screen field.

Comments

To terminate an employee, use screen 220 to modify employee status.

The Canadian version of this screen follows.

Associated Transactions

RA, RG

223 - Employee Employment/Termination (Canada)

```
Action: ____   Current: 223  Next: 223
L1: CN L2: DA Employee No:      1200

                    Employee Employment/Termination

     Name: LANSDOWNE,  GENEVIVE CNDA1200         Date Last Maint: 2015/09/09


                         Employment Date:  1985/04/19
                         Employment Code:  __
                         First EI Day Wrk: 1985/04/19

                         Termination Date: 2016/02/10
                         Termination Code: __
                         Last EI Day Paid: 2016/02/10

                       First QPIP Day Wrk: 0000/00/00
                       Last QPIP Day Paid: 0000/00/00

                       ROE Separation Code: A00
```

Purpose

Update. Use this screen to modify employment code, employment date, days worked, and last days paid, as well as entry of termination code and/or date for payroll purposes.

Screen Access

Type **223** in the Next screen field from any screen. This screen may also be accessed from Screen 200 - Realtime Payroll/Personnel Menu Screen using the Screen field.

Comments

To terminate an employee, use screen 220 to modify employee status.

If you change the employment date, first day worked is automatically changed unless you enter a date in that field also.

If first day worked is updated and the second position of employment code is **R**, a warning displays stating that insurable earnings accumulators will be cleared. To continue processing, type **WOK** in the Action field. To prevent clearance of the accumulators, change the employment code.

When a valid termination date and ROE Separation Code are entered, an E3 transaction for ROE is generated by the Audit program.

Associated Transactions

RA, RG, E3

224 - Employee ACH Bank/CU Services

```
ACTION: ____  CURRENT: 224  NEXT: 224
 L1: AL L2: WA EMPLOYEE NO:      1010


                          EMPLOYEE ACH BANK/CU SERVICES
 NEXT ACH DOE CODE: __
 NAME: KENNYS,  DAVE          ALWA1010        DATE LAST MAINTENANCE: 1997/10/31
 EXISTING ACH DOES:

 ACH DOE CODE:            __
 ABA/INSTITUTION NUMBER: _____  -OR- BANK/CU CODE: _____
 ACCOUNT NUMBER:         _____
 PRENOTE INDICATOR:      __
 CHILD SUPPORT
   CASE IDENTIFIER:      _____
   MEDICAL SUPPORT IND:  _  FIPS CODE (U.S. ONLY): _____

 ACH DOE CODE:            __
 ABA/INSTITUTION NUMBER:           -OR- BANK/CU CODE:
 ACCOUNT NUMBER:         _____
 PRENOTE INDICATOR:      __
 CHILD SUPPORT
   CASE IDENTIFIER:      _____
   MEDICAL SUPPORT IND:  _  FIPS CODE (U.S. ONLY): _____
```

Purpose

Update. Use this screen to assign ACH type DOEs to employees and specify bank information for that DOE. You may also set up child support information for that DOE.

Screen Access

Type **224** in the Next screen field from any screen. This screen may also be accessed from Screen 200 - Realtime Payroll/Personnel Menu Screen using the Screen field.

Comments

HRMS Tables File translations are provided for ACH type DOE codes, ABA/Institution numbers and the Bank/Credit Union codes. These codes are all validated against the HRMS Tables File.

Each employee can have up to 20 ACH DOEs. Each code must have bank and account information set up at the organization level before it can be used at the employee level. The code is not automatically activated when an employee has bank and account information, but it IS automatically deactivated when either bank or account information is missing.

This screen is used for U.S. and Canadian versions.

Special Considerations

ACH DOEs may be added and changed for an employee through this screen but they cannot be deleted on this screen. You may scroll through the ACH DOEs by pressing **Enter** or by specifying the next ACH DOE to be displayed at the top of the screen, and pressing **Enter**.

Associated Transactions

NF/RF

225 - Employee DOE Add (U.S.)

```
ACTION: ____  CURRENT: 225  NEXT: ___
 L1: AL L2: WA EMPLOYEE NO:     8888

                       EMPLOYEE DOE ADD

 NAME: FILLLASTNAMETO30CHARACTERSXXXX XIV,    DATE LAST MAINTENANCE: 2000/09/14

          DOE CODE:     AA           DOE NAME:    TEST DOE MAX #-DEDUC

          METHOD CODE:  _            PERIOD CODE:  _
          TYPE CODE:    _
          AMOUNT                     LIMIT AMOUNT: _____
           OR PERCENT: _____  TABLE NO.:    ___
(CCYYMMDD)  START DATE: _____     STOP DATE:    _____  (CCYYMMDD)
NO SLASHES  SORT FIELD: _____                                NO SLASHES

          *TAXING OPTIONS*
            FEDERAL:     1           FICA:        1
            STATE:       1           FUI:         1
            COUNTY:      1           SUI/SDI:     1
            CITY:        1
```

Purpose

Update. Use this screen to add DOEs for U.S. employees.

Screen Access

Screen 225 can be accessed through Screen 216 - Employee DOE Inquiry (U.S.) by selecting a DOE that is NOT highlighted.

Comments

The Amount/Percent field is either a 2-decimal or 4-decimal field depending on the method code.

The taxing options differ for U.S. and Canadian organizations.

The Canadian version of this screen follows.

Associated Transaction

RK

225 - Employee DOE Add (Canada)

```
ACTION: _____  CURRENT: 225  NEXT: ___
 L1: CN L2: DA EMPLOYEE NO:      1070

                        EMPLOYEE DOE ADD

 NAME: ATTWOOD,  HAROLD CNDA1070         DATE LAST MAINTENANCE: 2005/08/30

             DOE CODE:    AB             DOE NAME:   T4A GRP 2 FTN1-EARN

             METHOD CODE:  _             PERIOD CODE:  _
             TYPE CODE:    _
             AMOUNT                      LIMIT AMOUNT: _____
               OR PERCENT: _____  TABLE NO.:    ___
 (CCYYMMDD)  START DATE:  _____       STOP DATE:   _____  (CCYYMMDD)
 NO SLASHES  SORT FIELD:  _____                              NO SLASHES

             *TAXING OPTIONS*
                FEDERAL:       1         QPP/CPP:      1
                PROVINCIAL:    1         EI/QPIP:      1
                                        QM:           1
```

Purpose

Update. Use this screen to add DOEs for Canadian employees.

Screen Access

Screen 225 can be accessed through Screen 216 - Employee DOE Inquiry (Canada) by selecting a DOE that is NOT highlighted.

Comments

The Amount/Percent field is either a 2-decimal or 4-decimal field depending on the method code.

The taxing options differ for U.S. and Canadian organizations.

The U.S. version of this screen precedes.

Associated Transaction

RK

226 - Canadian Employee Tax Maintenance

```
Action: ____   Current: 226  Next: 226
L1: CN L2: DA Employee No:      1000
                    Canadian Employee Tax Maintenance

Name: SMITH,  JAMES CNDA1012              Date Last Maintenance: 2013/03/19
      Soc Ins No: 0355263592              Job Title: _____

         Taxing  Tax Persnl   Other  Other  Other  Resid   Amount/
         Auth   Meth Tax CR  TD1 Amt Exclud Tax CR Deduct  Percent
     Fed:  86     0     0       0      0      0      0        .00
     Prov: 86     0     0       0      0      0      0        .00
     Prov: 88     0     0       0      0      0      0        .00
     Prov: 00     0     0       0      0      0      0        .00

        ** Indicators **            ** CPT-30 Information **
     CPP:  0        EI: 1       Receiving Indicator: C
     QPP:  1        QM: 0       Pension Election:  2   Previous:
     QPIP: 0        QHC: 0      Signature Date: 201201 Previous:
                                Update Code: _
     Employer EI Rate Code: 0

  ** Commission-Paid Employees **
      Estimated Remuneration:        0
      Estimated Expenses:            0
```

Purpose

Update. Use this screen to enter Canadian employee tax information.

Screen Access

Type **226** in the Next screen field from any screen. This screen may also be accessed from Screen 200 - Realtime Payroll/Personnel Menu Screen using the Screen field.

Comments

Entry rules for the Amount/Percent field follow. If the tax method is:

■   Standard calculation or no tax, enter the Amount/Percent field as an amount. The amount will not be used by the system.

■   Fixed amount or standard calculation plus a fixed amount, enter the Amount/Percent field as an amount.

■   Percent of taxable wages or standard calculation plus a percent of taxable wages, enter the Amount/Percent field as a percent.

Use Screen 214 to update U.S. employee tax information.

Associated Transactions

RD1, RD2, SB

227 - New Canadian Employee Taxing Options

```
Action: ____    Current: 227  Next: 220
L1: CN L2: DA Employee No: 1100001001   FED & 1ST PROV TAX AUTH, METHOD REQUIRED
                   Canadian Employee Tax Maintenance


Name:
     Soc Ins No:                         Job Title: PROGRAMMER

        Taxing    Tax Persnl    Other   Other   Other   Resid   Amount/
         Auth    Meth Tax CR   TD1 Amt  Exclud Tax CR   Deduct  Percent
     Fed:  00       _ _____ _____ _____ _____ _____ _____
     Prov: 93       _ _____ _____ _____ _____ _____ _____
     Prov: __       _ _____ _____ _____ _____ _____ _____
     Prov: __       _ _____ _____ _____ _____ _____ _____

        ** Indicators **            ** CPT-30 Information **
     CPP: _            EI: _         Receiving Indicator: _
     QPP:              QM:           Pension Election:
     QPIP: _           QHC: _        Signature Date: _____

     Employer EI Rate Code: _

  ** Commission-Paid Employees **
        Estimated Remuneration:      _____
        Estimated Expenses:          _____
```

Purpose

Update. Use this screen to add taxing information for Canadian employees to the Employee Master File.

Screen Access

Screen 227 can be accessed from Screen 218 - New Employee Information (Canadian) after entering the required information to add a new employee.

Comments

When all data entered is valid, a confirmation message will display. The employee record is now entered in the Employee Master File.

Use screen 219 to add tax information for U.S. employees.

Associated Transactions

ND1, ND2, SB

230 - Employee User/EEA Dates

```
ACTION: ____   CURRENT: 230  NEXT: 230
 L1: CN L2: DA EMPLOYEE NO: _____    ENTER A VALID EMPLOYEE NUMBER

                          EMPLOYEE USER/EEA DATES
     NAME:
       FUNC   ITER        USER/EEA    IND     USER/EEA    IND
                          DATE 1       1      DATE 2       2


        _                 _____   _      _____   _
        _                 _____   _      _____   _
        _                 _____   _      _____   _
        _                 _____   _      _____   _
        _                 _____   _      _____   _
        _                 _____   _      _____   _
        _                 _____   _      _____   _
        _                 _____   _      _____   _



      INSERT NEW DATES IN DATE 1 ORDER OR ITERATION ORDER
        DATE ORDER (ITER=**)  ITER ORDER (ITER=01 THRU 30)

             __        _____   _      _____   _
```

Purpose

Combined Inquiry/Entry. Use this screen to enter User/EEA Date information.

Screen Access

Type **230** in the Next screen field from any screen. This screen may also be accessed from Screen 200 - Realtime Payroll/Personnel Menu Screen using the Screen field.

Required Fields

User/EEA Date 1.

Comments

Use the insert line at the bottom of the screen to add new User/EEA Date information. You can type the Iteration Number or type ****** to have the date inserted by descending Date 1 order.

Associated Transactions

PV-9

231 - Canadian Employee EEA Data

```
ACTION: ____   CURRENT: 231  NEXT: 231
 L1: CN L2: DA EMPLOYEE NO: _____   ENTER A VALID EMPLOYEE NUMBER


                        CANADIAN EMPLOYEE EEA DATA

          EMPLOYEE NAME:
          EEA REPORTING UNIT:     _____
          EEA SALARY:
          EEA SALARY CHANGE:      _____
          EEA SALARY INDICATOR:   _

          INDUSTRIAL SECTOR:      _____
          CENSUS METRO AREA:      ____
          WORK PROVINCE:          __
          OCCUPATIONAL GROUP:     ____

          VISIBLE MINORITY:
          ABORIGINAL PEOPLES:     ____
          DISABLED PERSONS:       ____
```

Purpose

Combined Inquiry/Entry. Use this screen to update employee's EEA data.

Screen Access

Type **231** in the Next screen field from any screen. This screen may also be accessed from Screen 200 - Realtime Payroll/Personnel Menu screen using the Screen field.

Comments

Descriptions from the HRMS Tables File will display on the screen for the Industrial Sector and Occupational Group. Either the English or French description will display based on the language indicator for the EEA Reporting Unit established in the HRMS Tables File. The default description is English.

A description will also display on the screen for the Census Metro Area.

Associated Transactions

PG-9

232 - Employee Job Data

```
ACTION: ____   CURRENT: 232  NEXT: 232
 L1: AL L2: WA EMPLOYEE NO:      1010 EMPLOYEE IS NOT SET UP ON PMRS

                        EMPLOYEE JOB DATA

 NAME:


              PERCENT TIME EMPLOYED: ___
              VACATION ELIG DATE   : _____
              SUPERVISOR'S CODE    : _____
              WORK LOCATION        : _____
              LEVEL-6 / LEVEL-7    : _____  _____
              EXEMPT STATUS CODE   : _
              FULL/PART TIME CODE   : _
              OFFICE PHONE NUMBER  : _____   EXT: ____


                        POSITION DATA

              POSITION TITLE      : _____
              POSITION NUMBER     : _____
              DATE IN PRESENT JOB : _____
              OCCUPATIONAL CATEGORY: __
```

Purpose

Update. Use this screen to update employee job and position related data.

Screen Access

Type **232** in the Next screen field from any screen. This screen may also be accessed from Screen 200 - Realtime Payroll/Personnel Menu Screen using the Screen field.

Comments

Descriptions will display for the Exempt Status Code, Full/Part Time Cd and Occupational Category. All position data will be inquiry only if the Position Control module is installed and the Use Position Control Option on the PA-1 is not *.

Associated Transactions

PF-6, PF-7, PG-6

233 - Employee Salary Splits

```
ACTION: ____   CURRENT: 233  NEXT: 233
 L1: AL L2: WA EMPLOYEE NO:      1020

                     EMPLOYEE SALARY SPLITS MAINTENANCE


        NAME: WELL,  NAMEMOREHTAN22CALWA1020


    SPLIT                 LEVEL      LEVEL      LEVEL      DISTRIBUTION
    NUMBER    PERCENT       3          4          5           CODE

      1       .0000
      2       .0000        ____       ____       ____       _____
      3       .0000        ____       ____       ____       _____
      4       .0000        ____       ____       ____       _____
      5       .0000
      6       .0000        ____       ____       ____       _____
      7       .0000        ____       ____       ____       _____
      8       .0000        ____       ____       ____       _____
      9       .0000        ____       ____       ____       _____
     10       .0000        ____       ____       ____       _____
```

Purpose

Update. Use this screen to update employee salary splits.

Screen Access

Type **233** in the Next screen field from any screen. This screen may also be accessed from Screen 200 - Realtime Payroll/Personnel Menu Screen using the Screen field.

Comments

None

Associated Transaction

RH

248 - State W-4 Information

```
Action: ____   Current: 248  Next: 248 ADD/UPDATE STATE W-4 INFORMATION
L1: AL L2: WA Employee No:     1000 Name: SMITH,  SAMUAL ALWA1000
                         State W-4 Information
                                                       Special    W-4
Del     State     Method    Mar Stat    Exmptns   Amount/Pct   Tax Ind   Year
  _      08         2          M           3           .00        000    ____
  _      11         5          H           5          .0000       000    ____
  _      14         4          M           7          1.11        000    ____




















Insert State:

       __        _          _          ___      _____    ___      ____
```

Purpose

Update. Use this screen to update state W-4 information for an employee.

Screen Access

Type **248** in the Next screen field from any screen. This screen may also be accessed from Screen 200 - Realtime Payroll/Personnel Menu Screen using the Screen field.

Comments

None

Associated Transactions

ND1*/RD1*

249 - Employee Phone Number Maintenance

```
Action: ____   Current: 249  Next: 249
L1: AL L2: WA Employee No:        3 Name: FRANKE,  JEFFERSON

                    Employee Phone Number Maintenance

       Type: A   Number: (404) 239-2000    Extension: 2291

       Type: B   Number: (404) 961-2480    Extension: ____

       Type: D   Number: (770) 235-1337    Extension: ____

       Type: E   Number: (678) 954-8154    Extension: ____

       Type: _   Number: _____   Extension: ____




                                                               249
```

Purpose

Update. Use this screen to update phone number information for an employee.

Screen Access

Type **249** in the Next screen field from any screen. This screen may also be accessed from Screen 200 - Realtime Payroll/Personnel Menu Screen using the Screen field.

Comments

None

Associated Transactions

SC

251 - Employee W-2 Form Information

```
Action: ____   Current: 251  Next: 251  MORE W-2    FORMS - PF7/PF8 TO SCROLL
L1: AL L2: WA Emp No:       10
Control Number:       904              Federal Wages   Federal Income Tax
Employer EIN  Employee SSN                    180.10              27.01
 10-3456789   012-34-5678     Social Security Wages  Social Security Tax
                                            180.10               7.56
Employer's Name, Address            Medicare Wages       Medicare Tax
 MATTHEW SMITH ASSOCIATES, INC.             180.10               2.61
 3445 PEACHTREE ROAD, N.E.      Social Security Tips      Allocated Tips
 SUITE 1300
 ATLANTA GA  30450              Advance EIC Payment       Dependent Care


Employee's Name, Address   Statutory   Retirement      Nonqualified Plans
 LAMONT B ORMOND                     Third-Party Sick
 2628 NORTHEAST EXPRESSWAY
 APARTMENT L13                                Box 12         Other
 ATLANTA GA  30329




State Employer State ID  State Wages    State Tax
 DC    09123456789ALWA         180.10        3.20
Local Wages   Local Tax   Local Name
                                      2013 Wage and Tax Statement
```

Purpose

Inquiry. Use this screen to view employee W-2 form information. The W-2 form information comes from the Regulatory Form/Slip Viewing file (PW40RF).

Screen Access

Enter the year and **001** in the Report ID field on menu screen **250**.

To access this screen directly, type **251** in the Next screen field from any screen. If you access this screen directly, the year previous to the current year (system date minus 1) is used as the year.

Comments

If an employee was issued multiple W-2 forms, the following message is displayed: **MORE W2 FORMS - HIT PF7/PF8 TO SCROLL**.

The W-2 forms can be scrolled through. When the last W-2 form is displayed, the **END OF W2 FORMS** message is displayed.

Associated Transactions

None

252 - Employee 1099-R Form Information

```
Action: ____   Current: 252  Next: 252  MORE 1099-R FORMS - PF7/PF8 TO SCROLL
L1: TN L2: RA Emp No:      5142
Payer Name and Address                        2018 Form 1099-R
SYSTEM TEST ORG TNRA       X        1 Gross Distribution         2222.22
FILL SPACE TO USE THIRTY CHARS
FILL SPACE TO USE THIRTY CHARS      2a Taxable Amount            2222.22
FILL SPACE TO GA  30326             2b Taxable Amount Not Determined X
678-319-8000 x8278                     Date of Payment          20180303
Payer EIN    Recipient ID           4 Federal Tax Withheld       6367.01
50-3456789   071-21-2345            5 Employee Contributions
                                       /Roth Contributions
Recipient's Name and Address
MICHAEL TNRA5142 ROUCHE             7 Distribution Code(s) C
24 E OHIO STREET                       IRA/SEP/SIMPLE X
APARTMENT 21-M
INDIANAPOLIS IN  46204              9 Total Emp Contribution

                                   12 State Tax Withheld          570.27
11 1st Year of Design.   FATCA Filing  13 State/State No    IN15123456789TNRA
   Roth Contribution     Requirement   14 State Distribution

                                   15 Local Tax Withheld         1036.86
   Account Number                  16 Name of Locality
TNRA514201                         17 Local Distribution
```

Purpose

Inquiry. Use this screen to view employee 1099-R form information. The 1099-R form information comes from the Regulatory Form/Slip Viewing file (PW40RF).

Screen Access

Enter the year and **003** in the Report ID field on menu screen **250**.

To access this screen directly, type **252** in the Next screen field from any screen. If you access this screen directly, the year previous to the current year (system date minus 1) is used as the year.

Comments

If an employee was issued multiple 1099-R forms, the following message is displayed: **MORE 1099-R FORMS - HIT PF7/PF8 TO SCROLL**.

The 1099-R forms can be scrolled through. When the last 1099-R form is displayed, the **END OF 1099-R FORMS** message is displayed.

Associated Transactions

None

253 - Employee W-2PR Form Information

```
Action:   __   Current: 253  Next: 253  END OF W-2PR FORMS
 L1: AL L2: WA Emp No:        7
                    3. Social Security 4. Employer EIN       14. Retirement
 1. First Name        289-12-3856        52123456789ALWA
    JOHN          A                  5. Employer Health      15. CODA Plans
    Surname(s)
    RODRIGUES DE LA DIEGO SANCHEZ      6. Charitable         16. E-  12620.00
                                                             17. G-   2400.00
    4078 THUNDERBIRD TRAIL             7. Wages              18.IC-   2400.00
    STONE MOUNTAIN GA  30083                                 19.  Save Money
                                       8. Commissions
                                                             20. Soc Sec Wages
    A X B X    G X 1;3;5;;             9. Allowances
    F X  Hrs   600.00 EIN 123457900                          21. Soc Sec Tax
    Date of Birth  06   06   1996    10. Tips
 2. Employer's Name/Mailing Address                          22. Medicare Wages
    MATTHEW SMITH ASSOCIATES, INC.   11. Total
    THE FINANCIAL SOFTWARE COMPANY                           23. Medicare Tax
    3445 PEACHTREE ROAD, N.E.        12. Reimburse Expense
    SUITE 1300                                               24. Soc Sec Tips
    ATLANTA GA  30450                13. Tax Withheld
    404-239-3000  X2543                   2567.34            25. Uncoll SS Tax
    DANELLE.FRICKENBACHER@MOTHERJONES.N   Year
 000000001 Confirmation Number 00000000000 2022 26. Uncoll Med Tax
```

Purpose

Inquiry. Use this screen to view employee W-2PR form information. The W-2PR form information comes from the Regulatory Form/Slip Viewing file (PW40RF).

Screen Access

Enter the year and **007** in the Report ID field on menu screen **250**.

To access this screen directly, type **253** in the Next screen field from any screen. If you access this screen directly, the year previous to the current year (system date minus 1) is used as the year.

Comments

If an employee was issued multiple W-2PR forms, the following message is displayed: **MORE W-2PR FORMS - HIT PF7/PF8 TO SCROLL**.

The W-2PR forms can be scrolled through. When the last W-2PR form is displayed, the **END OF W-2PR FORMS** message is displayed.

Associated Transactions

None

254 - Employee T4 Slip Information

```
Action: ____   Current: 254  Next: 254  END OF T4     FORMS
L1: CN L2: DA Emp No:     1014
                                          Employment   Income Tax
Employer Name                              Income       Deducted
SYSTEM TEST ORG CNDA            Province: ON     1000.00     219.49

Payroll Account: 123456782RP1743      Exempt       CPP    EI Insurable
                                 CPP/QPP EI PPIP  Contribute   Earnings
Social Insurance Number: 355 263 592               46.17     1000.00

Employee's Name and Address      Employment Code:    QPP    CPP/QPP Pens
SMITH          JAMES       C Dentl Benfit Cd: 1   Contribute   Earnings
1234LEE ST.                                               1000.00

TORONTO, ONTARIO  M3V 3A9                  EI Premiums   Union Dues
                                              18.30

RPP or DPSP Registration:                    RPP     Charitable
                               Pens Adjus  Contribute  Donations
Other Information

                                          Employee's  PPIP Insur
                                          PPIP Prem    Earnings
2013 T4 STATEMENT OF REMUNERATION
```

Purpose

Inquiry. Use this screen to view employee T4 slip information. The T4 slip information comes from the Regulatory Form/Slip Viewing file (PW50RF).

Screen Access

Enter the year and **200** in the Report ID field on menu screen **250**.

To access this screen directly, type **254** in the Next screen field from any screen. If you access this screen directly, the year previous to the current year (system date minus 1) is used as the year.

Comments

If an employee was issued multiple T4 slips, the following message is displayed: **MORE T4 SLIPS - HIT PF7/PF8 TO SCROLL**.

The T4 slips can be scrolled through. When the last T4 slip is displayed, the **END OF T4 SLIPS** message is displayed.

Associated Transactions

None

255 - Employee T4A Slip Information

```
Action: ____   Current: 255  Next: 255  END OF T4A     FORMS
L1: CN L2: DA Emp No:       90002
                                                         Income Tax
 Payer Name                               Pension         Deducted
SYSTEM TEST ORG CNDA         X                 25.00         333.60


Social Insurance Number: 621 741 784  Dentl Benfit Cd: 1       Self Employed
                                              Lump Sum     Commissions
Recipient Account Number       90002            25.00           25.00


Recipient Name and Address                                  Fees for
SMYTH             ALICE                      Annuities       Services
123 HASTINGS AVENUE                             25.00
VANCOUVER, B C
              V5H 3Y1                     Other Information
                                          030     25.00  111      25.00
                                          129     10.00  127     100.00
                                          119      5.00




 2013 T4A Statement of Pension, Retirement, Annuity, and Other Income
```

Purpose

Inquiry. Use this screen to view employee T4A slip information. The T4A slip information comes from the Regulatory Form/Slip Viewing file (PW50RF).

Screen Access

Enter the year and **202** in the Report ID field on menu screen **250**.

To access this screen directly, type **255** in the Next screen field from any screen. If you access this screen directly, the year previous to the current year (system date minus 1) is used as the year.

Comments

If an employee was issued multiple T4A slips, the following message is displayed: **MORE T4A SLIPS - HIT PF7/PF8 TO SCROLL**.

The T4A slips can be scrolled through. When the last T4A slip is displayed, the **END OF T4A SLIPS** message is displayed.

Associated Transactions

None

256 - Employee Relevé 1 Slip Information

```
Action: ____    Current: 256  Next: 256  END OF RL1    FORMS
L1: CN L2: DA Emp No:      1260
                                      Year       Reference Number
Releve 1 Employment Income and Other Income    2013      123  456  863

A-Income         727.59  B-QPP           33.18  C-EI             10.70
D-RPP                    E-Inc Tax       90.41  F-Dues
G-Pension        727.59  H-QPIP Prem      4.07  I-QPIP Earn     727.59
J-Prv Hlth               K-Travel               L-Oth Ben        42.00
M-Commission             N-Charity              O-Oth Income
P-Multi Empr             Q-Deferred             R-Indian
S-Tips Recvd             T-Tips Aloc            U-Phased
V-Food/Ldgng             W-Vehicle

                                               Box O Code



Social Insurance Number: 254  168   495  Employee Number:      1260

VANIER,  PHILLIPE CNDA1260            SYSTEM TEST ORG CNDA       X
1944 DE L'EGLISE AV S                 FILL SPACE TO USE THIRTY CHARS
VAL BELAIR,                           FILL SPACE TO USE THIRTY CHARS
QUEBEC          G4K 9Y1               FILL SPACE TO 23    1A1 1A1
```

Purpose

Inquiry. Use this screen to view employee Relevé 1 slip information. The Relevé 1 slip information comes from the Regulatory Form/Slip Viewing file (PW50RF).

Screen Access

Enter the year and **300** in the Report ID field on menu screen **250**.

To access this screen directly, type **256** in the Next screen field from any screen. If you access this screen directly, the year previous to the current year (system date minus 1) is used as the year.

Comments

If an employee was issued multiple T4A slips, the following message is displayed: **MORE RL1 SLIPS - HIT PF7/PF8 TO SCROLL**.

The Relevé 1 slips can be scrolled through. When the last Relevé 1 slip is displayed, the **END OF RL1 SLIPS** message is displayed.

Associated Transactions

None

257 - Employee Relevé 2 Slip Information

```
Action: ____   Current: 257  Next: 257  END OF RL2    FORMS
L1: CN L2: DA Emp No:      90605
                                           Year    Income    Reference
Releve 2 Retirement Income and Annuities   2013    Source     Number
                                                    RO    123  457  180

A-RPP Benefits                        B-Benefits or Annuities      50.00
C-Other Payments            50.00     D-Refund of RRSP Prems
E-Amount Prior to Death               F-Refund of Excess Cont
G-Amount Upon Revocation              H-Other Income
I-Amount Eligible for Deduc           J-Quebec Tax Withheld       629.58
K-Income After Death                  L-Withdrawal Under LLP
M-Tax Paid Amounts                    O-Withdrawal Under HBP       25.00


Recipient SIN 233 940 808        Additional Information

BX C-PYMNT ACCRD TO       50.00

PENSION,  LUC                            SYSTEM TEST ORG CNDA        X
123 RUE PRINCIPAL                       FILL SPACE TO USE THIRTY CHARS
MONTREAL                                FILL SPACE TO USE THIRTY CHARS
QUEBEC           J4Z 2Y4                 FILL SPACE TO 23   1A1 1A1
```

Purpose

Inquiry. Use this screen to view employee Relevé 2 slip information. The Relevé 2 slip information comes from the Regulatory Form/Slip Viewing file (PW50RF).

Screen Access

Enter the year and **301** in the Report ID field on menu screen **250**.

To access this screen directly, type **257** in the Next screen field from any screen. If you access this screen directly, the year previous to the current year (system date minus 1) is used as the year.

Comments

If an employee was issued multiple Relevé 2 slips, the following message is displayed: **MORE RL2 SLIPS - HIT PF7/PF8 TO SCROLL**.

The Relevé 2 slips can be scrolled through. When the last Relevé 2 slip is displayed, the **END OF RL2 SLIPS** message is displayed.

Associated Transactions

None

6 Realtime Tables File

Chapter Contents

Introduction

This chapter describes the realtime screens used to update the HRMS Tables file in the Payroll/Personnel system.

302 - Personnel Code Translations

```
ACTION: _____

 NEXT CODE VALUE: _____
                         RESIDENCE TYPE CODE TRANSLATIONS

               CODE                 TRANSLATION

             0            NONE
             1            OWN
             2            RENT - SINGLE FAMILY DWELLING
             3            APARTMENT
             4            OTHER




    INSERT NEW CODE TRANSLATION:
                  _____    _____
```

Purpose

Update - Personnel. Use this screen to update the HRMS Tables File MCT record types with a record code of T66. These fields include the code translation.

Screen Access

Make a selection on Screen 301 - Personnel Code Translations Menu Screen.

Comments

The code translation type selected from the menu will be placed in the title. You can update only one transaction type at a time. Return to the Personnel Code Translation Menu to select another type.

This screen will continue to scroll and display all of the MCT records in the HRMS Tables File. Once the last record is displayed, the cycle will begin again.

If a Code Value is selected, the update screen will display the selected HRMS Tables File record as the first record on the screen. If not selected, the next record of this type in the HRMS Tables File will be the first record displayed on the screen. Code is for inquiry purposes only, except on the insert line.

To add a new code translation, type the data into the fields at the bottom of the screen, including Code.

Associated Transaction

T66

303 - Banking Services Menu

```
ACTION: ____
L1: AL L2: WA



                         BANKING SERVICES/ACH/BOND DATA MENU

(PAD)

 _  BANK/CREDIT UNION ABA/INSTITUTION DATA  STARTING ABA/INSTITUTION: _____
 _  BANK/CREDIT UNION CODE DATA             STARTING B/CU CODE:       _____
 _  ACH TAPE FILE HEADER DATA (U.S.)
 _  DIRECT DEPOSIT TAPE FILE HEADER DATA (CANADA)
 _  ACH TAPE COMPANY/BATCH RECORD DATA
 _  SAVINGS BOND TAPE DATA
 _  SAVINGS BOND COMPANY DATA               STARTING COMPANY CODE:    _____
```

Purpose

Use this screen to select the PAD record types to be updated in the HRMS Tables File.

Screen Access

Select (PAD) Banking Services from Screen 300 - Record Type Menu Screen.

Comments

This is an entry only screen. A record type is selected by entering **S**.

If a Starting Bank/Credit Union Code is selected, the update screen will display this selected HRMS Tables File record as the first record on the screen. If not selected, the first record of this type in the HRMS Tables File will be the first record displayed on the screen.

ACH Tape Data uses Level 1 and Level 2 fields for security only.

Within the Realtime Tables File system only, **PAD** in the Action field will redisplay this Record Type menu.

304 - Bank/Credit Union Code Data

```
ACTION: _____
 L1: TN L2: RA
 NEXT B/CU CODE: _____
                           BANK/CREDIT UNION CODE DATA

   B/CU CODE          BANK/CREDIT UNION NAME            ABA/INSTITUTION
      AA            FULTON FEDERAL SAVING AND LOAN      HRCR00001
      AB            FIRST ATLANTA BANK                  HRCR00002
      01            SOUTHTRUST                          51001234
      02            BANK SOUTH                          51005678
      03            ATLANTA CREDIT UNION                51009012
      04            TRUST COMPANY BANK                  51000123




   INSERT NEW BANK/CREDIT UNION CODE
   _____      _____      _____


                                                            304
```

Purpose

Update - Payroll. Use this screen to update the HRMS Tables File PAD record types with a record code of TA. These fields include the bank name, city/state, zip code, and bank ID number.

Screen Access

Select Bank/Credit Union Data and enter a Starting Bank/Credit Union Code from Screen 303 - Banking Services Menu.

Comments

This screen will continue to scroll and display all of the PAD records in the HRMS Tables File. Once the last record is displayed, the cycle will begin again.

If a Next Bank/Credit Union Code is selected, the update screen will display this selected HRMS Tables File record as the first record on the screen. If not selected, the next record of this type in the HRMS Tables File will be the first record displayed on the screen. Bank/Credit Union Code is for inquiry purposes only, except on the insert line.

To add new bank/credit union data, type the data into the fields at the bottom of the screen, including Bank/Credit Union Code.

Associated Transaction

TA

305 - ACH Tape File Header Data

```
ACTION: ____
NEXT ACH CODE: __

                     ACH TAPE FILE HEADER DATA

ACH        IMMEDIATE          IMMEDIATE          IMMEDIATE          IMMEDIATE     FILE
CODE    DESTINATION NAME      DESTIN ID         ORIGIN NAME         ORIGIN ID      ID

__  _____  _____  _____  _____     _
__  _____  _____  _____  _____     _
__  _____  _____  _____  _____     _
__  _____  _____  _____  _____     _
__  _____  _____  _____  _____     _
__  _____  _____  _____  _____     _
__  _____  _____  _____  _____     _
__  _____  _____  _____  _____     _
__  _____  _____  _____  _____     _

INSERT NEW ACH TAPE FILE HEADER DATA

__  _____  _____  _____  _____     _

                                                                            305
```

Purpose

Update - Payroll. Use this screen to update the HRMS Tables File PAD record types with a record code of TW for U.S. ACH tapes. These fields include the Destination Name, Destination Identification, Sending Point Name, Sending Point Identification, and File Identification.

Screen Access

Select ACH Tape File Header Data from Screen 303 - Banking Services Menu.

Comments

ACH Code is for inquiry purposes only.

All other fields can be entered.

Associated Transaction

TW

306 - ACH Tape Company/Batch Record Data

```
ACTION: ____
L1: AX L2: 01


                    ACH TAPE COMPANY/BATCH RECORD DATA
                              (U.S. ONLY)

          COMPANY            COMPANY             COMPANY          BATCH ORIGIN
           NAME           IDENTIFICATION     DISCRETIONARY DATA      DFI ID


      _____    _____    _____    _____








                                                                        306
```

Purpose

Update - Payroll. Use this screen to update the HRMS Tables File PAD record types with a record code of TX. These fields include the Organization Name, Organization Identification, and Discretionary Data.

Screen Access

Select ACH Tape Company/Batch Record Data from Screen 303 - Banking Services Menu.

Comments

All fields can be entered. The Batch Originating DFI Identification Number must be a valid ABA number.

Associated Transaction

TX

307 - Check Writer Forms Identification Menu

```
ACTION: _____
L1: TN L2: RA


                   CHECK WRITER FORMS IDENTIFICATION MENU


  _  FORM NUMBER ASSIGNMENT                STARTING FORM INDICATOR: _
  _  FORMAT OPTION CONTROL                 STARTING FORM NUMBER: _____













                                                                    307
```

Purpose

Use this screen to select the PCW record types to be updated in the HRMS Tables File.

Screen Access

Select (PCW) Checkwriter Forms Identification from Screen 300 - Record Type Menu Screen.

Comments

This is an entry only screen. Select record type by typing **S**.

If a Starting Form Indicator is selected, the update screen will display this selected HRMS Tables File record as the first record on the screen. If not selected, the first record of this type in the HRMS Tables File will be the first record displayed on the screen.

Format Option Control uses Level 1 and Level 2 fields for security only.

If a Starting Form Number is selected, the update screen will display this selected HRMS Tables File record as the first record on the screen.

If not selected, the first record of this type in the HRMS Tables File will be the first record displayed on the screen.

Within the Realtime Tables File system only, **PCW** in the Action field will redisplay this Record Type menu.

308 - Form Number Assignment

```
ACTION: ____
 L1: TN L2: RA
 NEXT FORM INDICATOR: _
                          FORM NUMBER ASSIGNMENT

                  FORM          CHECK         DEPOSIT
               INDICATOR    FORM NUMBER    FORM NUMBER
                             CHK1           DEP1
                  1          CHK1           DEP1
                  2          CHK2           DEP2




 INSERT NEW FORM NUMBER ASSIGNMENT
                  _          ____           ____
                                                                308
```

Purpose

Update - Payroll. Use this screen to update the HRMS Tables File PCW record types with a record code of TH1-001. These fields include the check form number and deposit form number.

Screen Access

Select Form Number Assignment from Screen 307 - Checkwriter Forms Identification Menu.

Comments

This screen will continue to scroll and display all of the PCW records in the HRMS Tables File. Once the last record is displayed, the cycle will begin again.

If a Next Form Indicator is selected, the update screen will display this selected HRMS Tables File record as the first record on the screen. Form Indicator is for inquiry purposes only, except on the insert line.

If not selected, the next record of this type in the HRMS Tables File will be the first record displayed on the screen.

To add new form number assignment data, type the data into the fields at the bottom of the screen, including Form Indicator.

Associated Transaction

TH1-001

309 - Format Option Control

```
ACTION: _____

 NEXT FORM NUMBER: DW04
                        FORMAT OPTION CONTROL

                FORM       FORMAT    NUMBER FOR
                NUMBER     OPTION    ALIGNMENT
                CHK1         1C         04
                CHK2         3C         04
                CHK3         4C         03
                CHQ1         1C         04
                CHQ2         3C         04
                DEP1         2D         04
                DEP2         4D         04
                DEP3         4D         03
                DPS1         2D         04
                DPS2         4D         04
                DW01         6C         01
                DW02         6D         02
                DW03         6C         03

     INSERT NEW FORMAT OPTION CONTROL                           309

                          _____      __        __
```

Purpose

Update - Payroll. Use this screen to update the HRMS Tables File PCW record types with a record code of TH2-001. These fields include the format option and number for alignment.

Screen Access

Select Format Option Control from Screen 307 - Checkwriter Forms Identification Menu.

Comments

This screen will continue to scroll and display all of the records in the HRMS Tables File of this type. Once the last record is displayed, the cycle will begin again.

If a Next Form Number is selected, the update screen will display this selected HRMS Tables File record as the first record on the screen. If not selected, the next record of this type in the HRMS Tables File will be the first record displayed on the screen.

Form Number is for inquiry purposes only, except on the insert line.

To add new format option control data, type the data into the fields at the bottom of the screen, including Form Number.

Associated Transaction

TH2-001

310 - Report Control Options Menu

```
ACTION: ____
 L1: TN L2: RA


                          REPORT CONTROL OPTIONS MENU


     _  PAYROLL REPORT GENERATE OPTIONS
     _  PAYROLL REPORT PRINT
     _  PAYROLL REPORT DATE
     _  DEDUCTION/OTHER EARNINGS BY DOE REPORT      STARTING DOE CODE: __
     _  ADDRESS LABELS




                                                                  310
```

Purpose

Use this screen to select the PRC record types to be updated in the HRMS Tables File.

Screen Access

Select (PRC) Report Control Options from Screen 300 - Record Type Menu Screen.

Comments

This is an entry only screen. A record type is selected by typing **S**.

If a Starting DOE Code is selected, the update screen will display this selected HRMS Tables File record as the first record on the screen. If not selected, the first record of this type in the HRMS Tables File will be the first record displayed on the screen.

Payroll Report Date uses Level 1 and Level 2 fields for security only.

Within the Realtime Tables File system only, **PRC** in the Action field will redisplay this Record Type menu.

311 - Payroll Report Generate Options

```
ACTION: ____
L1: AL L2: WA
                         PAYROLL REPORT GENERATE OPTIONS


 CHECK/DEPOSIT ADVICE: _


                  CUR MTD QTD YTD
 PAYROLL REGISTER:     _   _   _   _     CHK REVERSAL/PAY HISTORY:  Y
 DOE REGISTER          _   _   _   _            DEDUCT NOT TAKEN:  _
 TAX DISTRIB SUMM      _   _   _   _            SAVINGS BONDS:     _
 HOURS REGISTER:       _   _   _   _            BILLING:           _
 EMPLE ST/LOCAL TAX:  _   _   _   _             BANK SRV:          _
                                               ACH TAPE:          _
                                               ACH TAPE CODE:     __

 CAN EMPLR TAX SUMM:  _   _   _   _


 TAX REPORT SORT:    2
```

Purpose

Update - Payroll. Use this screen to update the HRMS Tables File PRC record types with a record code of AD. These fields include the options to generate the payroll reports and ACH tapes.

Screen Access

Select Payroll Report Generate Options from Screen 310 - Report Control Options Menu.

Comments

All fields can be entered.

Associated Transaction

AD

312 - Payroll Report Print

```
ACTION: _____
L1: AL L2: WA


                        PAYROLL REPORT PRINT

          COMBINED REGISTER:    _         DEDUCTION NOT TAKEN:  _
          PAYROLL REGISTER:       _
          DOE REGISTER:           _       DOE REPORT:
          TAX DISTRIB SUMM:       _                             _
          HOURS REGISTER:         _       BANK SERVICES:
          EMPLE ST/LOCAL TAX:     _       ACH TAPES:            _
          SAVNGS BOND REGISTR:   _                             _
          SAVINGS BOND TAPE:      _       ADDRESS LABELS:
          CAN EMPLR TAX SUMM:     _                             _
```

Purpose

Update - Payroll. Use this screen to update the HRMS Tables File PRC record types with a record code of AE. These fields include the options to print the payroll reports.

Screen Access

Select Payroll Report Print from Screen 310 - Report Control Options Menu.

Comments

All fields can be entered.

Associated Transaction

AE

313 - Payroll Report Date

```
ACTION: _____


                        PAYROLL REPORT DATE


                    BILLING      NUMBER OF    PRINT BLANK
         RUN DATE   TRANSACTION    LABELS     PAGES OPT

        1980/01/31      *            1            1





                                                      313

```

Purpose

Update - Payroll. Use this screen to update the HRMS Tables File PRC record types with a record code of AF. These fields include the run date, billing transactions, number of labels, and print blank pages option.

Screen Access

Select Payroll Report Date from Screen 310 - Report Control Options Menu.

Comments

All fields can be entered.

Associated Transaction

AF

314 - Deduction/Other Earnings By DOE Report

```
ACTION: ____
 L1: TN L2: RA
 NEXT DOE CODE: __
                      DEDUCTION/OTHER EARNINGS BY DOE REPORT

                 *   *   *   *   *   *  PRINT OPTIONS *  *   *   *   *   *   *
 DOE   LEVEL   MINOR                         CURRENT   ARREARS          LIMIT
 CODE  TOTALS  SEQ.     CURRENT  MTD QTD YTD ARREARS   BALANCE   ZEROS BALANCE




      INSERT NEW DOES BY DOE REPORT
   __    __     __      __       __  __  __    __       __        __     __
                                                                          314
```

Purpose

Update - Payroll. Use this screen to update the HRMS Tables File PRC record types with a record code of DL. These fields include the level totals, minor sequence, and the print options (current, month-to-date, quarter-to-date, year-to-date, current arrears, arrears balance, zeros, and limit balance).

Screen Access

Select Deductions/Other Earnings by DOE Report from Screen 310 - Report Control Options Menu.

Comments

This screen will continue to scroll and display all of the PRC records in the HRMS Tables File. Once the last record is displayed, the cycle will begin again. DOE Code is for inquiry purposes only, except on the insert line.

If a Next DOE Code is selected, the update screen will display this selected HRMS Tables File record as the first record on the screen. If not selected, the next record of this type in the HRMS Tables File will be the first record displayed on the screen.

To add new DOE by DOE report data, type the data into the fields at the bottom of the screen, including the DOE Code.

Associated Transaction

DL

315 - Address Labels

```
ACTION: _____
 L1: TN L2: RA



                             ADDRESS LABELS


        ZIP CODE SEQ:       _        RECORD SEQUENCE:     _
        LOW RANGE ZIP      _____    HOME ADDRESS FLAG:  _
        HIGH RANGE ZIP     _____    CONTROLS:           _
                                     NUMBER OF LABELS:   __


        LOW RANGE POSTAL:  _____  LEVEL-3:       _____
        HIGH RANGE POSTAL: _____  LEVEL-4:       _____
                                     LEVEL-5:       _____


        PAY FREQ:                    WORK STATE:
        PAY CODE:           _        RES STATE:     __
        SHIFT CODE:         _
        EMPLOYEE STATUS:    _
                                                          315
```

Purpose

Update - Payroll. Use this screen to update the HRMS Tables File PRC record types with a record code of SL. These fields include the options to generate address labels.

Screen Access

Select Address Labels from Screen 310 - Report Control Options Menu.

Comments

All fields can be entered.

Associated Transaction

SL

317 - Rate Table

```
ACTION: ____
 L1: TN L2: RA

 NEXT RATE CODE: _____
                              RATE TABLE

                 RATE      REGULAR    OVERTIME    VACATION
                 CODE       RATE        RATE        RATE




      INSERT NEW RATES:
                        _____    _____  _____  _____
                                                             317
```

Purpose

Update - Payroll. Use this screen to update the HRMS Tables File PRT record types with a record code of TG. These fields include the regular rate, overtime rate, and vacation rate.

Screen Access

Select Rate Table from Screen 316 - Rate Table Menu.

Comments

This screen will scroll and display all of the records in the HRMS Tables File of this type. Once the last record is displayed, the cycle will begin again.

If a Next Rate Code is selected, the update screen will display this selected HRMS Tables File record as the first record on the screen. If not selected, the next record of this type in the HRMS Tables File will be the first record displayed on the screen. Rate Code is for inquiry purposes only, except on the insert line.

Regular, Overtime, and Vacation rates contain a decimal point alignment. For example, a rate value of **123456789** must be entered **12345.6789**. Rates between **00001.0000** and **99999.0000** do not require the **.0000**.

To add new rate data, type the data into the fields at the bottom of the screen, including Rate Code.

Associated Transaction

TG

318 - Canadian Tax Segment DOEs Menu

```
ACTION: _____
L1: CN L2: DA
                            (CSD)
                   Canadian Tax Segment DOEs Menu
                                    ***Slip***
         _ Amount Deemed Received on Death      (RL-2)
         _ Amt Deemed Rec'd Upon Deregistration (RL-2)
         _ Amt Giving Entitlement to a Deductn  (RL-2)
         _ Charitable Donations                 (T4A)
         _ Charitable Donations                 (T4/RL-1)
         _ Commissions                          (T4/RL-1)
         _ Deferred Salary or Wages             (RL-1)
         _ Deferred Profit Sharing Plan (DPSP)  (T4)
         _ Disposal of an Ineligible Investment (RL-2)
         _ Eligible Retiring Allowances         (T4)
         _ Housing                              (T4/RL-1)
         _ Income Averaging Annuities           (T4A/RL-2)
         _ Low/Free Interest Loans              (T4/RL-1)
         _ Lump Sum Payments Before 12/31/71    (T4A/RL-2)
         _ Lump Sum Payments After 12/31/71     (T4A/RL-2)
         _ Medical Travel                       (T4/RL-1)
         _ Multi-Emplr Ins Plan Contributions   (RL-1)
         _ Non-Eligible Retiring Allowances     (T4)         318
         _ Other Annuities                      (T4A/RL-2)   MORE...
```

```
ACTION: _____
L1: CN L2: 01
                            (CSD)
                   Canadian Tax Segment DOEs Menu
                                    ***Slip***
         _ Other Commissions                    (RL-1)
         _ Other Income                         (RL-1)
         _ Other Income and Deductions          (RL-2)
         _ Other Taxable Benefits/Allowances    (T4/RL-1)
         _ Other Travel                         (T4/RL-1)
         _ Other T4A Commissions                (T4A)
         _ Other T4A Income                     (T4A)
         _ Patronage                            (RL-1)
         _ Pension                              (T4A/RL-2)
         _ Pension Adjustment                   (T4)
         _ Pension Adjustment                   (T4A)
         _ Pension Plan Contrib - Past Service  (T4A)
         _ Personal Use of Employer Auto        (T4/RL-1)
         _ Private Health Insurance             (RL-1)
         _ Refund Following Contributors Death  (RL-2)
         _ Registered Pension Plan              (T4/RL-1)
         _ RESP Accumulated Income              (T4A)
         _ RESP Educational Assistance          (T4A)
         _ Retiring Allowances                  (RL-1)
                                                            318
                                                            MORE...
```

```
ACTION: _____
L1: CN L2: DA
                                    (CSD)
                        Canadian Tax Segment DOEs Menu
                                              ***Slip***
            _  Return of Contribution Overpayment   (RL-2)
            _  Stock Option Benefits                (T4/RL-1)
            _  Tax Paid Amounts                     (RL-2)
            _  Transfer of Funds - Retiring Allow   (T4A)
            _  T4A Patronage                        (T4A)
            _  Union Dues                           (T4/RL-1)




                                                               318
```

Purpose

Use this screen to select the Canadian Tax Segment DOE record types to be updated in the HRMS Tables File.

Screen Access

Select (CSD) Canadian Tax Segment DOEs from Screen 300 - Record Type Menu Screen. Press **Enter** to see more.

This is an entry only screen. Select record type by typing **S**.

This screen will scroll and display all of the Canadian Tax Segment DOE record types. Once the last record type is displayed, the cycle will begin again.

Within the Realtime Tables File system only, **CSD** in the Action field will redisplay this Record Type menu.

319 - Canadian Tax Segment DOEs

```
ACTION: _____
L1: CN  L2: DA


            xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
                        Canadian
                   **Tax Segment DOEs**
                   01: __        02: __
                   03: __        04: __
                   05: __        06: __
                   07: __        08: __
                   09: __        10: __
                   11: __        12: __
                   13: __        14: __
                   15: __        16: __
                   17: __        18: __
                   19: __        20: __
                   21: __        22: __
                   23:           24:
                   25: __        26: __
                   27: __        28: __
                   29: __        30: __
                   31: __        32: __
                   33: __        34: __

                                                  319
```

Purpose

Update. Use this screen to select the HRMS Tables File CSD record types you want to update for the Tax Segment DOEs.

Screen Access

Make a selection from Screen 318 - Canadian Tax Segment DOE Menu.

Comments

The Tax Segment DOE type selected from the menu will be placed in the title. Only one Tax Segment DOE type will be updated at a time. Return to the Canadian Tax Segment DOE Menu to select another type.

The title that appears corresponds to the record type selected on the Canadian Tax Segment DOE Menu:

record code X----------------------X.

Record ID	Information
TM-T4AD	Amount Deemed Received on Death
TM-T4AF	Amt Deemed Rec'd Upon Deregistration
TM-T4AK	Amt Giving Entitlement to a Deductn
TM-T4C	Commissions
TM-T4Y	Deferred Salary or Wages
TM-T4AG	Disposal of an Ineligible Investment
TM-T4E	RL-1 Retiring Allowances
TM-T4AE	T4 Eligible Retiring Allowance
TM-T4AI	Income Averaging Annuities
TM-T4F	Low/Free Rent Interest Loans
TM-T4H	Housing
TM-T4AB	Lump Sum Payments **Before** 12/31/71
TM-T4AL	Lump Sum Payments **After** 12/31/71
TM-T4M	Medical Travel
TM-T4T	Multi-Emplr Ins Plan Contributions
TM-T4AN	T4 Non-eligible Retiring Allowance
TM-T4AA	Other Annuities
TM-T4X	Other Commissions
TM-T4AH	Other Income and Deductions
TM-T4B	Other Taxable Benefits / Allowances
TM-T4O	Other Travel
TM-T4AC	Other T4A Commissions
TM-T4AT	Other T4A Income
TM-T4W	Patronage
TM-T4AS	Pension
TM-T4AV	Pension Adjustment (T4A)
TM-T4V	Pension Adjustment (T4)
TM-T4AM	Pension Plan Contrib (Past Service)
TM-T4G	Personal Use of Employer Auto
TM-T4K	Private Health Insurance

(continued)

Record ID	Information
TM-T4AR	Refund Following Contributors Death
TM-T4R	Registered Pension Plan
TM-T4AO	Return of Contribution Overpayment
TM-T4J	Stock Option Benefits
TM-T4AQ	Tax Paid Amounts
TM-T4AU	Transfer of Funds for Retiring Allowance
TM-T4AP	T4A Patronage
TM-T4U	Union Dues (T4; Releve 1)
TM-T4AW	RESP Accumulated Income
TM-T4AX	RESP Educational Assistance

All fields can be entered.

Associated Transactions

See the *User Guide* for a list of the transactions.

320 - Other Income (Canada)

```
ACTION: ____
 L1: CN L2: DA



                              OTHER INCOME

 SEQ.
 NO.   DOE   DESCRIPTION                  DOE   DESCRIPTION

  1:   5B    _____     __    _____
  2:   5C    _____     __    _____
  3:   5D    _____     __    _____
  4:   5E    _____     __    _____
  5:   5F    _____     __    _____
  6:   5G    _____     __    _____
  7:   5H    _____     __    _____
  8:   5I    _____
  9:   5J    _____     __    _____



                                                            320
```

Purpose

Update. Use this screen to update the HRMS Tables File Canadian tax segment DOE record types with a record code of TM-T4I. These fields include the DOE code and description.

Screen Access

Select Other Income from Screen 318 - Canadian Tax Segment DOEs Menu.

Comments

Sequence Number is for inquiry purposes only.

All other fields can be entered.

Associated Transaction

TM-T4I

321 - Canadian Registered Pension Plan

```
ACTION: ____
 L1: CN L2: DA



                         CANADIAN
                  REGISTERED PENSION PLAN
                      (T4/RELEVE 1)

 SEQ.      REGISTRA.        REGISTRA.        REGISTRA.        REGISTRA.        REGISTRA.
 NO.  DOE   NUMBER    DOE    NUMBER    DOE    NUMBER    DOE    NUMBER    DOE    NUMBER

 1:  4O 00001111111  __ _____  __ _____  __ _____  __ _____
 2:  4P 00002222222  __ _____  __ _____  __ _____  __ _____
 3:  4Q 00003333333  __ _____  __ _____  __ _____  __ _____
 4:  4R 00004444444  __ _____  __ _____  __ _____  __ _____





                                                                              321
```

Purpose

Update. Use this screen to update the HRMS Tables File Canadian tax segment record types with a record code of TM-T4R or TM-T4D. These fields include the DOE Code and 11-position Registration Number.

Screen Access

Select Registered Pension Plans from Screen 318 - Canadian Tax Segment DOEs Menu.

Comments

Sequence Number is for inquiry purposes only. All other fields can be entered.

Associated Transactions

TM-T4R

322 - Union Dues (Canada)

```
ACTION: ____
 L1: CN  L2: DA



                              UNION DUES

   SEQ
   NO.    DOE     DESCRIPTION

   1:     4T    UNION DUES 1   TM-T4U1
   2:     4U    UNION DUES 2   TM-T4U2
   3:     4V    UNION DUES 3   TM-T4U3
   4:     4W    UNION DUES 4   TM-T4U4
   5:     4X    UNION DUES 5   TM-T4U5
   6:     5S    UNION DUES 6   TM-T4U6
   7:     5T    UNION DUES 7   TM-T4U7
   8:     5U    UNION DUES 8   TM-T4U8
   9:     5V    UNION DUES 9   TM-T4U9



                                                        322
```

Purpose

Update. Use this screen to update the HRMS Tables File Canadian tax segment DOE record types with a record code of TM-T4U. These fields include the DOE code and description.

Screen Access

Select Union Dues from Screen 318 - Canadian Tax Segment DOEs Menu.

Comments

Sequence Number is for inquiry purposes only.

All other fields can be entered.

Associated Transaction

TM-T4U

324 - Normal Input Files

```
ACTION: ____


                            NORMAL INPUT FILES


                  **PROCESS**                **FILE**


              PAYROLL REPORT GENERATOR          PD
              EMPLOYEE MASTER FILE PRINT         PD
              EMPLOYEE MASTER SKELETON           EM






                                                                    324
```

Purpose

Update – Run Control. Use this screen to update the HRMS Tables File AA0 record types with a record code of T00-001. These fields include the normal input files to be used by:

- Payroll Report Generator

- Employee Master File Print

- Employee Master Skeleton

All fields can be entered.

Screen Access

Select Normal Input Files from Screen 323 - Master File Access Control Menu.

Associated Transaction

T00-001

325 - Employee Master File Access Modes

```
ACTION: ____


                      EMPLOYEE MASTER FILE ACCESS MODES


        **MASTER FILE TYPE**            **PROCESS**
                                     MAINT.   REPORT
     CURRENT CYCLE MASTER               S        S
     PERIOD-END CYCLE MASTER            S        S
     EXTRACT/RERUN CYCLE MASTER         S        S




                                                             325
```

Purpose

Update – Run Control. Use this screen to update the HRMS Tables File AA0 record types with a record code of T00-002. These fields include the maintenance process and report process for the Employee Master File types:

- Current Cycle Master

- Period-End Cycle Master

- Extract/Rerun Cycle Master.

All fields can be entered.

Screen Access

Select Employee Master File Access Modes from Screen 323 - Master File Access Control Menu.

Associated Transaction

T00-002

327 - Employee Master File Controls

```
ACTION: ____


                    EMPLOYEE MASTER FILE CONTROLS

                                        LAST      LAST
            **MASTER FILE TYPE**        DATE      TIME

         CURRENT CYCLE MASTER         2000/02/01  15:22:30
         PERIOD-END CYCLE MASTER      2000/04/30  15:22:30
         EXTRACT/RERUN CYCLE MASTER   1999/06/30  15:22:30


         CURRENT THRU UPDATE BULLETIN  1998   20 ALL
           (INQUIRY ONLY)

         SYSTEM DATE OVERRIDE          0000/00/00




                                                      327
```

Purpose

Update – Run Control. Use this screen to update the HRMS Tables File AA1 record types with a record code of T01-001. These fields include the last date and last time for the Employee Master File types:

- Current Cycle Master

- Period-End Cycle Master

- Extract/Rerun Cycle Master.

All fields can be entered.

Screen Access

Select Employee Master File Controls from Screen 326 - File Control Processing Menu.

Associated Transaction

T01-001

328 - Organization File Controls

```
ACTION: ____
 L1: CN L2: DA


                     ORGANIZATION FILE CONTROLS


        TYPE    LAST UPDATE           VALID TRAN
        RUN    DATE     TIME         DATE     TIME

         _    0000/00/00 00:00:00  0000/00/00  00:00:00
         _    ____/__/__ __:__:__  ____/__/__  __:__:__
         _    ____/__/__ __:__:__  ____/__/__  __:__:__


             UPDATE INPUT        PAYROLL COMPUTE
            DATE     TIME         DATE     TIME

           0000/00/00 00:00:00  0000/00/00  00:00:00
           ____/__/__ __:__:__  ____/__/__  __:__:__
           ____/__/__ __:__:__  ____/__/__  __:__:__




                                                     328
```

Purpose

Update – Run Control. Use this screen to update the HRMS Tables File AA1 record types with a record code of T01-002. These fields include the last date and last time for the following controls:

- Organization last update controls.

- Organization valid transactions controls.

- Organization controls expected by update.

- Organization controls expected by Payroll.

- Compute.

These fields also include the last date and time for the following Employee Master File types:

- Current Cycle Master

- Period-End Cycle Master

- Extract/Rerun Cycle Master

Screen Access

Select Organization File Controls from Screen 326 - File Control Processing Menu.

Comments

All fields can be entered. Once Type Run is entered, the field is protected and cannot be modified.

Associated Transaction

T01-002

330 - Organization DOE Information (U.S.)

```
ACTION: ____
 L1: AL L2: WA

 NEXT DOE CODE: DD

                     ORGANIZATION DOE INFORMATION

 DOE      TYP SUB                VAC ******* TAXING OPTIONS ******* ** ACH ***
 CD  PRTY CD  TYP  DESCRIPTION   IND FED ST CNTY CTY FICA FUI SU/DI IND TYP CD
 AA  1295 2        BNKSVC/CHK%NPP  0   0   1   1   1   1   1   1
 BA  1292 2        BANK SVC/SAVE   1   1   1   1   1   1   1
 CA  1294 2        BANK SVC/CHK2   1   1   1   1   1   1   1
 DA  1293 2        BANK SVC/IRAEX  1   1   1   1   1   1   1
 DB  1293 G        BANK SVC/IRA    0   0   0   0   0   0   0   B   2
 DC  1293 G        DMUTANTB213B1   1   2   1   1   3   1   1   B   2


 INSERT NEW DOE CODES:

  __ ____ _ __ _____ _ _ _ _ _ _ _ _ __

                                                                  330
```

Purpose

Update – Payroll. Use this screen to update the HRMS Tables File PDE record types with a record code of DOE-001. These fields include priority, type code, description, vacation indicator and taxing options.

Screen Access

Select Organization DOE Information from Screen 329 - Organization DOE Menu.

Comments

This screen will continue to scroll and display all of the records in the HRMS Tables File of this type. Once the last record is displayed, the cycle will begin again.

If a Next DOE Code is selected, the update screen will display this selected HRMS Tables File record as the first record on the screen. If not selected, the next record of this type in the HRMS Tables File will be the first record displayed on the screen. DOE Code is for inquiry purposes only, except on the insert line.

To add a new organization DOE, type the data into the fields at the bottom of the screen, including the DOE Code.

Associated Transaction

DOE-001

331 - Organization DOE Information (Canada)

```
ACTION: ____
L1: CN L2: DA

NEXT DOE CODE: AG
                          ORGANIZATION DOE INFORMATION


                                          *TAXING OPTIONS* ** ACH **
DOE      TYP SUB              FRENCH      VAC  FED  C/QPP  QM   IND   CODE
 CD PRTY CD  TYP DESCRIPTION  DESCRIPTION IND    PROV  EI/QI     TYPE
  AA 1295 J    BNKSVC/CHK%NNP              1 1 1 1 1   A 1 75
  AB 0001 X    T4A GRP 2 FTN1 BX16 T4AS    1 1 0 0 0
  AC 0001 X    T4A GRP 2 FTN2 BX16 T4AS    1 1 0 0 0
  AD 0001 X    T4A GRP 2 FTN3 BX18 T4AL    1 1 0 0 0
  AE 0001 X    T4A GRP 2 FTN4 BX28 T4AL    1 1 0 0 0
  AF 0001 X    T4A GRP 2 FTN5 BX28 T4AT    1 1 0 0 0


 INSERT NEW DOE CODES:

   __ ____ _  _ _____ _____ _  _ _ _ _ _  _ __



                                                             331
```

Purpose

Update – Payroll. Use this screen to update the HRMS Tables File PDE record types with a record code of DOE-001. These fields include Priority, Type Code, Description, French Description, Vacation Indicator and Taxing Options.

Screen Access

Select Organization DOE Information from Screen 329 - Organization DOE Menu.

Comments

This screen will continue to scroll and display all of the records in the HRMS Tables File of this type. Once the last record is displayed, the cycle will begin again.

If a Next DOE Code is selected, the update screen will display this selected HRMS Tables File record as the first record on the screen. If not selected, the next record of this type in the HRMS Tables File will be the first record displayed on the screen. DOE Code is for inquiry purposes only, except on the insert line.

To add a new organization DOE, key the data into the fields at the bottom of the screen, including the DOE Code.

Associated Transaction

DOE-001

332 - Organization Step DOE Information

```
ACTION: ____
 L1: AL L2: WB
 NEXT DOE CODE: AD    ORGANIZATION STEP DOE INFORMATION

 DOE SB/XO********* DEFINITION OF WAGES *********STP M    AMOUNT/      DOE STEP
 CD   IND 1   2   3   4   5   6   7   8   9  10 NBR C    PERCENT      MAXIMUM
 AA   1 2 TOT                                   1: 1          1.00          1.00
                    2: 1         1.00          2.00 3: 9 9999999.1111       999.00
                    4: 9 9999999.0000       9999.00 5: 9  999999.0000    999999.00
 AB   1 2 TOT                                   1: 1          5.00         11.00
                    2: 1         4.00         22.00 3: 1          3.00         33.00
                    4: 1         2.00         44.00 5: 1          1.00         55.00
 AC   1 2 TOT                                   1: 1          1.00        111.00
                    2: 1         2.00        222.00 3: 1          3.00        333.00
                    4: 1         4.00        444.00 5: 1          5.00        555.00

 --------------------------- NEW STEP DOE ENTRY ----------------------------
                                               1:
           2: _ _____ _____          3: _ _____ _____
           4: _ _____ _____          5: _ _____ _____
 __  _ _ __ ___ ___ ___ __ ___ __ __ ___  1: _ _____ _____
           2: _ _____ _____          3: _ _____ _____
           4: _ _____ _____          5: _ _____ _____
                                                                        332
```

Purpose

Update - Payroll. Use this screen to update the HRMS Tables File PDE record types with a record code of DOE-STP. These fields include step base indicator, cross over indicator, definition of wages 1 - 10, method code, amount/percent per hour and DOE step maximum.

Screen Access

Select Organization Step DOE Information from Screen 329 - Organization DOE Menu.

Comments

This screen will display up to 3 records at a time and will continue to scroll and display all of the records in the HRMS Tables File of this type. Once the last record is displayed, the cycle will begin again.

If a Next DOE Code is selected, the update screen will display this selected HRMS Tables File record as the first record on the screen. If not selected, the next record of this type in the HRMS Tables File will be the first record displayed on the screen. DOE Code is for inquiry purposes only, except on the insert line.

To add a new organization Step DOE, type the data into the fields at the bottom of the screen, including the Step DOE Code. The DOE code must already be set up (using DOE-001) prior to entering on this screen. There is a maximum of 500 Step DOEs per Level I-Level 2.

Associated Transaction

DOE-STP

333 - Organization Special Hours Information

```
ACTION: ____
 L1: AL L2: WB

 NEXT SPECIAL HOURS CODE    __

                 ORGANIZATION SPECIAL HOURS INFORMATION

    SPECIAL HOURS    DOE      SPECIAL HOURS    DOE      SPECIAL HOURS    DOE
    CODE/DESCRIPTION TIE      CODE/DESCRIPTION TIE      CODE/DESCRIPTION TIE
    01   MAX/S/HR    01       02   MAX/S/HR    02       03   MAX/S/HR    03
    04   MAX/S/HR    04       05   MAX/S/HR    05       06   MAX/S/HR    06
    07   MAX/S/HR    07       08   MAX/S/HR    08       09   MAX/S/HR    09
    10   MAX/S/HR    10       11   MAX/S/HR    11       12   MAX/S/HR    12
    13   MAX/S/HR    13       14   MAX/S/HR    14       15   MAX/S/HR    15
    16   MAX/S/HR    16       17   MAX/S/HR    17       18   MAX/S/HR    18
    19   MAX/S/HR    19       21   MAX/S/HR    21       22   MAX/S/HR    22
    23   MAX/S/HR    23       24   MAX/S/HR    24       25   MAX/S/HR    25




 INSERT NEW SPECIAL HOURS CODE AND DOE TIE:

     __  _____   __      __  _____   __          __  _____    __
                                                                       333
```

Purpose

Update - Payroll. Use this screen to update the HRMS Tables File PDE record types with a record code of DOE-SPH. These fields include special hours description and DOE tie.

Screen Access

Select Organization Special Hours Information from Screen 329 - Organization DOE Menu.

Comments

This screen will display up to 33 records at a time, and will continue to scroll and display all of the records in the HRMS Tables File of this type. Once the last record is displayed, the cycle will begin again.

If a Next Special Hours Code is selected, the update screen will display this selected HRMS Tables File record as the first record on the screen. If not selected, the next record of this type in the HRMS Tables File will be the first record displayed on the screen. Special Hours Code is for inquiry purposes only, except on the insert line.

To add a new organization Special Hours Code, type the data into the fields at the bottom of the screen, including the Special Hours Code. The Special Hours code must be numeric and valid values are 01 through 90 (maximum of 90).

Associated Transaction

DOE-SPH

336 - Report Record Map Entry

```
ACTION: ____

                        REPORT RECORD MAP ENTRY

        REPORT ID:   001       KEY1:        00       KEY2:
        RECORD TYPE: 400R      VERSION YEAR: 1991

 NEXT SEQ NBR: 046

                               ---------- OUTPUT FIELD ---------
      SEQ                   BEG FLD
 CMD  NBR  FIELD NAME        DISP    LENGTH  DEC    LINE     COL   FMT   CMT
  _   005  TX-PST-INFO-LN1    01      18      0      03      044    0    _
  _   010  TX-W2-CTL-NO       01      11      0      04      002    2    _
  _   015  TX-SIND-FORM       01      01      0      04      016    0    _
  _   020  TX-DECD-IND        01      01      0      04      019    0    _
  _   025  TX-PIND-FORM       01      01      0      04      023    0    _
  _   030  TX-W2-LRP-IND      01      01      0      04      026    0    *
      035  TX-942-EMP-IND     01      01      0      04      029    0    *
  _   040  TX-DCIND-FORM      01      01      0      04      036    0    _
  _   045  TX-PST-INFO-LN2    01      18      0      04      044    0    _


   INSERT NEW RECORD MAP ENTRY:
     ____  _____   __     ___    _     ___     ____   _    _ 336
```

Purpose

Update. Use this screen to add/change/delete report record map entries.

Screen Access

Make a selection on Screen 357 - Report Record Map Selection.

Comments

Special commands are allowed on this screen to provide an efficient way of creating and deleting record maps. See the *Regulatory Reporting Guide*, Record Mapping chapter, for complete instructions on using the Copy/Delete commands.

Associated Transaction

SRM001. HRMS Tables File Application Code is PRM from PAY.

337 - U.S. Regulatory File/Form Indicators

```
ACTION: _____          FILE/FORM INDICATORS UPDATED
                    U.S. Regulatory File/Form Indicators

                  Report ID: 100     Auth/Model:    21
                  Local:             Version Year:  2007

        -------------------- File Record Indicators --------------------

      File Control Data                    Employee Data
      -------------------------            -------------------------
    F (AREC) Transmitter Record          N (WREC) Primary Employee Data
    N (BREC) Basic Authorization Rec     N (OREC) Optional Employee Data
    N (FREC) Final Record                Y (SREC) State Employee Data

      Employer Data                        Total Data
      -------------------------            -------------------------
    Y (EREC) Employer Record             N (IREC) Intermediate Totals
    N (RREC) Reconciliation Record       N (TREC) W Record Totals
                                         N (UREC) O Record Totals
      Other Indicators/Info              Y (VREC) S Record Totals
      -------------------------
    _ Local W-2 Tape Format Ind
 2006 Standard Format Year
    N Special Form Indicator                                      337
```

Purpose

Update. Controls the records to generate, the year of the federal format to use for a file, and the format to use for a form: a specific format or the federal format.

Screen Access

Add or select a report from Screen 358 - U.S. Regulatory File and Form Indicator Selection.

Comments

Special commands are allowed on this screen to provide an efficient way of creating tape and form indicators. See the *Regulatory Reporting Guide*, Record Mapping chapter, for complete instructions on using the Copy/Delete commands.

Associated Transaction

SRO001. HRMS Tables File Application Code is PTF from PAY.

338 - T4/T4A Tape Record Indicators (Canada)

```
ACTION: ____
                         ENTER A T4/T4A REPORT ID



                       T4/T4A TAPE RECORD INDICATORS


              REPORT ID: 400    AUTHORITY: 00    VERSION YEAR: 1994


              _    (TREC) TRANSMITTER RECORD INDICATOR
              _    (EREC) EMPLOYEE RECORD INDICATOR
              _    (SREC) SUMMARY RECORD INDICATOR





                                                                   338
```

Purpose

Update. Controls generation of T4/T4A tape records.

Screen Access

Add or select a tape report from Screen 361 - T4/T4A Tape Record Indicator
Selection.

Comments

Special commands are allowed on this screen to provide an efficient way of creating
tape and form indicators. See the *Regulatory Reporting Guide*, Record Mapping
chapter, for complete instructions on using the Copy/Delete commands.

Associated Transaction

SRO002

339 - Report Generate Control

```
ACTION: ____
                           END OF L1L2 ENTRIES

  REPORT ID: 101  AUTHORITY:      LOCAL:       GROUP: QTRF2

                         REPORT GENERATE CONTROL

             GENERATE RECORDS: Y    GENERATE AUDIT REPORT: D

        NEXT L1L2:   ____

         CMD      L1L2  SORT SEQ     CMD     L1L2   SORT SEQ

          _      *QTR   _____        _      ____   _____
          _      ____   _____        _      ____   _____
          _      ____   _____        _      ____   _____
          _      ____   _____        _      ____   _____

          _      ____   _____        _      ____   _____
          _      ____   _____        _      ____   _____
          _      ____   _____        _      ____   _____

          INSERT:  L1L2  SORT SEQ           L1L2   SORT SEQ        339
                   ____  _____             ____   _____
```

Purpose

Update. Controls whether report records and/or audit records are generated, and identifies which Sort Sequence IDs to use at print time.

Screen Access

Add or select a report on Screen 359 - Report Generate Control Selection.

Associated Transaction

GEN001, GEN002

340 - Sort Sequence Identifier Selection

```
ACTION: _____
                        END OF SORT SEQUENCE IDENTIFIERS

                          SORT SEQUENCE IDENTIFIERS


          NEXT SORT SEQ:    _____

                          SORT SEQ            SORT SEQ

              _           FML2NU       _     SXLVL2
              _           L1ENUM       _     SXLV1F
              _           L1L2NU       _     SXLV2T
              _           L1L2N3
              _           SPEIN1
              _           SPEIN2
              _           SQWSUN
                          SW2EST
                          SW2WOE
              _           SXLVL1

        INSERT SORT SEQUENCE IDENTIFIER:
                                                                   340
                         _____
```

Purpose

Update. Use this screen to scroll through existing sort sequence identifiers and add/delete/select identifiers.

Screen Access

Select Sort Sequence Selection & Control from Screen 335 (U.S.) or Screen 352 (Canada) - Regulatory Parameter Control Menu.

If you use the Add or Select function, a second screen (341) is displayed so that you can enter or modify the sort sequence priority.

Associated Transactions

SRT001, SRT002

341 - Sort Sequence Control

```
Action: ____

 Sort Sequence ID: FEL1L2

                        U.S. Sort Sequence Control

Pri Low                    Pri Low                    Pri Low
Num Tot Field Name         Num Tot Field Name         Num Tot Field Name

01   Y  Fed Tax ID (EIN)   __  _  Union Cd            __  _  State Unit Cd
02   N  Level 1            __  _  Employee Num        __  _  Tx Auth Supp 3
03   N  Level 2            __  _  EE Nm - 30 Chars    __  _  Tx Auth Supp 4
04   N  Empee SSN          __  _  EE Nm - 20 Chars    __  _  St Tax ID (EIN)
__  _   Level 3            __  _  EE Nm - 10 Chars    __  _  SUI Tax ID
__  _   Level 4            __  _  ZIP Code            __  _  Local Entity Cd
__  _   Level 5            __  _  Establishment Cd    __  _  Local Auth Cd
__  _   Home Distribtn     __  _  FICA Ind            __  _  Shift Cd
        Check Seq Cd              Resident St Cd
__  _   Emp Status- Pos1   __  _  Work St Cd
__  _   Emp Status- Pos2   __  _  Rpting St SCC Cd
__  _   Pay Frequency      __  _  Rpting Lcl SCC Cd
__  _   Pay Cd             __  _  Tx Auth Supp 1
__  _   Workers Comp Cd    __  _  Tx Auth Supp 2
                                                              341
```

Purpose

Update. This screen displays the results of an Add or Selection of a Sort Sequence ID on Screen 340.

Use this screen to establish sort sequence priorities and set fields to be used for lowest totals.

Screen Access

Screen 341 is automatically accessed if you add or select a Sort Sequence ID on Screen 340 - Sort Sequence Identifiers.

Associated Transaction

SRT001

342 - Sort Sequence Control (Canada)

```
Action: ____

Sort Sequence ID: SORT01

                    Canadian Sort Sequence Control

Pri Lowest                           Pri Lowest
Num Total      Field Name            Num Total      Field Name

01   N    Employee Number            __   _    Workers Compensation Cd
02   N    Level 2                    __   _    Union Code
03   Y    Business Number            __   _    Employee Soc Ins Num
04   N    Pay Frequency              __   _    EE Name - First 30 Char
__   _    Level 1                    __   _    EE Name - First 20 Char
__   _    Level 3                    __   _    EE Name - First 10 Char
__   _    Level 4                    __   _    Postal Code
__   _    Level 5                    __   _    Current Fed Prov Code
          Home Distribution                    Current EI Rate Code
__   _    Cheque Sequence Code       __   _    Tax Seg Fed Prov Code
__   _    Employee Status - Pos 1    __   _    Tax Seg EI Rate Code
__   _    Employee Status - Pos 2    __   _    Agent Account Number
__   _    Pay Code

                                                             342
```

Purpose

Update. Use this screen to establish sort sequence priorities and set fields to be used for lowest totals.

Screen Access

Screen 342 is automatically accessed if you add or select a Sort Sequence ID on Screen 340 - Sort Sequence Identifiers.

Associated Transaction

SRT002

343 - Report Print Sequence Values

```
ACTION: _____              PRT001 UPDATE COMPLETE


 REPORT ID: 101  AUTHORITY: 11  LOCAL:      GROUP:

                    REPORT PRINT SEQUENCE VALUES

 SORT SEQUENCE ID: L1ENUM

 PRI  FIELD NAME:                      FIELD VALUES:

  01  LEVEL 1
  02  EMPLOYEE NUMBER                  __
                                       _____




                                                              343
```

Purpose

Update. Use this screen to enter the values you want to select at print time for the fields in your sort sequence.

Screen Access

This screen is displayed when you select a sort sequence on screen 355 - Report Print Control/Sort Sequence ID Selection.

Comments

Up to 54 characters are allowed in Field Value entries.

Associated Transaction

PRT002

344 - Local Authority Selection (U.S.)

```
ACTION: _____
                        END OF LOCAL AUTHORITIES

                        LOCAL AUTHORITY SELECTION

    NEXT LOCAL AUTHORITY ID:    _____


                           LOCAL                LOCAL
                         AUTHORITY            AUTHORITY
                            ID                   ID

                 _         INCT
                 _         LCL2
                 _         LCL3
                 _         NTCT
                 _         NYCT
                 _         YNCT




        INSERT LOCAL AUTHORITY ID:
                           _____
                                                            344
```

Purpose

Update. Use this screen to scroll through the local authorities you have established in the HRMS Tables File. You can select an authority from the list or you can add a new authority to the list.

If you select or add an authority, a screen (345) will be displayed for you to define the authority.

Screen Access

Select Local Authority Selection & Assignment from Screen 335 - U.S. Regulatory Parameter Control Menu.

Associated Transaction

LOC001

345 - Local Authority Assignment (U.S.)

```
ACTION: _____
                      END OF AUTHORITY ENTRIES

LOCAL AUTHORITY ID: LCL3
                      LOCAL AUTHORITY ASSIGNMENT

        NEXT:   L1L2      SCC TYPE        SCC CODE
                ____       _              ____


        CMD     L1L2      SCC TYPE        SCC CODE    STATE CODE

         _      ALWA      2 COUNTY        0850          00
         _      ALWB      2 COUNTY        0850          00
         _      TNRA      2 COUNTY        0850          00
         _      TNRB      2 COUNTY        0850          00
         _      ____       _             ____          __

         _      ____       _             ____          __
         _      ____       _             ____          __
         _      ____       _             ____          __

        INSERT: L1L2      SCC TYPE        SCC CODE    STATE CODE
                ____       _             ____          __
                                                            345
```

Purpose

Update. Use this screen to specify the level 1-level 2s and SALTAs to include in this local authority identifier.

Screen Access

This screen is displayed when you select or add an authority on screen 344 - Local Authority Selection.

Associated Transaction

LOC001

346 - Report Group Selection

```
ACTION: _____
                         END OF GROUP ENTRIES

                       STATE REPORT GROUP SELECTION


          NEXT GROUP: _____


                        GROUP              GROUP

                    _   ALLST       _      99RT3
                    _   QFSU2
                    _   QFSU3
                    _   QTRF2
                    _   QTRF3
                    _   QTRT2
                        QTRT3
                        QTSU2
                    _   QTSU3
                    _   W2TP3

          INSERT STATE REPORT GROUP:
                        _____
                                                         346
```

Purpose

Update. Use this screen to scroll through groups you have established in the HRMS Tables File. You can select a group from the list or add a new group.

If you select or add a group, a screen will be displayed for you to modify the existing group or define the new group.

Screen Access

Select Define xxxxx Group from Screen 335 - U.S. Regulatory Parameter Control Menu or select Define xxxxx Group from Screen 352 - Canadian Regulatory Parameter Control Menu.

Associated Transaction

GRP001, GRP002, GRP004

347 - Define State Group (U.S.)

```
ACTION: ____

 GROUP: TEST                 DEFINE STATE GROUP

  ST  STATE          ST  STATE          ST  STATE          ST  STATE
  CD  NAME           CD  NAME           CD  NAME           CD  NAME

  _  01-ALABAMA      _  02-ALASKA       _  03-ARIZONA      _  04-ARKANSAS
  _  05-CALIFORNIA   _  06-COLORADO     _  07-CONNECTICUT  _  08-DELAWARE
  _  09-DIST OF COL  _  10-FLORIDA      _  11-GEORGIA      _  12-HAWAII
  _  13-IDAHO        _  14-ILLINOIS     _  15-INDIANA      _  16-IOWA
  _  17-KANSAS       _  18-KENTUCKY     _  19-LOUISIANA    _  20-MAINE
  _  21-MARYLAND     _  22-MASSACHUSETTS _ 23-MICHIGAN     _  24-MINNESOTA
  _  25-MISSISSIPPI  _  26-MISSOURI     _  27-MONTANA      _  28-NEBRASKA
  _  29-NEVADA       _  30-NEW HAMPSHIRE _ 31-NEW JERSEY   _  32-NEW MEXICO
     33-NEW YORK        34-NORTH CAROLINA  35-NORTH DAKOTA    36-OHIO
  _  37-OKLAHOMA        38-OREGON          39-PENNSYLVANIA _  40-RHODE ISLAND
  _  41-SOUTH CAROLINA _ 42-SOUTH DAKOTA _ 43-TENNESSEE    _  44-TEXAS
  _  45-UTAH           46-VERMONT       _  47-VIRGINIA     _  48-WASHINGTON
  _  49-WEST VIRGINIA _ 50-WISCONSIN    _  51-WYOMING      _  52-PUERTO RICO

  VALID PROCESSING COMMANDS:  A, D                                    347
```

Purpose

Update. Use this screen to add or delete states in a State Group.

Screen Access

This screen is displayed when you add or select a group from Screen 346 - State Report Group Selection.

Associated Transaction

GRP001

348 - Define Province Group (Canada)

```
ACTION: ____


 GROUP: TEST                    DEFINE PROVINCE GROUP



             PROVINCE                     PROVINCE
          CD  NAME                    CD  NAME

          _  80-ALBERTA              _  81-BRITISH COLUMBIA
          _  82-MANITOBA             _  83-NEW BRUNSWICK
          _  84-NEWFOUNDLAND/LABRADOR _  85-NOVA SCOTIA
          _  86-ONTARIO              _  87-PRINCE EDWARD ISLAND
          _  88-QUEBEC               _  89-SASKATCHEWAN
          _  90-NORTHWEST TERRITORIES _  91-YUKON TERRITORIES
          _  92-OUTSIDE CANADA




 VALID PROCESSING COMMANDS: A, D                                    348
```

Purpose

Update. Use this screen to add or delete provinces in a Province Group.

Screen Access

This screen is displayed when you select or add a group on Screen 346 - Province Report Group Selection.

Associated Transaction

GRP004

349 - Define Local Group (U.S.)

```
ACTION: _____
                          END OF GROUP ENTRIES
 GROUP: TEST                    DEFINE LOCAL GROUP

    NEXT LOCAL AUTHORITY ID:    _____

                         LOCAL                   LOCAL
              CMD       AUTHORITY     CMD       AUTHORITY
                           ID                      ID

               _         _____         _         _____
               _         _____         _         _____
               _         _____         _         _____
               _         _____         _         _____
               _         _____         _         _____
               _         _____         _         _____
               _         _____         _         _____

               _         _____         _         _____
               _         LOCAL         _         LOCAL
           INSERT:     AUTHORITY               AUTHORITY
                          ID                      ID

                         _____                   _____
                                                            349
```

Purpose

Update. Use this screen to add or delete authorities in a Local Group.

Screen Access

This screen is displayed when you select or add a group on Screen 346 - Local Report Group Selection.

Associated Transaction

GRP002

350 - Define Level 1-Level 2 Group

```
ACTION: _____
                            END OF GROUP ENTRIES
GROUP: TES

                        DEFINE LEVEL 1-LEVEL 2 GROUP


              NEXT L1L2:      _____

              CMD     L1L2    CMD     L1L2

               _      _____    _      _____
               _      _____    _      _____
               _      _____    _      _____
               _      _____    _      _____
               _      _____    _      _____
               _      _____    _      _____

               _      _____    _      _____
               _      _____    _      _____
               _      _____    _      _____

              INSERT:  L1L2            L1L2                   350
                       _____           _____
```

Purpose

Update. Use this screen to identify Level 1-Level 2s to be included in a Level 1-Level 2 Group.

Screen Access

This screen is displayed when you select or add a group on Screen 346 - L1L2 Report Group Selection.

Associated Transaction

GRP003

352 - Canadian Regulatory Parameter Control Menu

```
ACTION: _____



                     CANADIAN REGULATORY PARAMETER CONTROL MENU


              REPORT ID:         AUTHORITY:         GROUP:
              RECORD TYPE:       VERSION YEAR:      SORT SEQ:



     _  REPORT GENERATE CONTROL
     _  REPORT PRINT CONTROL
     _  REPORT FORMS ASSIGNMENT
     _  SORT SEQUENCE SELECTION & CONTROL
     _  DEFINE PROVINCE GROUP
        DEFINE L1 L2 GROUP



                                                              352
```

Purpose

Menu. Use this menu to select HRMS Tables File records for parameter driven reporting.

Screen Access

Select CPC, Canadian Regulatory Parameter Control from Screen 351, Canadian Reporting Menu.

Associated Transaction

HRMS Tables File Application Code is CPC from CAN.

353 - Releve 1/Releve 2 Tape Record Indicators

```
ACTION: _____
                      CREATING TAPE IND - ENTER DATA OR USE COPY COMMAND



                      RELEVE 1/RELEVE 2 TAPE RECORD INDICATORS


              REPORT ID: 300     AUTHORITY: 00     VERSION YEAR: 1997



         _    (AREC) AGENT ACCOUNT HEADER RECORD INDICATOR
         _    (BREC) EMPLOYEE RELEVE 1 RECORD INDICATOR
         _    (CREC) EMPLOYEE RELEVE 2 RECORD INDICATOR
         _    (DREC) AGENT ACCOUNT TRAILER RECORD INDICATOR
         _    (EREC) END OF FILE RECORD INDICATOR




                                                              353
```

Purpose

Update. Use this screen to indicate which tape records to generate for a Releve 1/Releve 2 tape.

Screen Access

This screen is displayed when you select or add a report on Screen 362 - Releve 1/Releve 2 Tape Record Indicator Selection.

Associated Transaction

SRO003

354 - Report Forms Assignment

```
ACTION: ____


 NEXT FORM CODE: 435

                      REPORT FORMS ASSIGNMENT


           FORM      LINES    INTERMEDIATE    NUMBER OF    NUMBER OF
    CMD    CODE    PER FORM      TOTALS      EE RECORDS   ALIGNMENTS

     _     200       033           Y            041           04
     _     300       033           N            000           04
     _     310       033           N            000           04
     _     335       017           N            000           04
     _     340       017           N            000           04
     _     350       021           N            000           04
           360       021           N            000           04
           400       033           Y            041           04
     _     420       044           Y            041           04
     _     435       017           N            000           04

 INSERT NEW FORM:
                                                               354
           ____      ____          _           ____          __
```

Purpose

Update. Use this screen to enter form code, lines per form, number of forms to use for alignment, whether intermediate totals are to be printed and the number of employee records to print before intermediate totals.

Screen Access

Select Report Forms Assignment from Screen 335 - U.S. Regulatory Parameter Control Menu or Screen 352 - Canadian Regulatory Parameter Control Menu.

Associated Transaction

FRM001

355 - Report Print Control/Sort Sequence ID Selection

```
ACTION: _____
                       END OF SORT SEQUENCE ENTRIES

 REPORT ID: 001  AUTHORITY: 00  LOCAL:      GROUP:

                        REPORT PRINT CONTROL

 VER YR: _____   FORMS CD: ____  CHANL PRT: N  PRT SEQ ID: _____   REC LMT: _____


                  SORT SEQUENCE IDENTIFIER SELECTION

          NEXT SORT SEQ: _____        DEFAULT SORT SEQ: _

            CMD    SORT SEQ    CMD     SORT SEQ

             _       ABC101




                                                              355
```

Purpose

Update. Use this screen to enter the version year, forms code, channel printer indicator, print sequence ID, and record limit. You can also use this screen to select a sort sequence ID.

If you select a sort sequence ID, screen 343 will display. You can define the print values on that screen.

Screen Access

Select a report to print from Screen 360 - Report Print Control Selection.

Associated Transaction

PRT001, PRT002

356 - L1-L2 Group Selection

```
ACTION: _____
                          END OF GROUP ENTRIES

                       L1L2 REPORT GROUP SELECTION


            NEXT GROUP: ___


                            GROUP              GROUP

                _     ALL
                _     CAN
                _     QTR
                _     USA
                _     YE1
                _     YE2




            INSERT L1L2 GROUP:
                                                               356
                ___
```

Purpose

Update. Use this screen to scroll through L1-L2 groups you have established in the HRMS Tables File. You can select a group from the list or add a new group.

If you select or add a group, a screen will be displayed for you to modify the existing group or define the new group.

Screen Access

Select Define L1-L2 Group from Screen 335 - U.S. Regulatory Parameter Control Menu or Screen 352 - Canadian Regulatory Parameter Control Menu.

Associated Transaction

GRP003

357 - Report Record Map Selection

```
ACTION: ____


                  REPORT RECORD MAP SELECTION

        NEXT:    REPORT    KEY1    KEY2     REC TYPE    VER YEAR
                 001       00      ____     400R        1994

        CMD      REPORT    KEY1    KEY2     REC TYPE    VER YEAR

         _       001       00      ____     400F        1996
         _       001       00      ____     400F        1994
         _       001       00      ____     400F        1993
         _       001       00      ____     400F        1991
         _       001       00      ____     400H        1996
         _       001       00      ____     400H        1994
         _       001       00      ____     400H        1993
                 001       00               400H        1991
         _       001       00      ____     400R        1996
         _       001       00      ____     400R        1994

        INSERT:  REPORT    KEY1    KEY2     REC TYPE    VER YEAR
                                                                     357
                 ____      __      ____     ____        ____
```

Purpose

Update. Use this screen to scroll through record map data you have established in the HRMS Tables File. You can select or add record map data.

If you select or add a record map, a screen will be displayed for you to modify the existing record map or define a new record map.

Screen Access

Select (PRM) Report Record Map Entry from Screen 334 - U.S. Regulatory Reporting Menu or Screen 351 - Canadian Reporting Menu.

Associated Transaction

SRM001

358 - U.S. Regulatory File/Form Indicator Selection

```
ACTION: _____


              U.S. Regulatory File/Form Indicator Selection
                            (PTF)
          Next:    Report    AUTH     Local     VER Year
                   100       22       _____     1991


          CMD      Report    AUTH     Local     VER Year

            _      100       21       _____     2007
            _      100       21       _____     2005
            _      100       21       _____     2004
            _      100       21       _____     2002
            _      100       21       _____     2001
            _      100       21       _____     1991
            _      100       22       _____     2005
                   100       22                 2002
                   100       22                 2001
            _      100       22       _____     1991

          Insert:  Report    AUTH     Local     VER Year

                   ____      __       ____      ____
                                                           358
```

Purpose

Update. Use this screen to scroll through U.S. Regulatory File and Form Indicators you have established in the HRMS Tables File. You can select, add, or delete indicators. A screen will be displayed for you to modify or define file and form indicators.

If you select or add indicators, a screen will be displayed for you to modify the existing indicator or define new indicators.

Screen Access

Select (PTF) U.S. Regulatory File/Form Indicators from Screen 334 - U.S. Regulatory Reporting Menu.

Associated Transaction

SRO001

359 - Report Generate Control Selection

```
ACTION: _____


                  REPORT GENERATE CONTROL SELECTION

        NEXT:    REPORT    AUTH    LOCAL    GROUP
                  203       00     _____    _____


        CMD      REPORT    AUTH    LOCAL    GROUP

          _       101       __     _____    QFSU2
          _       101       __     _____    QTRF2
          _       102       __     _____    QTRT2
          _       102       __     _____    QTSU2
          _       104       33     _____    _____
          _       105       33     _____    _____
          _       200       00     _____    _____
                  201       00
                  202       00     _____    _____
          _       203       00     _____    _____

        INSERT:   REPORT    AUTH    LOCAL    GROUP
                                                                     359
                   ___       __     _____    _____
```

Purpose

Update. Use this screen to scroll through Report Generate Control data you have established in the HRMS Tables File. You can select, delete, or add report generate controls data.

If you select or add data, Screen 339 will be displayed for you to modify the existing report generate control data or add new report generate control data.

Screen Access

Select Report Generate Control from Screen 335 - U.S. Regulatory Parameter Control Menu or Screen 352 - Canadian Regulatory Parameter Control Menu.

Associated Transaction

GEN001

360 - Report Print Control Selection

```
ACTION: _____


              REPORT PRINT CONTROL SELECTION

    NEXT:    REPORT    AUTH    LOCAL    GROUP
             102        __     _____    QTRT2

    CMD      REPORT    AUTH    LOCAL    GROUP

     _        101       03     _____    _____
     _        101       10     _____    _____
     _        101       11     _____    _____
     _        101       23     _____    _____
     _        101       27     _____    _____
     _        101       33     _____    _____
     _        101       34     _____    _____
              101       48
              101       51
     _        102        __    _____    QTRT2

    INSERT:  REPORT    AUTH    LOCAL    GROUP
                                                              360
              ____       __    _____    _____
```

Purpose

Update. Use this screen to scroll through Report Print Control data you have established in the HRMS Tables File. You can select, delete, or add report print controls data.

If you select or add data, Screen 355 will be displayed for you to modify the existing report print control data or add new report print control data.

Screen Access

Select Report Print Control from Screen 335 - U.S. Regulatory Parameter Control Menu or Screen 352 - Canadian Regulatory Parameter Control Menu.

Associated Transaction

PRT001

361 - T4/T4A Tape Record Indicator Selection (Canada)

```
ACTION: ____
                      END OF TAPE INDICATORS

           T4/T4A TAPE RECORD INDICATOR SELECTION

      NEXT:    REPORT    AUTH    VER YEAR
               ____       __      ____

      CMD     REPORT    AUTH    VER YEAR




      INSERT:  REPORT    AUTH    VER YEAR
               ____       __      ____                    361
```

Purpose

Update. Use this screen to scroll through T4/T4A Tape Record Indicators you have established in the HRMS Tables File. You can select, delete, or add T4/T4A tape record indicators.

If you select or add data, a screen will be displayed for you to modify the existing T4/T4A tape indicators or add new T4/T4A tape indicators.

Screen Access

Select (CT4) T4/T4A Tape Record Indicators from Screen 351 - Canadian Reporting Menu.

Associated Transaction

SRO002

362 - Releve Tape Record Indicator Selection (Canada)

```
ACTION: ____
                        END OF TAPE INDICATORS

            RELEVE 1/RELEVE 2 TAPE RECORD INDICATOR SELECTION

               NEXT:   REPORT    AUTH    VER YEAR
                       ____       __      ____

               CMD     REPORT    AUTH    VER YEAR







               INSERT:  REPORT    AUTH    VER YEAR
                        ____       __      ____
                                                              362
```

Purpose

Update. Use this screen to scroll through Releve Tape Record Indicators you have established in the HRMS Tables File. You can select, delete, or add Releve tape record indicators.

If you select or add data, a screen will be displayed for you to modify the existing Releve tape indicators or add new Releve tape indicators.

Screen Access

Select (CRL) Releve 1/Releve 2 Tape Record Indicators from Screen 351 - Canadian Reporting Menu.

Associated Transaction

SRO003

363 - Supplemental Address/Dependent/Health Plan Data Selection (PDP)

```
ACTION: ____
 L1: AL L2: WA
                    SUPPLEMENTAL ADDRESS/DEPENDENT/HEALTH PLAN DATA
                                 (PDP)

                 _  SUPPLEMENTAL ADDRESS/DEPENDENT/HEALTH PLAN TRANSLATIONS
                 _  HEALTH PLAN DATA




                                                                        363
```

Purpose

Use this screen to select the PDP record types to be updated in the HRMS Tables File.

Screen Access

Select (PDP) Supp Addr/Dependnt/Hlth Pln Data from Screen 300 - Record Type Menu Screen.

Comments

This is an entry-only screen. A record type is selected by typing **S**.

Supplemental Address/Dependent/Health Plan Translations will display a menu to choose the type of translation to be updated.

Health Plan Data uses Level 1 and Level 2 fields for security only.

Within the Realtime Tables File system only, **PDP** in the Action field will redisplay this Record Type menu.

364 - Supplemental Address/Health Plan Data Translation Selection (PDP)

```
ACTION: _____

              SUPPLEMENTAL ADDRESS/HEALTH PLAN DATA TRANSLATION


                         _   RELATIONSHIP
                         _   DEPENDENT STATUS
                         _   PLAN STATUS
                         _   PLAN COVERAGE TYPE
                         _   COUNTRY CODE










                                                              364
```

Purpose

Use this screen to select the PDP record types (translations) to be updated in the HRMS Tables File.

Screen Access

Select Supplemental Address/Dependent/Health Plan Translations from Screen 363 - Supplemental Address/Dependent/Health Plan Data.

Comments

This is an entry-only screen. A record type is selected by typing **S**.

Within the Realtime Tables File system only, **PDP** in the Action field will redisplay this Record Type menu.

365 - Dependent/Health Plan Translations

```
ACTION: _____
                        END OF TRANSLATION ENTRIES

                        RELATIONSHIP TRANSLATION

      NEXT TRANSLATION:  __

                CMD   CODE        TRANSLATION

                 _     01     WIFE
                 _     __     _____
                 _     __     _____
                 _     __     _____
                 _     __     _____
                 _     __     _____
                 _     __     _____

                 _     __     _____
                 _     __     _____
                 _     __     _____

      INSERT TRANSLATION:  __     _____        365
```

Purpose

Update. Use this screen to update the HRMS Tables File PDP record types with a record code of TS1. These fields include the code translation.

Screen Access

Select Plan Coverage Type from Screen 364 - Supplemental Address/Health Plan Data Translation Menu.

Comments

The code translation type selected from the previous menu will be placed in the title, except for Country Code, which is updated on screen 366. You can update multiple translations simultaneously. Return to the Supplemental Address/Health Plan Data Translation menu to select another type.

The screen will continue to scroll and display all records of this type in the HRMS Tables File. Once the last record is displayed, the cycle will begin again.

If a Code Value is selected, the update screen will display this selected HRMS Tables File record as the first record on the screen. If not selected, the next record of this type in the HRMS Tables File will be the first record displayed on the screen.

To add a new code translation, type an **A** in the CMD field preceding a blank line or type the code translation at the bottom of the screen.

Code translations can be changed and deleted by typing a **C** or **D** in the CMD field preceding the code.

Associated Transactions

TS1-001 - TS1-004

366 - Country Code Translations

```
ACTION: _____
                         END OF TRANSLATION ENTRIES

                         COUNTRY CODE TRANSLATION

      NEXT TRANSLATION:    ___

                  CMD   CODE          TRANSLATION

                   _    USA    UNITED STATES OF AMERICA
                   _    ___    _____
                   _    ___    _____
                   _    ___    _____
                   _    ___    _____
                   _    ___    _____
                   _    ___    _____

                   _    ___    _____

      INSERT TRANSLATION:   ___    _____         366
```

Purpose

Update. Use this screen to update the HRMS Tables File PDP record types with a record code of TS1. These fields include the code translation.

Screen Access

Select Country Code from Screen 364 - Health Plan Data Translation Menu.

Comments

You can update multiple translations simultaneously.

The screen will continue to scroll and display all records of this type in the HRMS Tables File. Once the last record is displayed, the cycle will begin again.

If a Code Value is selected, the update screen will display this selected HRMS Tables File record as the first record on the screen. If not selected, the next record of this type in the HRMS Tables File will be the first record displayed on the screen.

To add a new code translation, type an **A** in the CMD field preceding a blank line or the type the code translation at the bottom of the screen.

Code translations may be changed and deleted by entering a **C** or **D** in the CMD field preceding the code.

Associated Transactions

TS1-005

367 - Health Plan Selection

```
ACTION: ____
  L1: AL L2: WA          END OF HEALTH PLAN ENTRIES

                           HEALTH PLAN SELECTION

        NEXT PLAN:  ___

                  PLAN
         CMD   IDENTIFIER            PLAN TITLE

          _        001        FAMILY MEDICAL 1
          _        009        FAMILY DENTAL 1




        INSERT PLAN:  ___      _____       367
```

Purpose

Update. Use this screen to update the HRMS Tables File PDP record types with a record code of TS2. These fields include the plan identifier.

Screen Access

Select Health Plan Data from Screen 363 - Dependent/Health Plan Data.

Comments

You can update only one plan identifier at a time.

The screen will continue to scroll and display all records of this type in the HRMS Tables File. Once the last record is displayed, the cycle will begin again.

If a Code Value is selected, the update screen will display this selected HRMS Tables File record as the first record on the screen. If not selected, the next record of this type in the HRMS Tables File will be the first record displayed on the screen.

To add a new code translation, type an **A** in the CMD field preceding a blank line or type the code translation at the bottom of the screen.

Code translations may be changed and deleted by typing a **C** or **D** in the CMD field preceding the code.

Associated Transactions

TS2-001 - TS2-003

368 - Health Plan Data

```
ACTION: ____
 L1: AL L2: WA


                          HEALTH PLAN DATA


     PLAN IDENTIFIER:  002


     PLAN TITLE:      TEST
     POLICY NUMBER:    _____
     CONTROL NUMBER:   _____


     CARRIER NAME:      _____


     STREET ADDRESS 1: _____
     STREET ADDRESS 2: _____
     CITY:
     STATE/PROVINCE:    __
     ZIP/POSTAL CODE:   _____


     COUNTRY CODE:      ___

                                                       368
```

Purpose

Update. Use this screen to update the HRMS Tables File PDP record types with a record code of TS2.

Screen Access

Select or add a plan from Screen 367 - Health Plan Selection.

Comments

All fields can be entered.

Associated Transactions

TS2-001, TS2-002, TS2-003

369 - Bank/Credit Union ABA/Institution Data

```
ACTION: ____

 NEXT ABA/INSTITUTION: 51000123

                  BANK/CREDIT UNION ABA/INSTITUTION DATA
    ABA/
 INSTITUTION   BANK/CREDIT UNION NAME      CITY/STATE OR PROVINCE   ZIP/POSTAL
 *88888888   CANADIAN TEST COMPANY         66 PERIMETER CTR E ATL GA 30346
 HRCR00001   FULTON FEDERAL SAVING AND LOAN ATLANTA, GEORGIA          30303
 HRCR00002   FIRST ATLANTA BANK            ATLANTA, GEORGIA           30311
 01234       ROYAL BANK OF CANADA
 012345672   U.S. COMPANY BANK             66 PERIMETER CTR E ATL GA 30346
 061003210   BANK NAME USE - ALL CHARACTERS BANK CITY STATE, PROVINCE 99999
 12345       TORONTO DOMINION BANK
 23456       CANADIAN IMPERIAL BANK
 34567        SCOTIABANK
 45678       BANQUE DU NATIONAL

 INSERT NEW BANK/CREDIT UNION ABA/INSTITUTION
 _____   _____   _____   _____

                                                                        369
```

Purpose

Update. Use this screen to add or update bank information for Banking Services and ACH reporting.

Screen Access

From Screen 303 - Banking Services Menu, select Bank/Credit Union ABA/Institution Data.

Associated Transaction

TY

370 - Organization Pay Period Table (Canadian Org.)

```
ACTION: ____
L1: CN L2: DA
                              CANADIAN
                    ORGANIZATION PAY PERIOD TABLE
                                 (CPT)
PAY PERIOD NUMBER: 09

   EI/QPIP PAY     *********PAY PERIOD END DATES***********     DELETE?
   PERIOD NUMBER     WEEKLY    BIWEEKLY   SEMI-MO    MONTHLY    (ENTER 'D')
                01  19970107  19961231  19970115  00000000
                02  19970114  19970114  00000000  00000000
                03  19970121  19970128  00000000  00000000
                04  19970128  19970211  00000000  00000000
                05  19970204  19970225  00000000  00000000
                06  19970211  19970311  00000000  00000000
                07  19970218  19970325  00000000  00000000
                08  19970225  19970408  00000000  00000000

              INSERT NEW EI/QPIP PAY PERIOD NUMBER & DATES:


    __       _____  _____  _____  _____

                                                              370
```

Purpose

Use this screen to view/update Pay Period End Date Table information on the HRMS Tables File. The EI/QPIP Pay Period Number field is inquiry only. The Pay Period End Dates can be entered anew or entered over an existing date. A **D** in the Delete column will delete an existing entry.

The first table entry that appears can be specified by entering the first EI/QPIP Pay Period Number in the Pay Period Number field at the top of the screen.

Screen Access

From Screen 300 – Maintenance Type Menu, select (CPT) Canadian Pay Period End Date Table.

Associated Transaction

TM-PPD

371 - Direct Deposit Tape File Header Data (Canadian)

```
ACTION: ____
NEXT ACH CODE: __

                    DIRECT DEPOSIT TAPE FILE HEADER DATA

ACH    RESERVED CUSTOMER-      DESTINATION      ORIGINATOR'S       ORIGINATION CURR
CODE   DIRECT CLEARER COMM     DATA CENTRE         NAME            ID NUMBER   CODE

 __    _____       _____       _____       _____   ___
 __    _____       _____       _____       _____   ___
 __    _____       _____       _____       _____   ___
 __    _____       _____       _____       _____   ___
 __    _____       _____       _____       _____   ___
 __    _____       _____       _____       _____   ___
 __    _____       _____       _____       _____   ___
 __    _____       _____       _____       _____   ___
 __    _____       _____       _____       _____   ___


INSERT NEW DIRECT DEPOSIT TAPE FILE HEADER DATA

 __    _____       _____       _____       _____   ___

                                                                         371
```

Purpose

Update - Payroll. Use this screen to update the HRMS Tables File PAD record types with a record code of TW for Canadian ACH tapes.

Screen Access

Select Direct Deposit Tape File Header Data from Screen 303 - Banking Services Menu.

Comments

All fields can be entered.

Associated Transaction

TW

372 - Canadian Charitable Donations

```
ACTION: ____
 L1: AL L2: WA


                            CANADIAN
                       CHARITABLE DONATIONS
                            (T4A)

 SEQ.      REGISTRATION         REGISTRATION         REGISTRATION         REGISTRATION
 NO. DOE    NUMBER       DOE     NUMBER      DOE       NUMBER      DOE       NUMBER

  1: 72 000012345678955 7P 000012345678999 7Q 000012345678999 7I 000012345678999










                                                                          372
```

Purpose

Update - Canadian Payroll. Use this screen to update the HRMS Tables File CSD record types with a record code of TM-T4AJ or TM-T4D(n). These fields include DOE and the 15 position registration number.

Screen Access

Select Charitable Donations from Screen 318 - Canadian Tax Segment DOE's Menu.

Comments

Sequence Number is for inquiry purposes only. All other fields can be entered.

The registration number must be all numeric or a valid Revenue Canada Business Number format of 999999999AA9999.

Associated Transaction

TM-T4AJ and TM-T4D(n)

373 - Organization Tabled Amount Information

```
ACTION: ____
 L1: AL L2: WA


 NEXT TABLED AMOUNT NUMBER  231


                   ORGANIZATION TABLED AMOUNT INFORMATION

   *** TABLED ****     *** TABLED ****     *** TABLED ****     *** TABLED ****
   NBR /  AMOUNT       NBR /  AMOUNT       NBR /  AMOUNT       NBR /  AMOUNT

   001 12345678901     002 12345678901     003 12345678901     004 11345678901
   005 12345678901     006 12345678901     007 12345678901     008 12345678901
   123 12345678901     200 12345678901     201 12345678901     202 12345678901
   203 12345678901     204 12345678901     205 12345678901     206 12345678901
   207 12345678901     208 12345678901     209         01      210 12345678901
   211 12345678901     212 12345678901     213 12345678901     214 12345678901
   215 12345678901     216 12345678901     217 12345678901     218 12345678901
   219 12345678901     220 12345678901     221 12345678901     222 12345678901
   223 12345678901     224 12345678901     225 12345678901     226 12345679801
   227 12345678901     228 12345678901     229 12345678901     230 12345678901


 INSERT NEW TABLED AMOUNTS:

 ___ _____      ___ _____      ___ _____      ___ _____
                                                                          373
```

Purpose

Update - Payroll. Use this screen to update the HRMS Tables File PDE record types with a record code of DOE-TAB. These fields include tabled number and tabled amount.

Screen Access

Select Organization Tabled Amount Information from Screen 329 - Organization DOE Menu.

Comments

This screen will display up to 40 records at a time, and will continue to scroll and display all of the records in the HRMS Tables File of this type. Once the last record is displayed, the cycle will begin again.

If a Next Tabled Amount Number is selected, the update screen will display this selected HRMS Tables File record as the first record on the screen. If not selected, the next record of this type in the HRMS Tables File will be the first record displayed on the screen. Tabled Number is for inquiry purposes only, except on the insert line.

To add a new Tabled Amount, type the data into the fields at the bottom of the screen, including the Tabled Number and Tabled Amount. The table number must be numeric with valid values 001 through 999.

Decimals should not be keyed.

The value entered in the amount can be used for multiple purposes depending on the method code for the DOE.

For example:
If the Tabled Amount is 1500 that amount can be:
$15.00 If the Method Code is 1 - Fixed Amount
15% If the Method Code is 4 - Percent of Total Earnings
$.15 If the Method Code is 6 - Amount per Hour

The decimal point shifts as needed to accommodate 2 or 4 decimal positions depending on the Method Code.

Associated Transaction

DOE-TAB

374 - Savings Bond Tape Data

```
ACTION: _____
L1: AL L2: WA


                        SAVINGS BOND TAPE DATA

         COMPANY ID    LOCATION   FRB DISTRICT     DELETE?
           NUMBER                  DESIGNATOR     (ENTER 'D')
        _____   _____     ___              _










                                                           374
```

Purpose

Update - Payroll. Use this screen to update the HRMS Tables File PAD record types with a record code of BD1. These fields include the Company Identification Number, Location Number and the FRB District Designator.

Screen Access

Select Saving Bond Tape Data from Screen 303 - Banking Services / ACH / Bond Data Menu.

Comments

Enter information provided by the Federal Reserve Bank

Associated Transaction

BD1

375 - Savings Bond Company Selection

```
ACTION: _____
                          END OF COMPANY ID ENTRIES

                         SAVINGS BOND COMPANY SELECTION

 NEXT COMPANY ID:      _____

         CMD    COMPANY ID          COMPANY NAME
          _     777777     BOND TAPE TEST CO 3
          _     888888     BOND TAPE TEST CO 2
          _     999999     BOND TAPE TEST CO 1
```

INSERT COMPANY ID: _____   _____   375

Purpose

Update - Payroll. Use this screen to update the HRMS Tables File PAD record types with a record code of BD2.   Company Name is entered.

Screen Access

Select Saving Bond Tape Data from Screen 303 - Banking Services / ACH / Bond Data Menu.

Comments

Enter Company Name to be associated with the Company ID provided by the Federal Reserve Bank.

Associated Transaction

BD2

376 - Savings Bond Tape Data

```
   ACTION: ____


                         SAVINGS BOND TAPE DATA

   COMPANY ID:            999999



   COMPANY NAME:         BOND TAPE TEST CO 1
   STREET ADDRESS:       1234 1ST STREET
   CITY/STATE/ZIP:       ALPHARETTA         GA 33423 - 9432

   RESERVE ACCT NUMBER: 123456789
   RESERVE ACCT BRANCH: 1234




                                                              376
```

Purpose

Update - Payroll. Use this screen to update the HRMS Tables File PAD record types with a record code of BD3.   Company address and reserve is entered.

Screen Access

Select Saving Bond Tape Data from Screen 303 - Banking Services / ACH / Bond Data Menu.

Comments

Company ID and Name is displayed.

Enter Company Name, Address, Reserve Account Number, and Reserve Account Branch information.

Associated Transaction

BD2, BD3

377 - (CDF) Canadian DOE Definitions

```
ACTION: ____
L1: CN L2: DA
                                  (CDF)
                         Canadian DOE Definitions

        _  Bonus Payment DOEs
        _  Retro Payment DOEs
```
```
                                                            377
```

Purpose

Use this screen to select the Canadian DOE Definition record types to update in the HRMS Tables File.

Screen Access

Select (CDF) Canadian DOE Definitions from Screen 300 - Record Type Menu Screen.

This is an entry-only screen. Select a record type by typing **S** next to it.

Within the Realtime Tables File system only, typing **CDF** in the Action field displays this Record Type menu again.

378 - Bonus and Retro Pay DOEs (Canada)

```
ACTION: _____
L1: CN L2: DA


                  xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

                        Canadian
                      **DOE Definitions**
                  01: 8A      02: 40
                  03: 42      04: 47
                  05: __      06: __
                  07: __      08: __
                  09: __      10: __
                  11: __      12: __
                  13: __      14: __
                  15: __      16: __
                  17: __      18: __
                  19: __      20: __
                  21:         22:
                  23: __      24: __
                  25: __      26: __
                  27: __      28: __
                  29: __      30: __
                  31: __      32: __
                  33: __      34: __


                                                  378
```

Purpose

Update. Use this screen to update the Canadian DOE definitions for bonus (TM-BNUS) and retro (TM-RTRO) payments in the HRMS Tables File.

Screen Access

Make a selection from Screen 377 - (CDF) Canadian DOE Definitions.

Comments

The title of the screen that appears corresponds to the type of payment DOE selected on the Canadian DOE Definitions menu. This table shows the titles that can appear:

Title of Screen 378	Corresponding Record ID
Bonus Payment DOEs	TM-BNUS
Retro Payment DOEs	TM-RTRO

Only one payment DOE type is updated at a time. Return to the Canadian DOE Definitions menu to select another type.

390 - I.E. Reporting Security Menu

```
ACTION: ____
 L1: AL L2: WA


                        I.E. REPORTING SECURITY MENU
                                   (IES)

 _ OPERATOR FIELD LEVEL SECURITY      STARTING OPERATOR ID: _____









                                                              390
```

Purpose

Use this screen to select the Operator Field Level Security option for Information Expert (I.E.) and optionally enter the starting Operator ID.

Screen Access

Select (RUN) Run Control, then select (IES) I.E. Reporting Security from Screen 300 - Record Type Menu Screen.

Comments

This is an entry only screen. Select the Operator Field Level Security by entering **S**.

If a starting Operator ID is selected, the update screen will display this selected HRMS Tables File record as the first record on the screen. If not selected, the first record of this type in the HRMS Tables File will be the first record displayed on the screen.

Associated Transaction

TFS-001

391 - Operator Field Level Security

```
ACTION: ____
 L1: AL L2: WA
 NEXT OPERATOR ID: 000001
                       OPERATOR FIELD LEVEL SECURITY

 OPERATOR  LOGICAL  MULT  MODEL   ALL FLD   FIELD POSITION INDICATORS
    ID     REC ID   IND    ID      IND

 00000001  M2G10B   0    _____    *     ___ ___ ___ ___ ___ ___ ___ ___
 000001    M2A10A   0    _____    *     ___ ___ ___ ___ ___ ___ ___ ___
 000001    M2E10A   0    _____    _     12  13  ___ ___ ___ ___ ___ ___
 000001    M2G10A   0    _____    *     ___ ___ ___ ___ ___ ___ ___ ___
 000001    M2G10B   0    _____    *     ___ ___ ___ ___ ___ ___ ___ ___
 000001    M2H10A   0    _____    _     12  13  14  ___ ___ ___ ___ ___
 000001    M3A10C   0    _____    *     ___ ___ ___ ___ ___ ___ ___ ___
 000001    M3A10U   0    _____    _     1   2   25  ___ ___ ___ ___ ___


 INSERT NEW OPERATOR SECURITY RECORD

 _____  _____   _   _____    _     ___ ___ ___ ___ ___ ___ ___ ___



                                                                     391
```

Purpose

Use this screen to select the Operator Field Level Security option for Information Expert (I.E.) and optionally enter the starting Operator ID.

Screen Access

Select the Operator Field Level Security option for Information Expert (I.E.) and enter the starting Operator ID from Screen 390 - I.E. Reporting Security Menu.

Comments

This screen will continue to scroll and display all of the IES records in the HRMS Tables File. Once the last record is displayed, the cycle will begin again.

If a starting Operator ID is selected, the update screen will display this selected HRMS Tables File record as the first record on the screen. If not selected, the first record of this type in the HRMS Tables File will be the first record displayed on the screen.

Associated Transaction

TFS-001

401 - Federal Tax & W-2 Self-Mailer Information

```
ACTION: ____
L1: AL L2: WA
                Federal Tax & W-2 Self-Mailer Information
 ** W-2 File **
Federal Tax ID:    103456789               ** W-2 Form **
Other federal EIN: 198765432       1099-R Organization: N
Agent for EIN:     103456789       Type of Employment: A
Agent Indicator Code: 1            State/Local 69 #: 111111111
Terminating Business: 0            Limitation of Liability: L
Tax Jurisdiction Code:             Foreign Corporation Ind:
Kind of Employer: _                Level 2 Pension Ind: N

 ** W-2 Options **                  ** Other Fields **
W-2/1099-R Name Format: 7          Print 1099-R Taxable: Y
Name Suffix Indicator:             Number of Employees: 111111
Special Char in Name:              1099-R Name Control: 1111
W-2 Wage Indicator: 2

** W-2 Self Mailer Postal Information **   ** Puerto Rico  **
Postal Line 1: FIRST LINE XXXXXXX       Employer Phone Num: 4042393000
Postal Line 2: SECOND LINEXXXXXXX       Employer Phone Ext: X2543
Postal Line 3: THIRD LINEXXXXXXXX
Postal Line 4: FOURTH LINEXXXX
Postal Line 5: FIFTH LINEXXXXXXXX                                  401
```

Purpose

Update - Payroll. Use this screen to update the HRMS Tables File PGD and PW2 record types with record codes of TB, TZ1-053, and TZ1-054. These fields include federal MMREF and W-2 form reporting and W-2 Self-Mailer postal information.

Screen Access

Select (PW2) Federal Tax & W-2 Self-Mailer Information or (PGD) Federal Taxing Information from Screen 400 - U.S. Regulatory HRMS Tables File Information Menu Screen.

Comments

This is a display and update screen.

If (PGD) Federal Taxing Information is selected from Screen 400, the (PW2) Federal Tax & W-2 Self-Mailer Information is also displayed on this screen, but it cannot be updated.

If (PW2) Federal Tax & W-2 Self-Mailer Information is selected from Screen 400, the (PGD) Federal Taxing Information is also displayed on this screen, but it cannot be updated.

Associated Transactions

TB, TZ1-053, and TZ1-054

402 - Federal W-2 Employer Information

```
Action: ____
 NexT EIN: 022100004
                        Federal W-2 Employer Information

 Employer EIN: 022100003

     Employer Name: SOME COMPANY 530789654          Foreign Address: 1
          Subtitle: _____
  Location Address: SUITE 667, 7TH FLOOR
  Delivery Address: 66 PERIMETER CENTER EA
              City: EMPLOYER FOREIGNCITY
    State/Province: PR                      Postal Code: FOREIGNPOSTALCD
           Country: AY

  Contact Name: _____
       Phone: _____  Extension: _____  Fax: _____
       Email: _____

 *** Insert New EIN ***
 Employer EIN: _____
     Employer Name: _____      Foreign Address: _
          Subtitle: _____
  Location Address: _____
  Delivery Address: _____                        402
```

Purpose

Display and Update - Payroll. Use this screen to update the HRMS Tables File PW2 record type with record codes of TZ1-005A, TZ1-005B, and TZ1-005C. These fields include federal W-2 employer address information.

Screen Access

Select (PW2) Federal W-2 Employer Information from Screen 400 - U.S. Regulatory HRMS Tables File Information Menu Screen.

If a value is entered in the Starting EIN field on Screen 400, this screen displays the selected HRMS Tables File record as the first record on the screen; otherwise, the first record of the selected type in the HRMS Tables File is the first record displayed on the screen.

Comments

This is a display and update screen.

If the value in the Foreign Address Indicator field is **blank** or **R**, the State and ZIP fields are displayed. If the indicator value is **1**, the State/Province and Country fields are displayed.

Associated Transactions

TZ1-005A, TZ1-005B, and TZ1-005C

403 - Federal EFW2 File Submitter/Company Information

```
ACTION: ____

                Federal EFW2 File Submitter/Company Information
Submitter Information
    Name: _____
    EIN: _____ PIN: _____ Preparer Code: _  Software Code: _
    Preferred Notification: _                Resub WFID: _____
    Contact Name: _____     Phone: _____   Ext: _____
        Email: _____     Fax: _____
    Foreign Address Indicator: _
    Location Address: _____
    Delivery Address: _____
            City: _____     State: __  Zip: _____ - ____
    State/Province: _____    Postal Code: _____
        Country: __

 Company Information
    Company Name: _____
    Foreign Address Indicator: _
    Location Address: _____
    Delivery Address: _____
            City: _____     State: __  Zip: _____-____
    State/Province: _____    Postal Code: _____
        Country: __                                                      403
```

Purpose

Display and Update - Payroll. Use this screen to update the HRMS Tables File PW2 record type with record codes of TZ1-401 through TZ1-408. These fields include federal EFW-2 file submitter and company information.

Screen Access

Select (PW2) Federal EFW2 File Submitter Information from Screen 400 - U.S. Regulatory HRMS Tables File Information Menu Screen.

Comments

This is a display and update screen.

If the value in the Foreign Address Indicator field is **blank** or **R**, the State and ZIP fields are displayed. If the indicator value is **1**, the State/Province and Country fields are displayed.

Associated Transactions

TZ1-401, TZ1-402, TZ1-403, TZ1-404, TZ1-405, TZ1-406, TZ1-407, and TZ1-408

405 - U.S. W-2 DOE Detail Information - 1

```
ACTION: _____
 L1: DZ L2: 01


              Tax Authority Type: _    Tax Authority Code  _____


                  TZ1-xxx: 405 Screen Title

          01: __    02: __    03: __    04: __    05: __
          06: __    07: __    08: __    09: __    10: __
          11: __    12: __    13: __    14: __    15: __
          16: __    17: __    18: __    19: __    20: __
          21: __    22: __    23: __    24: __    25: __


             Title: _____    Indicator: _




                                                        405
```

Purpose

Display and Update - Payroll. Use this screen to update the HRMS Tables File PW2 record type with record codes of TZ1-009, TZ1-013, TZ1-014, TZ1-016, TZ1-017, TZ1-018, TZ1-019, TZ1-020, TZ1-022, TZ1-045 TZ1-046, TZ1-047, TZ1-048, TZ1-049, TZ1-050, TZ1-051, TZ1-061, TZ1-062, and TZ1-063. These fields list DOEs for the specified type of U.S. W-2 DOE information.

Screen Access

Make a TZ1-*nnn* selection from Screen 404 - W-2 DOE Definition Data Menu Screen. The information displayed on Screen 405 depends on the selection you make as follows:

▪ For TZ1-016, the Title and Indicator fields appear.

▪ For TZ1-009, TZ1-013, TZ1-017, TZ1-018, TZ1-019, and TZ1-020, the Title field appears.

▪ For TZ1-014, the Tax Authority Type and Tax Authority Code fields appear.

If a value is entered in the Tax Authority Type and Code fields on Screen 404 when TZ1-114 is selected, this screen displays the selected HRMS Tables File record as the first record on the screen; otherwise, the first record of the selected type in the HRMS Tables File is the first record displayed on the screen.

Comments

This is a display and update screen.

Associated Transactions

TZ1-009, TZ1-013, TZ1-014, TZ1-016, TZ1-017, TZ1-018, TZ1-019, TZ1-020, TZ1-022, TZ1-045 TZ1-046, TZ1-047, TZ1-048, TZ1-049, TZ1-050, TZ1-051, TZ1-061, TZ1-062, and TZ1-063

406 - U.S. W-2 DOE Detail Information - 2

```
ACTION: ____
 L1: DZ L2: 01



                     TZ1-xxx: 406 Screen Title 1

          01: __    02: __    03: __    04: __    05: __
          06: __    07: __    08: __    09: __    10: __


                     TZ1-xxx: 406 Screen Title 2

          01: __    02: __    03: __    04: __    05: __
          06: __    07: __    08: __    09: __    10: __
          11: __    12: __    13: __    14: __    15: __
          16: __    17: __    18: __    19: __    20: __






                                                          406
```

Purpose

Display and Update - Payroll. Use this screen to update the HRMS Tables File PW2 record type with record codes of TZ1-008, TZ1-011, TZ1-015, TZ1-021, TZ1-023, and TZ1-060. These fields list DOEs for the specified type of U.S. W-2 DOE information.

Screen Access

Make a TZ1-*nnn* selection from Screen 404 - W-2 DOE Definition Data Menu Screen. The titles and number of DOEs displayed on Screen 406 depend on the selection you make.

Comments

This is a display and update screen.

Associated Transactions

TZ1-008, TZ1-011, TZ1-015, TZ1-021, TZ1-023, and TZ1-060

407 - U.S. W-2 DOE Detail Information - 3

```
ACTION: ____
 L1: DZ L2: 01


                    TZ1-xxx: 407 Screen Title 1

          01: __     02: __     03: __     04: __     05: __
          06: __     07: __     08: __     09: __     10: __


                    TZ1-xxx: 407 Screen Title 2

          01: __     02: __     03: __     04: __     05: __
          06: __     07: __     08: __     09: __     10: __


                    TZ1-xxx: 407 Screen Title 3

          01: __     02: __     03: __     04: __     05: __


                    TZ1-xxx: 407 Screen Title 4

          01: __     02: __     03: ___    04: __     05:

                                                                  407
```

Purpose

Display and Update - Payroll. Use this screen to update the HRMS Tables File PW2 record type with record codes of TZ1-052, TZ1-520, and TZ1-521. These fields list DOEs for the specified type of U.S. W-2 DOE information.

Screen Access

Make a TZ1-*nnn* selection from Screen 404 - W-2 DOE Definition Data Menu Screen. The titles and number of DOEs displayed on Screen 407 depend on the selection you make.

Comments

This is a display and update screen.

Associated Transactions

TZ1-052, TZ1-520, and TZ1-521

407 - U.S. W-2 DOE Detail Information - 3

```
ACTION: ____
 L1: DZ L2: 01



                  TZ1-024: OTHER REPORTABLE ITEM 11-13

        01: __      02: __      03: __      04: __      05: __
             Title:_____


        01: __      02: __      03: __      04: __      05: __
             Title:_____


        01: __      02: __      03: __      04: __      05: __

             Title:_____
                                                                    407




ACTION: ____
 L1: DZ L2: 01



                  TZ1-024: OTHER REPORTABLE ITEM 14-16

        01: __      02: __      03: __      04: __      05: __
             Title:_____


        01: __      02: __      03: __      04: __      05: __
             Title:_____


        01: __      02: __      03: __      04: __      05: __

             Title:_____
                                                                    407
```

Purpose

Display and Update - Payroll. Use this screen to update the HRMS Tables File PW2 record type with record codes of TZ1-024 and TZ1-025. These fields list DOEs for Other Reportable Items 11-13 and Other Reportable Items 14-16.

Screen Access

Select TZ1-024 or TZ1-025 from Screen 404 - W-2 DOE Definition Data Menu Screen.

Comments

This is a display and update screen.

Associated Transactions

TZ1-024 and TZ1-025.

408 - U.S. W-2 DOE Detail Information – 4

```
Action: ____
 L1: AL L2: WA
                TZ1-064: Sect 83(i) Qualified Equity Grants
            01: XR       02: XS       03: XN       04: __       05: __


                  TZ1-064: Sect 83(i) Aggregate Deferrals
            01: XP       02: XQ       03: XO       04: __       05: __

                                                                    408
```

Purpose

Display and Update - Payroll. Use this screen to update the HRMS Tables File PW2 record type with a record code of TZ1-064. These fields list DOEs for Section 83(i) Qualified Equity Grants and Aggregate Deferrals information.

Screen Access

Select TZ1-064 from Screen 404 - W-2 DOE Definition Data Menu Screen.

Comments

This is a display and update screen.

Associated Transactions

TZ1-064

408 - Puerto Rico W-2PR DOEs

```
Action: ____
 L1: AL L2: WA
                      TZ1-522: Cost of Employer Health Coverage
              01: WA      02: WB       03: WD      04: __      05: __


                         TZ1-522: Charitable Contributions
              01: WA      02: WB       03: WD      04: __      05: __


                        TZ1-522: Save & Duplicate Money Program
              01: WA      02: WB       03: WD      04: __      05: __


                              TZ1-522: Exempt Salaries
           Code DOE      Code DOE      Code DOE      Code DOE      Code DOE

            _   __        _   __        _   __        _   __        _   __


                          TZ1-522: Employee Payment DOEs
              A: __      B: __      C: __ __ __ __ __

                                                                          408
```

Purpose

Display and Update - Payroll. Use this screen to update the HRMS Tables File PW2 record type with a record code of TZ1-522. These fields list DOEs for the specified type of W-2PR DOE information.

Screen Access

Select TZ1-522 from Screen 404 - W-2 DOE Definition Data Menu Screen.

Comments

This is a display and update screen.

Associated Transactions

TZ1-522

410 - U.S. State Name and Reporting Information

```
ACTION: ____
  L1:    L2:
                        U.S. State Name and Tax Reporting Info
  Next State: __

  State Code: __    Name: _____        Entity Code: _____

  SUI Tax ID: _____        Income Tax ID: _____

  W-2 Name Suffix: _                   Quarterly Name Suffix: _
  W-2 Wage Indicator: _                Quarterly File Name Format: _
                                       Quarterly Report Name Format: _
  W-2/1099-R File Name Format: _       Quarterly Special Char: _
  W-2/1099-R Special Char: _           Max Weeks in Quarter: ___

  1099-R Gross Distribution: _         Type of Employment: _




                                                                    410
```

Purpose

Update - Payroll. Use this screen to update the HRMS Tables File PGD record type with a record code of TC. These fields include information for U.S. State W-2, 1099-R, and Quarterly forms and state tax identification numbers.

Screen Access

Select (PGD) State Name and Tax Reporting Information from Screen 400 - U.S. Regulatory HRMS Tables File Information Menu Screen.

If a value is entered in the Starting State field, the corresponding State Name and Tax Reporting Information update screen displays the selected HRMS Tables File record as the first record on the screen; otherwise, the first record of the selected type in the HRMS Tables File is the first record displayed on the screen.

Comments

This is a display and update screen.

Associated Transaction

TC

411 - U.S. County Name and Tax Reporting Information

```
ACTION: ____
  L1:    L2:
                    U.S. County Name and Tax Reporting Info
 Next County: ___
                          ***Indiana** Ohio  NM   Loc  State Type  *Options*
 Code         Name        Cnty Tax Res  SD  Fips  Ent  Code  Emply A B C D E
 ___ _____  __   _   _  ____ ____  ____  ____   _   _ _ _ _ _
 ___ _____  __   _   _  ____ ____  ____  ____   _   _ _ _ _ _
 ___ _____  __   _   _  ____ ____  ____  ____   _   _ _ _ _ _
 ___ _____  __   _   _  ____ ____  ____  ____   _   _ _ _ _ _
 ___ _____  __   _   _  ____ ____  ____  ____   _   _ _ _ _ _
 ___ _____  __   _   _  ____ ____  ____  ____   _   _ _ _ _ _


 Options: A=W-2 Wage Indicator   B=W-2 File Name Format  C=Special Characters
          D=1099-R Print Taxable  E=W-2 File Name Suffix


 Insert New County:        ***Indiana** Ohio  NM   Loc  State Type  *Options*
 Code         Name         Cnty Tax Res  SD  Fips  Ent  Code  Emply A B C D E

 ___ _____  __   _   _  ____ ____  ____   _    _ _ _ _ _
                                                                      411
```

Purpose

Update - Payroll. Use this screen to update the HRMS Tables File PGD record type with a record code of TD. These fields include information for U.S. County W-2 and 1099-R form and file reporting.

Screen Access

Select (PGD) County Name and Tax Reporting Information from Screen 400 - U.S. Regulatory HRMS Tables File Information Menu Screen.

If a value is entered in the Starting County field, the corresponding County Name and Tax Reporting Information update screen displays the selected HRMS Tables File record as the first record on the screen; otherwise, the first record of the selected type in the HRMS Tables File is the first record displayed on the screen.

Comments

This is a display and update screen.

Associated Transaction

TD

412 - U.S. City Name and Tax Reporting Information

```
ACTION:  ____
L1: AL L2: WA
                        U.S. City Name and Tax Reporting Info
Next City: 2301
                                W-2 Tax Ohio Local  State     PA    *Options*
Code          Name              Account  SD  Entity Code    PSD  TCD A B C D E F
0072  NJ LOCAL FOR TDS TEST
0181  KY BOONE OCC                                     18                 Y
0182  KY BOONE SRS                                                        N
0211  ALWA 0211 SCC                                               1 5
0777  ALWA 0777 SCC                               21            _ 1 7
0778  ALWA 0778 SCC                               21              1 7
1000  ALWA 1000 SCC                                               1 5


Options: A=W-2 Wage Indicator   B=W-2 File Name Format  C=Special Characters
         D=1099-R Print Taxable  E=W-2 File Name Suffix  F=Type of Employment


Insert New City:                W-2 Tax Ohio Local  State     PA    *Options*
Code          Name              Account  SD  Entity Code    PSD  TCD A B C D E F

____  _____  _____ ____ _____ ____   _____ __ _ _ _ _ _ _
                                                                          412
```

Purpose

Update - Payroll. Use this screen to update the HRMS Tables File PGD record type with a record code of TE. These fields include information for U.S. City W-2 and 1099-R form and file reporting.

Screen Access

Select (PGD) City Name and Tax Reporting Information from Screen 400 - U.S. Regulatory HRMS Tables File Information Menu Screen.

If a value is entered in the Starting City field, the corresponding City Name and Tax Reporting Information update screen displays the selected HRMS Tables File record as the first record on the screen; otherwise, the first record of the selected type in the HRMS Tables File is the first record displayed on the screen.

Comments

This is a display and update screen.

Associated Transaction

TE

413 - U.S. EEO-1/State Quarterly Hour Indicators

```
Action: ____
 L1: AL L2: WA


                        U.S. EEO-1/State Quarterly Hour Indicators
 Next Code: 12

 Code: 11         Description: GEORGIA

 All: *   Regular: *   Overtime: *

 Special Hours
   01 02 03 04 05 06 07 08 09 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25
    *  *  *  *  *  *  *  *  *  *  *  *  *  *  *  *  *  *  *  *  *  *  *  *  *


   26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50
    *  *  *  *  *  *  *  *  *  *  *  *  *  *  *  *  *  *  *  *  *  *  *  *  *


   51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75
    *  *  *  *  *  *  *  *  *  *  *  *  *  *  *  *  *  *  *  *  *  *  *  *  *

   76 77 78 79 80 81 82 83 84 85 86 87 88 89 90
    *  *  *  *  *  *  *  *  *  *  *  *  *  *  *

 Delete: _                                                                  413
```

Purpose

Display and Update - Payroll. Use this screen to update the HRMS Tables File PGD record type with record code TF. These fields include information for hours to be reported for state quarterly reporting and EEO-1 reporting.

Screen Access

Select a code from Screen 400 - U.S. Payroll W-2 Data.

Comments

This is a display and update screen.

If an * is entered in the All hours indicator, all other fields will be ignored and all indicator fields will be set to *.

Associated Transactions

TF

421 - U.S. State W-2 Reporting Detail Information - 1

```
ACTION: ____
L1: AL L2: WA
                        State W-2 Reporting Information for Xxxxxxxxxx
Alaska (TZ1-102)

    W-2 SUI Title: AL SUI



California (TZ1-105)

    SDI Title: _____       PDI Title: _____



Illinois (TZ1-114-B)

    Tax Type Code:
    Document Cntrl: _____



        (Return to menu screen 420 for maintenance to other TZ1 txns)
                                                                    421
```

Purpose

Display and Update - Payroll. Use this screen to update the HRMS Tables File PW2 record type with record codes of TZ1-102, TZ1-105, and TZ1-114B. These fields include information important for proper state-specific W-2 reporting.

Screen Access

Select a state from Screen 420 - U.S. State W-2 Reporting Information Menu Screen. The title displayed on Screen 421 depends on the state you select:

Comments

This is a display and update screen.

Only the TZ1 information for the state selected on Screen 420 can be updated on this screen. If information is available for other states, the information is displayed, but it cannot be updated.

Associated Transactions

TZ1-102, TZ1-105, and TZ1-114B

422 - U.S. State W-2 Reporting Detail Information - 2

```
ACTION: ____
 L1: AL L2: WA
                         State W-2 Reporting Info For Maryland
 Maryland (TZ1-121)

     Pickup Amt DOEs:      __ XB 30 WA WB WC __ __ __ __
     Emplr Tot Tax Wthd: 00012345699      Employer Credits:   00000055500
     Overpayment/Credit: 00000001515      Overpayment/Refund: 00000003388
     Complete Filing?  : Y
     Addtional W-2s?   : _
     Addtional 1099s?  : _

 Missouri (TZ1-126)

     Employer Contribution to MSA DOEs: __ __ __ __ __



 Montana (TZ1-127)

     Old Fund Liability Tax DOEs:   __ __ __ __ __
     Old Fund Liability Wages DOEs: __ __ __ __ __

         (Return to menu screen 420 for maintenance to other TZ1 txns)    422
```

Purpose

Display and Update - Payroll. Use this screen to update the HRMS Tables File PW2 record type with record codes of TZ1-121, TZ1-126, and TZ1-127. These fields include information important for proper state-specific W-2 reporting.

Screen Access

Select a state from Screen 420 - U.S. State W-2 Reporting Information Menu Screen. The title displayed on Screen 422 depends on the state you select.

Comments

This is a display and update screen.

Only the TZ1 information for the state selected on Screen 420 can be updated on this screen. If information is available for other states, the information is displayed, but it cannot be updated.

Associated Transactions

TZ1-121, TZ1-126, and TZ1-127

423 - U.S. State W-2 Reporting Detail Information - 3

```
ACTION: ____
L1: AL L2: WA

New Hampshire (TZ1-130)

     Individual Responsible for Accuracy: _____
     Title of Responsible Person:         _____



New Jersey (TZ1-131)

     W-2 SUI Title: _____      Private SDI Plan Title: _____
     W-2 SDI Title: _____      Private SDI Plan ID:    _____
     Medcl Malpractice Ins DOE: __    Private FLI Plan ID:    _____



Pennsylvania (TZ1-139)

     NQDC Plan Deferrals DOEs:     __ __ __ __ __      W-2 SUI Title: _____
     NQDC Plan Distribution DOEs:  __ __ __ __ __
     Prior Yr Defer Earnings DOEs: __ __ __ __ __
                                                                        423
```

Purpose

Display and Update - Payroll. Use this screen to update the HRMS Tables File PW2 record type with record codes of TZ1-130, TZ1-131, and TZ1-139. These fields include information important for proper state-specific W-2 reporting.

Screen Access

Select a state from Screen 420 - U.S. State W-2 Reporting Information Menu Screen. The title displayed on Screen 423 depends on the state you select:

Comments

This is a display and update screen.

Only the TZ1 information for the state selected on Screen 420 can be updated on this screen. If information is available for other states, the information is displayed, but it cannot be updated.

Associated Transactions

TZ1-130, TZ1-131, and TZ1-139

424 - U.S. State W-2 Reporting Detail Information - 4

```
ACTION: ____
L1: AL L2: WA

New York (TZ1-133)

    Public Emple Retirmnt Contrib Add-back DOEs: __ __ __ __ __ __ __ __ __ __
    Quaretly Wage Payment Term Ind: _
    Other Wages DOEs: __ __ __ __ __ __ __ __ __ __ __ __
                      __ __ __ __ __ __ __ __ __ __ __ __



Wyoming (TZ1-151)

    Workers Comp Tip DOEs: __ __ __ __ __ __ __ __ __
    Workers Comp Acct Number: _____   Corporate Officer Wage Amt: _____




                                                                        424
```

Purpose

Display and Update - Payroll. Use this screen to update the HRMS Tables File PW2 record type with record codes of TZ1-133 and TZ1-151. These fields include information important for proper state-specific W-2 reporting.

Screen Access

Select a state from Screen 420 - U.S. State W-2 Reporting Information Menu Screen. The title displayed on Screen 424 depends on the state you select.

Comments

This is a display and update screen.

Only the TZ1 information for the state selected on Screen 420 can be updated on this screen. If information is available for other states, the information is displayed, but it cannot be updated.

Associated Transactions

TZ1-133 and TZ1-151

425 - U.S. State TZ1-100-M Reporting Information

```
Action: ____
L1: AL L2: WA
                    U.S. State TZ1-100-M Reporting Information
Next State: 33

State Code: 21   Name: MARYLAND

State Field 1: _

State Numeric Fields
1: 0002215487634
2: 0000000000000
3: 0000000000000
4: 000000000
5: 000000000
6: 124500




                                                                      425
```

Purpose

Display and Update - Payroll. Use this screen to update the HRMS Tables File PW2 record type with record code TZ1-100-M. These fields include information important for proper state-specific reporting.

Screen Access

Select a state from Screen 400 - State Reporting Information TZ1-100-M.

Comments

This is a display and update screen.

For state-specific use of the TZ1-100-M fields, see the *Transaction Descriptions* guide.

Associated Transactions

TZ1-100-M

426 - U.S. State TZ1-100-N Reporting Information

```
Action: ____
L1: AL L2: WA
                    U.S. State TZ1-100-N Reporting Information
Next State: __     Next Type: _

State Code: 49   W. VA.

Type: 3          Report 103 State 1099-R File

Numeric Fields
1: 1234567890123
2: 0000000000000
3: 0000000000000
4: 0000000000000

Special Fields
1: WV-1099-R




                                                                      426
```

Purpose

Display and Update - Payroll. Use this screen to update the HRMS Tables File PW2 record type with record code TZ1-100-N. These fields include information important for proper state-specific annual reporting.

Screen Access

Select a state from Screen 400 - State Reporting Information TZ1-100-N.

Comments

This is a display and update screen.

For state-specific use of the TZ1-100-N fields, see the *Transaction Descriptions* guide.

Associated Transactions

TZ1-100-N

451 - U.S. Federal Unemployment Tax Rate Menu

```
ACTION: ____

                 U.S. Federal Unemployment Tax Rate Menu
Next State: 02

State Code: 01    Alabama                        Retention Date:  2008/01/01


          Effective
Select      Date          Rate      Note
  _       2010/07/01      6.340 %  MID YEAR RATE CHANGE FOR 2010
  _       2010/01/01      7.777 %  INSERT NEW RATE FOR 2010
  _       2009/01/01      6.000 %  CHANGE RATE TO 6%
  _       2008/01/01      9.550 %  INITIAL ALABAMA RATE






Insert New Rate:
          ____/__/__      _____ % _____

                                                                451
```

Purpose

Use this screen to display and update federal unemployment tax rates for a specific debt state on the HRMS Tables File.

Screen Access

Select a state from Screen 450 or display the first state on file. If no federal unemployment tax rate records are found for the selected state, you can insert a new record on this screen.

Comments

This screen is used to display current records and insert new records.

The Next State field can be used to

▪ Cycle through all federal unemployment tax rate records or

▪ Go directly to a specific state by entering the appropriate value in it.

Associated Tax Constants

FDUNMPRATE

452 - U.S. Federal Unemployment Tax Rate Maintenance

```
ACTION: _____

               U.S. Federal Unemployment Tax Rate Maintenance

State Code: 01    Alabama                        Retention Date:  2008/01/01

   Effective
     Date         Rate     Note                          Delete
   2010/07/01      6.345 %  MID YEAR RATE CHANGE FOR 2010        _










                                                              452
```

Purpose

Use this screen to update or delete a federal unemployment tax rate record for a specific debt state on the HRMS Tables File.

Screen Access

Select a federal unemployment tax rate record from Screen 451.

Comments

This screen is used to update or delete current records. If a record is to be deleted, a confirmation message is shown.

Associated Tax Constants

FDUNMPRATE

453 - U.S. State Employer Unemployment Rate Menu

```
ACTION: ____

                U.S. State Employer Unemployment Rate Menu

Next L1: AL L2: WA State: 03

State Code: 01    Alabama                           Retention Date:  2008/01/01

            Effective
Select       Date          Rate       Note
   _        2010/01/01     3.357 %  2010 RATE
   _        2009/01/01     2.555 %  2009 RATE
   _        2008/01/01     5.555 %  INITIAL RATE FOR 2008




Insert New Rate:
         ____/__/__      _____ %  _____
                                                                    453
```

Purpose

Use this screen to display and insert state employer unemployment tax rates for a specific state on the HRMS Tables File.

Screen Access

Select a state from Screen 450 or display the first state on file. If no state employer unemployment tax rate records are found for the selected state, you can insert a new record on this screen.

Comments

This screen is used to display current records and insert new records.

The Next State field can be used to

▪ Cycle through all state employer unemployment tax rate records or

▪ Go directly to a specific state by entering the appropriate value in it.

Associated Tax Constants

ERUNMPRATE

454 - U.S. State Employer Unemployment Tax Rate Maintenance

```
ACTION: _____
L1: AL L2: WA


              U.S. State Employer Unemployment Tax Rate Maintenance

State Code: 01    Alabama                    Retention Date:  2008/01/01

   Effective
     Date          Rate     Note                        Delete
   2010/01/01      3.357 %  2010 RATE                       _














                                                                     454
```

Purpose

Use this screen to update or delete a state employer unemployment tax rate record for a specific state on the HRMS Tables File.

Screen Access

Select a state employer unemployment tax rate record from Screen 453.

Comments

This screen is used to update or delete current records. If a record is to be deleted, a confirmation message is shown.

Associated Tax Constants

ERUNMPRATE

455 - U.S. State Employee Disability Rate Menu

```
ACTION: ____

                    U.S. State Employee Disability Rate Menu

Next L1: AL L2: WA State: 12

State Code: 11    Georgia                        Retention Date:  2008/01/01


          Effective
Select      Date        Rate      Note
  _        2009/01/01    5.250 %  2009 GEORGIA EEDISRATE
  _        2008/01/01    5.250 %  2008 GEORGIA EEDISRATE






Insert New Rate:
         ____/__/__      _____ % _____
                                                              455
```

Purpose

Use this screen to display and insert state employee disability tax rates for a specific state on the HRMS Tables File.

Screen Access

Select a state from Screen 450 or display the first state on file. If no state employee disability tax rate records are found for the selected state, you can insert a new record on this screen.

Comments

This screen is used to display current records and insert new records.

The Next State field can be used to

- Cycle through all state employee disability tax rate records or
- Go directly to a specific state by entering the appropriate value in it.

Associated Tax Constants

EEDISRATE

456 - U.S. State Employee Disability Tax Rate Maintenance

```
ACTION: ____
L1: AL L2: WA


              U.S. State Employee Disability Tax Rate Maintenance

State Code: 11    Georgia                      Retention Date:  2008/01/01

   Effective
     Date        Rate     Note                          Delete
    2009/01/01      5.250 %  2009 GEORGIA EEDISRATE            _










                                                                      456
```

Purpose

Use this screen to update or delete a state employee disability tax rate record for a specific state on the HRMS Tables File.

Screen Access

Select a state employee disability tax rate record from Screen 455.

Comments

This screen is used to update or delete current records. If a record is to be deleted, a confirmation message is shown.

Associated Tax Constants

EEDISRATE

457 - U.S. Local Authorities Menu

```
ACTION: ____
L1: AL L2: WA
                        U.S. Local Authorities Menu
Next L1: AL L2: WA SCC:  602 SMC: _

Local ID: ALWA   601     Worthington              Retention Date:   2008/01/01

    Effective
S    Date         Amount   / Rate    Note                              Tax Auth
_   2010/07/01              10.000% 2010 MID-YEAR 10%
_   2009/01/01               5.250% 2009 RATE CHANGE
_   2007/11/02               5.000% INITIAL 5% RATE
_   2007/07/01       5.00           INITIAL AMOUNT




Insert New Record
   ____/__/__   Rate: _____ %        _____ _____
                Amount: _____
                                                                        457
```

Purpose

Use this screen to display and insert U.S. local authority records on the HRMS Tables File.

Screen Access

Select a U.S. local authority from Screen 450 or display the first local authority on file. If no local authority records are found for the selected local authority, you can insert a new record on this screen.

Comments

This screen is used to display current records and insert new records.

The Next L1, L2, SCC, and SMC fields can be used to

- Cycle through all local authority records or
- Go directly to a specific local authority by entering the appropriate values in them.

Associated Tax Constants

U.S. Local

458 - U.S. Local Authorities Maintenance

```
ACTION: ____
L1: AL L2: WA


                        U.S. Local Authorities Maintenance

Local ID: ALWA   601      Worthington              Retention Date: 2008/02/01



Effective
  Date                    Rate    Note                          Delete
2010/07/01              10.000 % CHANGE RATE TO 10%               _








                                                                       458
```

Purpose

Use this screen to update or delete a U.S. local authority record on the HRMS Tables File.

Screen Access

Select a U.S. local authority record from Screen 457.

Comments

This screen is used to update or delete current records. If a record is to be deleted, a confirmation message is shown.

Associated Tax Constants

U.S. Local

460 - U.S. Authority-Specific Tax Constants Menu

```
ACTION: ____
L1: AL L2: WA

                    U.S. Authority-Specific Tax Constants

 _  Supplemental Wages DOE
 _  Arizona Option to Bypass December Withholding
 _  Indiana Advance Earned Income Credit DOE
 _  New Jersey Employee Family Leave Insurance Rate
 _  New York Family Leave Insurance DOE
 _  Ohio School District User Exit DOE
 _  Oregon Transit Tax DOE
 _  Oregon Transit Wage DOE
 _  Wisconsin Advance Earned Income Credit DOE




                                                                    460
```

Purpose

Use this screen to select tax constant records for specific authorities on the HRMS Tables File.

Screen Access

Select **U.S. Authority-Specific Tax Constants** from Screen **450**.

Comments

This screen is a selection-only screen. A selection is made by entering **S**.

Associated Tax Constants

BYPASSTAX, DEFCOMPDOE, EEFLIRATE, INAEICDOE, NYFLIDOE, OHSDITDOE, ORTRANTAX, ORTRANWAGE and WIAEICDOE

461 - Supplemental Wages DOE Menu

```
ACTION: ____
L1: AL L2: WA

                        Supplemental Wages DOE Menu

                                          Retention Date:  2008/02/01


          Effective
Select      Date      DOE Code  Description      Note
  _       2011/01/01    WQ     SUPP WAGES WQ    2011 SUPP WAGES
  _       2010/01/01    AB     SUPP WAGES AB    2010 SUPP WAGES
  _       2009/01/01    AC     SUPP WAGES AC    2009 SUPP WAGES








Insert New DOE Code:
      ____/__/__      __                  _____

                                                                461
```

Purpose

Use this screen to display and insert DOEs used to store supplemental deferred compensation.

Screen Access

Select **Supplemental Wages DOE** from Screen **460** for the appropriate Level 1, Level 2.

Comments

This screen is used to display current records and insert new records.

For more information about DEFCOMPDOE processing, see the latest information in the United States Federal chapter in the *Taxing Authorities - US Fed and States A-L* guide on the Infor Support Portal under E Series, English, Human Capital Management, Human Resources Tax Reference Guide.

Associated Tax Constants

DEFCOMPDOE

462 - Supplemental Wages DOE Maintenance

```
ACTION: ____
L1: AL L2: WA

                      Supplemental Wages DOE Maintenance

                                          Retention Date:  2008/02/01

   Effective
     Date    DOE Code  Description    Note                      Delete
   2011/01/01   WQ    SUPP WAGES WQ   2011 SUPP WAGES              _









                                                               462
```

Purpose

Use this screen to update or delete a supplemental wages DOE record on the HRMS Tables File.

Screen Access

Select a supplemental wages DOE record from Screen **461**.

Comments

This screen is used to update or delete current records. If a record is to be deleted, a confirmation message is shown.

Associated Tax Constants

DEFCOMPDOE

463 - Arizona Bypass December Withholding Menu

```
ACTION: _____
L1: AL L2: WA

                    Arizona Bypass December Withholding Menu

                                          Retention Date:  2008/02/01


          Effective
Select      Date      Bypass Tax     Note
  _       2010/01/01      1        BYPASS TAX FOR 2010
  _       2009/01/01      0        DO NOT BYPASS FOR 2009
  _       2008/01/01      1        INITIAL VALUE






Insert New Bypass Option:
        ____/__/__        _        _____

                                                                    463
```

Purpose

Use this screen to display and insert Arizona bypass December withholding records on the HRMS Tables File.

Screen Access

Select **Arizona Bypass December Withholding** from Screen **460** for the appropriate Level 1, Level 2.

Comments

This screen is used to display current records and insert new records.

For more information about BYPASSTAX processing, see the latest information in the Arizona chapter of the *Taxing Authorities - US Fed and States A-L* guide on the Infor Support Portal under E Series, English, Human Capital Management, Human Resources Tax Reference Guide.

Associated Tax Constants

BYPASSTAX

464 - Arizona Bypass December Withholding Maintenance

```
ACTION: ____
L1: AL L2: WA

              Arizona Bypass December Withholding Maintenance

                                          Retention Date:  2008/02/01

  Effective
   Date     Bypass Tax   Note                         Delete
  2010/01/01     1       BYPASS TAX FOR 2010             _




                                                                    464
```

Purpose

Use this screen to update or delete an Arizona bypass December withholding record on the HRMS Tables File.

Screen Access

Select an Arizona bypass December withholding record from Screen **463**.

Comments

This screen is used to update or delete current records. If a record is to be deleted, a confirmation message is shown.

Associated Tax Constants

BYPASSTAX

465 - Indiana Advance Earned Income Credit DOE Menu

```
ACTION: _____
L1: AL L2: WA

                    Indiana Advance Earned Income Credit DOE

                                         Retention Date:  2008/02/01


          Effective
Select      Date      DOE Code  Description      Note
   _      2010/01/01    1S     DOE 1S          INSERT NEW ONE
   _      2008/01/01    1R     INDIANA AEIC W
   _      2003/01/01    1R     INDIANA AEIC W








Insert New DOE Code:
          ____/__/__      __              _____

                                                                      465
```

Purpose

Use this screen to display and insert Indiana advance earned income credit DOE records on the HRMS Tables File.

Screen Access

Select **Indiana Advance Earned Income Credit DOE** from Screen **460** for the appropriate Level 1, Level 2.

Comments

This screen is used to display current records and insert new records.

For more information about INAEICDOE processing, see the current information in the Indiana chapter of the *Taxing Authorities - US Fed and States A-L* guide on the Infor Support Portal under E Series, English, Human Capital Management, Human Resources Tax Reference Guide.

Associated Tax Constants

INAEICDOE

466 - Indiana Advance Earned Income Credit DOE Maintenance

```
ACTION: ____
L1: AL L2: WA

              Indiana Advance Earned Income Credit DOE Maintenance

                                          Retention Date:  2008/02/01

   Effective
    Date     DOE Code  Description     Note                    Delete
   2010/01/01  1S     DOE 1S        INSERT NEW ONE               _










                                                                   466
```

Purpose

Use this screen to update or delete an Indiana advance earned income credit DOE record on the HRMS Tables File.

Screen Access

Select an Indiana advance earned income credit DOE record from Screen **465**.

Comments

This screen is used to update or delete current records. If a record is to be deleted, a confirmation message is shown.

Associated Tax Constants

INAEICDOE

467 - New Jersey Family Leave Insurance Menu

```
ACTION: _____
L1: AL L2: WA


                    New Jersey Family Leave Insurance Menu

State Code: 31     New Jersey                      Retention Date:  2008/02/01


            Effective
Select        Date          Rate        Note
  _         2009/01/01      2.225 %   2009 FLI RATE
  _         2008/01/01      1.502 %   2008 FLI RATE
  _         2007/10/01      1.002 %   INITIAL FLI RATE








Insert New Rate:
          ____/__/__      _____ %  _____

                                                                        467
```

Purpose

Use this screen to display and insert New Jersey Family Leave Insurance rate records on the HRMS Tables File.

Screen Access

Select **New Jersey Family Leave Insurance Rate** from Screen **460** for the appropriate Level 1, Level 2.

Comments

This screen is used to display current records and insert new records.

Associated Tax Constants

EEFLIRATE

468 - New Jersey Family Leave Insurance Maintenance

```
ACTION: ____
L1: AL L2: WA

                  New Jersey Family Leave Insurance Maintenance

State Code: 31     New Jersey                      Retention Date:  2008/02/01

    Effective
      Date           Rate      Note                              Delete
    2009/01/01       2.225 %   2009 FLI RATE                       _




                                                                    468
```

Purpose

Use this screen to update or delete a New Jersey Family Leave Insurance rate record on the HRMS Tables File.

Screen Access

Select a New Jersey Family Leave Insurance rate record from Screen **467**.

Comments

This screen is used to update or delete current records. If a record is to be deleted, a confirmation message is shown.

Associated Tax Constants

EEFLIRATE

469 - Ohio School District User Exit DOE Menu

```
ACTION: ____
L1: AL L2: WA

                Ohio School District User Exit DOE

                                      Retention Date:  2008/02/01

          Effective
Select      Date       DOE Code  Description    Note
  _       2010/01/01     JA    OH SCHOOL DIST  2010 OHIO SD DOE
  _       2009/01/01     JB    OH SCHOOL DIST  2009 OHIO SD DOE
  _       1990/01/01     JC    OH SCHOOL DIST  1990 OHIO SD DOE




Insert New DOE Code:
        ____/__/__      __                  _____

                                                                  469
```

Purpose

Use this screen to display and insert Ohio school district user exit DOE records on the HRMS Tables File.

Screen Access

Select **Ohio School District User Exit DOE** from Screen **460** for the appropriate Level 1, Level 2.

Comments

This screen is used to display current records and insert new records.

For more information about OHSDITDOE processing, see the latest information in the Ohio - School Districts chapter of the *Taxing Authorities - States M-Z* guide on the Infor Support Portal under E Series, English, Human Capital Management, Human Resources Tax Reference Guide.

Associated Tax Constants

OHSDITDOE

470 - Ohio School District User Exit DOE Maintenance

```
ACTION: ____
L1: AL L2: WA

                Ohio School District User Exit DOE Maintenance

                                            Retention Date:  2008/02/01

   Effective
    Date      DOE Code  Description    Note                      Delete
   2010/01/01   JA    OH SCHOOL DIST  2010 OHIO SD DOE             _




                                                                   470
```

Purpose

Use this screen to update or delete an Ohio school district user exit DOE record on the HRMS Tables File.

Screen Access

Select an Ohio school district user exit DOE record from Screen **469**.

Comments

This screen is used to update or delete current records. If a record is to be deleted, a confirmation message is shown.

Associated Tax Constants

OHSDITDOE

471 - Wisconsin Advance Earned Income Credit DOE Menu

```
ACTION: ____
L1: AL L2: WA

                  Wisconsin Advance Earned Income Credit DOE

                                        Retention Date:  2008/02/01


        Effective
Select    Date     DOE Code  Description     Note
  _     2009/01/01    1W    WI AEIC DOE    2009 WISCONSIN AEIC
  _     2008/01/01    1R    WI AEIC DOE    2008 WISCONSIN AEIC
  _     2007/01/01    1R    WI AEIC DOE    2007 WISCONSIN AEIC







Insert New DOE Code:
        ____/__/__     __              _____

                                                                    471
```

Purpose

Use this screen to display and insert Wisconsin advance earned income credit DOE records on the HRMS Tables File.

Screen Access

Select **Wisconsin Advance Earned Income Credit DOE** from Screen **460** for the appropriate Level 1, Level 2.

Comments

This screen is used to display current records and insert new records.

For more information about WIAEICDOE processing, see the latest information in the Wisconsin chapter of the *Taxing Authorities - States M-Z* guide on the Infor Support Portal under E Series, English, Human Capital Resources, Human Resources Tax Reference Guide.

Associated Tax Constants

WIAEICDOE

472 - Wisconsin Advance Earned Income Credit DOE Maintenance

```
ACTION: ____
L1: AL L2: WA


          Wisconsin Advance Earned Income Credit DOE Maintenance

                                        Retention Date:  2008/02/01

  Effective
   Date    DOE Code  Description     Note                    Delete
  2009/01/01   1W    WI AEIC DOE    2009 WISCONSIN AEIC          _







                                                              472
```

Purpose

Use this screen to update or delete a Wisconsin advance earned income credit DOE record on the HRMS Tables File.

Screen Access

Select a Wisconsin advance earned income credit DOE record from Screen **471**.

Comments

This screen is used to update or delete current records. If a record is to be deleted, a confirmation message is shown.

Associated Tax Constants

WIAEICDOE

473 - U.S. State W-4 Expiration Date Constant

```
Action: ____    Next State: 33

                    U.S. State W-4 Expiration Date Constant


 State Code: 11     Georgia                        Retention Date: 2014/05/01

             Effective
 Select       Date         Month/Day    Note
   _        2017/01/01        02/15      2017 GA W-4 EXPIRATION DATE
   _        2016/01/01        02/17      2016 GA W-4 EXPIRATION DATE
   _        2015/01/01        02/16      2015 GA W-4 EXPIRATION DATE
   _        2014/01/01        02/15      2014 GA W-4 EXPIRATION DATE




 Insert New Date:
             Effective
              Date         Month/Day    Note
           ____/__/__        _____      _____
                                                                      473
```

Purpose

Use this screen to display and insert state W-4 expiration date constants on the HRMS Tables File.

Screen Access

Select **U.S. State W-4 Expiration Date** from Screen **450**.

Comments

This screen is used to display current records and insert new records.

For more information about W4EXPIREDT processing, see the latest information in the U.S. State Exempt W-4 Expiration Dates chapter of the *Tax Reference Guide* on the Infor Support Portal.

Associated Tax Constants

W4EXPIREDT

474 - U.S. State W-4 Expiration Date Constant Maintenance

```
Action: ____

                U.S. State W-4 Expiration Date Constant Maintenance

 State Code: 11     Georgia                      Retention Date:  2014/05/01

    Effective
     Date        Month/Day   Note                          Delete
    2016/01/01     02/17     2016 GA W-4 EXPIRATION DATE       _




                                                                      474
```

Purpose

Use this screen to update or delete a state W-4 expiration date record on the HRMS Tables File.

Screen Access

Select a state W-4 expiration date record from Screen **473**.

Comments

This screen is used to update or delete current records. If a record is to be deleted, a confirmation message is shown.

Associated Tax Constants

W4EXPIREDT

475 - New York Family Leave Insurance DOE Menu

```
Action: ____
 L1: AL L2: WA

                 New York Family Leave Insurance DOE

                                          Retention Date:  2015/06/01

           Effective
  Select     Date      DOE Code  Description    Note
    _       2017/07/01    NY     NEW YORK FLI    NEW YORK FAMILY LEAVE DOE 2017




  Insert New DOE Code:
           ____/__/__      __           _____

                                                                        475
```

Purpose

Use this screen to display and insert New York Family Leave Insurance DOE records on the HRMS Tables File.

Screen Access

Select **New York Family Leave Insurance DOE** from Screen **460** for the appropriate Level 1, Level 2.

Comments

This screen is used to display current records and insert new records.

Associated Tax Constants

NYFLIDOE

476 - New York Family Leave Insurance DOE Maintenance

```
Action: ____
L1: AL L2: WA

              New York Family Leave Insurance DOE Maintenance

                                          Retention Date:  2015/06/01

  Effective
   Date     DOE Code  Description    Note                      Delete
  2017/07/01   NY    NEW YORK FLI   NEW YORK FAMILY LEAVE DOE 2017  _




                                                                  476
```

Purpose

Use this screen to update or delete a New York Family Leave Insurance DOE record on the HRMS Tables File.

Screen Access

Select a New York Family Leave Insurance DOE record from Screen **475**.

Comments

This screen is used to update or delete current records. If a record is to be deleted, a confirmation message is shown.

Associated Tax Constants

NYFLIDOE

7 Online Check Calculation and Payment History

Chapter Contents

Introduction

This chapter describes the screens used for online check calculation in the Payroll/Personnel system.

501 - Gross Pay Information (U.S.)

```
Action:____  Current:501  Next:502
L1:AL L2:WA Employee No:     1020

                    Online CheckCalculation
                     Gross Pay Information

Name:WELLSBYSON,  FIRSTNAME MIDDLE0     Pay Freq:2BiWeekly
Address:111 BEVERLY DRIVE, N.E.         Pay Code:6Salary No O/T Auto Pay
        APARTMENT 2                    Shift Code:0
        SANTA FE             NM87102
                                       Special Pay Indicator:_
                                       Pay Period Begin Date:____/__/__
Work State:   37Oklahoma               Pay Period End Date:____/__/__
Resident State:37Oklahoma                     CheckDate:____/__/__

Hours     Hourly      Salary    OT  DOEHours Shift  Shift Weeks  Neg
Worked     Rate       Amount    Code CD Code  Code   DOE  Worked  Ern


_____ __ __  _  __  ____ _
_____ __ __  _  __  ____ _
_____ __ __  _  __  ____ _
_____ __ __  _  __  ____ _
_____ __ __  _  __  ____ _
_____ __ __  _  __  ____ _
```

Purpose

Update. Use this screen to enter gross pay information when calculating an Online Check Calculation check.

Screen Access

Type **501** in the Screen or Next field from any screen.

Comments

The employee's name, address, pay frequency, pay code and shift code are displayed from the Employee Master File. The work and resident states also are displayed for U.S. employees.

501 - Gross Pay Information (Canada)

```
Action:____ Current:501Next:503
L1:CNL2:DAEmployee No:     1020

                      Online ChequeCalculation
                       Gross Pay Information

Name:POPPINS,  MARY CNDA1020           Pay Freq:2BiWeekly
Address:12 SUGAR AVENUE                Pay Code:6Salary No O/T Auto Pay
        LAC BIENVILLE                 Shift Code:0
        QUEBEC
                                    Special Pay Indicator:_
        A1A 2B2                     Pay Period Begin Date:____/__/__
                                     Pay Period End Date:____/__/__
                                            ChequeDate:____/__/__

Hours      Hourly     Salary     OT  DOEHours Shift  Shift  Weeks  NegEI/QPIP
Worked     Rate       Amount    Code CD Code  Code   DOE   Worked  ErnPPD Num


_____ __ __ _  __ ____ _ __
_____ __ __ _  __ ____ _ __
_____ __ __ _  __ ____ _ __
_____ __ __ _  __ ____ _ __
_____ __ __ _  __ ____ _ __
_____ __ __ _  __ ____ _ __
```

Purpose

Update. Use this screen to enter gross pay information when calculating an Online Cheque Calculation cheque.

Screen Access

Type **501** in the Screen or Next field from any screen.

Comments

The employee's name, address, pay frequency, pay code, and shift code, display from the Employee Master File.

The EI/QPIP PPD Number can be entered for Canadian Employees.

502 - Deductions/Other Earnings (U.S.)

```
Action: ____    Current: 502  Next: 501  00 DOES HAVE BEEN SELECTED
 L1: AL L2: WA Employee No:      1020  BEGINNING OF DOES - PF8 TO PAGE FORWARD

                    Deductions and Other Earnings Information

 Name:  SMITH,  SAMUAL ALWA1010

 Enter Amount/Overrides for Desired DOEs        Selection Completed: _

 DOE   DOE Description Ern Typ Sub    Amount    Neg   Limit       Arrears
 Code                  /Ded CD  Typ             Ind   Amount      Amount

  DD   BANK SVCS DD   DEDN  G            _____  _
  EA   BOND 1         DEDN  E            _____  _
  EB   BOND 2         DEDN  E            _____  _
  EC   BOND 3         DEDN  E            _____  _
  EE   NJ - MMIPAA    DEDN  J            _____  _
  FF                  DEDN  J
  GC   401K-W2 SUICD2 DEDN  G            _____  _
  GD   403B - W2      DEDN  G            _____  _
  GE   501C - W2      DEDN  G            _____  _
  GF   457 - W2 SUICD DEDN  G            _____  _
  GG   GSPECSUISDICD6 DEDN  G            _____  _
  GI   DEPCARE-W2SUI4 DEDN  G            _____  _
```

Purpose

Update. Use this screen to select deductions/other earnings for U.S. employees to be processed on their Online Check Calculation check.

Screen Access

When gross pay information is entered on Screen 501, Screen 502 displays.

Comments

A maximum of 30 deductions/other earnings can be selected. No Bank Services deductions can be selected.

503 - Deductions/Other Earnings (Canada)

```
Action: ____    Current: 503  Next: 501  00 DOES HAVE BEEN SELECTED
L1: CN L2: DA Employee No:     1020   END OF DOES-PF7 PREV OR PF8 BEGINNING

                  Deductions and Other Earnings Information

 Name:   ROPER,  DONNA CNDA1020

 Enter Amount/Overrides for Desired DOEs        Selection Completed: _

 DOE English      French    Ern/ Typ Sub   Amount    Neg    Limit      Arrears
 CD  Descr        Descr     Ded  CD  Typ              Ind    Amount     Amount

 EA BOND 1       FRENCH BOND D   E        _____ _
 K2 DED EMP AMT FRENCH DED   D   J        _____ _
 K3 DED EMP AMT FRENCH DED   D   J        _____ _
 K5 DED EMP AMT FRENCH DED   D   J        _____ _
 5Y T4T MULTI E FRENCH TM-T E   X         _____ _
 5Z T4Y DEFRD W FRENCH TM-T E   X
 8A CAN BONUS P FRENCH TM-B E   X         _____ _
```

Purpose

Update. Use this screen to select deductions/other earnings for Canadian employees to be processed on their Online Check Calculation cheque.

Screen Access

When gross pay information is entered on Screen 501, Screen 503 displays.

Comments

A maximum of 30 deductions/other earnings can be selected. No Bank Services deductions can be selected. The English and French DOE descriptions are displayed.

504 - Online Function Status

```
Action: ____  Current:  504 Next:  504


                       Online Function Status

    L1 L2
  Selection                Select Function to Perform with an S
                     _ Online Inquiry or Update      _ Check Computation

    __ __
    __ __
    __ __                     Current Online Function Status
    __ __
    __ __          Terminal ID      Date          Time         Function
    __ __
    __ __             0001       2014/01/14     10:45:39       INACTIVE
    __ __             0002       2014/01/16     10:27:11       INACTIVE
    __ __             0003       2013/03/13     11:47:34       INACTIVE

    __ __
    __ __
    __ __
    __ __
    __ __
```

Purpose

Selection. Use this screen to select the Online Check Calculation function you want to perform.

Screen Access

Type **504** in the Screen or Next field from any screen.

Comments

If you select the Update function, the Compute function is not available to other operators. If you select the Compute function, the Update function is not available to other operators. If calculating checks for specific Level 1-Level 2s, you can enter the Level 1-Level 2s on this screen.

505 - Online Check Status (U.S.)

```
Action: ____  Current:  505 Next:  505
                                    END OF FILE - NO MORE CHECKS TO DISPLAY

                          Online Check Status

  Starting Check Number: _____   Check Format: 3C  Printer ID: XXXXXXXX
   Number of Alignments: _  (5 Default)              Perform Processing: _

 L1 L2   Employee       Check    Check    Date   S P P   Check    Eff    Oper
          Number        Amount   Date    Entered   C    Number   Date     ID
 AL WA       238        1901.98 20140113 20140113 G _ P 011414001 00000000 000020
 AL WA       239         900.03 20140103 20140113 _ _ _____ 00000000 000020
 AL WA      1020        2092.97 20140113 20140113 G _ P 011314001 00000000 000020
 AL WA      1020        2570.69 20140114 20140113 G _ Q 011314002 00000000 000020
 CN DA      1000         866.47 20130313 20130313 _ _ _____ 00000000 000020
 CN DA      1010       12098.14 20130313 20130313 _ _ _____ 00000000 000020
 CN DA      1014         935.03 20130313 20130313 _ _ _____ 00000000 000020
 CN DA      1020         601.86 20130313 20130313         _____ 00000000 000020
 CN DA      1020        1432.58 20130814 20130814 _ _ _____ 00000000 000020
 CN DA      1100        1438.97 20130313 20130313 _ _ _____ 00000000 000020

 Prepay Codes (P C): Blank, P thru U
 Status/Process  P - Print Check   and Generate Adjustments V - Reject Check
       Codes:      G - Generate Adjustments Only          R - Reprint Check
```

Purpose

Selection. Use this screen to select the process to be performed for Online Check Calculation checks.

Screen Access

Type **505** in the Screen or Next field from any screen.

Comments

You may choose to print a check and generate adjustment transactions, generate adjustment transactions only, or reject a check. If a check has been printed, it can be reprinted, if necessary. Dates are displayed in YYYYMMDD format.

Associated Transactions

YA, YC, YD, YE, YL, YM, YN

505 - Online Cheque Status (Canada)

```
Action: ____  Current:  505 Next:  505
                                    END OF FILE - NO MORE CHEQUES TO DISPLAY

                            Online Cheque Status

  Starting Cheque Number: _____  Cheque Format: 3C  Printer ID: XXXXXXXX
    Number of Alignments: _  (5 Default)            Perform Processing: _

  L1 L2  Employee       Cheque   Cheque   Date    S P P  Cheque    Eff    Oper
         Number         Amount   Date     Entered   C   Number    Date     ID
  CN DA     1020       2618.32 20140116 20140116  _ _ _____ 00000000 000020


  
  
  
  
  
  
  
  Prepay Codes (P C): Blank, P thru U
  Status/Process  P - Print Cheque  and Generate Adjustments V - Reject Cheque
       Codes:     G - Generate Adjustments Only          R - Reprint Cheque
```

Purpose

Use this screen to select the process to be performed for Online Cheque Calculation cheques.

Screen Access

Type **505** in the Screen or Next field from any screen.

Comments

You may choose to print a cheque and generate adjustment transactions, generate adjustment transactions only, or reject a cheque. If a cheque has been printed, it can be reprinted, if necessary.

Associated Transactions

YA, YB, YC, YD, YE, YF, YG

530 - Employee Payment History Selection

```
ACTION: ____   CURRENT: 530  NEXT: 530
L1: AL  L2: WA  EMPNO:     1082     MORE RECORDS AVAILABLE
NEXT DATE:      NO:              NAME: DERBEY,  GLENN ALLEN
                                                        ESS: A
   SELECT            EMPLOYEE PAYMENT SELECTION       REV  PAY
  DTL OTH SUP        DATE        CHECK/DEP. NO.    PAYMENT AMOUNT  IND  FMT
                   20060908        90800203          1,470.11      0    C
   _   _   _       20060825        82500211          1,470.11      0    C
   _   _   _       20060811        81100208          1,470.10      0    C
   _   _   _       20060728        72800211          1,470.11      0    C
   _   _   _       20060714        71400208          1,470.11      0    C
   _   _   _       20060630        70700210          1,470.11      0    C
   _   _   _       20060630        70700211          1,470.11      0    C
   _   _   _       20060623        62300202          1,470.11      0    C
   _   _   _       20060623        62300203          1,470.11      0    C
   _   _   _       20060609        60900207          1,470.11      0    C
   _   _   _       20060609        60900208          1,470.11      0    C
   _   _   _       20060526        52600210          1,470.10      0    C
                   20060526        52600211          1,470.10      0    C
   _   _   _       20060512        51200207          1,470.11      0    C
   _   _   _       20060512        51200208          1,470.11      0    C
   _   _   _       20060428        42800210          1,470.11      0    C
   _   _   _       20060428        42800211          1,470.11      0    C
```

Purpose

Inquiry. Use this screen to list an employee's prior payments on the Check Reversal Master File and select them one at a time to view in detail.

Screen Access

Type **530** in the Screen or Next field from any screen, or select from Screen 200 - Update Menu Screen.

Comments

Payments are listed by date in descending order (most recent payment first).

If the employee has more than 17 payments on file, the MORE RECORDS AVAILABLE message is displayed. Press Enter to go to the next page of payments. The next 17 occurrences of payment information are displayed. When the employee has no more payments on file, the NO MORE RECORDS AVAILABLE message is displayed. Pressing Enter returns the beginning of the list (most recent payment available) to view.

If a payment is selected, payment detail (DTL) on Screen 531, other check information (OTH) on Screen 535, or supplemental check information (SUP) on Screen 536 is displayed. When you return to Screen 530 from these screens, the list is positioned at the page containing the key information last displayed on Screen 531, 535, or 536.

The Reversal Indicator (REV IND) identifies payments that have been reversed (1 = payment reversed). The Payment Format Indicator (PAY FMT) indicates whether the payment was in the form of a check (C) or direct deposit (D).

531 - Employee Payment History Detail Summary

```
ACTION: ____    CURRENT: 531  NEXT: 530
L1: AL  L2: WA  EMPNO:        1082
DATE: 20061215  CHK/DEP#: 61200211    NAME: DERBEY,  GLENN ALLEN

NET PAY          1,470.11  NET PAY YTD       19,111.41    PAY FORMAT: C
_ EARNINGS/HOURS       RATE       HOURS                 CURRENT          YTD
REGULAR          450.0000    10.00                     4,500.00     58,500.00
FRINGE BEN W2                                            203.56      2,646.28
Combo UC                                                103.00      1,339.00
Combo UD                                                123.45      1,604.85
Combo UE                                                 43.55        566.15
Combo UM                                                 34.89        453.57
CONS EARNINGS                                           650.92      8,461.96
                                      TOTAL GROSS      5,580.87     72,551.31
_ TAXES                                  DEDUCTIONS
FEDERAL          374.55      4,869.15 401K-W2 SU        485.43      6,310.59
FICA/MED         293.39      3,814.09 403B - W2          83.00      1,079.00
ALWA 101 S          .33          4.29 501C - W2         213.46      2,774.98
WISCONSIN        210.76      2,739.88 457 - W2 S        133.54      1,736.02
                                      DEPCARE-W2        103.65      1,347.45
                                      408K -W2 S        213.43      2,774.59
                                      FRINGE BEN        203.56      2,646.28
                                      CONS DEDUC      2,715.66     35,303.58
TOT TAX          879.03     11,427.41  TOT DED        4,151.73     53,972.49
```

Purpose

Inquiry. Use this screen to view a summary of an employee's prior payment and to select further details for earnings/hours, taxes, and deductions.

Screen Access

Select **DTL** on Screen 530 to view an employee's prior payment.

Comments

Screen 531 shows a summary of the detailed earnings/hours, taxes, and deductions information for a prior payment. If the payment has more detail lines than can be shown, the last entry is a consolidated entry for the remaining detail lines.

To see further detail, type **S** in the selection field next to the EARNINGS/HOURS, TAXES, or DEDUCTIONS heading. The following table lists the screens that are displayed depending on your selection.

Selection	Screen Displayed
EARNINGS/HOURS	532
TAXES	533
DEDUCTIONS	534

532 - Employee Payment History Earnings/Hours Detail

```
ACTION: ____    CURRENT: 532  NEXT: 531
L1: AL  L2: WA  EMPNO:      1082     NO MORE EARNINGS AVAILABLE
DATE: 20061215  CHK/DEP#: 61200211   NAME: DERBEY,  GLENN ALLEN

    EARNINGS           RATE      HOURS        CURRENT            YTD
REGULAR             450.0000     10.00       4,500.00       58,500.00
FRINGE BEN W2                                  203.56        2,646.28
Combo UC                                       103.00        1,339.00
Combo UD                                       123.45        1,604.85
Combo UE                                        43.55          566.15
Combo UM                                        34.89          453.57
OTH RPT UN/5                                    29.99          389.87
Combo UO                                        63.34          823.42
Combo UP                                        88.76        1,153.88
Combo UQ                                       313.99        4,081.87
GOLD PCHUTE W2                                  76.34          992.42
1ST MEMO 8                                      28.50          370.50
3RD MEMO 8                                      50.00          650.00
```

Purpose

Inquiry. Use this screen to view detailed information about hours and earnings for an employee's prior payment.

Screen Access

Select **EARNINGS/HOURS** on Screen 531 for an employee's prior payment.

Comments

Screen 532 shows detailed information about hours and earnings for an employee's prior payment. If more earnings are available for the payment than can be shown on the screen, the MORE EARNINGS AVAILABLE...PRESS ENTER message is displayed. Press Enter to view the next page of earnings. If the payment has no more earnings to display, the NO MORE EARNINGS AVAILABLE message is displayed. Pressing Enter when the payment has no more earnings to display redisplays Screen 531.

533 - Employee Payment History Tax Detail

```
ACTION: ____    CURRENT: 533  NEXT: 531
L1: AL  L2: WA  EMPNO:        1082
DATE: 20061215  CHK/DEP#: 61200211    NAME: DERBEY,  GLENN ALLEN
  TAXES              CURRENT          YTD
FEDERAL               374.55      4,869.15
FICA/MED              293.39      3,814.09
ALWA 101 SCC             .33          4.29
WISCONSIN             210.76      2,739.88
```

Purpose

Inquiry. Use this screen to view detailed information about taxes withheld for an employee's prior payment.

Screen Access

Select **TAXES** on Screen 531 for an employee's prior payment.

Comments

Screen 533 shows detailed information about taxes withheld for an employee's prior payment. Pressing Enter redisplays Screen 531 for the payment selected.

534 - Employee Payment History Deductions Detail

```
ACTION: ____    CURRENT: 534  NEXT: 534
L1: AL  L2: WA  EMPNO:      1082     MORE DEDUCTIONS AVAILABLE...PRESS ENTER
DATE: 20061215  CHK/DEP#: 61200211   NAME: DERBEY,  GLENN ALLEN


    DEDUCTION         CURRENT          YTD
401K-W2 SUICD2         485.43       6,310.59
403B - W2               83.00       1,079.00
501C - W2              213.46       2,774.98
457 - W2 SUICD         133.54       1,736.02
DEPCARE-W2SUI4         103.65       1,347.45
408K -W2 SUICD         213.43       2,774.59
FRINGE BEN W2          203.56       2,646.28
Combo UC               103.00       1,339.00
Combo UD               123.45       1,604.85
Combo UE                43.55         566.15
Combo UM                34.89         453.57
OTH RPT UN/5            29.99         389.87
Combo UO                63.34         823.42
Combo UP                88.76       1,153.88
Combo UQ               313.99       4,081.87
MSA CONTRIB            203.00       2,639.00
SRA CONTRIB            213.00       2,769.00
AAB PAYMNTS            324.00       4,212.00
STOCK OPTNS            343.00       4,459.00
```

Purpose

Inquiry. Use this screen to view detailed information about deductions for an employee's prior payment.

Screen Access

Select **DEDUCTIONS** on Screen 531 for an employee's prior payment.

Comments

Screen 534 shows detailed information about deductions for an employee's prior payment. If more deductions are available for the payment than can be shown on the screen, the MORE DEDUCTIONS AVAILABLE...PRESS ENTER message is displayed. Press Enter to view the next page of deductions. If the payment has no more deductions to display, the NO MORE DEDUCTIONS AVAILABLE message is displayed. Pressing Enter when the payment has no more deductions to display redisplays Screen 531.

535 - Employee Payment History Other Check Information

```
ACTION: ____   CURRENT: 535  NEXT: 535
L1: AL  L2: WA  EMPNO:       1082     MORE DEPOSITS AVAILABLE...PRESS ENTER
DATE: 20061215  CHK/DEP#: 61200211    NAME: DERBEY,  GLENN ALLEN

DISTRIBUTION CD: 2222 3333 4444                    PERIOD BEGIN:   20061215
CO. NAME: THRASHER ENTERPRISES                     PERIOD END:     20050607
ADDRESS:  1 SOUTHEAST DIVISION                      VACA HRS:       0.00
          ATLANTA               GA 30450            SICK HRS:    8000.00

EMPLOYEE  2830 SANTA BARBARA DRIVE
ADDRESS:  APARTMENT 1
          TRENTON               NJ 08865-1018

BANK       1: ALWART1   PAID THRU BANK: FIRST BANK OF GEORGIA
ROUTING #S 2: ALWART2   SUPPRESS ACCT#:

BANK DEPOSITS                     ACCOUNT       DESCRIPTION          AMOUNT
FIRST BANK OF GEORGIA            11111111111111101 Main Checking  138,048,429.74
CARROLL COMMUNITY BANK          11111111111111102 Checking            554.10
FIRST BANK OF GEORGIA           11111111111111103 Savings             565.10
FIRST ATLANTA BANK              11111111111111104 Checking 12         576.10
FULTON FEDERAL SAVING AND LOAN 11111111111111105 Savings 401k        587.10

MESSAGES: REMINDER - DAYLIGHT SAVINGS TIME BEGINS
```

Purpose

Inquiry. Use this screen to view other check information for an employee's prior payment.

Screen Access

Select **OTH** on Screen 530 for an employee's prior payment.

Comments

Screen 535 shows other check information for an employee's prior payment, including up to five lines of deposit information per screen. If more deposits are available for the payment than can be shown on the screen, the MORE DEPOSITS AVAILABLE... PRESS ENTER message is displayed. Press Enter to view the next five deposits. If the payment has no more deposits to display, the NO MORE DEPOSITS AVAILABLE message is displayed. Pressing Enter when the payment has no more deductions to display redisplays Screen 530.

Any message printed on the selected payment is shown on Screen 535. These messages can be organization messages from ZM transactions or employee messages from ZN transactions.

536 - Employee Payment History Supplemental Check Record (U.S.)

```
ACTION: ____   CURRENT: 536  NEXT: 530
L1: AL  L2: WA  EMPNO:      1082
DATE: 20061215  CHK/DEP#: 61200211    NAME: DERBEY,  GLENN ALLEN


                   SUPPLEMENTAL CHECK RECORD

          EMP STATUS:            SOC SEC NUM:  123456789
          UNION CODE:            EMPLOY DATE: 19890925



                     TAXING OPTIONS
              METHOD  AMT/PERCENT  STATUS  EXEMP
       FEDERAL:   4        4000       M     000
         STATE:   0           0       M     000
        COUNTY:               0       M     000
          CITY:               1             000
```

Purpose

Inquiry. Use this screen to view supplemental check information for a U.S. employee's prior payment.

Screen Access

Select **SUP** on Screen 530 for an employee's prior payment.

Comments

Screen 536 shows the supplemental check information for a U.S. employee's prior payment. Pressing Enter redisplays Screen 530.

536 - Employee Payment History Supplemental Cheque Record (Canada)

```
ACTION: ____    CURRENT: 536  NEXT: 530
L1: CN  L2: DA  EMPNO:      1010
DATE: 20061231  CHK/DEP#: 61200102     NAME: WALKER,  GLORIA CATHERINE

                        SUPPLEMENTAL CHEQUE RECORD

        EMP STATUS:             SOC INS NUM:  563879468
        UNION CODE:             EMPLOY DATE: 19850331
        BIRTH DATE: 19600101    EI FIRST DAY: 19850401
        JOB TITLE: SENIOR STENOGRAPHER

                        TAXING OPTIONS
                     METHOD  AMT/PERCENT
        FEDERAL:       4      000000000
        PROVINCE:      0      000000000
```

Purpose

Inquiry. Use this screen to view supplemental cheque information for a Canadian employee's prior payment.

Screen Access

Select **SUP** on Screen 530 for an employee's prior payment.

Comments

Screen 536 shows the supplemental cheque information for a Canadian employee's prior payment. Pressing Enter redisplays Screen 530.

8   Supplemental Address, Dependent, and Health Plan

Chapter Contents

Introduction

This chapter describes the screens used to maintain health care and dependent data for Payroll/Personnel.

235 - Dependent Personal Data Selection

```
Action: ____    Current: 235  Next: 235
 L1: AL L2: WA Employee No:      1018  NO MORE RECORDS AVAILABLE

                   Dependent Personal Data Selection

        Employee Name: WALKER-FELTON,  SAMMUAALWA1018

                    Select the Desired Dependent
              SSN/SIN    Dependent Name
         _   0091713131  WALKER,  LUKE






        Insert Dependent SSN/SIN: _____   Name: _____

        Change Dep SSN/SIN   Old: _____    New: _____
```

Purpose

Update. Use this screen to view dependents for an employee, select a dependent for which to perform maintenance, and add a new dependent.

Required Fields

To change dependent data, type **S** in the space to the left of the Dependent SSN/SIN field to select the dependent for maintenance.

To add a new dependent, Dependent SSN/SIN and Dependent Name must be entered.

To change a Dependent SSN/SIN, both old and new SSN/SIN must be entered.

Screen Access

Type **235** in the Next screen field from any screen. This screen may also be accessed from screen 234 - Dependent/Health Plan Data Menu Screen using the Screen field.

Screen Flow

When you press **Enter** to display dependents, the screen remains on 235.

When a dependent is selected for maintenance or a new dependent is being added, the screen automatically flows to 236.

When a dependent SSN/SIN is being changed, the screen automatically flows to 237.

Comments

None

Associated Transactions

SW, DW

236 - Dependent Personal Data

```
Action: ____   Current: 236  Next: 236
 L1: AL L2: WA Employee No:       1018


                          Dependent Personal Data

   SSN/SIN: 0091713131    Dependent Name: WALKER,  LUKE
   Address Identifier: H1  Address 1     : 123 ALDERON WAY
                          Address 2     :
                          City          : CLOUDLAND
                          State/Province: AL    ZIP/Postal Code: 32150
                          Country       : USA  USA

   Date of Birth: 2008/11/24    Date of Death   : ____/__/__
   Sex Code    : M             Relationship Code: __
                              Status Code     : __

                          User Defined Fields

   Alpha Field 1  :  XXXXXXXXXXXX     Alpha Field 2  : _____
   Alpha Field 3  : _____

   Numeric Field 1: _____        Numeric Field 2: _____
   Date Field 1   : ____/__/__        Date Field 2   : ____/__/__
```

Purpose

Update. Use this screen to add or change dependent data.

Required Fields

When a new dependent is added, the Dependent SSN/SIN and Dependent Name fields are required.

Screen Access

This screen is accessed from Screen 235 when a dependent is selected, a new dependent is selected, or a new dependent SSN/SIN and name are entered.

You can also access Screen 236 directly by typing **236** in the Next screen field from any screen or from screen 234 - Dependent/Health Plan Data Menu Screen using the Screen field.

Screen Flow

236

Comments

Translations from the HRMS Tables File are displayed for Country, Relationship, and Status codes. Address information from the employee's supplemental address records is also displayed if it is tied to an Address Identifier.

Associated Transactions

SW, SX, SY

237 - Dependent SSN/SIN Change

```
Action: ____    Current: 237  Next: 237
 L1: AL L2: WA Employee No:        1018

                      Dependent SSN/SIN Change


              Dependent name:   WALKER,  LUKE

              Are You Sure You Want to Change the SSN/SIN

              From:  0091713131   To:  0901713131

              Enter Y or N       _
```

Purpose

Update. Use this screen to change a dependent's social security or social insurance number.

Required Fields

Y or **N** to confirm the SSN/SIN change.

Screen Access

The screen must be accessed from Screen 235 to change a dependent SSN or SIN. Both the old and the new dependent SSN or SIN must be entered on Screen 235.

Screen Flow

235

Comments

The dependent SSN or SIN can be changed but not deleted in the realtime environment.

Associated Transactions

DW

238 - Dependent Health Plan Selection

```
Action: ____    Current: 238  Next: 238
 L1: AL L2: WA Employee No:       1018  NO MORE RECORDS AVAILABLE

                    Dependent Health Plan Selection

              Employee Name: WALKER-FELTON,  SAMMUAALWA1018

                         Select the Desired Dependent

                   SSN/SIN    Dependent Name
                _  0091713131  WALKER,  LUKE
```

Purpose

Update. Use this screen to view dependents for an employee and to select a dependent for which to perform health plan maintenance.

Required Fields

Type **S** in the space to the left of the dependent SSN/SIN to select a dependent for which to perform health plan maintenance.

Screen Access

Type **238** in the Next screen field from any screen. This screen can also be accessed from Screen 234 - Dependent/Health Plan Data Menu Screen using the Screen field.

Screen Flow

The screen remains on 238 when you press **Enter** to display dependents. When a dependent is selected for health plan maintenance, the screen automatically flows to 239.

Comments

Screen 238 displays up to 10 dependents at a time. Each employee can have a total of 20 dependents in the Employee Master File.

Associated Transactions

SZ

239 - Health Plan Selection

```
Action: ____   Current: 239  Next: 239
 L1: AL L2: WA Employee No:      1024
                 Health Plan Selection

    SSN/SIN: 0252029701   Dependent Name: DEPENDENT,  NAME ONE

                    Select the Desired Plan

    Plan        Coverage              Plan        Coverage
     ID        Begin Date              ID        Begin Date
  _  ACA        2015/01/01




                        Plan              Coverage
  Insert New Health Plan:  ID            Begin Date
                          ___           ____/__/__

```

Purpose

Update. Use this screen to

- View health plans for a dependent.
- Select a dependent's health plan for maintenance.
- Add a new health plan for the dependent.

Required Fields

To select a health plan for maintenance, type **S** in the space beside the Plan ID.

To add a new health plan for the dependent, the new Plan ID and Coverage Begin Date are required.

Screen Access

This screen is accessed from Screen 238 when a dependent is selected for which to perform health plan maintenance.

Screen 239 can be accessed by typing **239** in the Next screen field from any screen. This screen can also be accessed from Screen 234 - Dependent/Health Plan Data Menu Screen using the Screen field.

Screen Flow

The screen automatically flows to 240 when a health plan ID is selected for maintenance or a new Plan ID is being added.

Comments

Up to 16 Plan IDs and Coverage Begin Dates can be displayed on this screen.

When a Plan ID is being added that is the same as an existing Plan ID, the following criteria apply:

- The existing Plan ID must already have a Coverage End Date
- The Coverage Begin Date for the new Plan ID must be after the Coverage End Date for the existing Plan ID.

Associated Transactions

SZ

240 - Dependent Health Plan Data

```
Action: ____   Current: 240  Next: 240
 L1: AL L2: WA Employee no:       1024

                    Dependent Health Plan Data

        SSN/SIN: 0252029701    Name: DEPENDENT,  NAME ONE

        Plan ID: ACA           Plan Title: AFFORDABLE CARE ACT DATA

     Begin Date: 2015/01/01    End Date: 0000/00/00

    Plan Status: __

  Coverage Type: __

   User Field 1: __          User Field 2: __


                 Affordable Health Care (ACA) Data

       All Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec
        X   _   _   _   _   _   _   _   _   _   _   _   _
```

Purpose

Update. Use this screen to view health plan data for a dependent and to update the dependent's health plan information.

Required Fields

Dependent SSN/SIN, Plan ID, Coverage Begin Date

Screen Access

Screen 240 can be accessed by typing **240** in the Next screen field from any screen. This screen can also be accessed from Screen 234 - Dependent/Health Plan Data Menu Screen using the Screen field.

Screen Flow

240

Comments

Code translations from the HRMS Tables File are displayed for plan status and coverage type.

When a Plan ID is being added that is the same as an existing Plan ID, the following criteria applies:

- The existing Plan ID must already have a Coverage End Date

- The Coverage Begin Date for the new Plan ID must be after the Coverage End Date for the existing Plan ID.

- Coverage End Date must be equal to or greater than Coverage Begin Date.

- Coverage End Date cannot be reset.

Associated Transaction

SZ

241 - Supplemental Address Selection

```
Action: ____    Current: 241  Next: 241
 L1: AL L2: WA Employee No:      1018  NO MORE RECORDS AVAILABLE

                     Supplemental Address Selection

            Employee Name: WALKER-FELTON,  SAMMUAALWA1018

                     Select the Desired Identifier

                                        State/     ZIP/
    ID TP    Address 1      Address 2    City    Prov      Postal     CC
  _ H1 1 123 ALDERON WAY                 CLOUDLAND  AL      32150      USA









    Insert New Identifier: __

```

Purpose

Update. Use this screen to

- View supplemental address data for an employee.

- Select supplemental address information for maintenance.

- Add new supplemental address data.

Required Fields

To add address information for a new Address Identifier, the new address ID must be entered.

To change the address information for an Address Identifier, type **S** in the space to the left of the Address ID to change.

Screen Access

Type **241** in the Next screen field from any screen. This screen may also be accessed from screen 234 - Supplemental Address/Dependent/Health Plan Data Menu Screen using the Screen field.

Screen Flow

242

Comments

The Address Identifier is a user-defined alphanumeric field.

The Employee Master File holds up to 24 Supplemental Addresses. Screen 241 displays up to 9 supplemental addresses per screen.

Associated Transaction

SF

242 - Supplemental Address Data

```
Action: ____    Current: 242  Next: 242
 L1: AL L2: WA Employee no:      1234

                     Supplemental Address Data

             Employee Name: RUSSEL,  FRANCES ALWA1234


             Address Identifier: 01    Address Type:  1


             Address 1     : 101 S. 3RD. ST.

             Address 2     : APT 101

             City          : ATLANTA

             State/Province: GA

             ZIP/Postal Cd : 30083-0001

             Country       : USA   USA
```

Purpose

Update. Use this screen to

- Update an employee's supplemental address information.
- Enter new supplemental address information

Required Fields

Address ID

Screen Access

This screen is accessed from Screen 241 when an Address ID is selected or a new Address ID is entered.

Screen 242 can also be accessed by typing **242** in the Screen field of the Main Menu or in the Next field of any Employee Master File Inquiry/Update screen.

Screen Flow

242

Comments

Code translations from the HRMS Tables File are displayed for country.

Address ID is a user-defined, alphanumeric field and cannot be reset. To remove an Address Identifier, all information must be deleted for the Address ID. Supplemental Address information can be set up without an Address ID.

For more information about supplemental address data, see the SF and SG transaction descriptions

Associated Transactions

SF, SG

243 - Employee/Dependent Health Plan Selection

```
Action: ____    Current: 243  Next: 243
 L1: AL L2: WA Employee No:       1234  MORE RECORDS AVAILABLE

                     Employee/Dependent Health Plan Selection

             Employee Name: RUSSEL,   FRANCES ALWA1234

                       Select the Desired Dependent

                  SSN/SIN    Dependent Name
             _    001000000  SMITH,   JACKI M.
             _    002000000  SMITH,   HANK  M.
             _    003000000  SMITH,   JAMES M.
             _    004000000  SMITH,   SUSAN H.
             _    005000000  SMITH,   SUSAN H.
             _    006000000  SMITH,   MARY  M.
             _    007000000  SMITH,   JANE  M.
                  008000000  SMITH,   JOE   M.
                  009000000  SMITH,   SAM   H.
             _    010000000  SMITH,   MARK  H.
```

Purpose

Update. Use this screen to select a dependent for which to copy health plan information from the employee to the dependent.

Required Fields

Type **S** in the space to the left of the dependent SSN/SIN to select a dependent.

Screen Access

Type **243** in the Next screen field from any screen. This screen may also be accessed from screen 234 - Dependent/Health Plan Data Menu Screen using the Screen field.

Screen Flow

244

Comments

The Employee Master File holds up to 20 dependents for an employee. Screen 244 displays up to 10 dependents at one time.

Associated Transactions

SZ

244 - Employee Health Plan Copy

```
Action: ____   Current: 244  Next: 244
 L1: AL L2: WA Employee No:      1234

                       Employee Health Plan Copy

     Dep SSN/SIN Number:  001000000  Dep Name: SMITH,   JACKI M.
   All  Sel  Emp Plan  Begin Date  End Date  | Dep Plan  Begin Date  End Date
              001      1994/01/01  0000/00/00 |   001      1994/01/01  0000/00/00
    _     _   002      1994/01/01  0000/00/00 |   003      1994/01/01  0000/00/00
          _   003      1994/01/01  0000/00/00 |   005      1994/01/01  0000/00/00
          _   007      1994/01/01  0000/00/00 |   006      1994/01/01  0000/00/00
          _   008      1994/01/01  0000/00/00 |   008      1994/01/01  0000/00/00
                                              |
                                              |
                                              |
                                              |
                                              |
                                              |
                                              |
                                              |
                                              |
                                              |
```

Purpose

Update. Use this screen to

- Copy all active health plans set up for an employee to each of the employee's dependents.

- Select dependents for the employee.

Required Fields

To copy all active health plans set up for an employee to all of the employee's dependents, type ***** in the space beneath the literal ALL.

To copy selected health plans for the employee to the dependent, type **S** in the SEL field to the left of each plan to copy.

Screen Access

This screen is accessed from Screen 243 when a dependent is selected for maintenance. Screen 244 can also be accessed by typing **244** in the next screen field from any screen. This screen can also be accessed from Screen 234 - Dependent/Health Plan Data Menu Screen using the Screen field.

Screen Flow

244

Comments

Only employee plans without Coverage End dates can be copied. Only active health plans set up for an employee can be copied. An active health plan does not have a Coverage End Date.

Associated Transaction

SZ

245 - Employee Health Plan Selection

```
Action: ____    Current: 245  Next: 245
 L1: AL L2: WA Employee No:      1234

                    Employee Health Plan Selection

     Employee Name:   RUSSEL,  FRANCES ALWA1234

                      Select the Desired Plan

    Plan        Coverage Date         Plan        Coverage Date
     ID      Begin       End           ID      Begin       End
  _  001   1994/01/01  0000/00/00   _  002   1994/01/01  0000/00/00
  _  003   1994/01/01  0000/00/00   _  004   1993/01/01  1994/12/31
  _  005   1993/01/01  1994/12/31   _  006   1993/01/01  1994/12/31
  _  007   1994/01/01  0000/00/00   _  008   1994/01/01  0000/00/00




                        Plan                    Coverage
   Insert New Health Plan:   ID                 Begin Date
                            ___                 ____/__/__
```

Purpose

Update. Use this screen to

- View all health plans for an employee.

- Select an employee health plan for maintenance.

- Set up a new health plan for the employee.

Required Fields

To select a health plan for maintenance, type **S** in the space to the left of the Plan ID.

To add a new health plan for the employee, the new Plan ID and Coverage Begin date are required.

Screen Access

Type **245** in the Next screen field from any screen. This screen can also be accessed from Screen 234 - Dependent/Health Plan Data Menu Screen using the Screen field.

Screen Flow

If a health plan is selected for maintenance, the screen automatically flows to 246.

If a new Plan ID and Coverage Begin Date are entered, the screen automatically flows to 247.

Comments

The Employee Master File can hold up to 16 plans for an employee. Screen 245 displays all plans set up for an employee.

When a plan is being added that is the same as an existing plan, the following criteria applies:

- The existing Plan ID must already have a Coverage End Date
- The Coverage Begin Date for the new Plan ID must be after the Coverage End Date for the existing Plan ID.

Associated Transactions

None

246 - Employee Health Plan Maintenance

```
Action: ____   Current: 246  Next: 246
 L1: AL L2: WA Employee No:      1018
                         Employee Health Plan Maintenance
    Plan ID   Begin Date   End Date   Stat  Type   User 1  User 2  Date of Birth
     ACA      2015/01/01  0000/00/00   __    __      B       __      1974/08/23

  Sel   Dep SSN/SIN Dependent Name       | Sel  Dep SSN/SIN Dependent Name
                                         |
                                         |
                                         |
                                         |
                                         |
                                         |
                                         |
                                         |
                                         |
                                         |
                 All Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec
    Code Series 1: 1B
    Code Series 2: 2A
          Lowest Cost Premium for Self-Only Minimum Essential Coverage
    All: 12345.67 Jan:          Feb:          Mar:          Apr:
                  May:          Jun:          Jul:          Aug:
                  Sep:          Oct:          Nov:          Dec:
```

Purpose

Update. Use this screen to

- View health plan data for an employee

- Update the health plan information for the employee and all of the employee's dependents who also have the health plan.

Required Fields

Plan ID and Coverage Begin Date are both required fields and are displayed on the screen.

To have the change data apply to

- All dependents of the employee who have the health plan, type **A** in the space to the left of the first dependent selection.

- Only select dependents, type **S** in the space to the left of each applicable dependent.

Screen Access

Make a Plan Selection on Screen 245 - Employee Health Plan Selection to access screen 246.

Screen Flow

246

Comments

Coverage End Date must be equal to or greater than Coverage Begin Date.

Coverage End Date cannot be reset.

The Employee Master File holds up to 20 dependents for an employee. Screen 246 displays all dependents set up for the employee.

Associated Transactions

SV, SZ

247 - New Employee Health Plan

```
Action: ____   Current: 247  Next: 247
 L1: AL L2: WA Employee No:      1234
                        Employee Health Plan Maintenance
    Plan ID   Begin Date   End Date   Stat  Type   User 1  User 2  Date of Birth
     ACA      2015/01/01   ____/__/__   __    __     __      __     ____/__/__

 Sel   Dep SSN/SIN Dependent Name    | Sel   Dep SSN/SIN Dependent Name
  _    001000000    SMITH,  JACKI M.  |  _    002000000    SMITH,  HANK  M.
  _    003000000    SMITH,  JAMES M.  |  _    004000000    SMITH,  SUSAN H.
  _    005000000    SMITH,  SUSAN H.  |  _    006000000    SMITH,  MARY  M.
  _    007000000    SMITH,  JANE  M.  |  _    008000000    SMITH,  JOE   M.
  _    009000000    SMITH,  SAM   H.  |  _    010000000    SMITH,  MARK  H.
  _    011000000    SMITH,  LUCY  M.  |  _    012000000    SMITH,  HENRY M.
  _    013000000    SMITH,  JAMES A.  |  _    014000000    SMITH,  SUSAN A.
  _    015000000    SMITH,  SUSAN A.  |  _    016000000    SMITH,  MARY  A.
  _    017000000    SMITH,  JANE  A.  |  _    018000000    SMITH,  JOE   A.
  _    019000000    SMITH,  SAM   A.  |  _    020000000    SMITH,  MARK  A.
                All Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec
     Code Series 1: __  __  __  __  __  __  __  __  __  __  __  __  __
     Code Series 2: __  __  __  __  __  __  __  __  __  __  __  __  __
          Lowest Cost Premium for Self-Only Minimum Essential Coverage
   All: _____  Jan: _____  Feb: _____  Mar: _____  Apr: _____
                  May: _____  Jun: _____  Jul: _____  Aug: _____
                  Sep: _____  Oct: _____  Nov: _____   Dec: _____
```

Purpose

Update. Use this screen to add a new health plan for an employee and add the new health plan to all or selected dependents of the employee.

Required Fields

Plan ID, Coverage Begin Date

To set up the new health plan for

- All of the employee's dependents, type **A** in the space to the left of the first dependent selection.

- Only selected dependents, type **S** in the space to the left of each applicable dependent.

Screen Access

When a new Plan ID and Coverage Begin date are entered on Screen 245 - Employee Health Plan Selection, Screen 247 is displayed.

Screen Flow

247

Comments

Coverage End Date must be equal to or greater than Coverage Begin Date.

The Employee Master File holds up to 20 dependents for an employee. Screen 247 displays all dependents set up for the employee.

Associated Transactions

SV, SZ

9 Extended Product Security

Chapter Contents

Introduction

This chapter describes the screens used to maintain extended product security for Payroll/Personnel.

901 - Global/Menu Security

```
Action: ____                    HCM E Screen Security
Operator: 000001                 Secure Global/By Menu
L1: AL  L2: WA        ADD NEW SECURITY FOR OPERATOR
Option
  _    Global Security        Delete Global Security: _

                            Online Screens
  _   (2) Transaction Inquiry and Update    _  (4) Organization Menu
  _   (5) Employee Payroll Menu (U.S.)      _  (6) Employee Payroll Menu (Canada)
  _   (7) Employee Personnel Menu
  _   (700) Supplemental Address/Dependent/Health Plan Data Menu

                           Realtime Screens
  _   (200) Employee Master Update
  _   (234) Supplemental Address/Dependent/Health Plan Data Menu
  _   (250) Employee Regulatory Form/Slip Inquiry Menu
  _   (300) HRMS Tables File Update
      (400) U.S. Federal, State, Local Tax Data/W-2 Data
      (450) U.S. Tax Constants and Local Authority Rates
  _   (500) Online Check Calculation       _  (600) Position Control Update
  _   (900) Operator Security Update
                                Delete Menu Security: _

Option => I=Inquiry Only, N=Not Allowed,  Blank=No Restrictions        901
```

Purpose

Update. Use this screen to perform the following tasks related to global security or menu security or both for an operator by Level 1-Level 2 combination:

- View current security
- Add new security

Required Fields

Operator, L1, and L2

Screen Access

Type **901** in the Next screen field from any screen. This screen can also be accessed from the Extended Product Security main menu (Screen 900) using the Screen field.

Screen Flow

When you press **Enter**, Screen 901 displays the current global or menu security for the operator and Level 1-Level 2 you entered.

When **END** is entered in the ACTION field, Screen 900 is displayed.

Comments

If global security is set to Not Allowed, no other extended product security can be entered. If global security is set to Inquiry Only, other extended product security can be set to Not Allowed.

To change global security to blank (no restrictions), delete the global security record by entering **D** in the Delete Global Security field.

Individual menu selections can be reset by **spacing out** the value in the Option field. To delete the entire menu security record, enter **D** in the Delete Menu Security field.

Special Level 1-Level 2 values must be entered to secure certain online function and screens. For more information, see the HCM:E *Technical Guide*.

Associated Transactions

OS-0, OS-2

902 - Tables File Application ID Security

```
Action: ____                    HCM E Screen Security
 Operator:              Secure by Tables File Application
 L1:    L2:          ENTER OPERATOR ID AND LEVELS IF DESIRED
                                      Delete Tables File Security:  _
 Option         HRMS Tables File Application Code
   _     (AA0) Master File Access Control
   _     (AA1) File Control Processing
   _     (AUD) Installation Audit
   _     (ATX) U.S. Tax Constants and Local Authority Rates
   _     (CDF) Canadian DOE Definitions
   _     (CSD) Canadian Tax Segment DOEs
   _     (CTR) Canadian Regulatory Reporting
   _     (IES) I.E. Reporting Security
   _     (MCT) Personnel Code Translation
   _     (PAD) Banking Services/ACH/Bond Data
   _     (PCW) Check Writer Forms Identification
   _     (PDE) Organization DOE Information
         (PDP) Supplemental Address/Dependent Health Plan Data
   _     (PGD) U.S. Federal, State, Local Tax Data
   _     (PRC) Report Control Options
   _     (PRT) Rate Table
   _     (PTR) U.S. Regulatory Reporting
   _     (PW2) U.S. Payroll W-2 Data
 Option => I=Inquiry Only, N=Not Allowed,  Blank=No Restrictions        902
```

Purpose

Update. Use this screen to view, add, or change Tables File application ID security.

Required Fields

Operator, L1, and L2

Screen Access

Type **902** in the Next screen field from any screen. This screen can also be accessed from the Extended Product Security main menu (Screen 900) using the Screen field.

Screen Flow

When you press **Enter**, Screen 902 displays the current Tables File application ID security for the operator and Level 1-Level 2 you entered.

When **END** is entered in the Action field, Screen 900 is displayed.

Comments

If global security is set to Not Allowed, no other extended product security can be entered. If global security is set to Inquiry Only, other extended product security can be set to Not Allowed.

Individual selections can be reset by **spacing out** the value in the Option field. To delete the entire Tables File application ID security record, enter **D** in the Delete Tables File Security field.

Special Level 1-Level 2 values must be entered to secure certain online function and screens. For more information, see the HCM:E *Technical Guide*.

Associated Transactions

OS-1

903 - Screen Range Security

```
ACTION:  ____            Extended Product Security
Operator:                Screen Range Security
L1:     L2:       ENTER OPERATOR ID AND LEVELS IF DESIRED

        Screen Range            Screen Range
Option  Begin  End     Option   Begin  End
  _     ___ - ___        _       ___ - ___
  _     ___ - ___        _       ___ - ___
  _     ___ - ___        _       ___ - ___
  _     ___ - ___        _       ___ - ___
  _     ___ - ___        _       ___ - ___
  _     ___ - ___        _       ___ - ___
  _     ___ - ___        _       ___ - ___
  _     ___ - ___        _       ___ - ___
  _     ___ - ___        _       ___ - ___
  _     ___ - ___        _       ___ - ___

                        Delete Screen Ranges:



Option => I=Inquiry Only, N=Not Allowed,  Blank=No Restrictions
                                                           903
```

Purpose

Use this screen to view, add, or change screen range security.

Required Fields

Operator, L1, and L2

Screen Access

Type **903** in the Next screen field from any screen. This screen can also be accessed from the Extended Product Security main menu (Screen 900) using the Screen field.

Screen Flow

When you press **Enter**, Screen 903 displays the current screen range security for the operator and Level 1-Level 2 you entered.

When **END** is entered in the ACTION field, Screen 900 is displayed.

Comments

If global security is set to Not Allowed, no other extended product security can be entered. If global security is set to Inquiry Only, other extended product security can be set to Not Allowed.

Individual selections can be reset by **spacing out** the value in the Option field. To delete the entire screen range security record, enter **D** in the Delete Screen Ranges field.

Special Level 1-Level 2 values must be entered to secure certain online function and screens. For more information, see the HCM:E *Technical Guide*.

Associated Transactions

OS-3

904 - Individual Screen Security

```
ACTION: ____                Extended Product Security
Operator:                   Individual Screen Security
L1:     L2:         ENTER OPERATOR ID AND LEVELS IF DESIRED

Option Screen   Option Screen   Option Screen   Option Screen   Option Screen
  _      ____     _     ____      _     ____      _     ____      _     ____
  _      ____     _     ____      _     ____      _     ____      _     ____
  _      ____     _     ____      _     ____      _     ____      _     ____
  _      ____     _     ____      _     ____      _     ____      _     ____
  _      ____     _     ____      _     ____      _     ____      _     ____
  _      ____     _     ____      _     ____      _     ____      _     ____
  _      ____     _     ____      _     ____      _     ____      _     ____
  _      ____     _     ____      _     ____      _     ____      _     ____
  _      ____     _     ____      _     ____      _     ____      _     ____
  _      ____     _     ____      _     ____      _     ____      _     ____
  _      ____     _     ____      _     ____      _     ____      _     ____

  _      ____     _     ____      _     ____      _     ____      _     ____

                            Delete Screen Security: _

Option => I=Inquiry Only, N=Not Allowed,  Blank=No Restrictions
                                                                   904
```

Purpose

Use this screen to view, add, or change individual screen security.

Required Fields

Operator, L1, and L2

Screen Access

Type **904** in the Next screen field from any screen. This screen can also be accessed from the Extended Product Security main menu (Screen 900) using the Screen field.

Screen Flow

When you press **Enter**, Screen 904 displays the current individual screen security for the operator and Level 1-Level 2 you entered.

When **END** is entered in the ACTION field, Screen 900 is displayed.

Comments

If global security is set to Not Allowed, no other extended product security can be entered. If global security is set to Inquiry Only, other extended product security can be set to Not Allowed.

Individual selections can be reset by **spacing out** the value in the Option field. To delete the entire individual screen security record, enter **D** in the Delete Screen Security field.

Special Level 1-Level 2 values must be entered to secure certain online function and screens. For more information, see the HCM:E *Technical Guide*.

Associated Transactions

OS-4

10 Installation Audit

Chapter Contents

Introduction

This chapter describes the screens used to display installation audit information.

951 - Installation Audit Individual Bulletin/KB

```
Action: ____

                    Installation Audit Individual Bulletin/KB


 Bulletin  KB Article  Date Issued  Date Applied
  13.15     1421707      09/16/2013   **********

 Description
E Series HCM 13.15 Product Update Bulletin








 ********** in Date Applied =  Update not applied

                                                                    951
```

Purpose

Inquiry only. This screen displays installation audit information for an individual product update bulletin or Knowledge Base (KB) article.

Required Fields

The number of the product update bulletin or KB article from Screen 950.

Screen Access

This screen is accessed from the Installation Audit Reporting menu (Screen 950) only when the number for an individual product update bulletin or KB article is entered.

If **951** is entered in the Next Screen field on any screen, the Installation Audit Reporting menu screen is displayed.

Screen Flow

When you press **Enter**, the Installation Audit Reporting menu (screen 950) is displayed again.

When you enter **END** in the Action field, Screen 950 is displayed.

952 - Installation Audit Bulletin Collection

```
Action: ____              HIT ENTER FOR MORE KB ARTICLES

                   Installation Audit Bulletin Collection
 Bulletin: 14.15

  KB     Issue Date  Apply Date    Description
 1390255 08/27/2013  08/27/2013    Increase the number of Footnote DOEs and RL-1
 1428229 09/03/2013  09/03/2013    District of Columbia Quarterly Unemployment Re
 1434823 09/09/2013  09/09/2013    Compute may abend when paying in multiple stat
 1411736 09/13/2013  09/13/2013    The VETS-100/VETS-100A reporting requirements
 1428238 09/17/2013  09/17/2013    Idaho State W-2 electronic filing changes for
 1437885 10/01/2013  10/01/2013    RD2 Rejected with TE TRANS MISSING FOR WORK LO
 1438464 10/01/2013  10/01/2013    QPIP Deduction may fluctuate when the wage max
 1439555 10/03/2013  10/03/2013    Regulatory Reporting Corrections
 1438208 10/15/2013  10/15/2013    California Quarterly XML Issues
 1441137 10/24/2013  10/24/2013    Canadian ROE changes for 2013
 1442848 11/13/2013  11/13/2013    W-2 Form and EFW2 Changes for 2013
 1441174 11/26/2013  11/26/2013    Enhance regulatory record maps to add addition
 1412923 12/11/2013  12/11/2013    US Federal and State 1099-R for tax year 2013
 1449066 12/12/2013  12/12/2013    Canadian T4 and T4A slip and XML reporting cha
 1386693 12/17/2013  12/17/2013    The Maine EFW-2 does not have zeroes for MEPER
 1449088 12/27/2013  12/27/2013    Canadian RL-1 and RL-2 slip and XML reporting
 1443450 01/02/2014  01/02/2014    Puerto Rico W-2PR Form and Electronic File Cha
 ********** in Date Applied = Update not applied                      952
```

Purpose

Inquiry only. This screen displays all installation activity for the specified product update bulletin collection.

Required Fields

The number of the product update bulletin collection from Screen 950.

Screen Access

This screen is accessed from the Installation Audit Reporting menu (Screen 950) only when the number of a product update bulletin collection is entered.

If **952** is entered in the Next Screen field on any screen, the Installation Audit Reporting menu screen is displayed.

Screen Flow

When you press **Enter**, the Installation Audit Reporting menu (screen 950) is displayed again.

When you enter **END** in the Action field, Screen 950 is displayed.

Comments

If more than 17 updates have not yet been displayed, this message is displayed:
HIT ENTER FOR MORE KB ARTICLES

953 - Installation Audit Date List

```
Action: ____              HIT ENTER FOR MORE KB ARTICLES

                       Installation Audit Date List

  KB    UB    Issued    Applied    Description
1411756 13.15 07/18/2013 07/18/2013 E Series HCM Bundle, July 2013
1422410 13.15 07/22/2013 07/22/2013 Employee Update (PLP600) ABENDs when adding
1430115 13.15 08/23/2013 ********** SA transaction not generated by transfer fo
1421707 13.15 09/16/2013 ********** E Series HCM 13.15 Product Update Bulletin
1390255 14.15 08/27/2013 08/27/2013 Increase the number of Footnote DOEs and RL
1428229 14.15 09/03/2013 09/03/2013 District of Columbia Quarterly Unemployment
1434823 14.15 09/09/2013 09/09/2013 Compute may abend when paying in multiple s
1411736 14.15 09/13/2013 09/13/2013 The VETS-100/VETS-100A reporting requiremen
1428238 14.15 09/17/2013 09/17/2013 Idaho State W-2 electronic filing changes f
1437885 14.15 10/01/2013 10/01/2013 RD2 Rejected with TE TRANS MISSING FOR WORK
1438464 14.15 10/01/2013 10/01/2013 QPIP Deduction may fluctuate when the wage
1439555 14.15 10/03/2013 10/03/2013 Regulatory Reporting Corrections
1438208 14.15 10/15/2013 10/15/2013 California Quarterly XML Issues
1441137 14.15 10/24/2013 10/24/2013 Canadian ROE changes for 2013
1442848 14.15 11/13/2013 11/13/2013 W-2 Form and EFW2 Changes for 2013
1441174 14.15 11/26/2013 11/26/2013 Enhance regulatory record maps to add addit
1412923 14.15 12/11/2013 12/11/2013 US Federal and State 1099-R for tax year 20

********** in Date Applied = Update not applied                        953
```

Purpose

Inquiry only. This screen displays all installation activity since the specified date.

Required Fields

The date from Screen 950.

Screen Access

This screen is accessed from the Installation Audit Reporting menu (Screen 950) only when a date is entered.

If **953** is entered in the Next Screen field on any screen, the Installation Audit Reporting menu screen is displayed.

Screen Flow

When you press **Enter**, the Installation Audit Reporting menu (screen 950) is displayed again.

When you enter **END** in the Action field, Screen 950 is displayed.

Comments

If more than 17 updates have not yet been displayed, this message is displayed:
HIT ENTER FOR MORE KB ARTICLES

Appendix A   Screen List

Appendix Contents

Introduction

The screen to transaction cross-reference table shows a screen number, screen title, and associated transactions (where applicable).

Screen to Transaction Cross-Reference

Number	Screen Title	Associated Transaction
1	Payroll/Personnel Main Menu	
2	Transaction Inquiry / Update	
3	Alpha & SSN Search Tie Breaker	
4	Payroll/Personnel Organization Menu	
5	Employee Payroll Menu (U.S.)	
6	Canadian Employee Payroll Menu	
7	Employee Personnel Menu	
8	C Basic Company Data (Canadian)	CA, CB, CC, CN, CP, CR, S1-1
9	C Payroll Report and Organization Options (Canadian)	CS-1
10	C Basic Company Information (U.S.)	CA, CB, CC, CN, CP, CR, S1-1
11	C Payroll Report and Organization Options (U.S.)	AA, CS-1
13	C Payroll Run Options (Canadian)	AA, AB
14	C Payroll Run Options (US)	AA, AB
15	C Personnel Run Options	PA-1, PA-2, PA-3, PB, P1, P2
17	E Transaction Priorities	CD-1, CE-1
18	E Time Card Batching	BT, BV
19, 28	C Federal T4A Information (Canadian)	DD
20-26	I DOE Assumptions	
27	E DOE Assumption Data Entry	CS-A
29	C Definition of Vacation Wages (Canadian)	CS-P
30	E Employee Adjustments and Prepays (Canadian)	YA-YD
31	E Employee Adjustments and Prepays (cont.) (Canadian)	YE, YF, YG
32	E ZT Time Card Entry (Canadian)	ZT
33-34	C Federal T4A Information	DD
35	I Provincial Releve 2 Information (Canadian)	
36	C Payroll / GL Interface Options	CS-3, CS-9
37	C Basic Employee Information (Canadian)	NA/RA, NB/RB, NC1/RC1, NC2/RC2, ND1/RD1, NG/RG, NH/RH, NJ/RJ
38	C Salary Entry and Vacation Accumulators (Canadian)	RG, RH
39	C Bank and Bond Accounts (Canadian)	RE, RF, RJ
40	C Basic Employee Information (U.S.)	NA/RA, NB/RB, NC1/RC1, NC2/RC2, ND1/RD1, NG/RG, NH/RH, NJ/RJ
41	C Salary and Wage Accumulators (U.S.)	RA, RG
43	C Bank and Bond Accounts (U.S.)	RE, RF, RJ

Number	Screen Title	Associated Transaction
44	C Salary Splits and Step DOEs	RH-1, RH-2, RH-3, RH-4, RH-5
45	E Employee Adjustments and Prepays (U.S.)	YA, YC, YD, YE,
46	E Employee Adjustments and Prepays (cont.) (U.S.)	YL, YN
47	E ZT Time Card Entry (U.S.)	ZT
48	E ZV Vacation Time Card Entry	ZV
49	I Federal Wage & Tax Accumulators (U.S.)	
50	I FICA / Medicare Wage and Tax Accumulators (U.S.)	
51	C Delete Employee (U.S.)	DA
53	E DOE Maintenance (U.S.)	RK
54	E DOE Maintenance (Canadian)	RK
55-77	C DOE Accumulators	DK, RK
78	I EI Accumulators 1-35 (Canadian)	YG
79	I EI Accumulators 36-53 (Canadian)	YG
80	C Employer User/EEA Dates	PV-9
81	C Basic Personnel Information	PF-1, PF-7, PG-3, PG-4, PV-5, PV-6
82	C Job Information	PF-5, PF-6, PH-2
83	C Basic Benefits	PF-8, PF-9, PG-1, PG-2
84	C Hours	PH-3, PH-4
85	C Education	PF-2, PF-3, PF-4, PV-7
86	I Salary & Performance Reviews	
87	I Inquiries and Transfers	
88	I Skills	
89	E Reviews, Transfers, Skills	PH-1, PV-1, PV-2, PV-3
90	C Injury Entry & Child Data	PV-4, PV-8
91	C Job Analysis Information	PG-5, PH-7, PH-8, WU-1, WU-2
92	C Employee User / EEA Dates	PV-9
93	C Basic Personnel Information (Canadian)	PF-1, PF-7, PG-3, PG-4, PG-9, PV-5
94	E Organization and Employee Check Messages	ZM ZN
95	E Pay Period Begin Dates	ZD
97	E General Transaction Entry	User Defined
98-99	I Company and File Trailer Information	
100	Realtime Menu	
124	C Employee Tax Information (Canadian)	ND1/RD1, SB
125	C Employee Tax Information (U.S.)	ND1/RD1, ND2/RD2, NI/RI
126	I QPIP Pay Period Accumulators 1-35 (Canada)	

Number	Screen Title	Associated Transaction
127	I QPIP Pay Period Accumulators 36-53 (Canada)	
128	E Employee Adjustments & Prepays (cont.) (U.S.)	YL, YM
129-138	I Stepped DOEs	None
139-148	C T4 / Releve 1 Accumulators (Canadian)	DD
149	I Wage Accumulators (Canada)	
200	Realtime Employee Master File Menu	
201	U Emergency Notification Information	PV-5, PV-6
202	U Employee Family Data	PF-1, PG-3, PV-4
203	U Employee Education	PF-2, PF-3, PF-4, PG-6
204	U Employee Career Planning	PF-1, PF-5, PH-7, WU-2
205	U Employee Skills	PV-3
206	U Employee Basic Benefits	PF-8, PF-9
207	U Employee Physical Data	PG-4, PV-8
208	U Employee Service Dates	PF-7, PH-2
209	U Personal Information Change	RC1, RC2, PF-1, PG-4, PV-7
210	U Performance Reviews	PV-2
211	U Salary Reviews	PV-1
212	U Employee's Organization Property	PG-1
213	U Employee EEO/AAP Information	PF-1, PG-5, WU-1
214	U U.S. Employee Tax Information	RA, RD1, RD2, SA
215	U Military Data	PV-7, WU-1
216	I Employee DOE Inquiry	
217	U Employee DOE Maintenance (U.S.)	RK
217	U Employee DOE Maintenance (Canadian)	RK
218	U New Employee Information (U.S.)	NA, NB, NC1, NC2, RD1, PF-1, NG, NH, PF-6
218	U New Employee Information (Canadian)	NA, NB, NC1, NC2, PF-1, NG, NH
219	U New Employee Payroll Taxing Options (U.S.)	ND1, ND2
220	U Employee Salary Maintenance	RA, RG, PF-6, PH-5
221	U Employee Basic Information Maintenance (U.S.)	RA, RB, RC1, RC2, RG
221	U Employee Basic Information Maintenance (Canadian)	RA, RB, RC1, RC2, RG, SA
222	U Employee Location Maintenance (U.S.)	RA, RB, RG, RH-1, RJ
222	U Employee Location Maintenance (Canadian)	RA, RB, RC1, RD2, RG, RJ
223	U Employee Employment / Termination (U.S.)	RA, RG
223	Employee Employment / Termination (Canadian)	RA, RG

Number	Screen Title	Associated Transaction
224	Employee Bank Services / 1099/W-2 Maintenance (U.S.)	NF/RF
224	Employee Bank Services Maintenance (Canadian)	NF/RF
225	Employee DOE Add (U.S.)	RK
225	Employee DOE Add (Canadian)	RK
226	Canadian Employee Tax Maintenance	RD1, RD2, SB
227	New Canadian Employee Payroll Taxing Options	ND1, ND2, SB
228-229	Position Control Information (See Position Control Module guide)	
230	Employee User / EEA Dates	PV-9
231	Canadian Employee EEA Data	PG-9
232	Employee Job Data	PF-6, PF-7, PG-6
233	Employee Salary Splits	RH
235	Dependent Personal Data Selection	SW
236	Dependent Personal Data	SW, SX, SY
237	Dependent SSN/SIN Change	DW
238	Dependent Health Plan Selection	
239	Health Plan Selection	SZ
240	Health Plan Data	SZ
241	Supplemental Address Selection	SF
242	Supplemental Address Data	SF, SG
243	Employee/Dependent Health Plan Selection	
244	Employee Health Plan Copy	SZ
245	Employee Health Plan Selection	
246	Employee Health Plan Maintenance	SV, SZ
247	New Employee Health Plan	SV, SZ
250	Employee Regulatory Form/Slip Inquiry Selection	
251	Employee W-2 Form Information	
252	Employee 1099-R Form Information	
253	Employee W-2PR Form Information	
254	Employee T4 Slip Information	
255	Employee T4A Slip Information	
256	Employee Relevé 1 Slip Information	
257	Employee Relevé 2 Slip Information	
300	HRMS Tables Files Application Menu	
301	Personnel Code Translation Menu	

Number	Screen Title	Associated Transaction
302	Code Translations	T66
303	Banking Services Menu	
304	Bank / Credit Union Data	TA
305	ACH Tape Data	TW
306	ACH Organization Data	TX
307	Check Writer Forms Identification Menu	
308	Form Number Assignment	TH1-001
309	Format Option Control	TH2-001
310	Report Control Options Menu	
311	Payroll Report Generate Options	AD
312	Payroll Report Print Options	AE
313	Payroll Report Date	AF
314	Deductions / Other Earnings by DOE Report	DL
315	Address Labels	SL
316	Rate Table Menu	
317	Rate Table	TG
318	Canadian Tax Segment DOEs Menu	
319	Canadian Tax Segment DOEs	
320	Other Income (Canadian - Releve 1)	TM-T4I
321	Canadian Tax Segment DOE Record Types (T4/Releve 1)	TM-T4R
322	Union Dues (Canadian T4/Releve 1))	TM-T4U
323	Master File Access Control Menu	
324	Normal Input Files	T00-001
325	Employee Master File Access Codes	T00-002
326	File Control Processing Menu	
327	Employee Master File Controls	T01-001
328	Organization File Controls	T01-002
329	Organization DOE Menu	
330	Organization DOE Information (U.S.)	DOE-001
331	Organization DOE Information (Canadian)	DOE-001
332	U.S. Organization Step DOE Information	DOE-STP
333	U.S. Organization Special Hours Information	DOE-SPH
334	PTR – U.S. Regulatory Reporting Menu	
335	PRP – U.S. Regulatory Parameter Control Menu	
336	Report Record Map Entry	SRM001

Number	Screen Title	Associated Transaction
337	PTF – U.S. Regulatory File/Form Indicators	SRO001
338	CT4 – T4/T4A Tape Record Indicators	SRO-002
339	Report Generate Control	GEN001, GEN002
340	Sort Sequence Identifiers	SRT001, SRT002
341	U.S. Sort Sequence Control	SRT001
342	Canadian Sort Sequence Control	SRT002
343	Report Print Sequence Values	PRT002
344	Local Authority Selection (U.S.)	LOC001
345	Local Authority Assignment (U.S.)	LOC001
346	Report Group Selection	GRP001, GRP002, GRP004
347	Define State Group	GRP001
348	Define Province Group (Canada)	GRP004
349	Define Local Group (U.S.)	GRP002
350	Define L1L2 Group	GRP003
352	Canadian Regulatory Parameter Control Menu	
353	CRL-Releve 1 / Releve 2 Tape Record Indicators (Canada)	SRO003
354	Report Forms Assignment	FRM001
355	Report Print Control Sort Sequence Identifier	PRT001
356	L1L2 Group Selection	GRP003
357	Report Record Map Selection	
358	U.S. Regulatory File/Form Indicator Selection	SRO001
359	Report Generate Control Selection	GEN001
360	Report Print Control Selection	PRT001
361	T4/T4A Tape Record Indicator Selection	SRO002
362	Releve Tape Record Indicator Selection	SRO003
363	Dependent / Health Plan Data Selection (PDP)	
364	Health Plan Data Translation Selection (PDP)	
365	Dependent Health Plan Translations	TS1-001 - TS1-004
366	Country Code Translations	TS1-005
367	Health Plan Selection	TS2-001 – TS2-003
368	Health Plan Data	TS2-001 – TS2-003
369	Bank / Credit Union ABA / Institution Data	TY
370	Organization Pay Period Table (Canadian)	TM-PPD
371	Direct Deposit Tape File Header Data (Canadian)	TW
372	Charitable Donations (Canadian - T4/Releve 1)	TM-T4AJ, TM-T4D(n)

Number	Screen Title	Associated Transaction
373	Organization Tabled Amount Information	DOE-TAB
374	Savings Bond Tape Data	BD-1
375	Savings Bond Company Data	BD-2
376	Savings Bond Tape Data	BD-2 and BD-3
390	I.E. Reporting Security Menu	TFS-001
391	I.E. Operator Field Level Security	TFS-002
400	U.S Federal, State, Local Tax and U.S Payroll W-2 Data Menu	
401	Federal Tax & W-2 Self-Mailer Information	TB, TZ1-053, TZ1-054
402	Federal W-2 Employer Information	TZ1-005A, TZ1-005B, TZ1-005C
403	Federal EFW2 File Submitter Information	TZ1-401, TZ1-402, TZ1-403 TZ1-404, TZ1-405, TZ1-406 TZ1-407, TZ1-408
404	U.S. W-2 DOE Definition Data Menu	
405	U.S. DOE Detail Information - 1	TZ1-009, TZ1-013, TZ1-014 TZ1-016, TZ1-017, TZ1-018 TZ1-019, TZ1-020, TZ1-022 TZ1-045, TZ1-046, TZ1-047 TZ1-048, TZ1-049, TZ1-050 TZ1-051, TZ1-061, TZ1-062 TZ1-063
406	U.S. DOE Detail Information - 2	TZ1-008, TZ1-011, TZ1-012 TZ1-015, TZ1-021, TZ1-023 TZ1-060
407	U.S. DOE Detail Information - 3	TZ1-052, TZ1-520, TZ1-521
410	U.S. State Name and Tax Reporting Information	TC
411	U.S. County Name and Tax Reporting Information	TD
412	U.S. City Name and Tax Reporting Information	TE
420	U.S. State W-2 Reporting Information Menu	
421	U.S. State W-2 Detail Information - 1	TZ1-102, TZ1-105, TZ1-114B, TZ1-114C
422	U.S. State W-2 Detail Information - 2	TZ1-121, TZ1-126, TZ1-127
423	U.S. State W-2 Detail Information - 3	TZ1-130, TZ1-131, TZ1-139
424	U.S. State W-2 Detail Information - 4	TZ1-133, TZ1-151
450	Tax Constants and Local Authority Rates Menu	
451	U.S. Federal Unemployment Tax Rate Menu	
452	U.S. Federal Unemployment Tax Rate Maintenance	FDUNMPRATE
453	U.S. State Employer Unemployment Rate Menu	
454	U.S. State Employer Unemployment Rate Maintenance	ERUNMPRATE

Number	Screen Title	Associated Transaction
455	U.S. State Employee Disability Rate Menu	
456	U.S. State Employee Disability Rate Maintenance	EEDISRATE
457	U.S. Local Authorities Menu	
458	U.S. Local Authorities Maintenance	U.S. Local
460	U.S. Authority-Specific Tax Constants Menu	
461	Supplemental Wages DOE Menu	
462	Supplemental Wages DOE Maintenance	DEFCOMPDOE
463	Arizona Bypass December Withholding Menu	
464	Arizona Bypass December Withholding Maintenance	BYPASSTAX
465	Indiana Advance Earned Income Credit DOE Menu	
466	Indiana Advance Earned Income Credit DOE Maintenance	INAEICDOE
467	New Jersey Family Leave Insurance Menu	
468	New Jersey Family Leave Insurance Maintenance	EEFLIRATE
469	Ohio School District User Exit DOE Menu	
470	Ohio School District User Exit DOE Maintenance	OHSDITDOE
471	Wisconsin Advance Earned Income Credit DOE Menu	
472	Wisconsin Advance Earned Income Credit DOE Maintenance	WIAEICDOE
500	Online Check Calculation and Payment History	
501	Gross Pay Information	
502	Deductions and Other Earnings Information (U.S.)	
503	Deductions and Other Earnings Information (Canadian)	
504	Online Function Status	
505	Online Check Status (U.S.)	YA, YC, YD, YE, YF, YL, YM, YN
505	Online Cheque Status (Canadian)	YA, YB, YC, YD, YE, YF, YG
506	Employee Payment Selection	
507	Employee Payment Earnings and Hours	
508	Employee Payment Taxes and Deductions	
530	Employee Payment History Selection	
531	Employee Payment History Detail Summary	
532	Employee Payment History Earnings/Hours Detail	
533	Employee Payment History Tax Detail	
534	Employee Payment History Deductions Detail	
535	Employee Payment History Other Check Information	
536	Employee Payment History Supplemental Check Record (U.S.)	

Number	Screen Title	Associated Transaction
536	Employee Payment History Supplemental Cheque Record (Canada)	
600-622	Position Control Information (See *Position Control* documentation)	
700	Dependent/Health Plan Menu	
701	Employee Health Plan Data	
702-721	Dependent Personal/Health Plan	
722-727	Supplemental Address Data	
728	Employee Health Plan Data Entry	SV
729	Dependent Personal Data Entry	SW, SX, SY, DW
730	Dependent Health Plan Data Entry	SZ
731	Supplemental Address Data Entry	SF, SG
740-749	HR Bank Account Information	NF, RF
751-768	State, County and City Accumulators	DD
900	Extended Product Security Menu	
901	Extended Product Security Global/Menu Security	OS-0, OS-2
902	Extended Product Security Tables File Application ID Security	OS-1
903	Extended Product Security Screen Range Security	OS-3
904	Extended Product Security Individual Screen Security	OS-4
950	Installation Audit Reporting Menu	
951	Installation Audit Individual Bulletin/KB	
952	Installation Audit Bulletin Collection	
953	Installation Audit Date List	