



Infor E Series Human Capital Management Screen Reference Guide

Release 26.15
September 2026

Copyright © 2026 Infor

Important Notices

The material contained in this publication (including any supplementary information) constitutes and contains confidential and proprietary information of Infor.

By gaining access to the attached, you acknowledge and agree that the material (including any modification, translation or adaptation of the material) and all copyright, trade secrets and all other right, title and interest therein, are the sole property of Infor and that you shall not gain right, title or interest in the material (including any modification, translation or adaptation of the material) by virtue of your review thereof other than the non-exclusive right to use the material solely in connection with and the furtherance of your license and use of software made available to your company from Infor pursuant to a separate agreement, the terms of which separate agreement shall govern your use of this material and all supplemental related materials ("Purpose").

In addition, by accessing the enclosed material, you acknowledge and agree that you are required to maintain such material in strict confidence and that your use of such material is limited to the Purpose described above. Although Infor has taken due care to ensure that the material included in this publication is accurate and complete, Infor cannot warrant that the information contained in this publication is complete, does not contain typographical or other errors, or will meet your specific requirements. As such, Infor does not assume and hereby disclaims all liability, consequential or otherwise, for any loss or damage to any person or entity which is caused by or relates to errors or omissions in this publication (including any supplementary information), whether such errors or omissions result from negligence, accident or any other cause.

Without limitation, U.S. export control laws and other applicable export and import laws govern your use of this material and you will neither export or re-export, directly or indirectly, this material nor any related materials or supplemental information in violation of such laws, or use such materials for any purpose prohibited by such laws.

Trademark Acknowledgements

The word and design marks set forth herein are trademarks and/or registered trademarks of Infor and/or related affiliates and subsidiaries. All rights reserved. All other company, product, trade or service names referenced may be registered trademarks or trademarks of their respective owners.

Information Expert is a registered trademark of Infor.

Publication Information

Release: Infor E Series Human Capital Management Release 26.15

Contents

About This Guide

xi	Purpose
xii	Document Conventions
xiii	HCM:E Documentation

Chapter 1 System Overview

1-1	Introduction
1-2	General Features of the System
1-3	Data Flow
1-5	Reading Menu Screens
1-8	Reading Employee Master File Inquiry/Entry Screens
1-12	Using the Transaction Inquiry/Update Screen
1-18	Using Realtime Employee Master File Screens
1-22	Using Realtime Tables File Screens
1-31	Using Online Check Calculation and Payment History
1-33	Operator Assistance Features
1-34	Designing Your Own Screens
1-35	Security and Data Integrity
1-36	Entry Conventions
1-39	How to Begin

Chapter 2 Menus

2-1	Introduction
2-2	001 - Payroll/Personnel Main Menu
2-4	004 - Organization Menu
2-5	005 - Employee Payroll Menu (U.S.)
2-6	006 - Canadian Employee Payroll Menu
2-7	007 - Employee Personnel Menu
2-8	100 - Realtime Menu Screen
2-9	200 - Realtime Payroll/Personnel Menu Screen
2-10	234 - Supplemental Address/Dependent/Health Plan Data Menu
2-11	250 - Employee Regulatory Form/Slip Inquiry Selection
2-12	300 - Realtime Tables File Maintenance Record Type Menu
2-13	301 - Personnel Code Translation Menu
2-14	316 - Rate Table Menu
2-15	323 - Master File Access Control Menu
2-16	326 - File Control Processing Menu
2-17	329 - Organization DOE Menu Screen

2-19	334 - U.S. Regulatory Reporting Menu
2-20	335 - U.S. Regulatory Parameter Control Menu
2-21	351 - Canadian Reporting Menu
2-22	400 - U.S. Federal, State, Local Tax Data/U.S. Payroll W-2 Data Menu
2-24	404 - W-2 DOE Definition Data Menu
2-25	420 - U.S. State W-2 Reporting Information Menu
2-26	450 - Tax Constants and Local Authority Rates Menu
2-27	500 - Online Check Calculation and Payment History
2-28	700 - Supplemental Address/Dependent/Health Plan Data Menu
2-29	900 - Extended Product Security Menu
2-30	950 - Installation Audit Reporting Menu

Chapter 3 Selection

3-1	Introduction
3-2	002 - Transaction Inquiry/Update
3-3	003 - Alpha & SSN Search Tie-Breaker

Chapter 4 Employee Master File Inquiry/Transaction Entry

4-2	Introduction
4-3	008 - Basic Company Data (Canada)
4-4	009 - Payroll Report and Organization Options (Canada)
4-5	010 - Basic Company Information (U.S.)
4-6	011 - Payroll Report and Organization Options (U.S.)
4-7	013 - Payroll Run Options (Canada)
4-8	014 - Payroll Run Options (United States)
4-9	015 - Personnel Run Options
4-10	017 - Transaction Priorities
4-11	018 - Time Card Batching
4-12	020 - 026 - DOE Assumption Data
4-14	027 - DOE Assumption Data Entry
4-16	029 - Definition of Vacation Wages (Canada)
4-17	030 - Employee Adjustments and Prepays (Canada)
4-18	031 - Employee Adjustments and Prepays (Canada)
4-19	032 - ZT Time Card Entry (Canada)
4-20	033 - Federal T4A Information
4-21	035 - Provincial Releve 2 Information
4-22	036 - Payroll/GL Interface Options
4-23	037 - Payroll Information (Canada)
4-24	038 - Salary Entry and Vacation Accumulators (Canada)
4-25	039 - Cheque Address and Bond Accounts (Canada)
4-26	040 - Payroll Basic Information (U.S.)
4-27	041 - Salary and Wage Accumulators (U.S.)
4-28	042 - 769-771 - Special Hours
4-29	043 - Check Address and Bond Accounts (U.S.)
4-31	044 - Salary Splits
4-32	045 - Employee Adjustments and Prepays (U.S.)
4-33	046 - Employee Adjustments and Prepays (Fed, SS, and/or Medicare)
4-34	047 - ZT Time Entry (U.S.)
4-35	048 - ZV Vacation Time Card Entry
4-36	049 - Federal/ MQGE Wage and Tax Accumulators and EEO-1 Pay Data (U.S.)

4-37	050 - Social Security/Medicare Wage & Tax Accumulators (U.S.)
4-38	051 - Delete Employee
4-39	052 - State W-4 Information
4-40	053 - DOE Maintenance (U.S.)
4-41	054 - DOE Maintenance (Canada)
4-42	060 - 077, 055-059 - DOE Accumulators
4-44	078 - EI Accumulators 1-35 (Canadian)
4-45	079 - Current EI Accumulators 36-53 (Canadian)
4-46	080 - Employee User/EEA Dates
4-47	081 - Basic Personnel Information
4-48	082 - Job Information
4-49	083 - Personnel Basic Benefits
4-50	084 - Hours
4-51	085 - Education
4-52	086 - Salary and Performance Reviews
4-53	087 - Injuries and Transfers
4-54	088 - Skills
4-55	089 - Reviews, Transfers, Skills
4-57	090 - Child and Injury Data
4-58	091 - Job Analysis Information
4-59	092 - Employee User/EEA Dates
4-60	093 - Basic Personnel Information (Canada)
4-61	094 - Organization and Employee Check Messages
4-62	095 - Pay Period Begin Dates
4-63	097 - General Transaction Entry
4-64	098 - Company Trailer Information
4-65	099 - File Trailer Information
4-66	124 - Employee Tax Information (Canada)
4-67	125 - Employee Tax Information (U.S.)
4-68	126 - QPIP Accumulators 1-35 (Canada)
4-69	127 - QPIP Accumulators 36-53 (Canada)
4-70	128 - Employee Adjustments and Prepays
4-71	129 - 138 - Stepped DOEs
4-72	139 - 148 - T4/Releve 1 Accumulators (Canada)
4-73	149 - Wage and Tax Accumulators (Canada)
4-74	701 - Employee Health Plan Data
4-75	702 - 721 - Dependent Personal/Health Plan Data
4-76	722 - 727 - Supplemental Address Data
4-77	728 - Employee Health Plan Data Entry
4-79	729 - Dependent Personal Data Entry
4-81	730 - Dependent Health Plan Data Entry
4-83	731 - Supplemental Address Data Entry
4-84	732 - Employee ACA Data Inquiry
4-85	740 - 749 - Bank Account Information
4-86	751 - 768 - State, County, and City Accumulators
4-88	772 - Pennsylvania EIT Adjustments
4-89	775 - Employee Phone Number Maintenance
4-90	801 - 818 - DOE Inquiry

Chapter 5 Realtime Employee Master File

5-2	Introduction
5-3	201 - Emergency Notification Information (U.S.)
5-4	201 - Emergency Notification Information (Canada)
5-5	202 - Employee Family Data (U.S.)
5-6	202 - Employee Family Data (Canada)
5-7	203 - Employee Education
5-8	204 - Employee Career Planning
5-9	205 - Employee Skills
5-11	206 - Employee Basic Benefits
5-12	207 - Employee Physical Data
5-13	208 - Employee Service Dates
5-14	209 - Personal Information Change (U.S.)
5-15	209 - Personal Information Change (Canada)
5-16	210 - Performance Reviews
5-17	211 - Salary Reviews
5-18	212 - Employee's Organization Property
5-19	213 - Employee EEO/AAP/VETS Information
5-20	214 - U.S. Employee Tax Information
5-22	215 - Military Data
5-23	216 - Employee DOE Inquiry
5-25	217 - Employee DOE Maintenance
5-26	217 - Employee DOE Maintenance (Canada)
5-27	218 - New Employee Information (U.S.)
5-29	218 - New Employee Information (Canada)
5-31	219 - New Employee Payroll Taxing Options (U.S.)
5-32	220 - Employee Salary Maintenance
5-34	221 - Employee Basic Information/Payroll Maintenance (U.S.)
5-35	221 - Employee Basic Information Maintenance (Canada)
5-36	222 - Employee Location Maintenance (U.S.)
5-37	222 - Employee Location Maintenance (Canada)
5-38	223 - Employee Employment/Termination (U.S.)
5-39	223 - Employee Employment/Termination (Canada)
5-41	224 - Employee ACH Bank/CU Services
5-43	225 - Employee DOE Add (U.S.)
5-44	225 - Employee DOE Add (Canada)
5-45	226 - Canadian Employee Tax Maintenance
5-47	227 - New Canadian Employee Taxing Options
5-48	230 - Employee User/EEA Dates
5-49	231 - Canadian Employee EEA Data
5-50	232 - Employee Job Data
5-51	233 - Employee Salary Splits
5-52	248 - State W-4 Information
5-53	249 - Employee Phone Number Maintenance
5-54	251 - Employee W-2 Form Information
5-55	252 - Employee 1099-R Form Information
5-56	253 - Employee W-2PR Form Information
5-57	254 - Employee T4 Slip Information
5-58	255 - Employee T4A Slip Information
5-59	256 - Employee Relevé 1 Slip Information

5-60 257 - Employee Relevé 2 Slip Information

Chapter 6 Realtime Tables File

6-3	Introduction
6-4	302 - Personnel Code Translations
6-6	303 - Banking Services Menu
6-7	304 - Bank/Credit Union Code Data
6-9	305 - ACH Tape File Header Data
6-10	306 - ACH Tape Company/Batch Record Data
6-11	307 - Check Writer Forms Identification Menu
6-13	308 - Form Number Assignment
6-15	309 - Format Option Control
6-17	310 - Report Control Options Menu
6-18	311 - Payroll Report Generate Options
6-19	312 - Payroll Report Print
6-20	313 - Payroll Report Date
6-21	314 - Deduction/Other Earnings By DOE Report
6-22	315 - Address Labels
6-23	317 - Rate Table
6-25	318 - Canadian Tax Segment DOEs Menu
6-27	319 - Canadian Tax Segment DOEs
6-30	320 - Other Income (Canada)
6-31	321 - Canadian Registered Pension Plan
6-32	322 - Union Dues (Canada)
6-33	324 - Normal Input Files
6-34	325 - Employee Master File Access Modes
6-35	327 - Employee Master File Controls
6-36	328 - Organization File Controls
6-38	330 - Organization DOE Information (U.S.)
6-40	331 - Organization DOE Information (Canada)
6-42	332 - Organization Step DOE Information
6-44	333 - Organization Special Hours Information
6-46	336 - Report Record Map Entry
6-47	337 - U.S. Regulatory File/Form Indicators
6-48	338 - T4/T4A Tape Record Indicators (Canada)
6-49	339 - Report Generate Control
6-50	340 - Sort Sequence Identifier Selection
6-51	341 - Sort Sequence Control
6-52	342 - Sort Sequence Control (Canada)
6-53	343 - Report Print Sequence Values
6-54	344 - Local Authority Selection (U.S.)
6-55	345 - Local Authority Assignment (U.S.)
6-56	346 - Report Group Selection
6-57	347 - Define State Group (U.S.)
6-58	348 - Define Province Group (Canada)
6-59	349 - Define Local Group (U.S.)
6-60	350 - Define Level 1-Level 2 Group
6-61	352 - Canadian Regulatory Parameter Control Menu
6-62	353 - Releve 1/Releve 2 Tape Record Indicators
6-63	354 - Report Forms Assignment

6-64	355 - Report Print Control/Sort Sequence ID Selection
6-65	356 - L1-L2 Group Selection
6-66	357 - Report Record Map Selection
6-67	358 - U.S. Regulatory File/Form Indicator Selection
6-68	359 - Report Generate Control Selection
6-69	360 - Report Print Control Selection
6-70	361 - T4/T4A Tape Record Indicator Selection (Canada)
6-71	362 - Releve Tape Record Indicator Selection (Canada)
6-72	363 - Supplemental Address/Dependent/Health Plan Data Selection (PDP)
6-73	364 - Supplemental Address/Health Plan Data Translation Selection (PDP)
6-74	365 - Dependent/Health Plan Translations
6-76	366 - Country Code Translations
6-78	367 - Health Plan Selection
6-79	368 - Health Plan Data
6-80	369 - Bank/Credit Union ABA/Institution Data
6-81	370 - Organization Pay Period Table (Canadian Org.)
6-82	371 - Direct Deposit Tape File Header Data (Canadian)
6-83	372 - Canadian Charitable Donations
6-84	373 - Organization Tabled Amount Information
6-86	374 - Savings Bond Tape Data
6-87	375 - Savings Bond Company Selection
6-88	376 - Savings Bond Tape Data
6-89	377 - (CDF) Canadian DOE Definitions
6-90	378 - Bonus and Retro Pay DOEs (Canada)
6-91	390 - I.E. Reporting Security Menu
6-92	391 - Operator Field Level Security
6-93	401 - Federal Tax & W-2 Self-Mailer Information
6-94	402 - Federal W-2 Employer Information
6-95	403 - Federal EFW2 File Submitter/Company Information
6-96	405 - U.S. W-2 DOE Detail Information - 1
6-98	406 - U.S. W-2 DOE Detail Information - 2
6-99	407 - U.S. W-2 DOE Detail Information - 3
6-100	407 - U.S. W-2 DOE Detail Information - 3
6-101	408 - U.S. W-2 DOE Detail Information - 4
6-102	408 - Puerto Rico W-2PR DOEs
6-103	410 - U.S. State Name and Reporting Information
6-104	411 - U.S. County Name and Tax Reporting Information
6-105	412 - U.S. City Name and Tax Reporting Information
6-106	413 - U.S. EEO-1/State Quarterly Hour Indicators
6-107	421 - U.S. State W-2 Reporting Detail Information - 1
6-108	422 - U.S. State W-2 Reporting Detail Information - 2
6-109	423 - U.S. State W-2 Reporting Detail Information - 3
6-110	424 - U.S. State W-2 Reporting Detail Information - 4
6-111	425 - U.S. State TZ1-100-M Reporting Information
6-112	426 - U.S. State TZ1-100-N Reporting Information
6-113	451 - U.S. Federal Unemployment Tax Rate Menu
6-114	452 - U.S. Federal Unemployment Tax Rate Maintenance
6-115	453 - U.S. State Employer Unemployment Rate Menu
6-116	454 - U.S. State Employer Unemployment Tax Rate Maintenance
6-117	455 - U.S. State Employee Disability Rate Menu
6-118	456 - U.S. State Employee Disability Tax Rate Maintenance

6-119	457 - U.S. Local Authorities Menu
6-120	458 - U.S. Local Authorities Maintenance
6-121	460 - U.S. Authority-Specific Tax Constants Menu
6-122	461 - Supplemental Wages DOE Menu
6-123	462 - Supplemental Wages DOE Maintenance
6-124	463 - Arizona Bypass December Withholding Menu
6-125	464 - Arizona Bypass December Withholding Maintenance
6-126	465 - Indiana Advance Earned Income Credit DOE Menu
6-127	466 - Indiana Advance Earned Income Credit DOE Maintenance
6-128	467 - New Jersey Family Leave Insurance Menu
6-129	468 - New Jersey Family Leave Insurance Maintenance
6-130	469 - Ohio School District User Exit DOE Menu
6-131	470 - Ohio School District User Exit DOE Maintenance
6-132	471 - Wisconsin Advance Earned Income Credit DOE Menu
6-133	472 - Wisconsin Advance Earned Income Credit DOE Maintenance
6-134	473 - U.S. State W-4 Expiration Date Constant
6-135	474 - U.S. State W-4 Expiration Date Constant Maintenance
6-136	475 - New York Family Leave Insurance DOE Menu
6-137	476 - New York Family Leave Insurance DOE Maintenance

Chapter 7 Online Check Calculation and Payment History

7-1	Introduction
7-2	501 - Gross Pay Information (U.S.)
7-3	501 - Gross Pay Information (Canada)
7-4	502 - Deductions/Other Earnings (U.S.)
7-5	503 - Deductions/Other Earnings (Canada)
7-6	504 - Online Function Status
7-7	505 - Online Check Status (U.S.)
7-8	505 - Online Cheque Status (Canada)
7-9	530 - Employee Payment History Selection
7-11	531 - Employee Payment History Detail Summary
7-12	532 - Employee Payment History Earnings/Hours Detail
7-13	533 - Employee Payment History Tax Detail
7-14	534 - Employee Payment History Deductions Detail
7-15	535 - Employee Payment History Other Check Information
7-16	536 - Employee Payment History Supplemental Check Record (U.S.)
7-17	536 - Employee Payment History Supplemental Cheque Record (Canada)

Chapter 8 Supplemental Address, Dependent, and Health Plan

8-1	Introduction
8-2	235 - Dependent Personal Data Selection
8-4	236 - Dependent Personal Data
8-6	237 - Dependent SSN/SIN Change
8-7	238 - Dependent Health Plan Selection
8-9	239 - Health Plan Selection
8-11	240 - Dependent Health Plan Data
8-13	241 - Supplemental Address Selection
8-15	242 - Supplemental Address Data
8-17	243 - Employee/Dependent Health Plan Selection
8-18	244 - Employee Health Plan Copy

8-20	245 - Employee Health Plan Selection
8-22	246 - Employee Health Plan Maintenance
8-24	247 - New Employee Health Plan

Chapter 9 Extended Product Security

9-1	Introduction
9-2	901 - Global/Menu Security
9-4	902 - Tables File Application ID Security
9-6	903 - Screen Range Security
9-8	904 - Individual Screen Security

Chapter 10 Installation Audit

10-1	Introduction
10-2	951 - Installation Audit Individual Bulletin/KB
10-3	952 - Installation Audit Bulletin Collection
10-4	953 - Installation Audit Date List

Appendix A Screen List

A-1	Introduction
A-2	Screen to Transaction Cross-Reference

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

1-1	Introduction
1-2	General Features of the System
1-3	Data Flow
1-5	Reading Menu Screens
1-8	Reading Employee Master File Inquiry/Entry Screens
1-12	Using the Transaction Inquiry/Update Screen
1-18	Using Realtime Employee Master File Screens
1-22	Using Realtime Tables File Screens
1-31	Using Online Check Calculation and Payment History
1-33	Operator Assistance Features
1-34	Designing Your Own Screens
1-35	Security and Data Integrity
1-36	Entry Conventions
1-39	How to Begin

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.

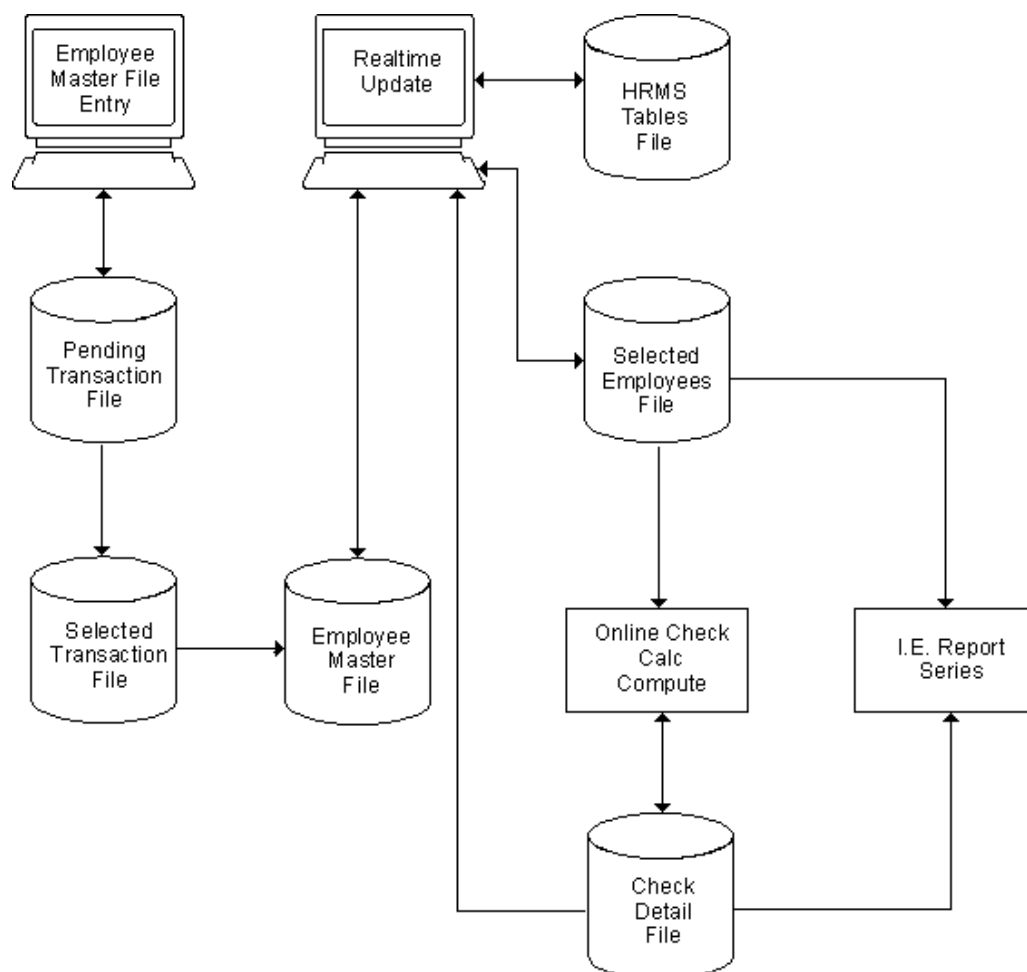
Data Flow

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.

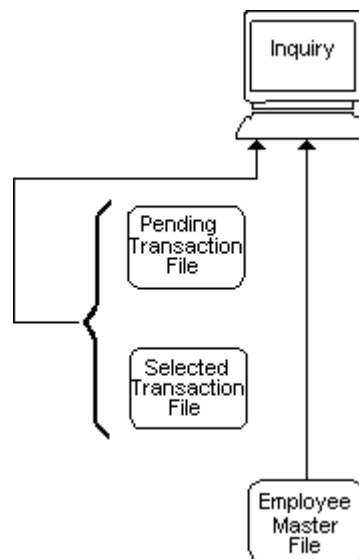
- You can choose to apply specific transactions to the Employee Master File instead of all at one time. The released transactions go into the Selected Transaction File. The remainder are held in the Pending Transaction File. Transactions with a future effective date are held in the Pending Transaction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

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.
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: _____ AA YE YF
METHOD: _____ 1 1 1
PERIOD: _____ A A A
TYPE: _____ D 1 1
OVERRIDE: _____ 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:  _____ SCRNO:  __ RECID:  _____
      SELECTED FILE - SEQNO:  _____

OCCNO L1 L2  EMPNO  SCRNO 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. SCRNO 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

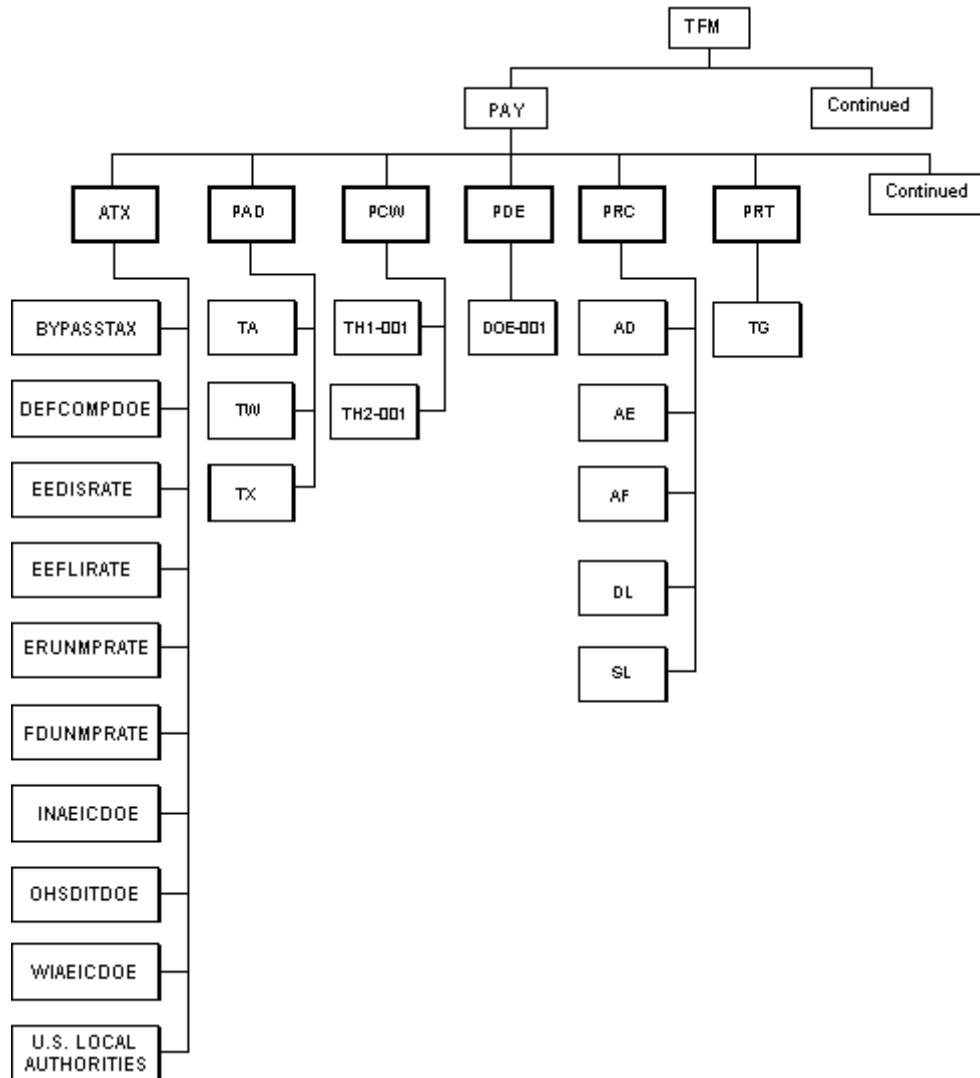
Introduction

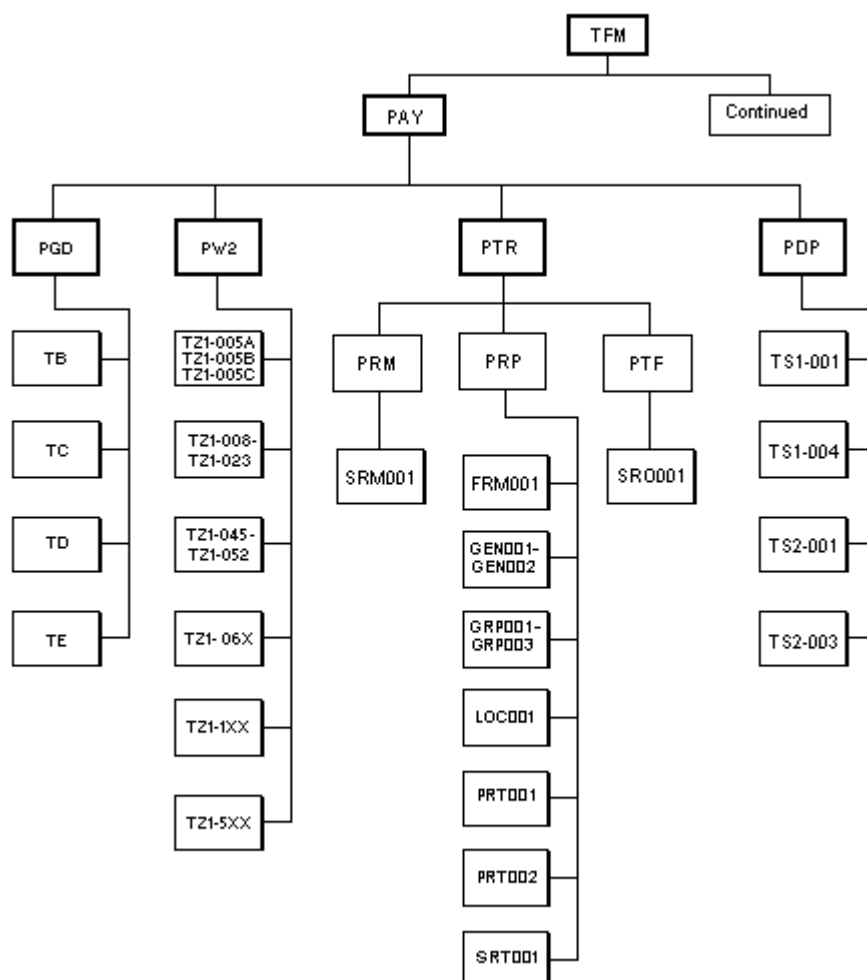
The Realtime Tables File capability of the HCM:E system allows you to update the HRMS Tables File instantly, without going through the standard file maintenance process. As a result, your inquiries are always based on up-to-date HRMS Tables File information.

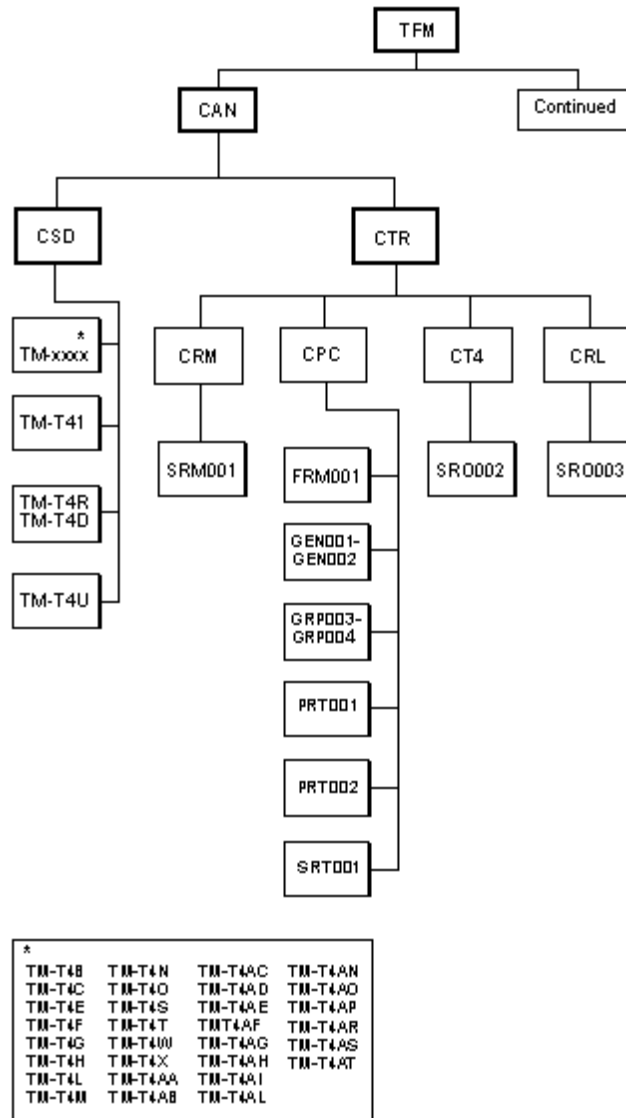
The Realtime Tables File screens are accessed in a top-down hierarchical fashion. The hierarchy has three levels of menu screens: Application menu, Record Type menu, and Record Type Detail. Menus can be accessed by entering an assigned code in the Action field. The third-level menu screen provides access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

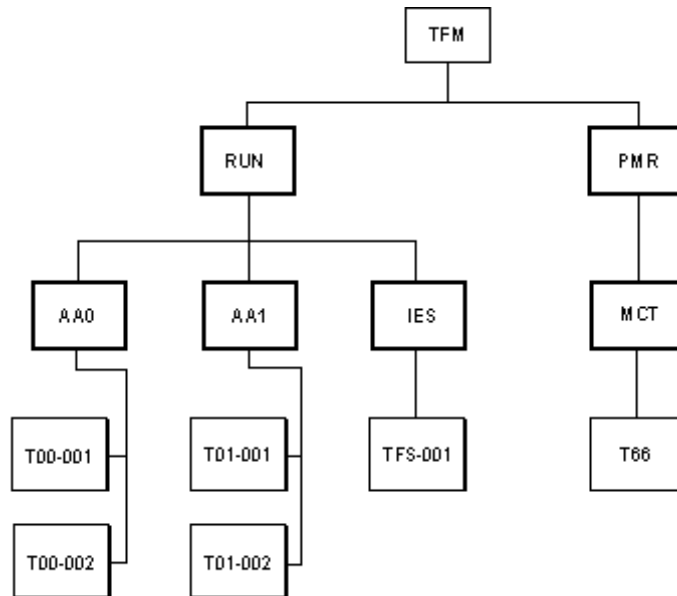
A before-after file activity report is printed that shows the changes made, who made each change, and when it was made. This provides an audit trail for all Realtime Tables File processing. For more information, see Audit Processing in this overview.

Processing Diagrams









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 or 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  oooooooooo  rrrrrrrrrr
  II      nn     n  ff         oo   oo  rr      rr
  II      n n    n  ffffffff  oo   oo  rrrrrrrrrr
  II      n n n   n  ff         oo   oo  rrrrrrrr
  II      n  n n  ff         oo   oo  rr      rr
IIIIIIII  n      nn  ff         oooooooooo  rr      rr

Welcomes you to the E Series Online Applications

Operator ID:                Password:

New Password:                Verify:

Copyright © 2007 Infor Global Solutions Technology GmbH and/or its affiliates
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.

DDDDDDDDCCCCCCCCIIIIIIIIII
DDDDDDDDCCCCCCCCIIIIIIIIII
DDDDDDDDCCCCCCCCIIIIIIIIII
DDDDDDDDCCCCCCCCIIIIIIIIII
DDDDDDDDCCCCCCCCIIIIIIIIII
DDDDDDDDCCCCCCCCIIIIIIIIII
DDDDDDDDCCCCCCCCIIIIIIIIII
DDDDDDDDCCCCCCCCIIIIIIIIII

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.

DDDDDDDD	CCCCCCCC	IIIIIIIIII
DD DD CC CC	II	
DD DD CC	II	
DD DD CC	II	
DD DD CC	II	
DD DD CC CC	II	
DDDDDDDD	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 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	EFF DATE: _____	
L1: AL	L2: WA	EMPNO: _____			
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: _____		
EMAIL: _____		STAT EE: _____			
		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.

Chapter Contents

2-1	Introduction
2-2	001 - Payroll/Personnel Main Menu
2-4	004 - Organization Menu
2-5	005 - Employee Payroll Menu (U.S.)
2-6	006 - Canadian Employee Payroll Menu
2-7	007 - Employee Personnel Menu
2-8	100 - Realtime Menu Screen
2-9	200 - Realtime Payroll/Personnel Menu Screen
2-10	234 - Supplemental Address/Dependent/Health Plan Data Menu
2-11	250 - Employee Regulatory Form/Slip Inquiry Selection
2-12	300 - Realtime Tables File Maintenance Record Type Menu
2-13	301 - Personnel Code Translation Menu
2-14	316 - Rate Table Menu
2-15	323 - Master File Access Control Menu
2-16	326 - File Control Processing Menu
2-17	329 - Organization DOE Menu Screen
2-19	334 - U.S. Regulatory Reporting Menu
2-20	335 - U.S. Regulatory Parameter Control Menu
2-21	351 - Canadian Reporting Menu
2-22	400 - U.S. Federal, State, Local Tax Data/U.S. Payroll W-2 Data Menu
2-24	404 - W-2 DOE Definition Data Menu
2-25	420 - U.S. State W-2 Reporting Information Menu
2-26	450 - Tax Constants and Local Authority Rates Menu
2-27	500 - Online Check Calculation and Payment History
2-28	700 - Supplemental Address/Dependent/Health Plan Data Menu
2-29	900 - Extended Product Security Menu
2-30	950 - Installation Audit Reporting Menu

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

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

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

      DOE Processing
      53: E DOE Maintenance
129-138: I DOE Step Overrides
      60-77,55-59: C DOE Accumulators
      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/ Health Plan Data Menu	211	Salary Reviews
248	Employee State W-4 Information	212	Employee Organization Property
249	Employee Phone Maintenance	213	Employee EEO/AAP Maintenance
250	Regulatory Form/Slip Selection	215	Military Data
		230	Employee User/EEA Dates
		231	Canadian Employee EEA Data
		232	Employee Job Data
Position Control Module			
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
```

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 _ STEP DOE	STARTING DOE CODE: ____ 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 redispays 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 redisplay 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 TZ1-1nn 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

Chapter Contents

- 3-1 Introduction
 - 3-2 002 - Transaction Inquiry/Update
 - 3-3 003 - Alpha & SSN Search Tie-Breaker
-

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

4-2	Introduction
4-3	008 - Basic Company Data (Canada)
4-4	009 - Payroll Report and Organization Options (Canada)
4-5	010 - Basic Company Information (U.S.)
4-6	011 - Payroll Report and Organization Options (U.S.)
4-7	013 - Payroll Run Options (Canada)
4-8	014 - Payroll Run Options (United States)
4-9	015 - Personnel Run Options
4-10	017 - Transaction Priorities
4-11	018 - Time Card Batching
4-12	020 - 026 - DOE Assumption Data
4-14	027 - DOE Assumption Data Entry
4-16	029 - Definition of Vacation Wages (Canada)
4-17	030 - Employee Adjustments and Prepays (Canada)
4-18	031 - Employee Adjustments and Prepays (Canada)
4-19	032 - ZT Time Card Entry (Canada)
4-20	033 - Federal T4A Information
4-21	035 - Provincial Releve 2 Information
4-22	036 - Payroll/GL Interface Options
4-23	037 - Payroll Information (Canada)
4-24	038 - Salary Entry and Vacation Accumulators (Canada)
4-25	039 - Cheque Address and Bond Accounts (Canada)
4-26	040 - Payroll Basic Information (U.S.)
4-27	041 - Salary and Wage Accumulators (U.S.)
4-28	042 - 769-771 - Special Hours
4-29	043 - Check Address and Bond Accounts (U.S.)
4-31	044 - Salary Splits
4-32	045 - Employee Adjustments and Prepays (U.S.)
4-33	046 - Employee Adjustments and Prepays (Fed, SS, and/or Medicare)
4-34	047 - ZT Time Entry (U.S.)
4-35	048 - ZV Vacation Time Card Entry
4-36	049 - Federal/ MQGE Wage and Tax Accumulators and EEO-1 Pay Data (U.S.)
4-37	050 - Social Security/Medicare Wage & Tax Accumulators (U.S.)
4-38	051 - Delete Employee
4-39	052 - State W-4 Information
4-40	053 - DOE Maintenance (U.S.)
4-41	054 - DOE Maintenance (Canada)
4-42	060 - 077, 055-059 - DOE Accumulators

4-44	078 - EI Accumulators 1-35 (Canadian)
4-45	079 - Current EI Accumulators 36-53 (Canadian)
4-46	080 - Employee User/EEA Dates
4-47	081 - Basic Personnel Information
4-48	082 - Job Information
4-49	083 - Personnel Basic Benefits
4-50	084 - Hours
4-51	085 - Education
4-52	086 - Salary and Performance Reviews
4-53	087 - Injuries and Transfers
4-54	088 - Skills
4-55	089 - Reviews, Transfers, Skills
4-57	090 - Child and Injury Data
4-58	091 - Job Analysis Information
4-59	092 - Employee User/EEA Dates
4-60	093 - Basic Personnel Information (Canada)
4-61	094 - Organization and Employee Check Messages
4-62	095 - Pay Period Begin Dates
4-63	097 - General Transaction Entry
4-64	098 - Company Trailer Information
4-65	099 - File Trailer Information
4-66	124 - Employee Tax Information (Canada)
4-67	125 - Employee Tax Information (U.S.)
4-68	126 - QPIP Accumulators 1-35 (Canada)
4-69	127 - QPIP Accumulators 36-53 (Canada)
4-70	128 - Employee Adjustments and Prepays
4-71	129 - 138 - Stepped DOEs
4-72	139 - 148 - T4/Releve 1 Accumulators (Canada)
4-73	149 - Wage and Tax Accumulators (Canada)
4-74	701 - Employee Health Plan Data
4-75	702 - 721 - Dependent Personal/Health Plan Data
4-76	722 - 727 - Supplemental Address Data
4-77	728 - Employee Health Plan Data Entry
4-79	729 - Dependent Personal Data Entry
4-81	730 - Dependent Health Plan Data Entry
4-83	731 - Supplemental Address Data Entry
4-84	732 - Employee ACA Data Inquiry
4-85	740 - 749 - Bank Account Information
4-86	751 - 768 - State, County, and City Accumulators
4-88	772 - Pennsylvania EIT Adjustments
4-89	775 - Employee Phone Number Maintenance
4-90	801 - 818 - DOE Inquiry

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

Low Level Total: 2

Low Level Break: 2

Total by Pay Code:

Print Not Paid:

Print Inactive:

Print Terminatd:

Space Between Emp:

Valid Detail List:

Time Proof Detail:

CS-1 Data

Balance Time Card:

Maint Detail List:

Print Rate on Reg:

Delete Term Emps:

Delete Inact DOEs:

Delete Inact Tax Segs:

Major Sequence Option:

Lowest Level Sequence: 2

Minor Sequence Option: 1

Bond Register Options

Select Accounts:

Select Deductions:

Select Purchases:

Select MTD:

Print Empe Address:

Print Summary:

Print Org Headings:

Cheque/Dep Print Seq:

Minor Cheque/Dep Seq: 1

Print Zero Gr/Net Chq:

Print Level Control:

Print Rate w/Earnings:

Print Long Name:

Expand 6C/6D Format:

Cheque Options

Print YTD:

Major Cheque/Dep Seq: 7

Print Nonzero YTD Amt:

Print Vac Hours Avail:

Print Amount in Words:

Assign Form # by Emp:

Suppress Account #:

Print Emp Address:

Int Cheque/Dep Seq:

Print Employer Paid:

Print Sick Hrs Avail:

Print Employer Addr:

Prt Dep Dtl on Split:

ESS Display:

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:
                                     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 Ovr: * * *      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 EARN\$	OVT EARN\$
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
VACATION									
L3	L4	L5	#	EMPS	CARDS	VAC HRS	VAC EARN\$		
_____	_____	_____	_____	_____	_____	_____	_____		
_____	_____	_____	_____	_____	_____	_____	_____		
_____	_____	_____	_____	_____	_____	_____	_____		
_____	_____	_____	_____	_____	_____	_____	_____		
_____	_____	_____	_____	_____	_____	_____	_____		
_____	_____	_____	_____	_____	_____	_____	_____		

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

Screen 020

ACTION: _____ CURR: 20 NEXT: 21
L1: AL L2: WA

* * *

DOE ASSUMPTION DATA

* * *

	CODE	DOE	STEP	METHOD	PERIOD	TYPE	AMT/PCT	*LIMIT/TAX OPT	*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 * * *

	CODE	DOE	STEP	METH	PER	TYPE	AMT/PCT	*LIMIT/TAX OPT *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: _____
02: _____
03: _____
04: _____
05: _____
06: _____
07: _____
08: _____
09: _____
10: _____

11: _____
12: _____
13: _____
14: _____
15: _____
16: _____
17: _____
18: _____
19: _____
20: _____

VAC CODE: _____

* PP END DATE INFO *
INTERVAL ID: _____
SEMIMONTH 1: _____
SEMIMONTH 2: _____
MONTHLY: _____

* ANNUAL # OF PP *
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									
Regular Gross		Overtime Gross		Tot Oth Earnings		Federal Tax		Update Codes	
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: _____		_____	
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		Code Amount	
Accum 1: _____		2: _____		3: _____		4: _____		_____	
4: _____		5: _____		6: _____		7: _____		_____	
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)

Tax Type	Tax Seg Code	Total Gross	Income Tax	CPP Tax	QPP Tax	Update Codes 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 Code	T4A Fed Tax	Rel2 Tax	QM Tax	QM Wages	Vac Cd	Adj 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																																																																																												
<table border="1"> <thead> <tr> <th>EMPLOYEE</th> <th colspan="2">***** REGULAR *****</th> <th colspan="2">***** OVERTIME *****</th> <th colspan="2">SPC</th> </tr> <tr> <th>NUMBER</th> <th>CD</th> <th>HOURS</th> <th>RATE/SAL</th> <th>HOURS</th> <th>RATE/SAL</th> <th>CD</th> <th>DOE</th> <th>HR</th> </tr> </thead> <tbody> <tr><td>1:</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>2:</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>3:</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>4:</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>5:</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> </tbody> </table>												EMPLOYEE	***** REGULAR *****		***** OVERTIME *****		SPC		NUMBER	CD	HOURS	RATE/SAL	HOURS	RATE/SAL	CD	DOE	HR	1:	_____	_____	_____	_____	_____	_____	_____	_____	2:	_____	_____	_____	_____	_____	_____	_____	_____	3:	_____	_____	_____	_____	_____	_____	_____	_____	4:	_____	_____	_____	_____	_____	_____	_____	_____	5:	_____	_____	_____	_____	_____	_____	_____	_____																				
EMPLOYEE	***** REGULAR *****		***** OVERTIME *****		SPC																																																																																							
NUMBER	CD	HOURS	RATE/SAL	HOURS	RATE/SAL	CD	DOE	HR																																																																																				
1:	_____	_____	_____	_____	_____	_____	_____	_____																																																																																				
2:	_____	_____	_____	_____	_____	_____	_____	_____																																																																																				
3:	_____	_____	_____	_____	_____	_____	_____	_____																																																																																				
4:	_____	_____	_____	_____	_____	_____	_____	_____																																																																																				
5:	_____	_____	_____	_____	_____	_____	_____	_____																																																																																				
<table border="1"> <thead> <tr> <th>*** LEVELS ***</th> <th colspan="2">*** EXTENDED</th> <th colspan="2">WEEKS</th> <th>NEG</th> <th>PROV/</th> <th>*SHIFT*</th> <th>ZT</th> </tr> <tr> <th>3</th> <th>4</th> <th>5</th> <th>DIST</th> <th>CODE</th> <th>PAID</th> <th>MO</th> <th>EARN</th> <th>PPD</th> <th>CD</th> <th>DOE</th> <th>IND</th> </tr> </thead> <tbody> <tr><td>1:</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>2:</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>3:</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>4:</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>5:</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> </tbody> </table>												*** LEVELS ***	*** EXTENDED		WEEKS		NEG	PROV/	*SHIFT*	ZT	3	4	5	DIST	CODE	PAID	MO	EARN	PPD	CD	DOE	IND	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	
Commsns	
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 LANSLOWNE		Suffic:	
First Name: GENEVIVE	Middle Name: CNDA1200	SIN: 689798955	
Compressed Employee Name LANSLOWNE, 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 CND1012			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
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:
Email:		Stat Ee:
		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:

MOGE 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: 42NEXT: 769

L1: ALL2: WAEmpNo:MRC:

-----SPECIALHOURS-----

REGULAROVERTIME** ** ** ** **

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
S U A

REG GROSS O/T GROSS TOT OTH ERN TOT DEDUCTS NET PAY

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 CODE AMOUNT CODE AMOUNT CODE AMOUNT

1: 2: 3: 4: 5: 6: SALTA *BOND* TIP

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)					
Fed Tax Wages	Fed Tax Withheld	Fed Unemp Wages	Fed Unemp Empr Tax	FUI State Code	Update Codes S U A
Empe SS/MD Tot Wages or Soc Sec Txbl Wages	Employee Social Security Tax	Empr SS/Md Tot Wages or Soc Sec Txbl Wages	Employer Social Security Tax		---
Employee SS/Med Reported Tips	Employee Uncollect Soc Sec Tip Taxes	Employer SS/Med Tip Credit	Other Amount Indicator		---
Employee Medicare Txbl Wages	Employee Medicare Tax	Employer Medicare Txbl Wages	Employer Medicare Tax	Empe Unc Medicare 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 NUMBER	VAC CD	HOURS TKN	RATE/ SALARY	METH	FACTOR/ AMOUNT	CYC	ERN DOE	SPC HR	WEEK PAID
1:	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
2:	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
3:	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
4:	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
5:	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
*** LEVELS ***										
	3	4	5	HRS/ AMT	MON	EXTENDED DIST CODE	WORK STATE/ 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							
Del	State	Tax Method	Marital Status	Number Exempt	Amount/Pct	Special Tax Ind	W-4 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

DOE OVR MET PER TYP AMOUNT/PCT LMT LIMIT AMT

START/STOP

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

START/STOP

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

START/STOP

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										
DOE	OVR	MET	PER	TYP	AMOUNT/PCT	LMT	LIMIT	AMT	*START/STOP*	
									IND DATE	
—	—	—	—	—	—	—	—	—	—	
***** TAX OPTIONS *****										
FED	PROV	CPP/QPP	EI	QM	SORT	CD	STEP MAX			
—	—	—	—	—	—	—	—			
STP										
DOE	OVR	MET	PER	TYP	AMOUNT/PCT	LMT	LIMIT	AMT	*START/STOP*	
									IND DATE	
—	—	—	—	—	—	—	—	—	—	
***** TAX OPTIONS *****										
FED	PROV	CPP/QPP	EI	QM	SORT	CD	STEP MAX			
—	—	—	—	—	—	—	—			
STP										
DOE	OVR	MET	PER	TYP	AMOUNT/PCT	LMT	LIMIT	AMT	*START/STOP*	
									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
      OVRIDE: _____ 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 DOE's 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	
/	/			/	/		
/	/			/	/		
/	/			/	/		
/	/			/	/		
/	/			/	/		
/	/			/	/		
/	/			/	/		
/	/			/	/		
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				00/00/00			
FIRST EI DAY WORKED: 19850407 LAST EI DAY PAID: 19970512 VACATION CD:							
		CURR		MTD		QTD	
QUEBEC MEDICARE:						YTD	
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/HNDPC: _____			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: _____	
PRIOR EMPL: _____		BEGIN DATE: _____	
TERM: _____		END DATE: _____	
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

087 - Injuries and Transfers

ACTION: _____ CURR: 87 NEXT: 88												
L1: AL			L2: WA			EMPNO: _____			MRC: _____			
INJURIES												
DATE												
CCYYMMDD		TIME	LOST	JOB CODE		TYPE		DATE		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:

SKILLS- FUNC SUB YRS PROF LAST SUPR LOC
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: _ _	_____	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____	_____
TRANSFERS							
ITER 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:

ITER NUM	NAME	SEX	BIRTHDATE CCYYMMDD
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 NUMBER	EMPLOYEE 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

WEEKLY PERIOD BEGIN DATE:

BIWEEKLY PERIOD BEGIN DATE:

SEMI-MONTHLY PERIOD BEGIN DATE:

MONTHLY PERIOD BEGIN DATE:

CCYYMMDD

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

098 - Company Trailer Information

ACTION: CURR: 98 NEXT: 99
L1: AL L2: WA

COMPANY TRAILER INFORMATION

LAST UPDATE RUN: 20030215
LAST COMPUTE RUN: 20030215

TOTAL EMPLOYEES: 840
TOTAL ACTIVE: 831
TOTAL INACTIVE: 9
TOTAL TERMINATED:
TOTAL NEW:
WEEKLY: 27
BI-WEEKLY: 718
SEMI-MONTHLY: 61
MONTHLY: 34

TOTAL SEGMENTS: 7
TOTAL MASTER RCDS: 7685
TOTAL D/OE SEGS: 259
TOTAL SALTA SEGS: 2783
TOTAL MAINT TRANS: 7
TOTAL TIME-CD TRANS:

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

125 - Employee Tax Information (U.S.)

Action: _____ Curr: 125 Next: 41							
L1: AL L2: WA		Empno: 1		Eff Date: _____			
Name: BRECKINRIDGE, DOROTHEA ALWAL							
Employee Tax Information							
						Lock-in Letter	
						Marital Status:	
						Number Exempt:	
	Tax	Marital	Number				
	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
1: 50	2	2: 11	3	3: 47	1	4: 15	2
5: 18	3	6: 4	1	7: 6	2	8: 2	3
						Special Tax:	

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											
QPPI 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
/	/			/	/
/	/			/	/
/	/			/	/
/	/			/	/
/	/			/	/
/	/			/	/
/	/			/	/
/	/			/	/
/	/			/	/
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				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)

FED TAX WAGES	FED TAX WITHHELD	FED UNEMP WAGES	FED UNEMP EMPR TAX	FUI STATE CODE	UPDATE CODES S U A
EMPLOYEE MQGE TXBL/ TOT WAGES	EMPLOYEE MQGE TAX	EMPLOYER MQGE TXBL/ TOT WAGES	EMPLOYER MQGE TAX		
EMPLOYEE MQGE RPTD TIPS	EMPE UNC MQGE TAX ON TIPS	EMPLOYER MQGE TIP 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
Tot Gross		6866.52	6866.52
Tot Tax		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
QPIP Tax			
Ins EI Wgs	1392.96	CPP/QPP Wgs	1600.02
Housing	1101.00	Free Loan	60606.00
Med Travel		Oth Travel	
Joint Comm		Patronage	1.05
Othr Comm		Other Inc	405.00
Multi-Empr		Defrd Wages	
Union Dues	5.00	Pension Adj	1006.92
Emplr Auto	20000.00	Oth Tx Allw	
Ins QPIP Wg		Commissions	9000000.00
Retire Allw		Non Elg Ret	
Pri Hlth In		Char Donatn	40114.43
Stock Opts		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 ID	Coverage Begin	Dates End	Plan Stat	Covg Type	User 1	Field 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 1 : 101 S. 3RD. ST.

CITY : ATLANTA

ST/PROV: GA

ADDR TYPE: 1

ADDR 2: APT 101

ZIP/POST CD: 30083-0001 COUNTRY CODE: USA

ADDR ID: 02

ADDR 1 : 201 S. 3RD. ST.

CITY : ATLANTA

ST/PROV: GA

ADDR TYPE: 2

ADDR 2: APT 101A

ZIP/POST CD: 30083-0001 COUNTRY CODE: USA

ADDR ID: 03

ADDR 1 : 301 S. 3RD. ST.

CITY : ATLANTA

ST/PROV: GA

ADDR TYPE: 3

ADDR 2: APT 101B

ZIP/POST CD: 30083-0001 COUNTRY CODE: USA

ADDR ID: 04

ADDR 1 : 401 S. 3RD. ST.

CITY : ATLANTA

ST/PROV: GA

ADDR TYPE: 4

ADDR 2: APT 102

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 ID	Coverage Begin	Dates End	Plan Status	Policy Type	User 1	Alpha 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

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 (SCC)	Resident Wages	Tax	Non-Resident Wages	Tax	Weeks Worked	
Resident PSD	School District LST	Municipality LST	Times Paid			Update Codes S U A - - -

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

5-2	Introduction
5-3	201 - Emergency Notification Information (U.S.)
5-4	201 - Emergency Notification Information (Canada)
5-5	202 - Employee Family Data (U.S.)
5-6	202 - Employee Family Data (Canada)
5-7	203 - Employee Education
5-8	204 - Employee Career Planning
5-9	205 - Employee Skills
5-11	206 - Employee Basic Benefits
5-12	207 - Employee Physical Data
5-13	208 - Employee Service Dates
5-14	209 - Personal Information Change (U.S.)
5-15	209 - Personal Information Change (Canada)
5-16	210 - Performance Reviews
5-17	211 - Salary Reviews
5-18	212 - Employee's Organization Property
5-19	213 - Employee EEO/AAP/VETS Information
5-20	214 - U.S. Employee Tax Information
5-22	215 - Military Data
5-23	216 - Employee DOE Inquiry
5-25	217 - Employee DOE Maintenance
5-26	217 - Employee DOE Maintenance (Canada)
5-27	218 - New Employee Information (U.S.)
5-29	218 - New Employee Information (Canada)
5-31	219 - New Employee Payroll Taxing Options (U.S.)
5-32	220 - Employee Salary Maintenance
5-34	221 - Employee Basic Information/Payroll Maintenance (U.S.)
5-35	221 - Employee Basic Information Maintenance (Canada)
5-36	222 - Employee Location Maintenance (U.S.)
5-37	222 - Employee Location Maintenance (Canada)
5-38	223 - Employee Employment/Termination (U.S.)
5-39	223 - Employee Employment/Termination (Canada)
5-41	224 - Employee ACH Bank/CU Services
5-43	225 - Employee DOE Add (U.S.)
5-44	225 - Employee DOE Add (Canada)
5-45	226 - Canadian Employee Tax Maintenance
5-47	227 - New Canadian Employee Taxing Options
5-48	230 - Employee User/EEA Dates

5-49	231 - Canadian Employee EEA Data
5-50	232 - Employee Job Data
5-51	233 - Employee Salary Splits
5-52	248 - State W-4 Information
5-53	249 - Employee Phone Number Maintenance
5-54	251 - Employee W-2 Form Information
5-55	252 - Employee 1099-R Form Information
5-56	253 - Employee W-2PR Form Information
5-57	254 - Employee T4 Slip Information
5-58	255 - Employee T4A Slip Information
5-59	256 - Employee Relevé 1 Slip Information
5-60	257 - Employee Relevé 2 Slip Information

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 CND1070

ADDRESS: 119 WINDEMEER AVENUE
        INGERSOLL,
        ONTARIO

HOME PHONE: 000 000 0000                                R5W 5T4
RELIGIOUS PREFERENCE: _                                SOC INS NO: 458547854
                                                         SEX: M
                                                         MARITAL STATUS:
                                                         BIRTHDATE: 1960/01/01
                                                         AGE: 040
                                                         BIRTHPLACE:
                                                         CITIZENSHIP:

*RESIDENCE*
CITY: _____
PROV: _____
TYPE: _____

*DRIVERS LICENSE*
PROV: _____
NUMBER: _____                                EXPIRATION DATE: 0000/00/00

```

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*
Soc Sec No: 0378123458					Marital Status: _
					Exemptions: _
Taxes					
Tax	Method	Marital Status	Exemptions	Amount/Percent	Amount of 1 Exemption
Federal	0	M	2	0	
State	0	M	2	0	
County	0	M	0	.0000	.00
City	0	_	0	.0000	.00
Work State: 33		*Pennsylvania Local Information*			Reciprocity: 1
Res State: 39		Work Loc: 7898		EIT Tax: 6	Special Tax: 0
W-2 Establish Code: EC01		Res PSD: 510101		LST Tax: 1	***** W-4 Info *****
					Year: _____ Step2: Y
					Step3: 1500.00
					Step4a: 250.00
					Step4b: 65.00
Other State Reciprocity Indicators					
St Ind	St Ind	St Ind	St Ind		
00 0	00 0	00 0	00 0		
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

[illegible]

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
CUR NOT TAKEN:		CURRENT:	
DED NOT TAKEN:		MONTH:	
		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
CUR NOT TAKEN:		CURRENT:	
DED NOT TAKEN:		MONTH:	
		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 Method	Marital Status	Exemptions	Amount/Percent	Amount of 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	
Soc Sec Num: 999999999	
Sex: F	** CC305 Disability **
	Indicator: -
	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: _____
EXT DISTRIB: _____	LEVEL 5: _____
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 HOURS AVAIL: _____			VACATION PERCENT CODE: _____		
SICK HOURS AVAIL: _____			VACATION ACCRUAL CODE: _____		
			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: LANSLOWNE, 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:	_	LIMIT AMOUNT:	_____
AMOUNT		TABLE NO.:	_____
OR PERCENT:	_____	STOP DATE:	_____ (CCYYMMDD)
(CCYYMMDD) START DATE:	_____		NO SLASHES
NO SLASHES SORT FIELD:	_____		
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:	—	LIMIT AMOUNT:	_____
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   TDI Amt   Exclud   Tax CR   Deduct   Percent
Fed:   86     0         0     0     0     0     0     0     .00
Prov:  86     0         0     0     0     0     0     0     .00
Prov:  88     0         0     0     0     0     0     0     .00
Prov:  00     0         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

NAME: _____ EMPLOYEE USER/EEA DATES

FUNC	ITER	USER/EEA DATE 1	IND 1	USER/EEA DATE 2	IND 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 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

Del	State	Method	Mar Stat	Exmptns	Amount/Pct	Special Tax Ind	W-4 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	
SYSTEM TEST ORG TNRA	2018 Form 1099-R
FILL SPACE TO USE THIRTY CHARS	1 Gross Distribution 2222.22
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	9 Total Emp Contribution
INDIANAPOLIS IN 46204	12 State Tax Withheld 570.27
11 1st Year of Design. FATCA Filing	13 State/State No IN15123456789TNRA
Roth Contribution Requirement	14 State Distribution
Account Number	15 Local Tax Withheld 1036.86
TNRA514201	16 Name of Locality
	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
4078 THUNDERBIRD TRAIL 7. Wages 17. G- 2400.00
STONE MOUNTAIN GA 30083 18. IC- 2400.00
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 23. Medicare Tax
THE FINANCIAL SOFTWARE COMPANY 12. Reimburse Expense 24. Soc Sec Tips
3445 PEACHTREE ROAD, N.E. 13. Tax Withheld 25. Uncoll SS Tax
SUITE 1300 2567.34
ATLANTA GA 30450 Year
404-239-3000 X2543
DANELLE.FRICKENBACHER@MOTHERJONES.N
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			
Employer Name	Province: ON	Employment Income	Income Tax Deducted
SYSTEM TEST ORG CNDA		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 Benefit 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 Prem	PPIP Insur 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

Payer Name	Pension	Income Tax Deducted
SYSTEM TEST ORG CNDA X	25.00	333.60

Social Insurance Number: 621 741 784 Dentl Benfit Cd: 1 Self Employed Commissions

Recipient Account Number	Lump Sum	25.00
90002	25.00	25.00

Recipient Name and Address

SMYTH ALICE	Annuities	Fees for 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			
Releve 1 Employment Income and Other Income			Year	Reference Number	
			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 Alloc		U-Phased	
V-Food/Ldgng		W-Vehicle			
Box O Code					
Social Insurance Number: 254 168 495 Employee Number: 1260					
VANIER, PHILLIPE CNDAL260			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			
Releve 2 Retirement Income and Annuities	Year	Income	Reference
	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

6-3	Introduction
6-4	302 - Personnel Code Translations
6-6	303 - Banking Services Menu
6-7	304 - Bank/Credit Union Code Data
6-9	305 - ACH Tape File Header Data
6-10	306 - ACH Tape Company/Batch Record Data
6-11	307 - Check Writer Forms Identification Menu
6-13	308 - Form Number Assignment
6-15	309 - Format Option Control
6-17	310 - Report Control Options Menu
6-18	311 - Payroll Report Generate Options
6-19	312 - Payroll Report Print
6-20	313 - Payroll Report Date
6-21	314 - Deduction/Other Earnings By DOE Report
6-22	315 - Address Labels
6-23	317 - Rate Table
6-25	318 - Canadian Tax Segment DOEs Menu
6-27	319 - Canadian Tax Segment DOEs
6-30	320 - Other Income (Canada)
6-31	321 - Canadian Registered Pension Plan
6-32	322 - Union Dues (Canada)
6-33	324 - Normal Input Files
6-34	325 - Employee Master File Access Modes
6-35	327 - Employee Master File Controls
6-36	328 - Organization File Controls
6-38	330 - Organization DOE Information (U.S.)
6-40	331 - Organization DOE Information (Canada)
6-42	332 - Organization Step DOE Information
6-44	333 - Organization Special Hours Information
6-46	336 - Report Record Map Entry
6-47	337 - U.S. Regulatory File/Form Indicators
6-48	338 - T4/T4A Tape Record Indicators (Canada)
6-49	339 - Report Generate Control
6-50	340 - Sort Sequence Identifier Selection
6-51	341 - Sort Sequence Control
6-52	342 - Sort Sequence Control (Canada)
6-53	343 - Report Print Sequence Values
6-54	344 - Local Authority Selection (U.S.)

6-55	345 - Local Authority Assignment (U.S.)
6-56	346 - Report Group Selection
6-57	347 - Define State Group (U.S.)
6-58	348 - Define Province Group (Canada)
6-59	349 - Define Local Group (U.S.)
6-60	350 - Define Level 1-Level 2 Group
6-61	352 - Canadian Regulatory Parameter Control Menu
6-62	353 - Releve 1/Releve 2 Tape Record Indicators
6-63	354 - Report Forms Assignment
6-64	355 - Report Print Control/Sort Sequence ID Selection
6-65	356 - L1-L2 Group Selection
6-66	357 - Report Record Map Selection
6-67	358 - U.S. Regulatory File/Form Indicator Selection
6-68	359 - Report Generate Control Selection
6-69	360 - Report Print Control Selection
6-70	361 - T4/T4A Tape Record Indicator Selection (Canada)
6-71	362 - Releve Tape Record Indicator Selection (Canada)
6-72	363 - Supplemental Address/Dependent/Health Plan Data Selection (PDP)
6-73	364 - Supplemental Address/Health Plan Data Translation Selection (PDP)
6-74	365 - Dependent/Health Plan Translations
6-76	366 - Country Code Translations
6-78	367 - Health Plan Selection
6-79	368 - Health Plan Data
6-80	369 - Bank/Credit Union ABA/Institution Data
6-81	370 - Organization Pay Period Table (Canadian Org.)
6-82	371 - Direct Deposit Tape File Header Data (Canadian)
6-83	372 - Canadian Charitable Donations
6-84	373 - Organization Tabled Amount Information
6-86	374 - Savings Bond Tape Data
6-87	375 - Savings Bond Company Selection
6-88	376 - Savings Bond Tape Data
6-89	377 - (CDF) Canadian DOE Definitions
6-90	378 - Bonus and Retro Pay DOEs (Canada)
6-91	390 - I.E. Reporting Security Menu
6-92	391 - Operator Field Level Security
6-93	401 - Federal Tax & W-2 Self-Mailer Information
6-94	402 - Federal W-2 Employer Information
6-95	403 - Federal EFW2 File Submitter/Company Information
6-96	405 - U.S. W-2 DOE Detail Information - 1
6-98	406 - U.S. W-2 DOE Detail Information - 2
6-99	407 - U.S. W-2 DOE Detail Information - 3
6-100	407 - U.S. W-2 DOE Detail Information - 3
6-101	408 - U.S. W-2 DOE Detail Information - 4
6-102	408 - Puerto Rico W-2PR DOEs
6-103	410 - U.S. State Name and Reporting Information
6-104	411 - U.S. County Name and Tax Reporting Information
6-105	412 - U.S. City Name and Tax Reporting Information
6-106	413 - U.S. EEO-1/State Quarterly Hour Indicators
6-107	421 - U.S. State W-2 Reporting Detail Information - 1
6-108	422 - U.S. State W-2 Reporting Detail Information - 2
6-109	423 - U.S. State W-2 Reporting Detail Information - 3

6-110	424 - U.S. State W-2 Reporting Detail Information - 4
6-111	425 - U.S. State TZ1-100-M Reporting Information
6-112	426 - U.S. State TZ1-100-N Reporting Information
6-113	451 - U.S. Federal Unemployment Tax Rate Menu
6-114	452 - U.S. Federal Unemployment Tax Rate Maintenance
6-115	453 - U.S. State Employer Unemployment Rate Menu
6-116	454 - U.S. State Employer Unemployment Tax Rate Maintenance
6-117	455 - U.S. State Employee Disability Rate Menu
6-118	456 - U.S. State Employee Disability Tax Rate Maintenance
6-119	457 - U.S. Local Authorities Menu
6-120	458 - U.S. Local Authorities Maintenance
6-121	460 - U.S. Authority-Specific Tax Constants Menu
6-122	461 - Supplemental Wages DOE Menu
6-123	462 - Supplemental Wages DOE Maintenance
6-124	463 - Arizona Bypass December Withholding Menu
6-125	464 - Arizona Bypass December Withholding Maintenance
6-126	465 - Indiana Advance Earned Income Credit DOE Menu
6-127	466 - Indiana Advance Earned Income Credit DOE Maintenance
6-128	467 - New Jersey Family Leave Insurance Menu
6-129	468 - New Jersey Family Leave Insurance Maintenance
6-130	469 - Ohio School District User Exit DOE Menu
6-131	470 - Ohio School District User Exit DOE Maintenance
6-132	471 - Wisconsin Advance Earned Income Credit DOE Menu
6-133	472 - Wisconsin Advance Earned Income Credit DOE Maintenance
6-134	473 - U.S. State W-4 Expiration Date Constant
6-135	474 - U.S. State W-4 Expiration Date Constant Maintenance
6-136	475 - New York Family Leave Insurance DOE Menu
6-137	476 - New York Family Leave Insurance DOE Maintenance

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 CODE	IMMEDIATE DESTINATION NAME	IMMEDIATE DESTIN ID	IMMEDIATE ORIGIN NAME	IMMEDIATE ORIGIN ID	FILE 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 NAME	COMPANY IDENTIFICATION	COMPANY DISCRETIONARY DATA	BATCH ORIGIN 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 INDICATOR	CHECK FORM NUMBER	DEPOSIT FORM NUMBER
1	CHK1	DEP1
2	CHK1	DEP1
	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 NUMBER	FORMAT OPTION	NUMBER FOR 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 REPORT:	—
DOE REGISTER:	—	BANK SERVICES:	—
TAX DISTRIB SUMM:	—	ACH TAPES:	—
HOURS REGISTER:	—	ADDRESS LABELS:	—
EMPLE ST/LOCAL TAX:	—		
SAVNGS BOND REGISTR:	—		
SAVINGS BOND TAPE:	—		
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

RUN DATE	BILLING TRANSACTION	NUMBER OF LABELS	PRINT BLANK 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:

LOW RANGE ZIP

HIGH RANGE ZIP

LOW RANGE POSTAL:

HIGH RANGE POSTAL:

PAY FREQ:

PAY CODE:

SHIFT CODE:

EMPLOYEE STATUS:

RECORD SEQUENCE:

HOME ADDRESS FLAG:

CONTROLS:

NUMBER OF LABELS:

LEVEL-3:

LEVEL-4:

LEVEL-5:

WORK STATE:

RES STATE:

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 CODE	REGULAR RATE	OVERTIME RATE	VACATION RATE
--------------	-----------------	------------------	------------------

INSERT NEW RATES:

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-Emplyr Ins Plan Contributions (RL-1)
- Non-Eligible Retiring Allowances (T4)
- Other Annuities (T4A/RL-2)

```

318
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.

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.	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		
MASTER FILE TYPE	LAST DATE	LAST 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 (INQUIRY ONLY)	1998 20	ALL
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 RUN	LAST DATE	UPDATE TIME	VALID DATE	TRAN TIME
—	0000/00/00	00:00:00	0000/00/00	00:00:00
—	—/—/—	—:—:—	—/—/—	—:—:—
—	—/—/—	—:—:—	—/—/—	—:—:—

UPDATE DATE	INPUT TIME	PAYROLL DATE	COMPUTE 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			
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

DOE	TYP	SUB		FRENCH	VAC	*TAXING OPTIONS*			** ACH **		
CD	PRTY	CD	TYP	DESCRIPTION	DESCRIPTION	IND	FED	C/QPP	QM	IND	CODE
							PROV	EI/QI		TYPE	
AA	1295	J		BNKSVC/CHK%NNP			1	1	1	1	A 1 75
AB	0001	X		T4A GRP 2 FTN1	BX16 T4AS		1	1	0	0	
AC	0001	X		T4A GRP 2 FTN2	BX16 T4AS		1	1	0	0	
AD	0001	X		T4A GRP 2 FTN3	BX18 T4AL		1	1	0	0	
AE	0001	X		T4A GRP 2 FTN4	BX28 T4AL		1	1	0	0	
AF	0001	X		T4A GRP 2 FTN5	BX28 T4AT		1	1	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: -

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 CODE/DESCRIPTION	DOE TIE	SPECIAL HOURS CODE/DESCRIPTION	DOE TIE	SPECIAL HOURS CODE/DESCRIPTION	DOE 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: 100Auth/Model: 21
Local:Version Year: 2007

----- File Record Indicators -----

File Control Data

F (AREC) Transmitter Record
N (BREC) Basic Authorization Rec
N (FREC) Final Record

Employee Data

N (WREC) Primary Employee Data
N (OREC) Optional Employee Data
Y (SREC) State Employee Data

Employer Data

Y (EREC) Employer Record
N (RREC) Reconciliation Record

Total Data

N (IREC) Intermediate Totals
N (TREC) W Record Totals
N (UREC) O Record Totals
Y (VREC) S Record Totals

Other Indicators/Info

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		—	—	Rptng St SCC Cd		—	—		
—	—	Pay Frequency		—	—	Rptng 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 AUTHORITY ID

LOCAL AUTHORITY 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
CD	NAME	CD	NAME
-	01-ALABAMA	-	02-ALASKA
-	05-CALIFORNIA	-	06-COLORADO
-	09-DIST OF COL	-	10-FLORIDA
-	13-IDAHO	-	14-ILLINOIS
-	17-KANSAS	-	18-KENTUCKY
-	21-MARYLAND	-	22-MASSACHUSETTS
-	25-MISSISSIPPI	-	26-MISSOURI
-	29-NEVADA	-	30-NEW HAMPSHIRE
-	33-NEW YORK	-	34-NORTH CAROLINA
-	37-OKLAHOMA	-	38-OREGON
-	41-SOUTH CAROLINA	-	42-SOUTH DAKOTA
-	45-UTAH	-	46-VERMONT
-	49-WEST VIRGINIA	-	50-WISCONSIN
-		-	03-ARIZONA
-		-	07-CONNECTICUT
-		-	11-GEORGIA
-		-	15-INDIANA
-		-	19-LOUISIANA
-		-	23-MICHIGAN
-		-	27-MONTANA
-		-	31-NEW JERSEY
-		-	35-NORTH DAKOTA
-		-	39-PENNSYLVANIA
-		-	43-TENNESSEE
-		-	47-VIRGINIA
-		-	51-WYOMING
-		-	04-ARKANSAS
-		-	08-DELAWARE
-		-	12-HAWAII
-		-	16-IOWA
-		-	20-MAINE
-		-	24-MINNESOTA
-		-	28-NEBRASKA
-		-	32-NEW MEXICO
-		-	36-OHIO
-		-	40-RHODE ISLAND
-		-	44-TEXAS
-		-	48-WASHINGTON
-		-	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

CD	PROVINCE NAME	CD	PROVINCE 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: _____			
CMD	LOCAL AUTHORITY ID	CMD	LOCAL AUTHORITY ID
-	_____	-	_____
-	_____	-	_____
-	_____	-	_____
-	_____	-	_____
-	_____	-	_____
-	_____	-	_____
-	_____	-	_____
-	_____	-	_____
-	_____	-	_____
-	_____	-	_____
INSERT:	LOCAL AUTHORITY ID		LOCAL AUTHORITY 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:
RECORD TYPE:

AUTHORITY:
VERSION YEAR:

GROUP:
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					
CMD	FORM CODE	LINES PER FORM	INTERMEDIATE TOTALS	NUMBER OF EE RECORDS	NUMBER OF 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

        RELEV 1/RELEV 2 TAPE RECORD INDICATOR SELECTION

                NEXT:   REPORT   AUTH   VER YEAR
                        _____

                CMD     REPORT   AUTH   VER YEAR

                INSERT: REPORT   AUTH   VER YEAR
                        _____

```

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
(PDF)

_ 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: _____

CMD	PLAN 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 PERIOD NUMBER	*****PAY PERIOD END DATES*****				DELETE? (ENTER 'D')
	WEEKLY	BIWEEKLY	SEMI-MO	MONTHLY	
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 CODE	RESERVED DIRECT	CUSTOMER- CLEARER COMM	DESTINATION DATA CENTRE	ORIGINATOR'S NAME	ORIGINATION ID NUMBER	CURR 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 *** NBR / AMOUNT	*** TABLED *** NBR / AMOUNT	*** TABLED *** NBR / AMOUNT	*** TABLED *** 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 12345678901
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 NUMBER	LOCATION	FRB DISTRICT DESIGNATOR	DELETE? (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
—	777777
—	888888
—	999999
BOND TAPE TEST CO 3	
BOND TAPE TEST CO 2	
BOND TAPE TEST CO 1	
COMPANY NAME	
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

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

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 ID	LOGICAL REC ID	MULT IND	MODEL ID	ALL FLD IND	FIELD POSITION INDICATORS									
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
Other federal EIN: 198765432
Agent for EIN:      103456789
Agent Indicator Code: 1
Terminating Business: 0
Tax Jurisdiction Code:
Kind of Employer: _

** W-2 Form **
1099-R Organization: N
Type of Employment: A
State/Local 69 #: 111111111
Limitation of Liability: L
Foreign Corporation Ind:
Level 2 Pension Ind: N

** W-2 Options **
W-2/1099-R Name Format: 7
Name Suffix Indicator:
Special Char in Name:
W-2 Wage Indicator: 2

** Other Fields **
Print 1099-R Taxable: Y
Number of Employees: 111111
1099-R Name Control: 1111

** W-2 Self Mailer Postal Information **
Postal Line 1: FIRST LINE XXXXXXXX
Postal Line 2: SECOND LINEXXXXXXXX
Postal Line 3: THIRD LINEXXXXXXXXX
Postal Line 4: FOURTH LINEXXXXX
Postal Line 5: FIFTH LINEXXXXXXXXX

** Puerto Rico **
Employer Phone Num: 4042393000
Employer Phone Ext: X2543

```

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
Subtitle: _____
Location Address: SUITE 667, 7TH FLOOR
Delivery Address: 66 PERIMETER CENTER EA
City: EMPLOYER FOREIGNCITY
State/Province: PR
Country: AY

Foreign Address: 1

Postal Code: FOREIGNPOSTALCD

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

6-98

26.15

Screen Reference Guide

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 DOE's 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:

W-2/1099-R File Name Format:

Quarterly Report Name Format:

W-2/1099-R Special Char:

Quarterly Special Char:

1099-R Gross Distribution:

Max Weeks in Quarter:

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: _____

Code	Name	***Indiana**	Ohio	NM	Loc	State	Type	*Options*						
		Cnty	Tax	Res	SD	Fips	Ent	Code	Empty	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:

Code	Name	***Indiana**	Ohio	NM	Loc	State	Type	*Options*						
		Cnty	Tax	Res	SD	Fips	Ent	Code	Empty	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														
Code	Name	W-2 Tax Account	Ohio SD	Local Entity	State Code	PA PSD	TCD	*Options*						
								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: _____														
Code	Name	W-2 Tax Account	Ohio SD	Local Entity	State Code	PA PSD	TCD	*Options*						
								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 XXXXXXXXXXXX	
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

Additional W-2s? :

Additional 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
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	
Select	Effective 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: 01AlabamaRetention 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
Select	Effective 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
Select	Effective 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
S	Effective 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

Select	Effective 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

Select	Effective 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

Select	Effective 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

Select	Effective 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

Select	Effective 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

Select	Effective 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

Select	Effective 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

Select	Effective 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

7-1	Introduction
7-2	501 - Gross Pay Information (U.S.)
7-3	501 - Gross Pay Information (Canada)
7-4	502 - Deductions/Other Earnings (U.S.)
7-5	503 - Deductions/Other Earnings (Canada)
7-6	504 - Online Function Status
7-7	505 - Online Check Status (U.S.)
7-8	505 - Online Cheque Status (Canada)
7-9	530 - Employee Payment History Selection
7-11	531 - Employee Payment History Detail Summary
7-12	532 - Employee Payment History Earnings/Hours Detail
7-13	533 - Employee Payment History Tax Detail
7-14	534 - Employee Payment History Deductions Detail
7-15	535 - Employee Payment History Other Check Information
7-16	536 - Employee Payment History Supplemental Check Record (U.S.)
7-17	536 - Employee Payment History Supplemental Cheque Record (Canada)

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: _/ _/ _
Pay Period End Date: _/ _/ _
CheckDate: _/ _/ _

Work State: 37Oklahoma
Resident State:37Oklahoma

Hours	Hourly	Salary	OT	DOE	Hours	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	
A1A 2B2	Special Pay Indicator:_____
	Pay Period Begin Date:____/____/____
	Pay Period End Date:____/____/____
	ChequeDate:____/____/____

Hours	Hourly	Salary	OT	DOE	Hours	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 Code	DOE Description	Ern /Ded	Typ CD	Sub Typ	Amount	Neg Ind	Limit Amount	Arrears 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 CD Descr	French Descr	Ern/ Ded	Typ CD	Sub Typ	Amount	Neg Ind	Limit Amount	Arrears 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 DEF RD 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 Number	Check Amount	Check Date	Date Entered	S	P	P	Check C Number	Eff Date	Oper 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
FICA/MED	293.39	3,814.09	403B - W2	83.00
ALWA 101 S	.33	4.29	501C - W2	213.46
WISCONSIN	210.76	2,739.88	457 - W2 S	133.54
			DEPCARE-W2	103.65
			408K -W2 S	213.43
			FRINGE BEN	203.56
			CONS DEDUC	2,715.66
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 redisplay 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 redisplayes 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 redisplay 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 111111111111101 Main Checking 138,048,429.74
CARROLL COMMUNITY BANK 111111111111102 Checking 554.10
FIRST BANK OF GEORGIA 111111111111103 Savings 565.10
FIRST ATLANTA BANK 111111111111104 Checking 12 576.10
FULTON FEDERAL SAVING AND LOAN 111111111111105 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 redisplay 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 redispays 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

8-1	Introduction
8-2	235 - Dependent Personal Data Selection
8-4	236 - Dependent Personal Data
8-6	237 - Dependent SSN/SIN Change
8-7	238 - Dependent Health Plan Selection
8-9	239 - Health Plan Selection
8-11	240 - Dependent Health Plan Data
8-13	241 - Supplemental Address Selection
8-15	242 - Supplemental Address Data
8-17	243 - Employee/Dependent Health Plan Selection
8-18	244 - Employee Health Plan Copy
8-20	245 - Employee Health Plan Selection
8-22	246 - Employee Health Plan Maintenance
8-24	247 - New Employee Health Plan

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

Insert New Health Plan:      Plan      Coverage
                             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

ID TP      Address 1      Address 2      City      State/      ZIP/      CC
_ H1 1 123 ALDERON WAY      CLOUDLAND    AL      Postal      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

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 ID	Coverage Date Begin	End	Plan ID	Coverage Date 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
Insert New Health Plan:		Plan ID	Coverage 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:	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

9-1	Introduction
9-2	901 - Global/Menu Security
9-4	902 - Tables File Application ID Security
9-6	903 - Screen Range Security
9-8	904 - Individual Screen Security

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: _____

Operator: _____

L1: _____ L2: _____

Extended Product Security

Screen Range Security

ENTER OPERATOR ID AND LEVELS IF DESIRED

Option	Screen Range	Option	Screen Range
	Begin End		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: _____

Operator: _____

L1: _____ L2: _____

Extended Product Security

Individual Screen Security

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

10-1	Introduction
10-2	951 - Installation Audit Individual Bulletin/KB
10-3	952 - Installation Audit Bulletin Collection
10-4	953 - Installation Audit Date List

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

A-1	Introduction
A-2	Screen to Transaction Cross-Reference

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 <i>Position Control</i> 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	