



Infor10 HCM iEnterprise (Infinium)

# Human Resources/Payroll Conversion Workbook

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# Introduction

This section introduces you to the following topics:

- The purpose of this guide
- How to use this guide
- Infinium AS/400 Application Names and Their Abbreviations
- Where you can find related documentation

## Purpose of This Workbook

The purpose of the *Infinium HR/PY Conversion Workbook* is to help new users of the Infinium PY and Infinium HR systems to convert employee data into the Infinium HR/PY system.

This workbook provides you with information that will assist you in mapping your employee data to the Infinium HR/PY employee master files and adapting the conversion programs to perform your employee data conversion.

To ensure that the conversion process executes smoothly, staff members from data processing, payroll and personnel should work together to analyze the data in your current system and determine how to convert it to the Infinium HR/PY system.

If you do not properly convert your data, you may create significant problems by filling fields with incorrect information. The Infinium HR/PY system prevents users from making invalid entries. However, invalid information can be entered during conversion because the editing processing can be bypassed.

## How to Use This Workbook

The remaining chapters in this workbook provide detailed information about an employee master file. The chapters are formatted as tables that consist of the following columns:

Column Heading	Contents
Field Description	AS/400 file field description
Required	Indication of whether a value is required
Field Name	AS/400 file field name
Code Type	Related code type, if applicable
Current User Field Name	Space to write the name of your current file and field
Default Value	Value supplied during conversion if you do not convert a value
Input Description	Instructions and background information to help you in determining how to convert data into the field

The following table summarizes the employee master files and the programs that convert data into them.

File	Program
Employee Root Master File – PRPMS	CVGM01
Employee Root Master File-Additional PTO Fields – PRPMSZ	CVGM01
Employee Supervisor File – PRPSP	CVGM01
Employee Personnel Master File – PEPMS	CVGM01
Employee Payroll Master File – PYPMS	CVGM01
Employee Canadian Payroll Master File – PYPCN	CVGM01
Employee Deduction File – PYPDE	CVGM02
Employee Deduction-Special Tax Data – PYPDT	CVGM02

File	Program
Employee Direct Deposit File – PYPDD	CVGM02
Employee Unemployment Deduction File – PYPDU <sup>1</sup>	CVGM02
Employee Income File – PYPIE	CVGM03
Employee Income by Levels File – PYPIH	CVGM03
<sup>1</sup> This file is used for U.S. processing only.	

**Conversion Guidelines** Please refer to the *Infinium HR/PY Technical Guide* chapter entitled “Conversion Considerations” for the following information about converting to Infinium HR/PY:

- General conversion overview
- Overview of converting employee master files (program CVGM01)
- Overview of converting employee deductions (program CVGM02)
- Overview of converting employee incomes (program CVGM03)
- Steps for conversion

## Infinium AS/400 Application Names and Their Abbreviations

This topic identifies the Infinium AS/400 application names and abbreviations.

Infinium Name	Infinium Short Names
Infinium Application Manager Infinium Application Manager Extended	Infinium AM Infinium AM/X
Infinium Query Infinium Query Extended	Infinium QY Infinium QY/X
<b>Infinium Customer Relationship Management</b>	<b>Infinium CRM</b>
Infinium Customer Relationship Management	Infinium CRM
Infinium Customer Integration	Infinium CI

<b>Infinium Name</b>	<b>Infinium Short Names</b>
<b>Infinium Human Resources Suite</b>	<b>Infinium HR Suite</b>
Infinium Payroll	Infinium PY
Infinium Human Resources/Payroll	Infinium HR/PY
Infinium Human Resources	Infinium HR
Infinium Flexible Benefits	Infinium FB
Infinium Training Administration	Infinium TR
Infinium Human Resources International	Infinium HR/UK
<b>Infinium Financial Management Suite</b>	<b>Infinium FM</b>
Infinium General Ledger	Infinium GL
Infinium Payables Ledger	Infinium PL
Infinium Accounts Receivable	Infinium AR
Infinium Fixed Assets	Infinium FA
Infinium Purchasing/Payables Exchange	Infinium PX
Infinium Currency Management	Infinium CM
Infinium Global Taxation	Infinium GT
Infinium Project Accounting	Infinium PA
Infinium Report Writer	Infinium RW
Infinium Income Reporting	Infinium IR
Infinium Financial Products	Infinium FP
<b>Infinium Materials Management Suite</b>	<b>Infinium MM</b>
Infinium Purchase Management	Infinium PM
Infinium Inventory Control	Infinium IC
Infinium Order Processing	Infinium OP
Infinium Electronic Exchange	Infinium EX
Infinium Journal Processor	Infinium JP



<b>Infinium Name</b>	<b>Infinium Short Names</b>
Infinium Cross Applications	Infinium CA
<b>Infinium Process Manufacturing Suite</b>	<b>Infinium PR</b>
Infinium Advanced Planning	Infinium MP
Infinium Formula Management	Infinium PF
Infinium Manufacturing Control	Infinium MC
Infinium Regulatory Management	Infinium RM
Infinium Laboratory Management	Infinium LA

## Related Documentation

For further information about Infinium HR/PY, refer to the following relevant documentation:

- *Infinium HR/PY Technical Guide*
- *Infinium PY Guide to Processing*
- *Infinium PY Guide to Controls*
- *Infinium PY Guide to Management Functions*
- On-line Help Text
- *Infinium Payroll Menu Tree*
- *Infinium PY Guide to Multiple Tax ID Processing*
- *Infinium HR/PY Reports Book*
- *Infinium PY Guide to US Year End Processing*
- *Infinium PY Guide to Canadian Year End Processing*
- *Infinium PY Guide to Federal and State Reporting*
- *Infinium HR Guide to Processing*
- *Infinium HR Guide to Controls*
- *Infinium HR Guide to Management Functions*
- *Infinium HR Guide to Setup and Processing for Benefits Administration*

- *Infinium Human Resources Menu Tree*
- *Infinium FB Guide to Setup and Processing*
- *Infinium Flexible Benefits Menu Tree*

## CONVERSION COMPARISON CHART EMPLOYEE ROOT MASTER FILE – PRPMS

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Employer Number	Y	PRER	A 3				<p>Enter your Employer Code. This data must be right justified. You must set up a valid Employer Control record before you can convert your data. Generally, you need to create one Employer Control record for each federal tax identification number assigned to your organization, unless you use Multiple Tax ID processing (U.S. employees only).</p> <p>To create your Employer Control records, select Menu Level 1 <i>Master Files</i>, Menu Level 2 <i>Update Master Files</i>, Menu Level 3 <i>Update Employer Controls</i>.</p> <p>Be sure to create Employer Control records in Infinium HR and Infinium PY. You can create an unlimited number of employers on the system. Employer Control records are stored in the physical file PRPCO.</p>
Employee Number	Y	PREN	A 9				<p>Enter a valid employee number. This data must be right justified.</p> <p>If you use the employee's social security number or social insurance number (Canada) as the employee number, enter the number without the dashes.</p>

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Level 1	Y	PRL01	A 5			Blank	<p>You use Level Control records to define the organizational structure of your employer. For example, you can use your levels to group your employees geographically, by function, department, or by cost center. Levels are also used to produce subtotals for reports generated by the system, to allocate costs to General Ledger, and to enhance security.</p> <p>To create your levels, select Menu Level 1 <i>Master Files</i>, Menu Level 2 <i>Update Master Files</i>, Menu Level 3 <i>Update Level Controls</i>.</p> <p>Be sure to create your level records in Infinium HR and Infinium PY.</p> <p>Level Control records are stored in the physical file PRPLV.</p> <p><b>Note:</b> If you are using Position Controls, create your Position Control records in Infinium HR. Select Menu Level 1 <i>Master Files</i>, Menu Level 2 <i>Update Master Files</i>, Menu Level 3 <i>Update Position Data</i>. Be sure you set the <i>Posit. File Used</i> field to <b>1</b> in your Infinium HR Employer Control record. Use the routine in the conversion program CVGM01 to move the <i>Level 1</i> code in your Position Controls record to the PRL01 field.</p>
Level 2	N	PRL02	A 5			Blank	<p>Enter the employee's Level 2 code here.</p> <p><b>Note:</b> If you are using Position Controls, create your Position Controls records in Infinium HR. Select Menu Level 1 <i>Master Files</i>, Menu Level 2 <i>Update Master Files</i>, Menu Level 3 <i>Update Position Data</i>. Be sure you set the <i>Posit. File Used</i> field to <b>1</b> in your Infinium HR Employer Control record. Use the routine in the conversion program CVGM01 to move the <i>Level 2</i> code in your Position Controls record to the PRL02 field.</p>

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Level 3	N	PRL03	A 5			Blank	<p>Enter the employee's Level 3 code here.</p> <p><b>Note:</b> If you are using Position Controls, create your Position Control records in Infinium HR. Select Menu Level 1 <i>Master Files</i>, Menu Level 2 <i>Update Master Files</i>, Menu Level 3 <i>Update Position Data</i>. Be sure you set the <i>Posit. File Used</i> field to <b>1</b> in your Infinium HR Employer Control record. Use the routine in the conversion program CVGM01 to move the <i>Level 3</i> code in your Position Controls record to the PRL03 field</p>
Level 4	N	PRL04	A 5			Blank	<p>Enter the employee's Level 4 code here.</p> <p><b>Note:</b> If you are using Position Controls, create your Position Control records in Infinium HR. Select Menu Level 1 <i>Master Files</i>, Menu Level 2 <i>Update Master Files</i>, Menu Level 3 <i>Update Position Data</i>. Be sure you set the <i>Posit. File Used</i> field to <b>1</b> in your Infinium HR Employer Control record. Use the routine in the conversion program CVGM01 to move the <i>Level 4</i> code in your Position Controls record to the PRL04 field.</p>
Social Security # - Char	Y	PRSS	A 11			Blank	See the description for the next field, <i>Social Security # - NUM</i> (PRSSN).
Social Security # - NUM	Y	PRSSN	P 9,0			0	<p>Enter the employee's Social Security Number without the dashes. In Canada, this is the employee's Social Insurance Number.</p> <p><b>Note:</b> Use the routine in the conversion program CVGM01 to translate the numeric Social Security Number to the character Social Security Number field (PRSS) that includes the dashes.</p>

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Name - Last	Y	PRLNM	A 18			Blank	If you store the employee's last name in a separate field on your current system, enter the <i>Last Name</i> field here. If you store the employee's complete name in one field on your current system, use the routine in the conversion program CVGM01 to separate a combined name into <i>First</i> , <i>Middle Initial</i> , and <i>Last Name</i> fields and to create the <i>Complete Name</i> and <i>Check Name</i> fields within the Infinium system.
Name - First	Y	PRFNM	A 18			Blank	If you store the employee's first name in a separate field on your current system, enter the <i>First Name</i> field here. If you store the employee's complete name in one field on your current system, use the routine in the conversion program CVGM01 to separate a combined name into <i>First</i> , <i>Middle Initial</i> , and <i>Last Name</i> fields and to create the <i>Complete Name</i> and <i>Check Name</i> fields within the Infinium system.
Name - Middle Initial	N	PRMNM	A 1			Blank	If you store the employee's middle initial in a separate field on your current system, enter the <i>Middle Initial</i> field here. If you store the employee's complete name in one field on your current system, use the routine in the conversion program CVGM01 to separate a combined name into <i>First</i> , <i>Middle Initial</i> , and <i>Last Name</i> fields and to create the <i>Complete Name</i> and <i>Check Name</i> fields within the Infinium system.
Name - Complete	Y	PRCNM	A 39			Blank	Use the routine in the conversion program CVGM01 to separate a combined name into <i>First</i> , <i>Middle Initial</i> , and <i>Last Name</i> fields and to create the <i>Complete Name</i> field.

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Name - Check Name	N	PRCKNM	A 39			Blank	Use the routine in the conversion program CVGM01 to create the <i>Check Name</i> field. This routine also separates a combined name into <i>First</i> , <i>Middle Initial</i> , and <i>Last Name</i> fields.  <b>Note:</b> For instances when the payroll check is not being issued to the employee, Infinium provides an override <i>Check Name</i> field (PYNAME) in the Payroll Master file (PYPMS).
Address - Street Line 1	Y	PRSTR1	A 30			Blank	Enter the street address where the employee lives.
Address - Street Line 2	N	PRSTR2	A 30			Blank	This field is used as a second line for the employee's address.
Address - City	Y	PRCTY1	A 30			Blank	Enter the city in which the employee lives. If the city and state are in one field on your current system, use the routine in the conversion program CVGM01 to separate the fields.
Address - State/Province	Y	PRSTA1	A 3	STA		Blank	This code indicates the U.S. state or Canadian province in which the employee lives. You must create valid state code values and descriptions in the <i>Update Employer Controls</i> option. To create your personnel state codes, select Menu Level 1 <i>Master Files</i> , Menu Level 2 <i>Update Master Files</i> , Menu Level 3 <i>Update Employer Codes</i> . You must use the two-digit U.S. or Canadian Postal codes as the code value.  If the city and state are in one field on your current system, use the routine in the conversion program CVGM01 to separate the fields.

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Address - Postal Code	N	PRZIP1	A 10			Blank	<p>This field specifies the postal code/zip code associated with the employee's address. It is a ten-character field designed to handle all of the different types of address codes. For example:</p> <p>Zip code old style                90210  Zip code new style                01100-0001</p> <p>Canadian postal code                M3B 2W6  United Kingdom code                BH21</p>
Country	N	PRCTR1	A 3	CTR		Blank	<p>Before assigning the employee's country of residence, you must first establish the country code values and descriptions in the <i>Update Employer Codes</i> option.</p> <p>For example:</p> <p><b>USA</b>    United States  <b>CAN</b>    Canada</p>
Telephone	N	PRTL1	A 19			Blank	<p>Enter the employee's telephone number. You must include the edit characters where meaningful. For Example:</p> <p>Local Number                        771-0222  Area Code &amp; Phone Number        617-226-0900  International                        011-44-204-911627</p>
Date of Birth - HYF	N	PRDOBH	S 6,0			0	<p>Enter the employee's date of birth.</p> <p><b>Note:</b> Use the date routine in the conversion program CVGM01 to convert your 6-digit date of birth field to the 5 <i>Date of Birth</i> fields (8-Digit, HYF, Edited, MM/DD, and Year) required by Infinium. All 5 date fields must be entered.</p>
Date of Birth - Edited	N	PRDOBE	A 10			Blank	See <i>Date of Birth - HYF</i> .



<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Date of Birth - 8 Digit	Y	PRD0B8	P 8,0			0	See <i>Date of Birth - HYF</i> .
Date of Birth - MM/DD	N	PRDOBM	S 4,0			0	See <i>Date of Birth - HYF</i> .
Date of Birth Year	N	PRDOBY	S 4,0			0	See <i>Date of Birth - HYF</i> .
Sex of Employee	Y	PRSEX	A 1			Blank	<p>Enter the employee's sex.</p> <p>Valid entries are:</p> <p><b>M</b>    Male  <b>F</b>    Female</p>
Ethnic ID	Y	PRETH	A 1	ETH		Blank	<p>To enter the employee's <i>Ethnic ID</i>, you must first establish the code values and descriptions in the <i>Update Employer Codes</i> option using code type <b>ETH</b>.</p> <p>Valid U.S. entries are:</p> <p><b>0</b> White  <b>1</b> Black or African American  <b>2</b> Asian  <b>3</b> American Indian or Alaskan Native  <b>4</b> Hispanic or Latino  <b>5</b> Native Hawaiian or other Pacific Islander  <b>6</b> Two or more races</p> <p>Valid Canadian entries are:</p> <p><b>0</b> Caucasian  <b>1</b> Black  <b>2</b> Asian/Arab/Pacific Islander/Indo-Pakistani  <b>3</b> Indian  <b>4</b> Hispanic  <b>5</b> Inuit  <b>6</b> Metis</p>
Education	N	PREDU	A 5	EDU		Blank	<p>Enter the education code indicating the employee's education level (for example, HS for High School). You must first create education code values and descriptions in the <i>Update Employer Codes</i> option.</p>

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Mail Group	N	PRMAIL	A 5	MAI		Blank	Enter the code indicating the mail group to which this employee belongs. Mail groups operate independently of reporting levels and locations to aid in the distribution of employee communications. You must first create mail group code values and descriptions in the <i>Update Employer Codes</i> option.
Clock Number	N	PRCLN	S 6,0			0	Enter the employee's clock number. This field is informational only.
Office Telephone #	N	PROFF#	A 12			Blank	Enter the employee's telephone extension or complete telephone number including the area code. In the Infinium HR system you can use this information to print an internal telephone directory. Select Menu Level 1 <i>Administrative Reporting</i> , Menu Level 2 <i>Miscellaneous Reporting</i> , Menu Level 3 <i>Internal Telephone Directory</i> .
Hire Source	N	PRHIRE	A 5	HIR		Blank	Enter the hire source code from which this employee was hired (for example, AGCY for agency). You must create valid code values and descriptions in the <i>Update Employer Codes</i> option.
Date of Hire - HYF	N	PRDOHH	S 6,0			0	Enter the employee's date of hire.  <b>Note:</b> Use the date routine in the conversion program CVGM01 to convert your 6-digit date of hire field to the 5 <i>Date of Hire</i> fields (8-Digit, HYF, Edited, MM/DD and Year) required by Infinium. All 5 date fields must be entered.
Date of Hire - Edited	N	PRDOHE	A 10			Blank	See <i>Date of Hire - HYF</i> .
Date of Hire - 8 Digit	Y	PRDOH8	P 8,0			0	See <i>Date of Hire - HYF</i> .
Date of Hire - MM/DD	N	PRDOH M	S 4,0			0	See <i>Date of Hire - HYF</i> .

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Date of Hire - Year	N	PRDOHY	S 4,0			0	See <i>Date of Hire - HYF</i> .
Adjusted Date of Hire - HYF	N	PRDHAH	S 6,0			0	<p>If this employee has had a break in service, enter the employee's adjusted date of hire. If your organization has no need to track an adjusted date, leave this field empty.</p> <p>This date can be used by the system to calculate length of employment for employee benefits eligibility and paid time off accruals.</p> <p><b>Note:</b> Use the date routine in the conversion program CVGM01 to convert your 6-digit adjusted date of hire field to the 5 <i>Adjusted Date of Hire</i> fields (8- Digit, HYF, Edited, MM/DD and Year) required by Infinium. All 5 date fields must be entered.</p>
Adjusted Date of Hire - EDT	N	PRDHAE	A 10			Blank	See <i>Adjusted Date of Hire - HYF</i> .
Adjusted Date of Hire - 8 Digit	N	PRDHA8	P 8,0			0	See <i>Adjusted Date of Hire - HYF</i> .
Adjusted Date of Hire - MM/DD	N	PRDAH M	S 4,0			0	See <i>Adjusted Date of Hire - HYF</i> .
Adjusted Date of Hire - Year	N	PRDAH Y	S 4,0			0	See <i>Adjusted Date of Hire - HYF</i> .

Field Description	Required	Field Name	Field Attrib	Code Type	Current User Field Name	Default Value	Input Description																						
EEO Category	Y	PREEO	A 5	EEO		Blank	<p>Enter the EEO-1 or EEO-4 category code associated with this employee’s job. You must create valid code values and descriptions in the <i>Update Employer Codes</i> option using code type <b>EEO</b>. The codes you create must begin with the federal government values, but can be further defined (for example <b>6A</b> or <b>6B</b>) in order to create sub-categories for reporting.</p> <p><b>Note:</b> The EEO Category is a required field on the Job Control record if the <i>EEO Unit Control</i> field (COFLG2) is <b>0</b> or <b>1</b> in the Employer Control file. In this case you can use the routine in the conversion program CVGM01 to move the EEO Category from the Job Control record JBEE0 field to the PREEO field. Otherwise, if COFLG2 is <b>2</b>, you can move the value from the Position Control record OGEE0 field.</p> <p>The valid U.S. federal government values for private industry employers who submit the EEO-1 form are:</p> <table><thead><tr><th>Code Value</th><th>Code Description</th></tr></thead><tbody><tr><td><b>1.1</b></td><td>Executive/Senior-level Officials and Managers</td></tr><tr><td><b>1.2</b></td><td>First/Mid-level Officials and Managers</td></tr><tr><td><b>2</b></td><td>Professionals</td></tr><tr><td><b>3</b></td><td>Technicians</td></tr><tr><td><b>4</b></td><td>Sales Workers</td></tr><tr><td><b>5</b></td><td>Administrative Support Workers</td></tr><tr><td><b>6</b></td><td>Craft Workers</td></tr><tr><td><b>7</b></td><td>Operatives</td></tr><tr><td><b>8</b></td><td>Laborers and Helpers</td></tr><tr><td><b>9</b></td><td>Service Workers</td></tr></tbody></table> <p>(Continued on next page)</p>	Code Value	Code Description	<b>1.1</b>	Executive/Senior-level Officials and Managers	<b>1.2</b>	First/Mid-level Officials and Managers	<b>2</b>	Professionals	<b>3</b>	Technicians	<b>4</b>	Sales Workers	<b>5</b>	Administrative Support Workers	<b>6</b>	Craft Workers	<b>7</b>	Operatives	<b>8</b>	Laborers and Helpers	<b>9</b>	Service Workers
Code Value	Code Description																												
<b>1.1</b>	Executive/Senior-level Officials and Managers																												
<b>1.2</b>	First/Mid-level Officials and Managers																												
<b>2</b>	Professionals																												
<b>3</b>	Technicians																												
<b>4</b>	Sales Workers																												
<b>5</b>	Administrative Support Workers																												
<b>6</b>	Craft Workers																												
<b>7</b>	Operatives																												
<b>8</b>	Laborers and Helpers																												
<b>9</b>	Service Workers																												

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EEO Category (Continued)	Y	PREEO	A 5	EEO		Blank	<div>(Continued)</div> <div>The valid U.S. federal government values for public sector employers who submit the EEO-4 form are:</div> <table><thead><tr><th>Code Value</th><th>Code Description</th></tr></thead><tbody><tr><td>1</td><td>Officials and Managers</td></tr><tr><td>2</td><td>Professionals</td></tr><tr><td>3</td><td>Technicians</td></tr><tr><td>4</td><td>Protective Services</td></tr><tr><td>5</td><td>Para-Professional</td></tr><tr><td>6</td><td>Adm/Support</td></tr><tr><td>7</td><td>Skill Craft</td></tr><tr><td>8</td><td>Service/Maintenance</td></tr></tbody></table> <div>Valid Canadian government values for all employers subject to the Employment Equity Act are:</div> <table><thead><tr><th>Code Value</th><th>Code Description</th></tr></thead><tbody><tr><td>NA</td><td>Not Applicable</td></tr><tr><td>1</td><td>Senior Managers</td></tr><tr><td>2</td><td>Middle and Other Managers</td></tr><tr><td>3</td><td>Professionals</td></tr><tr><td>4</td><td>Semi-professionals and Technicians</td></tr><tr><td>5</td><td>Supervisors</td></tr><tr><td>6</td><td>Supervisors: Crafts and Trades</td></tr><tr><td>7</td><td>Administrative and Senior Clerical Personnel</td></tr><tr><td>8</td><td>Skilled Sales and Service Personnel</td></tr><tr><td>9</td><td>Skilled Crafts and Trades Workers</td></tr><tr><td>10</td><td>Clerical Personnel</td></tr><tr><td>11</td><td>Intermediate Sales and Service Personnel</td></tr><tr><td>12</td><td>Semi-Skilled Manual Workers</td></tr><tr><td>13</td><td>Other Sales and Service Personnel</td></tr><tr><td>14</td><td>Other Manual Workers</td></tr></tbody></table>	Code Value	Code Description	1	Officials and Managers	2	Professionals	3	Technicians	4	Protective Services	5	Para-Professional	6	Adm/Support	7	Skill Craft	8	Service/Maintenance	Code Value	Code Description	NA	Not Applicable	1	Senior Managers	2	Middle and Other Managers	3	Professionals	4	Semi-professionals and Technicians	5	Supervisors	6	Supervisors: Crafts and Trades	7	Administrative and Senior Clerical Personnel	8	Skilled Sales and Service Personnel	9	Skilled Crafts and Trades Workers	10	Clerical Personnel	11	Intermediate Sales and Service Personnel	12	Semi-Skilled Manual Workers	13	Other Sales and Service Personnel	14	Other Manual Workers
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Permanent Employee (EEO-4)	N	PRPRMT	A 1			1	<p>This information is used only for EEO-4 Government and Municipal Reporting.</p> <p>Enter <b>1</b> to designate a full time employee. Enter <b>0</b> to designate any other type of employee, for example, part time, temporary, or seasonal.</p> <p>A blank value indicates not applicable.</p>
Class	N	PRCLA	A 5	CLA		Blank	<p>Enter the class code that describes this employee, for example <b>EXEC</b> for executive. The class is used for wage and salary planning. You must first establish the code values and descriptions in the <i>Update Employer Codes</i> option..</p>
Status Code	Y	PRSTAT	A 5	STS		Blank	<p>Before assigning the <i>Status Code</i>, you must first establish the code values and descriptions in the <i>Update Employer Codes</i> option. You assign this code to each employee to indicate the employee's employment status. For example:</p> <p>Full      Full Time Part      Part Time Temp      Temporary</p>

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Location Code	Y	PRLOC	A 5	LOC		Blank	<p>Before assigning the location code, you must first establish code values and descriptions in the <i>Update Employer Codes</i> option. This code identifies where a position is located within your organization. You can use this code to further identify where an employee is located. For example:</p> <p>Head      Headquarters Main      Main Office Corp      Corporate Bldg 1      Building 1</p> <p><b>Note:</b> If you are using Position Controls, the <i>Location Code</i> field is required in your Position Control record. Use the routine in the conversion program CVGM01 to move the <i>Location Code</i> value from the Position Control record to the PRLOC field.</p>
Security Group Code	N	PRSEC	A 5	SEC		Blank	<p>Security groups allow you to restrict a specific user profile from accessing a specified group of employee records. The security applies to both Infinium HR and Infinium PY. In order to link a user to a specific security group you must first define the security code values and descriptions in the <i>Update Employer Codes</i> option.</p> <p><b>Note:</b> The Security Group is an optional field on the Job Control record. If the JBSEC field is not blank, you can move the value to the PRSEC field.</p>
Preferred Language	N	PRLANG	A 5	LNG		Blank	<p>Enter the code indicating the preferred language of the employee. You must first create language code values and descriptions in the <i>Update Employer Codes</i> option.</p>

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Labor Category	N	PRLAC	A 5	LAB		Blank	<p>The Labor Category code can be used for grouping employees for costing and labor analysis purposes. This code has no impact on the general ledger. You must first create labor category code values and descriptions in the <i>Update Employer Codes</i> option.</p> <p><b>Note:</b> If you are using Position Controls, the <i>Labor Category</i> can be entered in the Position Control record. Use the routine in the conversion program CVGM01 to move the <i>Labor Category</i> value from the Position Control record to the PRLAC field.</p>
Position Code	Y	PRPOS	A 6			Blank	<p>Enter the <i>Position Code</i> that the employee will be converted to in the Infinium system. The position code identifies the position that the employee occupies within your organization.</p> <p><b>Note:</b> If you are using Position Controls, you must create Position Control records in Infinium HR. Select Menu Level 1 <i>Master Files</i>, Menu Level 2 <i>Update Master Files</i>, Menu Level 3 <i>Update Position Data</i>.</p>
Job Code 1	Y	PRJOB1	A 5			Blank	<p>Job codes are used to identify the type of work the employee is performing within your organization. The <i>Job Code 1</i> field is required for each employee. Job Controls must be created within Infinium HR. Select Menu Level 1 <i>Master Files</i>, Menu Level 2 <i>Update Master Files</i>, Menu Level 3 <i>Update Job Controls</i> option.</p> <p><b>Note:</b> If you are using Position Controls, the <i>Job Code 1</i> field is required on the Position Control record. Use the routine in the conversion program CVGM01 to move the <i>Job Code 1</i> field from the Position Control record to the PRJOB1 field.</p>
Job Code 2	N	PRJOB2	A 5			Blank	<p>If the employee is assigned to an alternate job code, enter the code here. You must create a valid Job Control record in the <i>Update Job Controls</i> option in Infinium HR.</p>



<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Job Code 3	N	PRJOB3	A 5			Blank	If the employee is assigned to an alternate job code, enter the code here. You must create a valid Job Control record in the <i>Update Job Code Controls</i> option in Infinium HR.
Seniority Date 1 - HYF	N	PRSR1H	S 6,0			0	Enter the employee's seniority date that is associated with the <i>Job Code 1</i> field. Use the employee's date of most recent transfer or use the employee's date of hire as the default value.  <b>Note:</b> Use the date routine in the conversion program CVGM01 to convert your 6-digit seniority date to the 3 <i>Seniority Date</i> fields (8-Digit, HYF and Edited) required by Infinium. All 3 date fields must be entered.
Seniority Date 1 - Edited	N	PRSR1E	A 10			Blank	See <i>Seniority Date 1 - HYF</i> .
Seniority Date 1- 8 Digit	N	PRSR18	P 8,0			0	See <i>Seniority Date 1 - HYF</i> .
Seniority Date 2 - HYF	N	PRSR2H	S 6,0			0	If applicable, enter the employee's second seniority date as appropriate for your organization.  <b>Note:</b> Use the date routine in the conversion program CVGM01 to convert your 6-digit seniority date to the 3 <i>Seniority Date</i> fields (8-Digit, HYF and Edited) required by Infinium. All 3 date fields must be entered.
Seniority Date 2 - Edited	N	PRSR2E	A 10			Blank	See <i>Seniority Date 2 - HYF</i> .
Seniority Date 2 - 8 Digit	N	PRSR28	P 8,0			0	See <i>Seniority Date 2 - HYF</i> .

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Seniority Date 3 - HYF	N	PRSR3H	S 6,0			0	If applicable, enter the employee's third seniority date as appropriate for your organization.  <b>Note:</b> Use the date routine in the conversion program CVGM01 to convert your 6-digit seniority date to the 3 <i>Seniority Date</i> fields (8-Digit, HYF and Edited) required by Infinium. All 3 date fields must be entered.
Seniority Date 3 - Edited	N	PRSR3E	A 10			Blank	See <i>Seniority Date 3 - HYF</i> .
Seniority Date 3 - 8 Digit	N	PRSR38	P 8,0			0	See <i>Seniority Date 3 - HYF</i> .
Position Title	Y	PRTITL	A 30			Blank	Enter the employee's position title.  <b>Note:</b> If you are using Position Controls, the <i>Position Title</i> field should be entered on the Position Control record. Use the routine in the conversion program CVGM01 to move the <i>Position Title</i> value from the Position Control record to the PRTITL field.
User Shift Code	N	PRSFT	S 1,0			0	Leave the default value of 0. Use the PRCSFT field to enter the employee's shift code.
Workman Employee Code	N	PRWCC	A 5	WCC		Blank	Enter the employee's Workers Compensation code. You must first establish valid code values and descriptions in the <i>Update Employer Codes</i> option.  <b>Note:</b> If you are using Position Controls, the <i>Workers Comp</i> field can be entered on the Position Control record. Use the routine in the conversion program CVGM01 to move the <i>Workers Comp</i> field from the Position Control record to the PRWCC field.
Workman Employee Number	N	PRWCN	A 11			Blank	Enter the Identification Number associated with the employee's <i>Workers Comp</i> field.

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Accrual Type 1 Code	N	PRACV	A 5	ACR		Blank	<p>Enter the appropriate code for this paid time off accrual type. You must first create accrual code values and descriptions in the <i>Update Employer Codes</i> option, for example, <b>VAC</b> for Vacation accrual.</p> <p><b>Note:</b> The system provides you with accrual type code fields 1 through 6. For example, if you have determined that you are going to use the <i>Accrual Type 1 Code</i> field for Vacation, you must consistently enter the appropriate Vacation accrual code into the <i>Accrual Type 1 Code</i> field for each employee who will be eligible for this type of accrual.</p>
Accrual Type 1 Earned	N	PRVAC	P 7,2			0	<p>Enter the balance of hours earned for this accrual type that are eligible to be taken by the employee.</p> <p>The hours that you enter here must be associated with the accrual type code in the <i>Accrual Type 1 Code</i> field (PRACV).</p>
Accrual Type 1 Accrued	N	PRVACA	P 7,2			0	<p>Enter the number of hours that this employee has accrued for this accrual type but is not yet eligible to use. These hours are in addition to those hours that have been earned and that the employee is eligible to use. The hours that you enter here must be associated with the accrual type code in the <i>Accrual Type 1 Code</i> field (PRACV).</p>
Accrual Type 1 Taken	N	PRVAT	P 7,2			0	<p>Enter the number of hours this employee has taken for this accrual type for the year to date.</p> <p>The hours that you enter here must be associated with the accrual type code in the <i>Accrual Type 1 Code</i> field (PRACV).</p>

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Accrual Type 1 Elig. Date - H	N	PRVADH	S 6,0			0	<p>Enter the date this employee is eligible to use this type of paid time off accrual. The date that you enter here must be associated with the accrual type code in the <i>Accrual Type 1 Code</i> field (PRACV).</p> <p>If the Employer Controls <i>Edit Accruals</i> field (COFTE) is <b>1</b>, the system uses this date as an edit in the <i>Prove Timesheet Data</i> function.</p> <p><b>Note:</b> Use the date routine in the conversion program CVGM01 to convert your 6-digit accrual eligibility date field to the 3 <i>Accrual Eligibility Date</i> fields (8-Digit, HYF and Edited) required by Infinium. All 3 date fields must be entered.</p>
Accrual Type 1 Elig. Date - E	N	PRVADE	A 10			Blank	See <i>Accrual Type 1 Elig. Date - H</i> .
Accrual Type 1 Elig. Date - 8	N	PRVAD8	P 8,0			0	See <i>Accrual Type 1 Elig. Date - H</i> .
Accrual Type 2 Code	N	PRACS	A 5	ACR		Blank	<p>Enter the appropriate code for this paid time off accrual type. You must first create accrual code values and descriptions in the <i>Update Employer Codes</i> option, for example, <b>SICK</b> for sick accrual.</p> <p><b>Note:</b> The system provides you with accrual type code fields 1 through 6. For example, if you have determined that you are going to use the <i>Accrual Type 2 Code</i> field for Sick, you must consistently enter the appropriate Sick accrual code into the <i>Accrual Type 2 Code</i> field for each employee who will be eligible for this type of accrual.</p>

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Accrual Type 2 Earned	N	PRSDA	P 7,2			0	<p>Enter the balance of hours earned for this accrual type that are eligible to be taken by the employee.</p> <p>The hours that you enter here must be associated with the accrual type code in the <i>Accrual Type 2 Code</i> field (PRACS).</p>
Accrual Type 2 Accrued	N	PRSDAA	P 7,2			0	<p>Enter the number of hours that this employee has accrued for this accrual type but is not yet eligible to use. These hours are in addition to those hours that have been earned and that the employee is eligible to use. The hours that you enter here must be associated with the accrual type code in the <i>Accrual Type 2 Code</i> field (PRACS).</p>
Accrual Type 2 Taken	N	PRSDT	P 7,2			0	<p>Enter the number of hours this employee has taken for this accrual type for the year to date.</p> <p>The hours that you enter here must be associated with the accrual type code in the <i>Accrual Type 2 Code</i> field (PRACS).</p>
Accrual Type 2 Elig. Date - H	N	PRSDDH	S 6,0			0	<p>Enter the date this employee is eligible to use this type of paid time off accrual. The date that you enter here must be associated with the accrual type code in the <i>Accrual Type 2 Code</i> field (PRACS).</p> <p>If the Employer Controls <i>Edit Accruals</i> field (COFTE) is <b>1</b>, the system uses this date as an edit in the <i>Prove Timesheet Data</i> function.</p> <p><b>Note:</b> Use the date routine in the conversion program CVGM01 to convert your 6-digit accrual eligibility date field to the 3 <i>Accrual Eligibility Date</i> fields (8-Digit, HYF and Edited) required by Infinium. All 3 date fields must be entered.</p>
Accrual Type 2 Elig. Date - E	N	PRSDDE	A 10			Blank	See <i>Accrual Type 2 Elig. Date - H</i> .

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Accrual Type 2 Elig. Date - 8	N	PRSDD8	P 8,0			0	See <i>Accrual Type 2 Elig. Date - H.</i>
Accrual Type 3 Code	N	PRAC2	A 5	ACR		Blank	<p>Enter the appropriate code for this paid time off accrual type. You must first create accrual code values and descriptions in the <i>Update Employer Codes</i> option, for example, <b>PERS</b> for personal accrual.</p> <p><b>Note:</b> The system provides you with accrual type code fields 1 through 6. For example, if you have determined that you are going to use the <i>Accrual Type 3 Code</i> field for Personal, you must consistently enter the appropriate Personal accrual code into the <i>Accrual Type 3 Code</i> field for each employee who will be eligible for this type of accrual.</p>
Accrual Type 3 Earned	N	PRSHA	P 7,2			0	<p>Enter the balance of hours earned for this accrual type that are eligible to be taken by the employee.</p> <p>The hours that you enter here must be associated with the accrual type code in the <i>Accrual Type 3 Code</i> field. (PRAC2)</p>
Accrual Type 3 Accrued	N	PRSHAA	P 7,2			0	<p>Enter the number of hours that this employee has accrued for this accrual type but is not yet eligible to use. These hours are in addition to those hours that have been earned and that the employee is eligible to use. The hours that you enter here must be associated with the accrual type code in the <i>Accrual Type 3 Code</i> field (PRAC2).</p>
Accrual Type 3 Taken	N	PRSHT	P 7,2			0	<p>Enter the number of hours this employee has taken for this accrual type for the year to date.</p> <p>The hours that you enter here must be associated with the accrual type code in the <i>Accrual Type 3 Code</i> field (PRAC2).</p>

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Accrual Type 3 Elig. Date - H	N	PRSHDH	S 6,0			0	<p>Enter the date this employee is eligible to use this type of paid time off accrual. The date that you enter here must be associated with the accrual type code in the <i>Accrual Type 3 Code</i> field (PRAC2).</p> <p>If the Employer Controls <i>Edit Accruals</i> field (COFTE) is <b>1</b>, the system uses this date as an edit in the <i>Prove Timesheet Data</i> function.</p> <p><b>Note:</b> Use the date routine in the conversion program CVGM01 to convert your 6-digit accrual eligibility date field to the 3 <i>Accrual Eligibility Date</i> fields (8-Digit, HYF and Edited) required by Infinium. All 3 date fields must be entered.</p>
Accrual Type 3 Elig. Date - E	N	PRSHDE	A 10			Blank	See <i>Accrual Type 3 Elig. Date - H</i> .
Accrual Type 3 Elig. Date - 8	N	PRSHD8	P 8,0			0	See <i>Accrual Type 3 Elig. Date - H</i> .
Accrual Type 4 Code	N	PRAC4	A 5	ACR		Blank	<p>Enter the appropriate code for this paid time off accrual type. You must first create accrual code values and descriptions in the <i>Update Employer Codes</i> option, for example, <b>FLOAT</b> for Floating Holiday accrual.</p> <p><b>Note:</b> The system provides you with accrual type code fields 1 through 6. For example, if you have determined that you are going to use the <i>Accrual Type 4 Code</i> field for Floating Holiday, you must consistently enter the appropriate Floating Holiday accrual code into the <i>Accrual Type 4 Code</i> field for each employee who will be eligible for this type of accrual.</p>

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Accrual Type 4 Earned	N	PRAC4E	P 7,2			0	<p>Enter the balance of hours earned for this accrual type that are eligible to be taken by the employee.</p> <p>The hours that you enter here must be associated with the accrual type code in the <i>Accrual Type 4 Code</i> field (PRAC4).</p>
Accrual Type 4 Accrued	N	PRAC4A	P 7,2			0	<p>Enter the number of hours that this employee has accrued for this accrual type but is not yet eligible to use. These hours are in addition to those hours that have been earned and that the employee is eligible to use. The hours that you enter here must be associated with the accrual type code in the <i>Accrual Type 4 Code</i> field (PRAC4).</p>
Accrual Type 4 Taken	N	PRAC4T	P 7,2			0	<p>Enter the number of hours this employee has taken for this accrual type for the year to date.</p> <p>The hours that you enter here must be associated with the accrual type code in the <i>Accrual Type 4 Code</i> field (PRAC4).</p>
Accrual Type 4 Elig. Date - H	N	PRA4DH	S 6,0			0	<p>Enter the date this employee is eligible to use this type of paid time off accrual. The date that you enter here must be associated with the accrual type code in the <i>Accrual Type 4 Code</i> field (PRAC4).</p> <p>If the Employer Controls <i>Edit Accruals</i> field (COFTE) is <b>1</b>, the system uses this date as an edit in the <i>Prove Timesheet Data</i> function.</p> <p><b>Note:</b> Use the date routine in the conversion program CVGM01 to convert your 6-digit accrual eligibility date field to the 3 <i>Accrual Eligibility Date</i> fields (8-Digit, HYF and Edited) required by Infinium. All 3 date fields must be entered.</p>
Accrual Type 4 Elig. Date - E	N	PRA4DE	A 10			Blank	See <i>Accrual Type 4 Elig. Date - H</i> .



<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Accrual Type 4 Elig. Date - 8	N	PRA4D8	P 8,0			0	See <i>Accrual Type 4 Elig. Date - H.</i>
Accrual Type 5 Code	N	PRAC5	A 5	ACR		Blank	<p>Enter the appropriate code for this paid time off accrual type. You must first create accrual code values and descriptions in the <i>Update Employer Codes</i> option, for example, <b>STD</b> for Short Term Disability accrual.</p> <p><b>Note:</b> The system provides you with accrual type code fields 1 through 6. For example, if you have determined that you are going to use the <i>Accrual Type 5 Code</i> field for Short Term Disability, you must consistently enter the appropriate Short Term Disability accrual code into the <i>Accrual Type 5 Code</i> field for each employee who will be eligible for this type of accrual.</p>
Accrual Type 5 Earned	N	PRAC5E	P 7,2			0	<p>Enter the balance of hours earned for this accrual type that are eligible to be taken by the employee.</p> <p>The hours that you enter here must be associated with the accrual type code in the <i>Accrual Type 5 Code</i> field (PRAC5).</p>
Accrual Type 5 Accrued	N	PRAC5A	P 7,2			0	<p>Enter the number of hours that this employee has accrued for this accrual type but is not yet eligible to use. These hours are in addition to those hours that have been earned and that the employee is eligible to use. The hours that you enter here must be associated with the accrual type code in the <i>Accrual Type 5 Code</i> field (PRAC5).</p>
Accrual Type 5 Taken	N	PRAC5T	P 7,2			0	<p>Enter the number of hours this employee has taken for this accrual type for the year to date.</p> <p>The hours that you enter here must be associated with the accrual type code in the <i>Accrual Type 5 Code</i> field (PRAC5).</p>

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Accrual Type 5 Elig. Date - H	N	PRA5DH	S 6,0			0	<p>Enter the date this employee is eligible to use this type of paid time off accrual. The date that you enter here must be associated with the accrual type code in the <i>Accrual Type 5 Code</i> field (PRAC5).</p> <p>If the Employer Controls <i>Edit Accruals</i> field (COFTE) is <b>1</b>, the system uses this date as an edit in the <i>Prove Timesheet Data</i> function.</p> <p><b>Note:</b> Use the date routine in the conversion program CVGM01 to convert your 6-digit accrual eligibility date field to the 3 <i>Accrual Eligibility Date</i> fields (8-Digit, HYF and Edited) required by Infinium. All 3 date fields must be entered.</p>
Accrual Type 5 Elig. Date - E	N	PRA5DE	A 10			Blank	See <i>Accrual Type 5 Elig. Date - H</i> .
Accrual Type 5 Elig. Date - 8	N	PRA5D8	P 8,0			0	See <i>Accrual Type 5 Elig. Date - H</i> .
Accrual Type 6 Code	N	PRAC6	A 5	ACR		Blank	<p>Enter the appropriate code for this paid time off accrual type. You must first create accrual code values and descriptions in the <i>Update Employer Codes</i> option, for example, <b>COMP</b> for Compensation Days accrual.</p> <p><b>Note:</b> The system provides you with accrual type code fields 1 through 6. For example, if you have determined that you are going to use the <i>Accrual Type 6 Code</i> field for Compensation Days, you must consistently enter the appropriate Compensation Days accrual code into the <i>Accrual Type 6 Code</i> field for each employee who will be eligible for this type of accrual.</p>

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Accrual Type 6 Earned	N	PRAC6E	P 7,2			0	<p>Enter the balance of hours earned for this accrual type that are eligible to be taken by the employee.</p> <p>The hours that you enter here must be associated with the accrual type code in the <i>Accrual Type 6 Code</i> field (PRAC6).</p>
Accrual Type 6 Accrued	N	PRAC6A	P 7,2			0	<p>Enter the number of hours that this employee has accrued for this accrual type but is not yet eligible to use. These hours are in addition to those hours that have been earned and that the employee is eligible to use. The hours that you enter here must be associated with the accrual type code in the <i>Accrual Type 6 Code</i> field (PRAC6).</p>
Accrual Type 6 Taken	N	PRAC6T	P 7,2			0	<p>Enter the number of hours this employee has taken for this accrual type for the year to date.</p> <p>The hours that you enter here must be associated with the accrual type code in the <i>Accrual Type 6 Code</i> field (PRAC6).</p>
Accrual Type 6 Elig. Date - H	N	PRA6DH	S 6,0			0	<p>Enter the date this employee is eligible to use this type of paid time off accrual. The date that you enter here must be associated with the accrual type code in the <i>Accrual Type 6 Code</i> field (PRAC6).</p> <p>If the Employer Controls <i>Edit Accruals</i> field (COFTE) is <b>1</b>, the system uses this date as an edit in the <i>Prove Timesheet Data</i> function.</p> <p><b>Note:</b> Use the date routine in the conversion program CVGM01 to convert your 6-digit accrual eligibility date field to the 3 <i>Accrual Eligibility Date</i> fields (8-Digit, HYF and Edited) required by Infinium. All 3 date fields must be entered.</p>
Accrual Type 6 Elig. Date - E	N	PRA6DE	A 10			Blank	See <i>Accrual Type 6 Elig. Date - H</i> .

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Accrual Type 6 Elig. Date - 8	N	PRA6D8	P 8,0			0	See <i>Accrual Type 6 Elig. Date - H</i> .
Retirement Plan Participate	N	PRRPP	A 1			0	Enter <b>1</b> if this employee is a participant in a qualified retirement plan. Enter <b>0</b> if the employee is not a participant in a qualified retirement plan.
Benefit Type Eligibility	N	PRBEN	A 5	BEN		Blank	If this employee is retired, enter the code that describes the type of retirement benefits this employee is eligible for. You must establish the code values and descriptions in the <i>Update Employer Codes</i> option.
Benefit Eligibility Date - HYF	N	PRBN DH	S 6,0			0	Enter the date that this employee will become eligible for retirement benefits. This date is informational only.  <b>Note:</b> Use the date routine in the conversion program CVGM01 to convert your 6-digit benefit eligibility date field to the 3 <i>Benefit Eligibility Date</i> fields (8-Digit, HYF and Edited) required by Infinium. All 3 date fields must be entered.
Benefit Eligibility Date - Edited	N	PRBN DE	A 10			Blank	See <i>Benefit Eligibility Date - HYF</i> .
Benefit Eligibility Date - 8 Digit	N	PRBN D8	P 8,0			0	See <i>Benefit Eligibility Date - HYF</i> .
Union Code	N	PRUCD	A 5	UNI		Blank	Enter the Union Code for this employee. You must create union code values and descriptions in the <i>Update Employer Codes</i> option.  <b>Note:</b> If you are using Position Controls, enter the <i>Union Code</i> on the Position Control record. Use the routine in the conversion program CVGM01 to move the <i>Union Code</i> field from the Position Control record to the PRUCD field.

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Union I.D. Number	N	PRUID	A 10			Blank	If the employee is a member of a union, enter the union membership identification number here.
Leave Code	N	PRLVC	A 5	LVC		Blank	If this employee is currently on leave of absence, enter the <i>Leave Code</i> value here. You must create valid leave code values and descriptions in the <i>Update Employer Codes</i> option.  <b>Note:</b> If you enter a leave code, you must also enter a leave date.
Leave Date - HYF	N	PRLVDH	S 6,0			0	If you entered a leave code for this employee, you must also enter a <i>Leave Date</i> value.  <b>Note:</b> Use the date routine in the conversion program CVGM01 to convert your 6-digit leave date to the 3 <i>Leave Date</i> fields (8-Digit, HYF and Edited) required by Infinium. All 3 date fields must be entered.
Leave Date - Edited	N	PRLVDE	A 10			Blank	See <i>Leave Code - HYF</i> .
Leave Date - 8 Digit	N	PRLVD8	P 8,0			0	See <i>Leave Code - HYF</i> .
Exp. Return from Leave Date - H	N	PRRLVH	S 6,0			0	Enter the date this employee will return or has returned from leave.  <b>Note:</b> Use the date routine in the conversion program CVGM01 to convert your 6-digit leave date to the 3 <i>Exp. Return from Leave Date</i> fields (8-Digit, HYF and Edited) required by Infinium. All 3 date fields must be entered.
Exp. Return from Leave Date - E	N	PRRLVE	A 10			Blank	See <i>Exp. Return From Leave Date - HYF</i> .

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Exp. Return from Leave Date - 8	N	PRRLV8	P 8,0			0	See <i>Exp. Return From Leave Date - HYF</i> .
Length of Service Break	N	PRLBRK	A 3			Blank	Enter a <i>Length of Service Break</i> value for any employee who has had a break in service. This value is used for information only. Enter this value in days, weeks, months, quarters or years. Be consistent in the format you use to complete this field.
Termination Code	N	PRTEC	A 5	TRM		Blank	If this employee is currently terminated, enter the <i>Termination Code</i> value here. You must create valid termination code values and descriptions in the <i>Update Employer Codes</i> option.  <b>Note:</b> If you enter a termination code, you must enter a termination date.
Termination Date - HYF	N	PRTEDH	S 6,0			0	If this employee is currently terminated, enter the termination date. If you enter a termination date for this employee, you must enter a termination code.  <b>Note:</b> Use the date routine in the conversion program CVGM01 to convert your 6-digit termination date to the 3 <i>Termination Date</i> fields (8-Digit, HYF and Edited) required by Infinium. All 3 date fields must be entered.
Termination Date - Edited	N	PRTEDE	A 10			Blank	See <i>Termination Date - HYF</i> .
Termination Date - 8	N	PRTED8	P 8,0			0	See <i>Termination Date - HYF</i> .
Keep Permanently	N	PRPURG	A 1			0	Enter <b>1</b> to indicate that this employee's records are never to be removed from the system and are to be protected from being purged by the <i>Purge Terminated Employees</i> function. The default value is <b>0</b> , which indicates that, if terminated, this employee's records will be deleted when the purge function is run.

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Re-hire Eligibility Code	N	PRREC	A 5	REC		Blank	Enter the <i>Rehire Eligibility Code</i> value here. This code can be used to indicate if a terminated employee is eligible for rehire.  You must create valid rehire eligibility code values and descriptions in the <i>Update Employer Codes</i> option.
Re-hire Date - HYF	N	PRREHH	S 6,0			0	Enter the date this employee was rehired.  <b>Note:</b> Use the date routine in the conversion program CVGM01 to convert your 6-digit rehire date to the 3 <i>Rehire Date</i> fields (8-Digit, HYF and Edited) required by Infinium. All 3 date fields must be entered.
Re-hire Date - Edited	N	PRREHE	A 10			Blank	See <i>Re-hire Date - HYF</i> .
Re-hire Date - 8 Digit	N	PRREH8	P 8,0			0	See <i>Re-hire Date - HYF</i> .
Hours Regularly Worked	Y	PRRHR	S 5,2			0	Enter the number of regular hours in a pay period for this employee. For example:  Weekly pay period = 40.00 hours Biweekly pay period = 80.00 hours Semi-monthly pay period = 88.66 hours

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Pay Frequency	Y	PRINF	A 2			Blank	<p>Enter the employee's default pay frequency. The valid frequencies are:</p> <p><b>D</b> Daily  <b>W</b> Weekly  <b>B</b> Bi-Weekly  <b>S</b> Semi-Monthly  <b>M</b> Monthly  <b>10</b> Pay Periods per Year  <b>13</b> Pay Periods per Year  <b>22</b> Pay Periods per Year  <b>27</b> Pay Periods per Year  <b>53</b> Pay Periods Per Year</p> <p><b>Note:</b> If you use a value of <b>D</b>, <b>W</b>, <b>B</b>, <b>S</b>, or <b>M</b>, make sure the value is left-justified.</p>
Salary Range	Y	PRSRG	A 5			Blank	<p>Enter the appropriate salary range for the job that this employee is performing. You must create at least one valid Salary Range in Infinium HR. Select Menu Level 1 <i>Master Files</i>, Menu Level 2 <i>Update Master Files</i>, Menu Level 3 <i>Update Salary Ranges</i>.</p> <p><b>Note:</b> The <i>Salary Range</i> field is required on the Job Control record. You can use the routine in the conversion program CVGM01 to move the Salary Range from the Job Control record JBSRG field to the PRSRG field.</p>



<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Base Pay Rate	Y	PRBRT	P 13,4			0	<p>Enter the base pay rate for this employee from the viewpoint of how the Personnel Department will use this rate for reporting and analysis purposes. For example, Personnel may want to enter an annual rate for salaried employees and an hourly rate for hourly employees.</p> <p><b>Note:</b> The <i>Base Pay Rate</i> value entered here is not used by payroll for the calculation of incomes. The system provides 3 additional rate fields on the Payroll Master File (PYPMS) that are used for the calculation of incomes.</p>
Pay Type H-S	Y	PRPAY	A 1			Blank	<p>Enter the employee's <i>Pay Type</i>.</p> <p>The valid values are:</p> <p><b>H</b> Employee is paid by the hour.  <b>S</b> Employee is salaried exempt.  <b>N</b> Employee is salaried non-exempt.</p> <p><b>Note:</b> The <i>Pay Type</i> field is required on the Job Control record. You can use the routine in the conversion program CVGM01 to move the Pay Type from the Job Control record JBPAY field to the PRPAY field.</p> <p><b>Warning:</b> In order to correctly compute the value in the employee's <i>Annual Wage Base</i> field (PYYBAS), the system requires that the Pay Type value be <b>H</b> for employees whose Payroll Rate 1 (PYBRT) is stated on an hourly basis. The Pay Type must be <b>S</b> or <b>N</b> for employees whose Payroll Rate 1 (PYBRT) is stated as a salaried (flat) amount per pay period. See the chapters that describe hiring new employees in the <i>Infinium HR Guide to Processing</i> and <i>Infinium PY Guide to Processing</i>.</p>

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Base Pay Rate Frequency	Y	PRBRTF	A 2			Blank	<p>Enter the default base pay rate frequency that defines the frequency of the employee's Personnel <i>Base Pay Rate</i> field (PRBRT). The valid values are:</p> <p><b>H</b> Hourly  <b>D</b> Daily  <b>W</b> Weekly  <b>B</b> Biweekly  <b>S</b> Semi-Monthly  <b>M</b> Monthly  <b>A</b> Annual  <b>10</b> Pay Periods per Year  <b>13</b> Pay Periods per Year  <b>22</b> Pay Periods per Year  <b>27</b> Pay Periods per Year  <b>53</b> Pay Periods per Year</p>
Pay Grade Code	N	PRPGR	A 5			Blank	<p>If applicable, enter the employee's step-in-grade pay grade here.</p> <p><b>Note:</b> If your organization is using step-in-grade processing, you must first establish pay grades and steps in Infinium HR Pay Grade Controls file PRPGC. To establish pay grades and steps, select Menu Level 1 <i>Step-In-Grade Operations</i>, Menu Level 2 <i>Update Step Date</i>, Menu Level 3 <i>Update Pay Grade and Steps</i>.</p> <p>Refer to your <i>Infinium HR Guide to Processing</i> "Establishing Step-in-Grade Processing."</p>
Previous Status	N	PRPSTA	A 5	STS		Blank	<p>If this employee has had a change in employment status, enter the employee's previous employment status code here. For example, <b>FULL</b> for Full Time, <b>PART</b> for Part Time, or <b>TEMP</b> for Temporary. You must first create code values and descriptions in the <i>Update Employer Codes</i> option.</p>

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Status Change Date - HYF	N	PRSCHH	S 6,0			0	If applicable, enter the date the employee had a change in employment status. See <i>Previous Status</i> field description above.  <b>Note:</b> Use the date routine in the conversion program CVGM01 to convert your 6-digit status change date field to the 3 <i>Status Change Date</i> fields (8-Digit, HYF and Edited) required by Infinium. All 3 date fields must be entered.
Status Change Date - Edited	N	PRSCHE	A 10			Blank	See <i>Status Change Date - HYF</i> .
Status Change Date - 8 Digit	N	PRSCH8	P 8,0			0	See <i>Status Change Date - HYF</i> .
Previous Rate	N	PRPR	P 13,4			0	Enter the employee's previous rate of pay.
Date Last Rate Change - HYF	N	PRLRCH	S 6,0			0	If applicable, enter the date of this employee's most recent salary rate change. The date entered here should be the same as the date in the <i>Date Of Last Salary Increase</i> field (PREFFH).  <b>Note:</b> Use the date routine in the conversion program CVGM01 to convert your 6-digit last rate change date field to the 3 <i>Date Last Rate Change</i> date fields (8-Digit, HYF and Edited) required by Infinium. All 3 date fields must be entered.
Date Last Rate Change - Edited	N	PRLRCE	A 10			Blank	See <i>Date Last Rate Change - HYF</i> .
Date Last Rate Change - 8 Digit	N	PRLRC8	P 8,0			0	See <i>Date Last Rate Change - HYF</i> .
Last Increase Amount	N	PRLAMT	P 13,4			0	Enter the amount of the last pay increase that this employee received.
Last Increase Percent	N	PRLPER	P 7,4			0	Enter the percentage of the employee's last increase in pay.

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Last Salary Change Reason	N	PRRSN	A 5	SAL		Blank	Enter a salary change reason code value for the employee's last increase in pay. You must first create code values and descriptions in the <i>Update Employer Codes</i> option.
Performance Rating	N	PRPRAT	A 5	RAT		Blank	Enter the performance rating code value this employee received from his/her most recent performance review. You must first create code values and descriptions in the <i>Update Employer Codes</i> option.
Next Review Date - HYF	N	PRNRVH	S 6,0			0	Enter the next performance review date for this employee.  <b>Note:</b> Use the date routine in the conversion program CVGM01 to convert your 6-digit next review date field to the 3 <i>Next Review Date</i> fields (8-Digit, HYF and Edited) required by Infinium. All 3 date fields must be entered.
Next Review Date - Edited	N	PRNRVE	A 10			Blank	See <i>Next Review Date - HYF</i> .
Next Review Date - 8 Digit	N	PRNRV8	P 8,0			0	See <i>Next Review Date - HYF</i> .
Next Review Type Code	N	PRNRVT	A 5	RTP		Blank	Enter the appropriate code value to indicate the next type of review this employee is scheduled to receive. You must create valid code values and descriptions in the <i>Update Employer Codes</i> option.
Date of Last Salary Increase - H	N	PREFFH	S 6,0			0	If applicable, enter the date of this employee's most recent salary increase. The date entered here should be the same date in the <i>Date Last Rate Change</i> field (PRLRC8).  <b>Note:</b> Use the date routine in the conversion program CVGM01 to convert your 6-digit salary increase date field to the 3 <i>Date of Last Salary Increase</i> fields (8-Digit, HYF and Edited) required by Infinium. All 3 date fields must be entered.

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Date of Last Salary Increase - E	N	PREFFE	A 10			Blank	See <i>Date of Last Salary Increase - H</i> .
Date of Last Salary Increase - 8	N	PREFF8	P 8, 0			0	See <i>Date of Last Salary Increase - H</i> .
Operation/User Defined Code	N	PROPER	A 10			Blank	This field is designed to contain any user-defined code that may be unique to your installation. It is a free form field.
Benefit Group	N	PRGP	A 9			Blank	<p>A benefit group is made up of several benefit plans, for example medical, life, dental or vision. You attach the appropriate benefit group to each employee. The plans in the benefit group will display at the time you enroll the employee into the specific benefit(s).</p> <p><b>Note:</b> You can enter the benefit group code on the Position Control record. You can modify the routine in the conversion program CVGM01 to move the <i>Benefit Group</i> field from the Position Control record to the PRGP field.</p>
Retirement Age	N	PRRET	P 4,2			0	Enter the expected age this employee will be upon retirement.
Safety Group	N	PRSGRP	A 1			Blank	If this is an agricultural employee, enter value <b>A</b> in this field; otherwise, leave this field blank. This is used in Safety and Health Reporting only.
Scheduled Pay Periods Per Year	Y	PRWSC#	P 2,0			0	Enter the number of pay periods scheduled for the calendar year for this employee. The system uses this number when calculating annual salary and annual hours.
Previous Name	N	PRPLNM	A 18			Blank	If this employee has had a change in last name, enter the employee's previous last name here.

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Comp Ratio	N	PRCOMP	P 7,4			0	Do not convert the employee's compensation ratio. To calculate the employee's compensation ratio after you have converted all of your employees, select Infinium HR Menu Level 1 <i>Master Files</i> , Menu Level 2 <i>Update Master Files</i> , Menu Level 3 <i>Mass Change Salary Range</i> .  Refer to your <i>Infinium HR Guide to Controls</i> "Defining Salary Ranges" and <i>Infinium HR Guide to Processing</i> "Updating Employee Basic Data" for instructions.
Work Permit Date - HYF	N	PRWKPH	S 6,0			0	Enter the work permit date for this employee if applicable.  <b>Note:</b> Use the date routine in the conversion program CVGM01 to convert your 6-digit work permit date to the 3 <i>Work Permit Date</i> fields (8-Digit, HYF and Edited) required by Infinium. All 3 date fields must be entered.
Work Permit Date - Edited	N	PRWKPE	A 10			Blank	See <i>Work Permit Date - HYF</i> .
Work Permit Date - 8 Digit	N	PRWKP8	P 8,0			0	See <i>Work Permit Date - HYF</i> .
County	N	PRCNTY	A 5	CNT		Blank	Enter the name of the county for this employee's residence. You must first create county code values and descriptions in the <i>Update Employer Codes</i> option..
Common Name	N	PRCOMN	A 20			Blank	Enter the name most commonly used by the employee, such as a nickname or preferred name.

Field Description	Required	Field Name	Field Attrib	Code Type	Current User Field Name	Default Value	Input Description																														
EEO-4 Function	N	PRFUNC	S 2,0			0	<p>If applicable, enter the EEO-4 Function code. This field is applicable for U.S. public sector employers only. The valid values are:</p> <table><tr><td>01</td><td>Financial Administration</td></tr><tr><td>02</td><td>Streets and Highways</td></tr><tr><td>03</td><td>Public Welfare</td></tr><tr><td>04</td><td>Police Protection</td></tr><tr><td>05</td><td>Fire Protection</td></tr><tr><td>06</td><td>Natural Resources</td></tr><tr><td>07</td><td>Hospital and Sanitariums</td></tr><tr><td>08</td><td>Health</td></tr><tr><td>09</td><td>Housing</td></tr><tr><td>10</td><td>Community Development</td></tr><tr><td>11</td><td>Corrections</td></tr><tr><td>12</td><td>Utilities and Transportation</td></tr><tr><td>13</td><td>Sanitation and Sewage</td></tr><tr><td>14</td><td>Employment</td></tr><tr><td>15</td><td>Other</td></tr></table> <p><b>Note:</b> If you leave the PRFUNC field as zero, but a value exists in the corresponding field in the Job record, JBFUNC, then CVGM01 will move the value from JBFUNC to the PRFUNC field.</p>	01	Financial Administration	02	Streets and Highways	03	Public Welfare	04	Police Protection	05	Fire Protection	06	Natural Resources	07	Hospital and Sanitariums	08	Health	09	Housing	10	Community Development	11	Corrections	12	Utilities and Transportation	13	Sanitation and Sewage	14	Employment	15	Other
01	Financial Administration																																				
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11	Corrections																																				
12	Utilities and Transportation																																				
13	Sanitation and Sewage																																				
14	Employment																																				
15	Other																																				
Date Last Worked - HYF	N	PRLDWH	S 6,0			0	<p>Enter the date that this employee last worked.</p> <p><b>Note:</b> Use the date routine in the conversion program CVGM01 to convert your 6-digit last worked date field to the 3 <i>Date Last Worked</i> fields (8-Digit, HYF and Edited) required by Infinium. All 3 date fields must be entered.</p>																														
Date Last Worked - Edited	N	PRLDWE	A 10			Blank	See <i>Date Last Worked - HYF</i> .																														
Date Last Worked - 8 Digit	N	PRLDW8	P 8,0			0	See <i>Date Last Worked - HYF</i> .																														

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Quartile Number	N	PRQRTL	P 1,0			0	<p>Do not convert the employee's quartile number. To calculate the employee's quartile number after you have converted all of your employees, select Infinium HR Menu Level 1 <i>System Operations</i>, Menu Level 2 <i>Personnel Init. Functions</i>, Menu Level 3 <i>Position Data</i> Menu Level 4 <i>Mass Update Employee Positions</i>.</p> <p>Refer to your <i>Infinium HR Guide to Controls</i> "Defining Salary Ranges" and <i>Infinium HR Guide to Processing</i> "Updating Employee Basic Data" for instructions.</p>
Layoff Flag	N	PRLAYO	A 1			0	<p>If applicable, use this field to indicate whether or not an employee has been laid off.</p> <p>Enter <b>0</b> to indicate that the employee has not been laid off.</p> <p>Enter <b>1</b> to indicate that the employee has been laid off.</p> <p><b>Note:</b> A layoff is considered to be a special type of leave code. If this field is set to <b>1</b>, fill the <i>Leave Code</i> and <i>Leave Date</i> fields also.</p>
Promotion Code	N	PRPROM	A 5			Blank	<p>This field is for informational purposes only. The value entered in this field will represent the promotability of this employee, as specified in the employee's last performance review.</p>
Rating Score	N	PRRVSC	P 5,2			0	<p>If applicable, enter the most recent rating score given to this employee on his/her last performance review.</p>



<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Pay Grade Date - HYF	N	PRPGRH	S 6, 0			0	<p>This field identifies the employee's step-in-grade pay grade date. If applicable, enter the date this employee moved into his/her current step-in-grade pay grade.</p> <p>You must first set up the appropriate step-in-grade controls in Infinium HR - <i>Step-In-Grade Operations</i>. Refer to your <i>Infinium HR Guide to Processing</i> "Establishing Step-in-Grade Processing."</p> <p><b>Note:</b> Use the date routine in the conversion program CVGM01 to convert your 6-digit pay grade date field to the 3 <i>Pay Grade Date</i> fields (8-Digit, HYF and Edited) required by Infinium. All 3 date fields must be entered.</p>
Pay Grade Date - Edited	N	PRPGRE	A 10			Blank	See <i>Pay Grade Date - HYF</i> .
Pay Grade Date - MMDDYY	N	PRPGR8	P 8,0			0	See <i>Pay Grade Date - HYF</i> .
Step-In-Grade	N	PRSTP	P 2,0			0	<p>If this employee is participating in step-in-grade processing, enter the employee's current step in this field.</p> <p><b>Note:</b> The step-in-grade feature allows you to automate the movement of employees along steps within established pay grades. You must first set up the appropriate step-in-grade controls in Infinium HR <i>Step-In-Grade Operations</i>. Refer to your <i>Infinium HR Guide to Processing</i> "Establishing Step-in-Grade Processing."</p>

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Step Date - HYF	N	PRSTPH	S 6,0			0	<p>If applicable, enter the date that this employee advanced to his/her current step that appears in the <i>Step-In-Grade</i> field (PRSTP). You must first set up the appropriate step-in-grade controls in <i>Infinium HR Step-In-Grade Operations</i>. Refer to your <i>Infinium HR Guide to Processing</i> “Establishing Step-in-Grade Processing.”</p> <p><b>Note:</b> Use the date routine in the conversion program CVGM01 to convert your 6-digit step date field to the 3 <i>Step Date</i> fields (8-Digit, HYF and Edited) required by Infinium. All 3 date fields must be entered.</p>
Step Date - Edited	N	PRSTPE	A 10			Blank	See <i>Step Date - HYF</i> .
Step Date - MMDDYY	N	PRSTP8	P 8,0			0	See <i>Step Date - HYF</i> .
Freeze Step	N	PRSTPI	A 1			Blank	<p>If applicable, enter <b>1</b> in this field if this employee is not eligible for a step increase. This will freeze the step increase. Enter <b>0</b> if this employee is eligible for a step increase.</p> <p>You must first set up the appropriate step-in-grade controls in <i>Infinium HR Step-In-Grade Operations</i>. Refer to your <i>Infinium HR Guide to Processing</i> “Establishing Step-in-Grade Processing.”</p>
Next Step-In-Grade	N	PRNSP	P 2,0			0	<p>This field identifies the step to which this employee will be next assigned, if applicable. You must first set up the appropriate step-in-grade controls in <i>Infinium HR Step-In-Grade Operations</i>. Refer to your <i>Infinium HR Guide to Processing</i> “Establishing Step-in-Grade Processing.”</p>

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Next Step Date - HYF	N	PRNSPH	S 6,0			0	<p>This field identifies the date that this employee is scheduled to advance to the next step identified in the PRNSP <i>Next Step-In-Grade</i> field.</p> <p>You must first set up the appropriate step-in-grade controls in <i>Infinium HR Step-In-Grade Operations</i>. Refer to your <i>Infinium HR Guide to Processing</i> “Establishing Step-in-Grade Processing.”</p> <p><b>Note:</b> Use the date routine in the conversion program CVGM01 to convert your 6-digit next step date field to the 3 <i>Next Step Date</i> fields (8-Digit, HYF and Edited) required by Infinium. All 3 date fields must be entered.</p>
Next Step Date - Edited	N	PRNSPE	A 10			Blank	See <i>Next Step Date - HYF</i> .
Next Step Date - MMDDYY	N	PRNSP8	P 8,0			0	See <i>Next Step Date - HYF</i> .
Next Step Override	N	PRNSPO	A 1			Blank	<p>If the step entered in the PRNSP <i>Next Step-In-Grade</i> field is an override to the step assigned in the Pay Grade Controls, enter <b>1</b> (yes) in this field. Enter <b>0</b> if the next step has not been overridden.</p> <p>You must first set up the appropriate step-in-grade controls in <i>Infinium HR Step-In-Grade Operations</i>. Refer to your <i>Infinium HR Guide to Processing</i> “Establishing Step-in-Grade Processing.”</p>
Next Increase - HYF	N	PRNICH	S 6,0			0	<p>For informational purposes, enter this employee’s next scheduled salary increase date.</p> <p><b>Note:</b> Use the date routine in the conversion program CVGM01 to convert your 6-digit next increase date field to the 3 <i>Next Increase Date</i> fields (8-Digit, HYF and Edited) required by Infinium. All 3 date fields must be entered.</p>

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Next Increase - Edited	N	PRNICE	A 10			Blank	See <i>Next Increase - HYF</i> .
Next Increase - MMDDYY	N	PRNIC8	P 8,0			0	See <i>Next Increase - HYF</i> .
Shift Code	N	PRCSFT	A 5	SFT		Blank	<p>If you are using shift processing, enter the shift code for this employee. To enter the shift code you must first establish the code values and descriptions in the <i>Update Employer Codes</i> option.</p> <p><b>Note:</b> The Shift Code is an optional field on the Position Control record. If the OGCSFT field is not blank, you can move the value to the PRCSFT field.</p>
Union Eligibility Date - HYF	N	PRUELH	S 6,0			0	<p>Enter the date on which the employee is eligible for membership in a particular union.</p> <p><b>Note:</b> Use the date routine in the conversion program CVGM01 to convert your 6-digit union eligibility date field to the 3 <i>Union Eligibility Date</i> fields (8-Digit, HYF and Edited) required by Infinium. All 3 date fields must be entered.</p>
Union Eligibility Date - Edited	N	PRUELE	A 10			Blank	See <i>Union Eligibility Date - HYF</i> .
Union Eligibility Date - 8 Digit	N	PRUEL8	P 8,0			0	See <i>Union Eligibility Date - HYF</i> .
Last Update by Program	N	PRLPGM	A 10			Blank	Do not enter any value here. The system will maintain this field.
Last Update by User	N	PRLUSR	A 10			Blank	Do not enter any value here. The system will maintain this field.
Last Update by Workstation	N	PRLWRK	A 10			Blank	Do not enter any value here. The system will maintain this field.
Date Last Updated	N	PRLDTE	S 6,0			0	Do not enter any value here. The system will maintain this field.
Time Last Updated	N	PRLTIM	S 6,0			0	Do not enter any value here. The system will maintain this field.

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Can EEO OCC Grp	N	PRSTGP	A 5	NOC		Blank	<p>For non-Canadian employers, do not enter any value in this field.</p> <p>For Canadian employers, use this field to identify the employee's occupation group for Employment Equity reports you generate using the <i>Employment Equity (CAN)</i> function.</p> <p>You must first create standard code values and descriptions for code type OCC using the <i>Update Employer Codes</i> option. Refer to the part entitled "Setting Up and Maintaining Employer Code Values" in the <i>Infinium HR Guide to Controls</i> for information on how to create code values.</p> <p>Refer to the part entitled "Employment Equity Reporting – Canada" in the <i>Infinium HR Guide to Management Functions</i> for information on Employment Equity reporting.</p> <p><b>Note:</b> Although this field is 5 characters, the code value allows only 4 characters. If you fill this field, make sure you left justify your data.</p>
Training Group	N	PRTGRP	A 5			Blank	<p>If you use Infinium TR, enter the training group for the employee or retrieve it from your Positions Control file, PEPOG.</p> <p>You define training group code values in Infinium TR using Menu Level 1 <i>System Controls</i> Menu Level 2 <i>Update Codes</i>.</p>
Officer of Co. /Relative	N	PROFCR	A 1			Blank	<p>This field is required for some states. For state-specific information refer to help text for this field in <i>Update Basic Data</i> option page 2.</p>
Probationary Code	N	PRPROB	A 1			Blank	<p>Do not enter any value in this field. Infinium will maintain this field. It is not used at the present time.</p>

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
User Defined 1	N	PRUSR1	A 5			Blank	Do not enter any value in this field. Infinium will maintain this field. It is not used at the present time.
User Defined 2	N	PRUSR2	A 2			Blank	Do not enter any value in this field. Infinium will maintain this field. It is not used at the present time.
User Defined Numeric	N	PRUSRN	P 9,2			0	Do not enter any value in this field. Infinium will maintain this field. It is not used at the present time.
Future Use 1	N	PRFUT1	A 5			Blank	Do not enter any value in this field. Infinium will maintain this field. It is not used at the present time.
Future Use 2	N	PRFUT2	A 2			Blank	Do not enter any value in this field. Infinium will maintain this field. It is not used at the present time.
Future Use Numeric	N	PRFUTN	P 11,2			0	Do not enter any value in this field. Infinium will maintain this field. It is not used at the present time.
User Adj Date - HYF	N	PRUAJH	S 6,0			0	Do not enter any value in this field. Infinium will maintain this field. It is not used at the present time.
User Adj Date - Edited	N	PRUAJE	A 10			Blank	Do not enter any value in this field. Infinium will maintain this field. It is not used at the present time.
User Adj Date - 8 Digit	N	PRUAJ8	P 8,0			0	Do not enter any value in this field. Infinium will maintain this field. It is not used at the present time.
User Adj Date 2 - HYF	N	PRUAH2	S 6,0			0	Do not enter any value in this field. Infinium will maintain this field. It is not used at the present time.
User Adj Date 2 - Edited	N	PRUAE2	A 10			Blank	Do not enter any value in this field. Infinium will maintain this field. It is not used at the present time.

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
User Adj Date 2 - 8 Digit	N	PRUA82	P 8,0			0	Do not enter any value in this field. Infinium will maintain this field. It is not used at the present time.
Employee Title - Mr. Etc	N	PRNTIT	A 4			Blank	Do not enter any value in this field. Infinium will maintain this field. It is not used at the present time.
Include in Headcount?	N	PRHEDC	A 1			Blank	Do not enter any value in this field. Infinium will maintain this field. It is not used at the present time.
URL Address #1	N	PRURL1	A 39			Blank	For informational purposes, enter a web-related or URL address for the employee.
Email Address #1	N	PREML1	A 39			Blank	For informational purposes, enter an Email address for the employee.
Email Address #2	N	PREML2	A 39			Blank	For informational purposes, enter an additional Email address for the employee.
Fut Use - Exempt/Non-exempt	N	PREXNX	A 1			Blank	Do not enter any value in this field. Infinium will maintain this field. It is not used at the present time.
Misc Phone #2	N	PRTL2	A 19			Blank	Enter a miscellaneous phone number for the employee, such as a fax or cell phone number.
Misc Phone #3	N	PRTL3	A 19			Blank	Enter a miscellaneous phone number for the employee, such as a fax or cell phone number.
Misc Phone #4	N	PRTL4	A 19			Blank	Enter a miscellaneous phone number for the employee, such as a fax or cell phone number.
Fut Use - Ben Base Rt 1	N	PRBBR1	P 13,4			0	Do not enter any value in this field. Infinium will maintain this field. It is not used at the present time.

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Fut Use - Ben Base Rt 2	N	PRBBR2	P 13,4			0	Do not enter any value in this field. Infinium will maintain this field. It is not used at the present time.
Fut Use - Position 2	N	PRPOS2	A 10			Blank	Do not enter any value in this field. Infinium will maintain this field. It is not used at the present time.



## CONVERSION COMPARISON CHART EMPLOYEE SUPERVISOR FILE - PRPSP

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Employer Number	Y	SPER	A 3				Enter the employer code. This is the same as the PRER field.
Employee Number	Y	SPEN	A 9				Enter the employee number. This is the same as the PREN field.
Supervisor Employer Number	Y	SPSPER	A 3				Enter your supervisor employer code. This data must be right justified.
Supervisor Employee Number	Y	SPSPEN	A 9				Enter a valid employee number. This data must be right justified.
Supervisor Last Name	Y	SPSPLNM	A 18				Enter the supervisor last name.
Supervisor First Name	Y	SPSPFNM	A 18				Enter the supervisor first name.
Supervisor Middle Initial	Y	SPSPMI	A 1				Enter the supervisor middle initial.
Supervisor Complete Name	Y	SPSPNM	A 39				Enter the supervisor complete name.
Supervisor Position Code	Y	SPSPPOS	A 6				Enter the position code of the employee supervisor.
Employee Position Code	Y	SPPOS	A 6				Enter the position code of the employee.

**Note:** Program CVGM01 converts values for Employer Number, Employee Number and Employee Position Code. To populate the remaining fields, you can use the *Trial Mass Supervisor Data* and *Mass Update Supervisor Data* functions.

**Notes**

## CONVERSION COMPARISON CHART EMPLOYEE PERSONNEL MASTER FILE – PEPMS

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Employer Number	Y	PEER	A 3				Enter the employer code. This is the same as the PRER field.
Employee Number	Y	PEEN	A 9				Enter the employee number. This is the same as the PREN field.
Change Date	N	PECHG	A 10			Blank	Do not enter any value here. The system will maintain this field.
Vet 100 Category	N	PELVL	A 1			Blank	<p>Enter the appropriate code from the list below to indicate the U.S. Veteran's 100 Report type. This code is used by federal contractors who must provide the federal government with an analysis report of veterans that they employ.</p> <p> <b>0</b> Employee is not a veteran.  <b>1</b> Employee is a special disabled veteran.  <b>2</b> Employee is a Vietnam era veteran.  <b>3</b> Employee is both a special disabled veteran and a Vietnam era veteran.  <b>4</b> Employee is an other veteran as described below.  <b>5</b> Employee is an other veteran and a special disabled vet.  <b>6</b> Employee is an other veteran and a Vietnam era veteran  <b>7</b> Employee is an other veteran, a special disabled veteran and a Vietnam era verteran. </p> <p><b>Note:</b> The Other Veteran category includes veterans who served on active duty in a war, campaign or expedition for which a campaign badge has been authorized. Refer to the Department of Labor's website for a list of valid wars, campaigns and expeditions. Refer to help text for more information.</p>

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Season Code	N	PESEA	A 5	SEA		Blank	Use this field to indicate whether or not this employee is a seasonal employee. You must first establish the code values and descriptions in the <i>Update Employer Codes</i> option.
Organization Level	N	PEPLVL	S 2,0			0	Enter this employee's organizational level.  <b>Note:</b> This field is the same as the <i>Organization Level</i> field (OGPLVL) on this employee's Position Control record.
Employee Last Name	Y	PELNM	A 18				Enter this employee's last name.  <b>Note:</b> This is the same as the <i>Last Name</i> field (PRLNM) in the PRPMS Root Master file.
Employee First Initial	Y	PEFIT	A 1				Enter this employee's first initial.  <b>Note:</b> This is the same as the first letter of the <i>First Name</i> field (PRFNM) in the PRPMS Root Master file.
Position	Y	PEPPOS	A 6				Enter this employee's position code.  <b>Note:</b> This is the same as the <i>Position</i> field (PRPOS) in the PRPMS Root Master file.
Hire Source	N	PEHIRE	A 5	HIR		Blank	Enter this employee's hire source code.  <b>Note:</b> This is the same as the <i>Hire Source</i> field (PRHIRE) in the PRPMS Root Master file.

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Employee Height	N	PEHT	S 3,0			0	<p>Enter the employee's height in this field.</p> <p>If you are using the linear measure table of feet and inches, you might keep the employee's height in feet and inches or just inches. For example, if an employee is five feet seven inches tall, you might enter <b>507</b> for feet and inches or <b>67</b> for inches, which is the total inches for five feet and seven inches.</p> <p>If you are using the metric measuring system, you might enter <b>175</b> to mean 1.75 meters (175 centimeters).</p> <p><b>Note:</b> Whichever system you use, be consistent.</p>
Employee Weight	N	PEWT	S 3,0			0	<p>Enter the employee's weight in this field. If you are using the Ordinary Commodities scale of weights, enter the amount in pounds. If you are using the Metric scale of weights, enter the amount in kilos.</p> <p><b>Note:</b> Whichever system you use, be consistent.</p>
Blood Type	N	PEBLD	A 3	BLD		Blank	Enter the code indicating this employee's blood type. You must first create code values and descriptions in the <i>Update Employer Codes</i> option.
Last Blood Donation - HYF	N	PEBLDH	S 6,0			0	<p>Enter the date of this employee's last blood donation.</p> <p><b>Note:</b> Use the date routine in the conversion program CVGM01 to convert your 6-digit last blood donation date to the 3 <i>Last Blood Donation</i> dates (8-Digit, HYF and Edited) required by Infinium. All 3 date fields must be entered.</p>
Last Blood Donation -Edited	N	PEBLDE	A 10			Blank	See <i>Last Blood Donation - HYF</i> .
Last Blood Donation - 8 Char	N	PEBLD8	P 8,0			0	See <i>Last Blood Donation - HYF</i> .

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Handicap Code	N	PEHDC	A 5	HDC		Blank	If applicable, enter the code indicating a handicap, such as blindness. You must first create code values and descriptions in the <i>Update Employer Codes</i> option.
Work Restriction	N	PEWKRE	A 5	WRE		Blank	Use this field to enter any work restrictions for this employee. You must first create code values and descriptions in the <i>Update Employer Codes</i> option.
License Plate #	N	PELPLT	A 8			Blank	Do not convert data into this field. This information is currently maintained in the PEPAW file. To enter this data, select Infinium HR Menu Level 1 <i>Employee Data</i> , Menu Level 2 <i>Update Employee Data</i> , Menu Level 3 <i>Update Automobile Data</i> .
Auto Description	N	PEAUTO	A 10			Blank	Do not convert data into this field. This information is currently maintained in the PEPAW file. To enter this data, select Infinium HR Menu Level 1 <i>Employee Data</i> , Menu Level 2 <i>Update Employee Data</i> , Menu Level 3 <i>Update Automobile Data</i> .
License State	N	PELSTA	A 3			Blank	Do not convert data into this field. This information is currently maintained in the PEPAW file. To enter this data, select Infinium HR Menu Level 1 <i>Employee Data</i> , Menu Level 2 <i>Update Employee Data</i> , Menu Level 3 <i>Update Automobile Data</i> .
Assigned Parking Place	N	PEPARK	A 7			Blank	Do not convert data into this field. This information is currently maintained in the PEPAW file. To enter this data, select Infinium HR Menu Level 1 <i>Employee Data</i> , Menu Level 2 <i>Update Employee Data</i> , Menu Level 3 <i>Update Automobile Data</i> .
Parking Lot	N	PEPLOC	A 5			Blank	Do not convert data into this field. This information is currently maintained in the PEPAW file. To enter this data, select Infinium HR Menu Level 1 <i>Employee Data</i> , Menu Level 2 <i>Update Employee Data</i> , Menu Level 3 <i>Update Automobile Data</i> .

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Emergency Contact Name	N	PEECNM	A 39			Blank	Enter the name of the person to be contacted in the event of an emergency.
Emergency Contact Address	N	PEECAD	A 30			Blank	Enter the address of the person to be contacted in the event of an emergency.
Emergency Contact City/State	N	PEECCS	A 30			Blank	Enter the city, state or province of the person to be contacted in the event of an emergency.
Emergency Contact Phone	N	PEECPH	A 19			Blank	Enter the telephone number of the person to be contacted in the event of an emergency.
Physician	N	PEDOC	A 39			Blank	Enter the name of the employee's physician to be contacted in the event of an emergency.
Physician Phone	N	PEDOC#	A 19			Blank	Enter the telephone number of the physician to be contacted in the event of an emergency.
Marital Status	Y	PEMART	A 1			Blank	<p>Enter the employee's true marital status. Information entered in this field is not used for tax purposes.</p> <p> <b>M</b> Married  <b>S</b> Single  <b>D</b> Divorced  <b>W</b> Widowed  <b>P</b> Separated  <b>O</b> Other </p>
Spouse Name	N	PESPS	A 39			Blank	If applicable, enter the full name of this employee's spouse.

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Number of Dependents	N	PEDEP	S 2,0			0	Enter the number of dependents that this employee has. Do not confuse this field with the <i>Update Dependent Data</i> option within Infinium HR <i>Update Employee Data</i> in which you specify additional dependent information.
Last Medical Exam Date - HYF	N	PELMDH	S 6,0			0	Do not enter any value in this field. This field is not currently being maintained by the system.
Last Medical Exam Date - Edited	N	PELMDE	A 10			Blank	Do not enter any value in this field. This field is not currently being maintained by the system.
Last Medical Exam Date - 8 Char	N	PELMD8	P 8,0			0	Do not enter any value in this field. This field is not currently being maintained by the system.
Last Medical Exam Results	N	PELMRS	A 30			Blank	Do not enter any value in this field. This field is not currently being maintained by the system.
Next Medical Exam Date - HYF	N	PENMDH	S 6,0			0	Do not enter any value in this field. This field is not currently being maintained by the system.
Next Medical Exam Date - Edited	N	PENMDE	A 10			Blank	Do not enter any value in this field. This field is not currently being maintained by the system.
Next Medical Exam Date - 8 Char	N	PENMD8	P 8,0			0	Do not enter any value in this field. This field is not currently being maintained by the system.
Previous Exam Results	N	PEPMRS	A 30			Blank	Do not enter any value in this field. This field is not currently being maintained by the system.
Surgical Plan Code	N	PESURG	A 5			Blank	Do not enter any value in this field. This field is not currently being maintained by the system.



<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Dental Plan Code	N	PEDENT	A 5			Blank	Do not enter any value in this field. This field is not currently being maintained by the system.
Major Medical Plan Code	N	PEMAJM	A 5			Blank	Do not enter any value in this field. This field is not currently being maintained by the system.
Drug Plan Code	N	PEDRUG	A 5			Blank	Do not enter any value in this field. This field is not currently being maintained by the system.
Citizen	N	PECTZ	A 1			Blank	Do not enter any value in this field. This field is not currently being maintained by the system.
Country of Citizenship	N	PECCTZ	A 3	CTR		Blank	Enter this employee's country of citizenship. You must first create code values and descriptions in the <i>Update Employer Codes</i> option.
Alien Registration #	N	PEAREG	A 12			Blank	If applicable, enter this employee's alien registration number.
Visa Type	N	PEVITY	A 5	VIA		Blank	If applicable, enter this employee's visa type. You must first create code values and descriptions in the <i>Update Employer Codes</i> option.
Visa Number	N	PEVISA	A 12			Blank	If applicable, enter this employee's visa number.
Visa Issue Country	N	PEVIC	A 3	CTR		Blank	If applicable, enter the country that issued this employee's visa. You must first create code values and descriptions in the <i>Update Employer Codes</i> option.

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Visa Expiration - HYF	N	PEVEDH	S 6,0			0	If applicable, enter this employee's visa expiration date.  <b>Note:</b> Use the date routine in the conversion program CVGM01 to convert your 6-digit visa expiration date to the 3 <i>Visa Expiration</i> dates (8-Digit, HYF and Edited) required by Infinium. All 3 date fields must be entered.
Visa Expiration - Edited	N	PEVEDE	A 10			Blank	See <i>Visa Expiration - HYF</i> .
Visa Expiration - 8 Character	N	PEVED8	P 8,0			0	See <i>Visa Expiration - HYF</i> .
Passport Issue Country	N	PEPIC	A 3	CTR		Blank	Enter the 2-digit country code for which this employee's passport was issued. You must first create code values and descriptions in the <i>Update Employer Codes</i> option.
Passport Number	N	PEPASS	A 12			Blank	If applicable, enter this employee's passport number.
Passport Expiration - HYF	N	PEPEXH	S 6,0			0	If applicable, enter this employee's passport expiration date.  <b>Note:</b> Use the date routine in the conversion program CVGM01 to convert your passport expiration date to the 3 <i>Passport Expiration</i> dates (8-Digit, HYF and Edited) required by Infinium. All 3 date fields must be entered.
Passport Expiration - Edited	N	PEPEXE	A 10			Blank	See <i>Passport Expiration - HYF</i> .
Passport Expiration - 8 Char.	N	PEPEX8	P 8,0			0	See <i>Passport Expiration - HYF</i> .
Military Status	N	PEMIL	A 5	MIL		Blank	If applicable, enter this employee's veteran status code (for example, <b>RESV</b> for Reserves). You must first create code values and descriptions in the <i>Update Employer Codes</i> option.

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Military Branch	N	PEMILB	A 4	MLB		Blank	If applicable, enter the employee's military branch. You must first create code values and descriptions in the <i>Update Employer Codes</i> option.
Military Occupation	N	PEMOS	A 10			Blank	If applicable, enter the employee's military occupation.
Military Discharge Type	N	PEMDIS	A 3	MDC		Blank	If applicable, enter this employee's discharge type. You must first create code values and descriptions in the <i>Update Employer Codes</i> option.
Military Discharge Date - HYF	N	PEMDDH	S 6,0			0	If applicable, enter this employee's military discharge date.  <b>Note:</b> Use the date routine in the conversion program CVGM01 to convert your 6-digit military discharge date to the 3 <i>Military Discharge</i> dates (8-Digit, HYF and Edited) required by Infinium. All 3 date fields must be entered.
Military Discharge Date - Edited	N	PEMDDE	A 10			Blank	See <i>Military Discharge Date - HYF</i> .
Military Discharge Date - 8 Char	N	PEMDD8	P 8,0			0	See <i>Military Discharge Date - HYF</i> .
Previous Name	N	PEPNM	A 39			Blank	If applicable, enter this employee's previous name.
Previous Address - Line 1	N	PEPAD1	A 30			Blank	If applicable, enter this employee's previous address.
Previous Address - Cty/State	N	PEPAD2	A 30			Blank	If applicable, enter the city and state of this employee's previous address.
Time Previous Address	N	PELPA	A 3			Blank	If applicable, enter the amount of time the employee resided at the previous address. For example, <b>5YR</b> or <b>5</b> for 5 years, or <b>6MO</b> or <b>6M</b> for 6 months.

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Previous Job Code	N	PEPJOB	A 5			Blank	If applicable, enter the previous job this employee occupied within your organization. You must first create valid job codes in the <i>Update Job Controls</i> option.
Last Job Change Date - HYF	N	PEPJBH	S 6,0			0	If applicable, enter the date that this employee transferred into his/her current job.  <b>Note:</b> Use the date routine in the conversion program CVGM01 to convert your 6-digit last job change date to the 3 <i>Last Job Change</i> dates (8-Digit, HYF and Edited) required by Infinium. All 3 date fields must be entered.
Last Job Change Date - Edited	N	PEPJBE	A 10			Blank	See <i>Last Job Change Date - HYF</i> .
Last Job Change Date - 8 Char	N	PEPJB8	P 8,0			0	See <i>Last Job Change Date - HYF</i> .
Previous Level 1	N	PEPL01	A 5			Blank	Do not enter any value here. The system will maintain this field.
Previous Level 2	N	PEPL02	A 5			Blank	Do not enter any value here. The system will maintain this field.
Previous Level 3	N	PEPL03	A 5			Blank	Do not enter any value here. The system will maintain this field.
Previous Level 4	N	PEPL04	A 5			Blank	Do not enter any value here. The system will maintain this field.
Last Level Change Date - HYF	N	PEPDDH	S 6,0			0	Do not enter any value here. The system will maintain this field.
Last Level Change Date - Edited	N	PEPDDE	A 10			Blank	Do not enter any value here. The system will maintain this field.
Last Level Change Date - 8 Char	N	PEPDD8	P 8,0			0	Do not enter any value here. The system will maintain this field.
Security Level	N	PESECL	P 1,0			0	Do not enter any value here. The system will maintain this field.

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Relocatability Code	N	PERELO	A 5	RLO		Blank	Enter the code indicating the employee's ability/willingness to relocate. You must first create code values and descriptions in the <i>Update Employer Codes</i> option.
Primary Language Code	N	PELANG	A 5	LNG		Blank	Enter the principle language this employee uses. You must first create code values and descriptions in the <i>Update Employer Codes</i> option.
Previous Employer Code	N	PEPER	A 3			Blank	Do not enter any value here. The system will maintain this field.
Previous Employee #	N	PEPEN	A 9			Blank	Do not enter any value here. The system will maintain this field.
Place of Birth	N	PEPOB	A 18			Blank	If applicable, enter the place of birth for this employee.
Date of Death - HYF	N	PEDODH	S 6,0			0	<p>If applicable, enter the date that this employee died. Completing this field does not automatically terminate an employee from the system.</p> <p><b>Note:</b> The Infinium W-2 processing program will reference this field to determine if an employee is deceased. If a date is entered in this field, the appropriate W-2 box will be marked on the employee's W-2 form to indicate that this employee is deceased.</p> <p><b>Note:</b> Use the date routine in the conversion program CVGM01 to convert your 6-digit date of death date to the 3 <i>Date Of Death</i> dates (8-Digit, HYF and Edited) required by Infinium. All 3 date fields must be entered.</p>
Date of Death - Edited	N	PEDODE	A 10			Blank	See <i>Date of Death - HYF</i> .
Date of Death - 8 Char	N	PEDOD8	P 8,0			0	See <i>Date of Death - HYF</i> .

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Previous Position	N	PEPPPO	A 6			Blank	If applicable, enter the previous position this employee held within your organization. You must first create Position Control records in Infinium HR <i>Update Position Data</i> option.
Ex-Felon	N	PEEXFL	A 1			0	If this employee is an ex-felon, enter <b>1</b> in this field. If this employee is not an ex-felon, enter <b>0</b> in this field.
Emergency Relationship	N	PEEDEP	A 5	REL		Blank	Enter the relationship of this employee's emergency contact.
Calendar Code	N	PECAL	A 5	CAL		Blank	Infinium HR provides you with an absence tracking and calendar system for employees. This field indicates a group of employees who share common holidays or non-workdays.  You must first establish valid code values and descriptions in the <i>Update Employer Codes</i> option.  <b>Note:</b> This calendar function does not interface with Infinium PY or Accrual Processing. Refer to your <i>Infinium HR Guide to Management Functions</i> "Implementing Personnel Calendar Operations" for more information.
Eligibility Type	N	PEVTYP	A 1			0	Enter the number that indicates the type of eligibility verification this employee has provided.  <b>1</b> The employee is a citizen of the United States. <b>2</b> The employee is a permanent resident alien. <b>3</b> The employee is an alien authorized by the I.N.S. to work in the United States.
Alien Number	N	PEALIE	A 19			Blank	If applicable, enter the correct alien number or admission number for this employee.

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Authorization Exp. Date - Edited	N	PEAUTE	A 10			Blank	<p>If applicable, enter the date on that this employee's work authorization document will be no longer valid.</p> <p><b>Note:</b> Use the date routine in the conversion program CVGM01 to convert your 6-digit work authorization expiration date to the 3 work <i>Authorization Expiration</i> dates (8-Digit, HYF and Edited) required by Infinium. All 3 date fields must be entered.</p>
Authorization Exp. Date - HYF	N	PEAUTH	S 6,0			0	See <i>Authorization Exp. Date - Edited</i> .
Authorization Exp. Date - 8 Char	N	PEAUT8	P 8,0			0	See <i>Authorization Exp. Date - Edited</i> .
Verification Date - Edited	N	PEVERE	A 10			Blank	<p>Enter the date on that the information entered in the <i>Eligibility Type</i> field (PEVTYP) was verified.</p> <p><b>Note:</b> Use the date routine in the conversion program CVGM01 to convert your 6-digit document verification date to the 3 document <i>Verification</i> dates (8-Digit, HYF and Edited) required by Infinium. All 3 date fields must be entered.</p>
Verification Date - HYF	N	PEVERH	S 6,0			0	See <i>Verification Date - Edited</i> .
Verification Date - 8 Char	N	PEVER8	P 8,0			0	See <i>Verification Date - Edited</i> .

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
List A. Document	N	PELISA	A 2			Blank	<p>If applicable, enter the number that indicates the type of documentation presented to substantiate this employee's eligibility to work in the U.S.</p> <p><b>Note:</b> If you enter information in this field, do not enter any information in the PELISB or PELISC fields.</p> <ol style="list-style-type: none"> <li>1 United States Passport.</li> <li>2 Certificate of U.S. Citizenship.</li> <li>3 Certificate of Naturalization.</li> <li>4 Valid foreign passport with employment authorization.</li> <li>5 An alien registration card with photograph (green card).</li> <li>6 Unexpired Temporary Resident Card.</li> <li>7 Unexpired Employment Authorization Card.</li> <li>8 Unexpired reentry Permit.</li> <li>9 Unexpired Refugee Travel Document.</li> <li>10 Unexpired Employment Authorization Document with photograph.</li> </ol>
List A. ID#	N	PEIDA	A 19			Blank	Enter the identification number of the document presented for verification. Refer to the information for this employee in the <i>List A Type</i> field (PELISA).
List A. Doc Expires - Edited	N	PEEXAE	A 10			Blank	<p>Enter the expiration date for the document that this employee presented. This expiration date refers to the document number in the <i>List A Document ID#</i> field (PEIDA).</p> <p><b>Note:</b> Use the date routine in the conversion program CVGM01 to convert your 6-digit document expiration date to the 3 <i>List A Document Expiration</i> dates (8-Digit, HYF and Edited) required by Infinium. All 3 date fields must be entered.</p>
List A. Doc Expires - HYF	N	PEEXAH	S 6,0			0	See <i>List A Doc Expires - Edited</i> .



<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
List A. Doc Expires - 8 Char	N	PEEXA8	P 8,0			0	See <i>List A Doc Expires - Edited</i> .
List B. Document	N	PELISB	A 2			Blank	<p>If applicable, enter the number to indicate the type of documentation presented to verify this employee's eligibility to work in the U.S.</p> <p><b>Note:</b> If you enter information in the PELISA field, do not enter any information in this field.</p> <ul style="list-style-type: none"> <li>1 A state-issued driver's license or ID card with photograph.</li> <li>2 A U.S. Military card.</li> <li>3 Any type of photo ID that was presented.</li> <li>4 A Voter's Registration Card.</li> <li>5 A U.S. Military Card or draft record.</li> <li>6 A Military Dependent ID Card.</li> <li>7 A U.S. Coast Guard Merchant Mariner Card.</li> <li>8 A Native American Tribal Document.</li> <li>9 A Driver's license issued by a Canadian government authority.</li> </ul> <p>For persons under age 18 who are unable to present a document listed above:</p> <ul style="list-style-type: none"> <li>10 School records or report card.</li> <li>11 Clinic, doctor, or hospital records.</li> <li>12 Day-care or nursery school records.</li> </ul>
List A. Issue Authorization	N	PESTAB	A 19			Blank	If you used a type of verification that was not specified in the PELISA field, use this field to indicate the type of documentation the employee presented.
List B. Issue Authorization	N	PEOTHB	A 19			Blank	If you used a type of verification that was not specified in the PELISB field, use this field to indicate the type of documentation the employee presented.

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
List B. ID#	N	PEIDB	A 19			Blank	If applicable, enter the identification number of the document presented for verification. Refer to the information for this employee in the <i>List B Type</i> field (PELIBS).
List B. Doc Expires - Edited	N	PEEXBE	A 10			Blank	<p>If applicable, enter the expiration date for the document that this employee presented. This expiration date refers to the document number in the <i>List B. ID#</i> field (PEIDB).</p> <p><b>Note:</b> Use the date routine in the conversion program CVGM01 to convert your 6-digit document expiration date to the 3 <i>List B Document Expiration</i> dates (8-Digit, HYF and Edited) required by Infinium. All 3 date fields must be entered.</p>
List B. Doc. Expires - HYF	N	PEEXBH	S 6,0			0	See <i>List B. Doc. Expires - Edited</i> .
List B. Doc Expires - 8 Char	N	PEEXB8	P 8,0			0	See <i>List B. Doc. Expires - Edited</i> .
List C. Document	N	PELISC	A 2			Blank	<p>If applicable, enter the number to indicate the type of documentation presented to verify this employee's eligibility to work in the U.S.</p> <p><b>Note:</b> If you enter information in the PELISA field, do not enter any information in this field.</p> <ol style="list-style-type: none"> <li>1 Social Security Card.</li> <li>2 Certification of Birth Abroad issued by the Dept. of State.</li> <li>3 An original certified copy of a U.S. birth certificate.</li> <li>4 Native American tribal document.</li> <li>5 Citizen ID Card.</li> <li>6 ID Card for use of Resident Citizen in the U.S.</li> <li>7 Unexpired Employment Authorization Document (other than those listed under LIST A in the PELISA field).</li> </ol>

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
List C. Issue Authorization	N	PEFORM	A 19			Blank	If you used a type of verification that was not specified in the PELISC field, use this field to indicate the type of documentation the employee presented.
List C. ID#	N	PEIDC	A 19			Blank	If applicable, enter the identification number of the document presented for verification. Refer to the information for this employee in <i>List C Type</i> field (PELISC).
List C. Doc Expires - Edited	N	PEEXCE	A 10			Blank	If applicable, enter the expiration date for the document that this employee presented. This expiration date refers to the document number in the <i>List C. ID#</i> field (PEIDC).  <b>Note:</b> Use the date routine in the conversion program CVGM01 to convert your 6-digit document expiration date to the 3 <i>List C Document Expiration</i> dates (8-Digit, HYF and Edited) required by Infinium. All 3 date fields must be entered.
List C. Doc. Expires - HYF	N	PEEXCH	S 6,0			0	See <i>List C. Doc. Expires - Edited</i> .
List C. Doc Expires - 8 Char	N	PEEXC8	P 8,0			0	See <i>List C. Doc. Expires - Edited</i> .
Approved By	N	PEAPPE	A 9			Blank	Enter the employee number of the person who approved/verified this employee's work eligibility.
Approved By	N	PEAPPN	A 19			Blank	Enter the name of the person who approved/verified this employee's work eligibility.
Approved By Title	N	PEAPPT	A 25			Blank	Enter the title of the employee who approved/verified this employee's eligibility for work.

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Approval Date - Edited	N	PEAPRE	A 10			Blank	Enter the date that this employee was approved to work.  <b>Note:</b> Use the date routine in the conversion program CVGM01 to convert your 6-digit work approval date to the 3 work <i>Approval Dates</i> (8-Digit, HYF and Edited) required by Infinium. All 3 date fields must be entered.
Approval Date - HYF	N	PEAPRH	S 6,0			0	See <i>Approval Date - Edited</i> .
Approval Date - 8 Char	N	PEAPR8	P 8,0			0	See <i>Approval Date - Edited</i> .
List A. ID #2	N	PEID2	A 19			Blank	Use this field to enter an additional document identification number for the document presented by the employee for work eligibility verification. Refer to the documents listed in the description for the <i>List A. Document</i> field (PELISA).
List A. Doc #2 Expires - Edited	N	PEEX2E	A 10			Blank	Enter the expiration date for the document that this employee presented. This expiration date refers to the document number in the <i>List A. ID#2</i> field (PEID2).  <b>Note:</b> Use the date routine in the conversion program CVGM01 to convert your 6-digit document expiration date to the 3 <i>List A Document #2 Expiration</i> dates (8-Digit, HYF and Edited) required by Infinium. All 3 date fields must be entered.
List A. Doc #2 Expires - HYF	N	PEEX2H	S 6,0			0	See <i>List A. Doc. #2 Expires - Edited</i> .
List A. Doc #2 Expires - 8 Char	N	PEEX28	P 8,0			0	See <i>List A. Doc. #2 Expires - Edited</i> .
Previous Address - Line 2	N	PEPAD3	A 30			Blank	If this employee has had an address change, this field can be used as a second line for the employee's previous address.

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Fut Use - Previous Title	N	PEPTTL	A 30			Blank	Do not enter any value in this field. Infinium will maintain this field. It is not used at the present time.
Futur - Primary Care Physician	N	PEPCP	A 39			Blank	Do not enter any value in this field. Infinium will maintain this field. It is not used at the present time.

**Notes**

## CONVERSION COMPARISON CHART

### EMPLOYEE PAYROLL MASTER FILE – PYPMS

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Employer Number	Y	PYER	A 3				Enter the employer code. This is the same as the PRER field.
Employee Number	Y	PYEN	A 9				Enter the employee number. This is the same as the PREN field.
Marital Status (Fed. Filing) (U.S. only)	Y	PYMART	A 1			Blank	<p>Enter this employee's U.S. Federal Tax filing status. The valid values are:</p> <p><b>M</b> Married <b>S</b> Single</p> <p><b>Note:</b> This data may be overridden on the employee's <b>*FWT</b> deduction record, <b>*S</b> deduction record, or the <b>*L</b> deduction record in the PYPDE file.</p>
Exemptions - Federal (U.S. only)	Y	PYFX	S 2,0			0	<p>Enter the number of U.S. Federal Tax exemptions claimed by this employee.</p> <p><b>Note:</b> This data cannot be overridden on the employee's federal tax deduction record. This field can be modified throughout the year.</p>
Exemptions - State (U.S. only)	Y	PYSX	S 2,0			0	<p>Enter the default number of State Tax exemptions claimed by this employee. This number will be used if no entry is made on the Employee's State Tax Deduction record in the PYPDE file.</p> <p><b>Note:</b> For Alabama and Arkansas employees, this entry is the number of dependents claimed. The exemptions in these states are determined by the claiming status.</p>

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Exemptions - Local (U.S. only)	Y	PYLX	S 2,0			0	Enter the default number of Local Tax exemptions claimed by this employee. This number will be used if no entry is made on the Employee's Local Tax Deduction record(s) in the PYPDE file.
Warning Level	N	PYWLV	P 11,2			0	If applicable, enter the maximum gross check amount to be received by this employee. If the employee's check exceeds this amount the system will generate a warning message only.
State - Home (U.S. only)	Y	PYHS	A 3	STP		Blank	Enter the home state for this employee. This value is used for tax purposes and reciprocity calculations if the system needs to determine whether an employee is a resident or non-resident. You must first create code values and descriptions in the <i>Update Employer Codes</i> option.
State - Current (U.S. only)	Y	PYCS	A 3	STP		Blank	Enter the state where this employee is currently assigned and is being paid. This value will be used as the default state for all earnings generated by the system. This field is used in reciprocity calculations. You must first create code values and descriptions in the <i>Update Employer Codes</i> option.
State - SUTA (U.S. only)	Y	PYSS	A 3	STP		Blank	Enter the SUTA state for this employee. This state will be used for SUTA (State Unemployment Tax Act) purposes. This field is for informational purposes only.
Locality - Home (U.S. only)	Y	PYLOCH	A 3	LCN		Blank	<p>If applicable, enter the home tax locality for this employee. This value will be used to determine the employee's resident and non-resident status for local tax purposes.</p> <p>If the employee is a resident, enter the locality code in this field. If the employee is a non-resident, leave this field blank. You must create code values and descriptions in the <i>Update Employer Codes</i> option.</p>



<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Locality - Current (U.S. only)	Y	PYLOC	A 3	LCN		Blank	If applicable, enter the current (local) tax locality for this employee. You must create code values and descriptions in the <i>Update Employer Codes</i> option.
Auto Pay Group	N	PYATR	A 5	APG		Blank	If applicable, enter this employee's auto pay group code. Auto Pay Groups are used to pay employees who receive a set number of hours each pay period. You must first create valid auto pay groups in <i>Infinium PY Update Master Files</i> . Refer to your <i>Infinium PY Guide to Controls</i> , "Creating Auto Pay Groups."
GL Number	N	PYACCT	A 36			Blank	<p>If applicable, you may enter an override General Ledger Labor Expense account number or account number mask for this employee. The system uses a hierarchy to resolve general ledger account numbers. If no employee specific override is needed, leave this field blank.</p> <p><b>Note:</b> Before making a decision to enter all or a portion of the labor expense account in this field, you should refer to your <i>Infinium HR/PY Technical Guide</i> "Period Ending Functions" and <i>Infinium PY Guide to Management Functions</i> "Closing to General Ledger" for information on setting up general ledger accounts in <i>Infinium PY</i>.</p>
Annual Wage Base	Y	PYYBAS	P 11,2			0	<p>This field must be calculated. Use the subroutine FIXBAS in program CVGM01 to calculate the annual wage for this employee.</p> <p><b>Warning:</b> In order to correctly compute the value in the employee's <i>Annual Wage Base</i> field, the system requires that the Employee Root Master <i>Pay Type</i> value (PRPAY) is <b>H</b> for employees whose <i>Payroll Rate 1</i> (PYBRT) is stated on an hourly basis. The <i>Pay Type</i> must be <b>S</b> or <b>N</b> for employees whose <i>Payroll Rate 1</i> (PYBRT) is stated as a salaried (flat) amount per pay period. See the chapters that describe hiring new employees in the <i>Infinium HR Guide to Processing</i> and <i>Infinium PY Guide to Processing</i>.</p>

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Cycle Code	Y	PYCYC	A 5			Blank	<p>Enter this employee's payroll cycle code. This code represents the employee's normal payroll cycle. You must first create a Cycle Control record by selecting Menu Level 1 <i>Master Files</i>, Menu Level 2 <i>Update Master Files</i>, Menu Level 3 <i>Update Cycle Controls</i>.</p> <p><b>Note:</b> This employee's pay frequency code (PRINF) in the PRPMS Root Master file, must match the pay frequency code on the Cycle Control record. If you entered a pay type on the Cycle Control record, this employee's pay type (PRPAY) in the PRPMS Root Master File, must match the pay type code on the Cycle Control record. If you entered any level restrictions on the Cycle Control record, this employee's level(s) (PRL01, PRL02, PRL03, PRL04) on the PRPMS Root Master file, must match the level(s) on the Cycle Control record.</p>
Time Card Required	Y	PYCARD	A 1			0	<p>Time cards can be used to record punch times for those employees who record their hours with a time clock. If applicable, enter <b>1</b> if this employee will have a time card printed. Enter <b>0</b> if no time card is to be generated for this employee.</p> <p><b>Note:</b> Time cards can be printed using Infinium PY Menu Level 1 <i>On-Request Reporting</i>, Menu Level 2 <i>Timesheet/Timecard Reporting</i>, Menu Level 3 <i>List Employee Time Cards</i>.</p>
EIC - IND - JOINT (U.S. only)	N	PYEIC	A 1			0	<p>If applicable, enter this employee's U.S. Earned Income Credit (EIC) code. The valid values are:</p> <p><b>0</b>     Earned income credit does not apply  <b>1</b>     Without spouse filing certificate  <b>2</b>     Both spouses filing certificate</p>
Gross Pay - Last Year	N	PYPGRS	P 11,2			0	Enter this employee's previous year total gross pay.

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Gross Pay - Year to Date	Y	PYGRS	P 11,2			0	<p>Enter this employee's total current year to date gross pay.</p> <p><b>Note:</b> Conversion program CVGM03 refreshes the value in this field for active employees and employees who were terminated during the current year.</p>
Net Pay - Year to Date	Y	PYNET	P 11,2			0	<p>Enter this employee's current year to date net pay.</p> <p><b>Note:</b> Conversion program CVGM03 refreshes the value in this field for active employees and employees who were terminated during the current year.</p>
Pay Rate 1ST	Y	PYBRT	P 13,4			0	<p>If the <i>Pay Rate Basis</i> field (PYMTYP) is blank for this employee, enter the employee's first pay rate in this field. The system will use this pay rate if you enter <b>B</b> in the <i>Income Basis</i> field on the appropriate Income Control record(s).</p> <p><b>Note:</b> If this employee is paid hourly, you will usually enter an hourly amount here. If this is a salaried employee, you will usually enter a salary amount here that corresponds to the frequency with which the employee is paid. For example, if this employee is paid weekly, enter a weekly salary amount here. If this employee is paid bi-weekly, enter a bi-weekly salary amount here. You should check the <i>Income Basis</i> field on your income controls, however, to determine what kind of number should be entered here.</p>
Pay Rate 2ND	N	PYBRT2	P 13,4			0	<p>If applicable, enter a second pay rate for this employee. The system will use this pay rate if you enter <b>2</b> in the <i>Income Basis</i> field on the appropriate Income Control record(s).</p> <p><b>Note:</b> See note for PYBRT.</p>

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Pay Rate 3RD	N	PYBRT3	P 13,4			0	<p>If applicable, enter a third pay rate for this employee. The system will use this pay rate if you enter <b>3</b> in the <i>Income Basis</i> field on the appropriate Income Control record(s).</p> <p><b>Note:</b> See note for PYBRT.</p>
Pay Rate Basis	N	PYMTYP	A 1			Blank	<p>If the pay rate for this employee is found in a matrix you must enter <b>M</b> here. If this employee's pay rate is found in the <i>Pay Rate 1st</i> field (PYBRT), leave this field blank.</p> <p><b>Note:</b> If you enter <b>M</b> in this field you must also enter values in the fields PYMNAM, PYMCOL and PYMROW.</p>
Multiplier Factor	N	PYMFAC	P 9,4			0	<p>If this employee's <i>Pay Rate Basis</i> field (PYMTYP) is <b>M</b> you may enter a pay factor here. This factor will be multiplied by the rate found in the matrix to establish an actual rate. If no multiplier factor is entered, the default pay factor used will be 1.0000.</p>
Multiplier Name	N	PYMNAM	A 5	MAT		Blank	<p>If this employee's <i>Pay Rate Basis</i> field (PYMTYP) is <b>M</b>, you must enter a valid matrix name that contains the pay rate for this employee.</p> <p><b>Note:</b> You must create a matrix table before you can enter any values in this field. Select Infinium HR Menu Level 1 <i>Master Files</i>, Menu Level 2 <i>Update Master Files</i>, Menu Level 3 <i>Update Matrices</i>. Before matrices can be defined, you must first create a valid matrix code using the <i>Update Employer Codes</i> option.</p>

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Multiplier Column	N	PYMCOL	A 5	COL		Blank	<p>If this employee's <i>Pay Rate Basis</i> field (PYMTYP) is <b>M</b>, you must enter a valid column name that contains the pay rate for this employee.</p> <p><b>Note:</b> You must create a matrix table before you can enter any values in this field. Select Menu Level 1 <i>Master Files</i>, Menu Level 2 <i>Update Master Files</i>, Menu Level 3 <i>Update Matrices</i>. You can either create a valid column code using the <i>Update Employer Codes</i> option or let the <i>Update Matrices</i> option create the code if it does not already exist.</p>
Multiplier Row	N	PYMROW	A 5	ROW		Blank	<p>If this employee's <i>Pay Rate Basis</i> field (PYMTYP) is <b>M</b>, you must enter a valid row name that contains the pay rate for this employee.</p> <p><b>Note:</b> You must create a matrix table before you can enter any values in this field. Select Menu Level 1 <i>Master Files</i>, Menu Level 2 <i>Update Master Files</i>, Menu Level 3 <i>Update Matrices</i>. You can either create a valid row code using the <i>Update Employer Codes</i> option or let the <i>Update Matrices</i> option create the code if it does not already exist.</p>
Security Level	N	PYSECL	P 1,0			0	Do not convert any data into this field. This field will be maintained by Infinium. It is not used at the present time.
Suppress Address	N	PYSADR	A 1			0	<p>Enter <b>1</b> if you do not want to print this employee's address on the pay check.</p> <p>Enter <b>0</b> if you want to print the address on the pay check.</p>

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Pay After Termination	N	PYPAYT	A 1			0	<p>Enter <b>1</b> if this employee is eligible for pay after termination.</p> <p>Enter <b>0</b> if this employee should not be included in the cycle if terminated.</p> <p><b>Note:</b> Terminated employees who are eligible for pay after termination will be included in the appropriate payroll cycle when the <i>Begin Cycle</i> function is run, but will not have any income types automatically generated. Any income for the employee must be entered into the cycle manually.</p>
Number of Pays After Term.	N	PYPAY#	P 2,0			0	Do not convert any data into this field. Infinium will maintain this field. It is not used at the present time.
Pay While on Leave	N	PYPAYL	A 1			0	Do not convert any data into this field. Infinium will maintain this field. It is not used at the present time.
Check Name	N	PYNAME	A 30			Blank	If applicable, use this field to specify a different name (in lieu of the employee's check name in the PRCKNM field of the PRPMS Root Master file) on this employee's payroll check.
Check Address - Line 1	N	PYADR1	A 30			Blank	<p>If the employee's check address is the same as the address on the Root Master file, leave the PYADR1, PYADR2, and PYADR3 fields blank.</p> <p>If the employee's check address is different from the address on the Root Master file, enter the check address, including postal code, in fields PYADR1, PYADR2, and PYADR3. This address will print on the check in place of the address on the PRPMS Root Master file.</p>
Check Address - Line 2	N	PYADR2	A 30			Blank	See <i>Check Address - Line 1</i> .
Check Address - Line 3	N	PYADR3	A 30			Blank	See <i>Check Address - Line 1</i> .

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Weeks Worked - Qtr 0	Y	PYWW0	P 2,0			0	Enter the number of weeks this employee worked in the prior year 4th quarter. This information is used for unemployment reporting for U.S. employers and is used by Canadian employers when estimating the annual income used during the calculation of tax for incomes classified as special tax <b>1</b> , bonus income.
Weeks Worked - Qtr 1	Y	PYWW1	P 2,0			0	Enter the number of weeks this employee worked in the current year 1st quarter. This information is used for unemployment reporting for U.S. employers and is used by Canadian employers when estimating the annual income used during the calculation of tax for incomes classified as special tax <b>1</b> , bonus income.
Weeks Worked - Qtr 2	Y	PYWW2	P 2,0			0	Enter the number of weeks this employee worked in the current year 2nd quarter. This information is used for unemployment reporting for U.S. employers and is used by Canadian employers when estimating the annual income used during the calculation of tax for incomes classified as special tax <b>1</b> , bonus income.
Weeks Worked - Qtr 3	Y	PYWW3	P 2,0			0	Enter the number of weeks this employee worked in the current year 3rd quarter. This information is used for unemployment reporting for U.S. employers and is used by Canadian employers when estimating the annual income used during the calculation of tax for incomes classified as special tax <b>1</b> , bonus income.
Weeks Worked - Qtr 4	Y	PYWW4	P 2,0			0	Enter the number of weeks this employee worked in the current year 4th quarter. This information is used for unemployment reporting for U.S. employers and is used by Canadian employers when estimating the annual income used during the calculation of tax for incomes classified as special tax <b>1</b> , bonus income.
Project Code	N	PYPROJ	A 15			Blank	If applicable, enter a default project costing code for this employee. This code will be used to fill the project code in the payroll cycle income records and can be passed to General Ledger if you close to GL in detail.

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Gross Wages Last Year	N	PYPWAG	P 11,2			0	Enter this employee's previous year gross wages. This amount does not include tips or fringe benefits.
Gross Wages Year to Date	Y	PYWAGE	P 11,2			0	Enter this employee's year-to-date gross wages. This does not include tips or fringe benefits.  <b>Note:</b> Conversion program CVGM03 refreshes the value in this field for active employees and employees who were terminated during the current year.
Check Sequence	N	PYCSQ	A 5	CSQ		Blank	If you want the payroll check for this employee to be sequenced in an order other than the default order of alphabetic or numeric within levels, enter a sequence code in this field. You must create valid sequence code values and descriptions in the <i>Update Employer Controls</i> option. You must also specify a Check sequence of <b>5</b> or <b>F</b> on the appropriate Cycle Control record.
Hours Last Year	N	PYPHRS	P 7,2			0	Enter the total hours this employee worked in the prior year.
Hours - Year to Date	Y	PYHRS	P 7,2			0	Enter this employee's year-to-date hours worked.  <b>Note:</b> Conversion program CVGM03 refreshes the value in this field for active employees and employees who were terminated during the current year.
Deductions Last Year	N	PYPDED	P 11,2			0	Enter the amount of this employee's total deductions in the prior year.
Deductions - Year to Date	Y	PYDED	P 11,2			0	Enter this employee's year-to-date deductions amount.  <b>Note:</b> Conversion program CVGM03 refreshes the value in this field for active employees and employees who were terminated during the current year.



<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
PY Auth Group	N	PYGP	A 9			Blank	<p>Enter this employee's Payroll Authorization Group code. The authorization group determines the incomes and deductions that this employee will be authorized to receive. You must first create valid payroll authorization groups in Infinium PY <i>Update Master Files</i>. Refer to your <i>Infinium PY Guide to Controls</i>, "Using Payroll Authorization Groups."</p> <p><b>Note:</b> The conversion program CVGM03 must be modified if you want to automatically authorize employees to the incomes and deductions contained in the Payroll Authorization Group. You can manually authorize the employees to specific incomes and deductions by using the <i>Update Employee Incomes</i> and <i>Update Employee Deduction</i> functions in Infinium PY <i>Update Employee Data</i>. Refer to your <i>Infinium PY Guide to Processing</i> "Updating Employee Data."</p>
Time & Attendance Code	N	PYTIME	A 5			Blank	Do not enter any value here.
Tip Allocation	N	PYTIPA	A 1			0	If this employee receives income from tips and if the income is to be included in Tip Allocation processing, enter <b>1</b> in this field. If this employee does not receive tip income, enter <b>0</b> in this field.
Current Country	Y	PYCTRY	A 3			Blank	<p>Enter this employee's current country of residence. The valid values are:</p> <p><b>USA</b> United State of America  <b>CAN</b> Canada</p> <p><b>Note:</b> The <i>Country</i> field (COCTR2) in the Employer Control file may also be used to fill this field if it is not blank.</p>
Province of Employment	Y	PYNPRO	A 3	STP		Blank	For Canadian employees, enter the province code where this employee is currently assigned and is being paid. You must create valid code values and descriptions in the <i>Update Employer Codes</i> option.

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Net Claim Amount - Canada	Y	PYNNCA	P 7,2			0	For Canadian employees, leave this field blank if the employee claims the value found on the Infinium PY tax table. For exceptions, enter the net claim amount for this employee as indicated on the employee's TD1 form.
Net Claim Code "0" - Canada	Y	PYNNC0	A 1			0	For Canadian employees, if the employee's TD1 form indicates a net claim code of 0, enter <b>1</b> in this field. If the net claim code is anything other than 0, enter <b>0</b> in this field.
No Tax Status - Canada	Y	PYNNTS	A 1			0	For Canadian employees, if the employee's TD1 form indicates a new claim code of E, enter <b>1</b> in this field. If the TD1 form indicates anything other than E, leave the default of zero.
Commission Employee - Canada	Y	PYNCPE	A 1			0	For Canadian employees, if you pay the employee on commission or salary plus commission enter <b>1</b> in this field. Otherwise, leave the default of zero.
Est. Annual Income - Canada	Y	PYNCAI	P 11,2			0	For Canadian employees, if you entered <b>1</b> in the <i>Commission Employee</i> field (PYNCPE), you must enter the estimated amount of expenses (previous year or current year estimates) in this field. Otherwise, leave the default of zero.
Temp. Non-Resident - Canada	Y	PYNTNR	A 1			0	For Canadian employees, if you entered <b>1</b> in the <i>Net Claim Code</i> field (PYNNCO), enter <b>1</b> in this field for temporary non-residents. A temporary non-resident employee is one who works less than 183 days per year in Canada. Leave the default of zero if the employee is not a temporary non-resident.
Additional Tax - Canada	Y	PYNITD	P 9,2			0	For Canadian employees, if this employee wants an additional amount of income tax deducted from the check (as indicated on the TD3), enter the amount in this field.

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Exemptions/Expenses - Canada	Y	PYNCEE	P 9,2			0	For Canadian employees, if you entered <b>1</b> in the <i>Commission Employee</i> field (PYNCPE), you must enter the estimated amount of expenses (previous year actual or current year estimates) in this field. Otherwise, leave the default of zero.
Net Claim Amount - Quebec	Y	PYQNCA	P 7,2			0	For Canadian employees, leave this field blank if the employee claims the value found on the Infinium PY tax table. For exceptions, enter the net claim amount for this employee as indicated on the employee's TD1V form.
No Tax Status - Quebec 1099R/Exempt EE - US	Y	PYQNTS	A 1			0	For Canadian employees, if this employee's TD1 form indicates a new claim code of E, enter <b>1</b> in this field. If the TD1 form indicates anything other than E, enter <b>0</b> in this field.  For US employers, enter <b>P</b> in this field to indicate that an employee is to receive a 1099-R statement at year end. Enter <b>E</b> in this field to indicate that the employee is exempt from W2 processing at year end.
Additional Tax - Quebec	Y	PYQITD	P 9,2			0	For Canadian employees, if the employee has an additional amount of income tax deducted (as indicated on the TD3 form) enter the additional amount to be withheld per pay period in this field.
Date Last Paid - HYF	N	PYDLPH	S 6,0			0	If applicable, enter the date this employee was last paid. This date is updated by Infinium PY system.  <b>Note:</b> Use the date routine in the conversion program CVGM01 to convert your 6-digit date last paid date to the 3 dates (8-Digit, HYF and Edited) required by Infinium. All 3 date fields must be entered.
Date Last Paid - Edited	N	PYDLPE	A 10			Blank	See <i>Date Last Paid - HYF</i> .
Date Last Paid - 8 Char	N	PYDLP8	P 8,0			0	See <i>Date Last Paid - HYF</i> .

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
UIC - Exclude From WLRP	Y	PYUIC	A 1			0	<p>For Canadian employees, employers with Wage Loss Replacement Plans must associate reduced unemployment insurance premiums to the <b>*CUIC</b> deduction. You enter the UIC identification numbers and rates on second and fourth screens of the <b>*CUIC</b> Deduction Control record (PYPDC).</p> <p>Enter <b>0</b> if you want the system to use the reduced UI rate specified on the second screen of the <b>*CUIC</b> deduction. Enter <b>1</b> if you want the system to use the UI rate from the tax tables. Enter values <b>2</b> through <b>9</b> if you want the system to use a reduced UI rate from the fourth screen of the <b>*CUIC</b> deduction control.</p> <p><b>Note:</b> If the employer has more than one additional UI rate, you enter the rates and associated account number on the chosen line number on the fourth screen of the <b>*CUIC</b> deduction control when creating the <b>*CUIC</b> deduction. Employees are then associated with a given UI rate/account number by entering the numbers <b>2</b> through <b>9</b> on this field of the payroll master. Refer to your <i>Infinium PY Guide to Controls</i> “Setting Up Canadian Tax Deductions” for additional information.</p>
F.L.S.A. Code (U.S. only)	N	PYFLSA	A 5			Blank	If this employee is affected by the U.S. Fair Labor Standards Act (FLSA) regulations, enter the applicable FLSA code value here. You must first establish FLSA control groups/codes in Infinium PY, <i>Update F.L.S.A. Controls</i> option.
F.L.S.A. Hours Worked (U.S. only)	N	PYFLHW	P 5,2			0	Do not enter any value here. The system will maintain this field.
F.L.S.A. Calculated Hours (U.S. only)	N	PYFLCH	P 5,2			0	Do not enter any value here. The system will maintain this field.
F.L.S.A. Calculated Amount (U.S. only)	N	PYFLCA	P 11,2			0	Do not enter any value here. The system will maintain this field.

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
W2P EE (U.S. only)	N	PYW2P	A 1			Blank	Do not enter any value here. The system will maintain this field.
Home Tax Co. (U.S. only)	N	PYHTO	A 5			Blank	This field is used for MultiTax processing for U.S. employers only.  If your organization will be implementing MultiTax processing, refer to the “Conversion” chapter in your <i>Infinium PY Guide to Multiple Tax ID Processing</i> .
State Tax Co. (U.S. only)	N	PYSTO	A 5			Blank	See <i>Home Tax Co.</i> description.
Mult. Fed ID XOVER (U.S. only)	N	PYXVR	P 1,0			0	See <i>Home Tax Co.</i> description.
Mult. Fed ID PYP XOVER (U.S. only)	N	PYPXVR	P 1,0			0	See <i>Home Tax Co.</i> description.
PYR Start Tax Co. (U.S. only)	N	PYPSTO	A 5			Blank	See <i>Home Tax Co.</i> description.
Prior Year Exempt EE (U.S. only)	N	PYPEEE	A 1			Blank	See <i>Home Tax Co.</i> description.
EE Labor Exp Acct Page	N	PYEPGD	P 9,0			0	Do not enter any value in this field. Infinium will maintain this field. It is not used at the present time.
Pay Rate - 4th	N	PYBRT4	P 13,4			0	Do not enter any value in this field. Infinium will maintain this field. It is not used at the present time.
Pay Rate - 5th	N	PYBRT5	P 13,4			0	Do not enter any value in this field. Infinium will maintain this field. It is not used at the present time.

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Take Addnl W/H Supl Pay	N	PYSUP	A 1			Blank	Do not enter any value in this field. Infinium will maintain this field. It is not used at the present time.
Future Use 1	N	PYFUT1	A 5			Blank	Do not enter any value in this field. Infinium will maintain this field. It is not used at the present time.
Future Use 2	N	PYFUT2	A 3			Blank	Do not enter any value in this field. Infinium will maintain this field. It is not used at the present time.
QC Net Claim = 0? (Quebec only)	N	PYFUT3	A 2			Blank	For Canadian employees, if the employee's TP-1015.3-V form (previously form MR-19-V) indicates a net claim code of 0, enter <b>1</b> in the first position of this field and leave the second position blank. If the net claim code is anything other than 0, enter <b>0</b> in the first position of this field and leave the second position blank.
Future Use Numeric 1	N	PYFUTN	P 11,2			0	Do not enter any value in this field. Infinium will maintain this field. It is not used at the present time.

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Provincial LSVC Amt	N	PYFUTM	P 11,2			0	<p>This field is used in Canadian processing during the calculation of the provincial portion of income tax.</p> <p>Enter the employee's cost of all approved shares of labour-sponsored venture capital corporations (LSVC) purchased for the year. During tax calculations, the system will reduce this entry as necessary to satisfy the varying limits of each province. If only some of the shares purchased during the year are valid for the tax reduction for a specific province, enter the amount of the valid share.</p> <p>Quebec requires that LSVC amounts be tracked on a pay period basis, and the tax reduction is calculated differently.</p> <p>The Yukon Territories allows a different tax credit percentage for contributions to the Fireweed Fund than for other LSVC amounts. The contribution amount for the Fireweed Fund should be entered in the <i>Other Prov. LSVC Amt</i> field (CNAMT7) but not included in the amount in this field.</p>
Fut Use - Misc Pay Per 1	N	PYPP01	P 3,0			0	Do not enter any value in this field. Infinium will maintain this field. It is not used at the present time.
Fut Use - Misc Pay Per 2	N	PYPP02	P 3,0			0	Do not enter any value in this field. Infinium will maintain this field. It is not used at the present time.
Future Use Flag 4	N	PYFUT4	A 2			Blank	Do not enter any value in this field. Infinium will maintain this field. It is not used at the present time.
Future Use Flag 5	N	PYFUT5	A 1			Blank	Do not enter any value in this field. Infinium will maintain this field. It is not used at the present time.
Fut Use - ER Ded YTD Amt.	N	PYDCD	P 11,2			0	Do not enter any value in this field. Infinium will maintain this field. It is not used at the present time.

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Fut Use - Prv ER Ded YTD Amt.	N	PYPDCD	P 11,2			0	Do not enter any value in this field. Infinium will maintain this field. It is not used at the present time.
Fut Use - Email Address #1	N	PYEML1	A 39			Blank	Do not enter any value in this field. Infinium will maintain this field. It is not used at the present time.



## CONVERSION COMPARISON CHART EMPLOYEE CANADIAN PAYROLL MASTER FILE – PYPCN

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Employer number	Y	CNER	A 3				Enter the employer code. This is the same as the PRER field.
Employee Number	Y	CNEN	A 9				Enter the employee number. This is the same as the PREN field.
Dist. Tax Office Yrly Ded		CNTOAD	P 9,2			0	<p>Enter the total Annual Deduction authorized by the District Taxation Office, such as Child Care Expenses, Voluntary Alimony Payments, Voluntary Maintenance Payments, Tuition fees, employee's request to reduce income tax at source.</p> <p><b>Note:</b> Involuntary Alimony &amp; Maintenance Payments should be coded in the deduction control file in the <i>T4 Box</i> field.</p>
TD1 Prescribed Area Ded		CNHD	P 9,2			0	<p>If the employee will be residing in the Yukon, Northwest Territories or another prescribed area for more than six months in a row, beginning or ending in this tax year, enter the appropriate annualized amount based on the estimated number of days in the designated area.</p> <p>This amount is entered on line 10 of the TD1 form.</p>
Dist. Tax Office Yrly Crdts		CNTOTC	P 9,2			0	Enter the amount of "OTHER" Federal Tax Credits such as medical expenses and charitable donations authorized by the District Taxation Office.

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Construction Worker		CNFLG1	A 1			0	<p>Use this field to indicate whether an employee is a construction worker. Construction workers require different calculations when printing the Workers' Compensation reports for certain provinces.</p> <p>Valid values are:</p> <p>0      The employee is not a construction worker.</p> <p>1      The employee is a construction worker.</p>
Future Use Flag 2		CNFLG2	A 1			Blank	Do not enter any value in this field. Infinium will maintain this field. It is not used at the present time.
Future Use Flag 3		CNFLG3	A 1			Blank	Do not enter any value in this field. Infinium will maintain this field. It is not used at the present time.
Future Use Flag 4		CNFLG4	A 1			Blank	Do not enter any value in this field. Infinium will maintain this field. It is not used at the present time.
Power Saw Employee Flg5		CNFLG5	A 1			0	<p>Use this field to indicate that an employee uses their own power saw at work. This will place a footnote on the employee's RL-1 slip.</p> <p>Valid values are:</p> <p>0      No, the employee does not use their own power saw.</p> <p>1      Yes, the employee does use their own power saw.</p>

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
T4A Employee Flg6		CNFLG6	A 1			Blank	<p>Use this field to indicate that this employee should receive a T4A tax statement.</p> <p>Valid values are:</p> <p><b>A</b>            The employee is a T4A employee.</p> <p><b>Blank</b>      The employee is not a T4A employee.</p>
Employment Code		CNCDE1	A 5			Blank	<p>Use this field to indicate the employment code for the employee. This value is reported on the employee's T4 slip.</p> <p>Valid values are:</p> <p><b>blank</b>      Not applicable</p> <p><b>11</b>           Placement Agency - Self employed</p> <p><b>12</b>           Taxi Drivers or other passenger carrying vehicle</p> <p><b>13</b>           Barber or Hairdressers</p> <p><b>14</b>           Withdrawal from a prescribed salary deferral arrangement plan</p>
Future Use Code 2		CNCDE2	A 5			Blank	Do not enter any value in this field. Infinium will maintain this field. It is not used at the present time.
Future Use Code 3		CNCDE3	A 5			Blank	Do not enter any value in this field. Infinium will maintain this field. It is not used at the present time.
Future Use Code 4		CNCDE4	A 5			Blank	Do not enter any value in this field. Infinium will maintain this field. It is not used at the present time.

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Future Use Code 5		CNCDE5	A 5			Blank	Do not enter any value in this field. Infimum will maintain this field. It is not used at the present time.
Future Use Code 6		CNCDE6	A 5			Blank	Do not enter any value in this field. Infimum will maintain this field. It is not used at the present time.
PQ Tax Office Deduction (Quebec only)		CNAMT1	P 9,2			0	<p>Use this field to enter the other annual deductions authorized by the Ministère du Revenu du Québec, for example, the deduction granted to an employee working outside Canada. If this annual deduction is determined after the first pay period in the year, an adjustment must be made using the following formula:</p> $P(J2)/Pr$ <p>P = Number of pay periods in the year</p> <p>J2 = Other deductions authorized by the Ministère du Revenu du Québec</p> <p>Pr = Number of pay periods remaining in the year</p> <p><b>Note:</b> The amount entered here is representative of the “J1” variable in the calculation of income tax to be withheld on a regular basis.</p>

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
PQ HD Deduction (Quebec only)		CNAMT2	P 9,2			0	<p>Enter the total amount of other deductions and credits as indicated on the TP-1015.3-V form (previously form MR-19-V), such as:</p> <ul style="list-style-type: none"> <li>Residents of designated remote areas</li> <li>Tuition or examination fees</li> <li>Child care expenses</li> </ul> <p><b>Note:</b> The amount entered here will be used by the “J” variable in the calculation of income tax to be withheld on a regular basis for Quebec Income Tax.</p>
PQ Tax Office Credit (Quebec only)		CNAMT3	P 9,2			0	<p>Use this field to enter other non-refundable tax credits for the year authorized by the Ministère du Revenu du Québec, for example, the tax credits for medical expenses and charitable donations. If this value is determined after the first pay period in the year, an adjustment must be made using the following formula:</p> $P(K2)/Pr$ <p>P = Number of pay periods in the year</p> <p>K2 = Other non-refundable tax credits authorized by the Ministère du Québec</p> <p>Pr = Number of pay periods remaining in the year</p> <p><b>Note:</b> The amount entered here will be used by the “K1” variable in the calculation of income tax to be withheld on a regular basis.</p>
“Y” Factor		CNAMT4	P 9,2			0	<p>Enter the number of dependents being claimed for the “Y” factor calculation.</p>

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Federal LSVC Amt		CNAMT5	P 9,2			0	Enter the cost to the individual of all approved shares of labour-sponsored venture capital corporations (LSVC) purchased for the year for federal tax reduction use.  <b>Note:</b> The amount of the LSVC shares applicable for Provincial tax reduction should be entered in field PYFUTM in file PYPMS or field CNAMT7 in file PYPCN. See the descriptions for these fields for more information.
ROE Date - HYF		CNAMT6	P 9,2			0	Enter the date of the last Record of Employment (ROE) issued to this person, if applicable. The date must be entered in the hundred year format.
User Flag 1		CNUFL1	A 1			Blank	Enter custom user value, if needed.
User Flag 2		CNUFL2	A 1			Blank	Enter custom user value, if needed.
User Flag 3		CNUFL3	A 1			Blank	Enter custom user value, if needed.
User Flag 4		CNUFL4	A 1			Blank	Enter custom user value, if needed.
User Flag 5		CNUFL5	A 1			Blank	Enter custom user value, if needed.
User Flag 6		CNUFL6	A 1			Blank	Enter custom user value, if needed.
User Code 1		CNUCD1	A 5			Blank	Enter custom user value, if needed.
User Code 2		CNUCD2	A 5			Blank	Enter custom user value, if needed.
User Code 3		CNUCD3	A 5			Blank	Enter custom user value, if needed.
User Code 4		CNUCD4	A 5			Blank	Enter custom user value, if needed.

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
User Code 5		CNUCD5	A 5			Blank	Enter custom user value, if needed.
User Code 6		CNUCD6	A 5			Blank	Enter custom user value, if needed.
User Amt 1		CNUAM1	P 9,2			0	Enter custom user value, if needed.
User Amt 2		CNUAM2	P 9,2			0	Enter custom user value, if needed.
User Amt 3		CNUAM3	P 9,2			0	Enter custom user value, if needed.
User Amt 4		CNUAM4	P 9,2			0	Enter custom user value, if needed.
User Amt 5		CNUAM5	P 9,2			0	Enter custom user value, if needed.
User Amt 6		CNUAM6	P 9,2			0	Enter custom user value, if needed.
User Code Desc 1		CNUDD1	A 30			Blank	Enter custom user value, if needed.
User Code Desc 2		CNUDD2	A 30			Blank	Enter custom user value, if needed.
User Code Desc 3		CNUDD3	A 30			Blank	Enter custom user value, if needed.
User Code Desc 4		CNUDD4	A 30			Blank	Enter custom user value, if needed.
User Code Desc 5		CNUDD5	A 30			Blank	Enter custom user value, if needed.
User Code Desc 6		CNUDD6	A 30			Blank	Enter custom user value, if needed.
Last ROE Date-Edited		CNRODE	A 10			Blank	Do not enter any value in this field. Infinium will maintain this field. It is not used at the present time.
Last ROE Date-HYF		CNRODH	S 6,0			0	See <i>Last ROE Date-Edited</i> description.

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Last ROE Date-8 Digit		CNROD8	P 8,0			0	See <i>Last ROE Date-Edited</i> description.
Net Claim Amount - Canada		CNNNCA	P 7,2			0	Do not enter any value in this field. Infinium will maintain this field. It is not used at the present time.
Est. Annual Income - Canada		CNNCAI	P 11,2			0	Do not enter any value in this field. Infinium will maintain this field. It is not used at the present time.
Additional Tax - Canada		CNNITD	P 9,2			0	Do not enter any value in this field. Infinium will maintain this field. It is not used at the present time.
Exemptions/Expenses - Canada		CNNCEE	P 9,2			0	Do not enter any value in this field. Infinium will maintain this field. It is not used at the present time.
Exemptions/Expenses - Quebec		CNNCEQ	P 9,2			0	Do not enter any value in this field. Infinium will maintain this field. It is not used at the present time.
Net Claim Amount - Quebec		CNQNCA	P 7,2			0	Do not enter any value in this field. Infinium will maintain this field. It is not used at the present time.
Additional Tax - Quebec		CNQITD	P 9,2			0	Do not enter any value in this field. Infinium will maintain this field. It is not used at the present time.
Addl. Vol Tax% - Can		CNATP	P 9,4			0	Do not enter any value in this field. Infinium will maintain this field. It is not used at the present time.
Addl. Vol Tax% - Quebec		CNATPQ	P 9,4			0	Do not enter any value in this field. Infinium will maintain this field. It is not used at the present time.
Future Use Flag 7		CNFLG7	A 1			Blank	Do not enter any value in this field. Infinium will maintain this field. It is not used at the present time.



<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Future Use Flag 8		CNFLG8	A 1			Blank	Do not enter any value in this field. Infinium will maintain this field. It is not used at the present time.
Future Use Flag 9		CNFLG9	A 1			Blank	Do not enter any value in this field. Infinium will maintain this field. It is not used at the present time.
Future Use Flag 10		CNFLGA	A 1			Blank	Do not enter any value in this field. Infinium will maintain this field. It is not used at the present time.
Future Use Tax Credit 1		CNTC01	P 11,2			0	Do not enter any value in this field. Infinium will maintain this field. It is not used at the present time.
Future Use Tax Credit 2		CNTC02	P 11,2			0	Do not enter any value in this field. Infinium will maintain this field. It is not used at the present time.
Future Use Tax Credit 3		CNTC03	P 11,2			0	Do not enter any value in this field. Infinium will maintain this field. It is not used at the present time.
Future Use Tax Credit 4		CNTC04	P 11,2			0	Do not enter any value in this field. Infinium will maintain this field. It is not used at the present time.
LSVC - Prov. Other		CNAMT7	P 11,2			0	<p>For Canadian employees, use this field to enter the cost to the individual of all approved shares of labour-sponsored venture capital corporations (LSVC) purchased for the year, for special provincial tax use.</p> <p>The Yukon Territories allow contributions to the Fireweed Fund as the only LSVC amount. Enter the contribution amount for this fund here. Do not include the amount in the <i>Provincial LSVC Amt</i> field (PYFUTM).</p>
Future Use Amount 8		CNAMT8	P 11,2			0	Do not enter any value in this field. Infinium will maintain this field. It is not used at the present time.

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Future Use Amount 9		CNAMT9	P 11,2			0	Do not enter any value in this field. Infinium will maintain this field. It is not used at the present time.
Future Use Amount 10		CNAMTA	P 11,2			0	Do not enter any value in this field. Infinium will maintain this field. It is not used at the present time.

## CONVERSION COMPARISON CHART EMPLOYEE DEDUCTION FILE – PYPDE

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Employer Number	Y	DEER	A 3				Enter the employer code. This is the same as the PRER field.
Employee Number	Y	DEEN	A 9				Enter the employee number. This is the same as the PREN field.
Deduction Code	Y	DEDEDC	A 5				<p>Enter the code that identifies this deduction. The code you enter here must match the deduction code on the Deduction Control record (PYPDC).</p> <p><b>Note:</b> You must use the following codes for US Federal, State and Local Tax deductions:</p> <p>*<b>FWT</b> Federal Withholding Tax            *<b>FICA</b> Fica Tax            *<b>FMHI</b> Medicare Portion of Social Security Tax            *<b>FUTA</b> Federal Unemployment Tax            *<b>S__</b> State Withholding Taxes + State postal code            *<b>L__</b> Local Withholding Taxes + Locality Code            *<b>U__</b> State Unemployment Taxes + State Postal Code            *<b>D__</b> State Disability Taxes + State Postal Code</p> <p>You must use the following codes for Canadian Tax deductions:</p> <p>*<b>CCPP</b> Canadian Pension Plan            *<b>CQPP</b> Quebec Pension Plan            *<b>CUIC</b> Canada Unemployment Insurance            *<b>CF__</b> Canada Federal/Province Withholding Province Code (add a 2-character province code, such as *<b>CFON</b> for Ontario income tax)            *<b>CQIT</b> Quebec Withholding Tax</p>

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Check Summary Code	Y	DECHEK	A 2			Blank	<p>The check (deduction) summary code is used to determine the order in which deductions print on the employee's pay check stub. This code can also be used to group or summarize different deduction types into the same summary code. The code you enter here must match the check summary code on the Deduction Control record (PYPDC) for the specific deduction code.</p> <p><b>Note:</b> To ensure that the <i>Check Summary Code</i> fields on the employee's individual deduction records correspond to the check summary code on the Deduction Control record, you should run the <i>Refresh Deduction Summary Codes</i> option after conversion. This option updates the employee's deduction file PYPDE so that the check summarization codes correspond to those in the Deduction Control file, PYPDC. Select Menu Level 1 <i>System Operations</i>, Menu Level 2 <i>Payroll Init. Functions</i>, Menu Level 3 <i>Income and Deduction Data</i>, Menu Level 4 <i>Refresh Deduction Summ. Codes</i>.</p>
Active/Inactive	Y	DEACTV	A 1			0	<p>This code identifies the active/inactive status for each deduction code that is converted for this employee.</p> <p>The valid values are:</p> <ul style="list-style-type: none"> <li>0 Active</li> <li>1 Active – Passed from Benefits Administration; updated by the <i>Begin Cycle</i> option.</li> <li>9 Inactive</li> </ul>

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Begin Date - H	N	DEBEGH	S 6,0			0	<p>You may enter a starting date in this field if you want to individualize the starting date for this deduction for this employee. If this field is left blank, the system will default to the Deduction Control record (PYPDC).</p> <p><b>Note:</b> Use the data routine in the conversion program CVGM02 to convert your 6-digit begin date to the 3 <i>Begin Date</i> fields (8-Digit, HYF, and Edited) required by Infinium. All 3 date fields must be entered.</p>
Begin Date - E	N	DEBEGE	A 10			Blank	See <i>Begin Date - H</i> description.
Begin Date - 8	N	DEBEG8	P 8,0			0	See <i>Begin Date - H</i> description.
End Date - H	N	DEENDH	S 6,0			0	<p>You may enter an ending date in this field if you want to individualize the ending date for this deduction for this employee. If this field is left blank, the system will default to the Deduction Control record (PYPDC).</p> <p><b>Note:</b> Use the data routine in the conversion program CVGM01 to convert your 6-digit ending date to the 3 <i>Ending Date</i> fields (8-Digit, HYF, and Edited) required by Infinium. All 3 date fields must be entered.</p>
End Date - E	N	DEENDE	A 10			Blank	See <i>End Date - H</i> description.
End Date - 8	N	DEEND8	P 8,0			0	See <i>End Date - H</i> description.

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Employee Ded Amount	Y	DEDAMT	P 11,2			0	<p>If an employee specific amount is to be deducted from this employee's pay check, enter the amount here. The amount you enter here will be deducted according to the <i>Frequency Code</i> (DEFREQ) you specify for the deduction code. If DEFREQ is left blank, the system will use the <i>Frequency Code</i> field (DCFREQ) on the Deduction Control file, PYPDC.</p> <p>If you enter an amount here, you must also enter <b>I</b> in the <i>Employee Multiplier Type</i> field (DEMTYP).</p> <p><b>Note:</b> If the deduction amount is identical for all employees who have this deduction, you may enter the deduction amount on the Deduction Control record (PYPDC).</p>
Employer Ded Amount	Y	DECAMT	P 11,2			0	<p>If the employer has an expense liability for this employee's deduction, enter the amount here. The amount you enter here will be deducted according to the <i>Frequency Code</i> (DEFREQ) you specify for the deduction code. If DEFREQ is left blank, the system will use the <i>Frequency Code</i> field (DCFREQ) on the Deduction Control file, PYPDC.</p> <p>If you enter an amount here, you must also enter <b>I</b> in the <i>Employee Multiplier Type</i> field (DEMTYP).</p> <p><b>Note:</b> If the employer's expense liability amount is identical for all employees who have this deduction, you may enter the deduction amount on the Deduction Control record (PYPDC).</p>

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Employee Multiplier Type	N	DEMTYP	A 1			Blank	<p>This field dictates how an employee's deduction rate/amount is determined. The valid characters are:</p> <p><b>Blank</b> The deduction rate/amount is found in the Deduction Control record (PYPDC).</p> <p><b>I</b> The deduction rate/amount is found on the employee's individual Deduction Code record (PYPDE).</p> <p><b>M</b> The deduction rate/amount is found in the specified matrix column/row and is multiplied by the deduction factor to establish the actual rate/amount.</p> <p><b>Note:</b> If you enter <b>M</b> in this field, you must set up valid matrix tables in Infinium PY. You must also enter values in the DEMNAM, DEMCOL and DEMROW fields.</p>
Employer Multiplier Type	N	DECTYP	A 1			Blank	This field is not currently being used by the system.
Employee Multiplier Factor	N	DEMFAF	P 9,4			0	If the <i>Employee Multiplier Type</i> field (DEMTYP) is <b>M</b> for this employee, you may enter a rate factor here. This factor will be multiplied by the rate found in the matrix to establish an actual rate. If no multiplier factor is entered, a default rate factor of 1.0000 will be used.
Employer Multiplier Factor	N	DECFAC	P 9,4			0	This field is not currently being used by the system.

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Employee Multiplier Name	N	DEMNAM	A 5	MA T		Blank	<p>If the <i>Employee Multiplier Type</i> field (DEMTYP) is <b>M</b> for this employee, you must enter a valid matrix name that contains the deduction rate/amount for this employee.</p> <p><b>Note:</b> You must create a matrix table before you can enter any values in this field. Select Infinium HR Menu Level 1 <i>Master Files</i>, Menu Level 2 <i>Update Master Files</i>, Menu Level 3 <i>Update Matrices</i>. Before matrices can be defined, you must first create a valid matrix code using the <i>Update Employer Codes</i> option.</p>
Employer Multiplier Name	N	DECNAM	A 5			Blank	This field is not currently being used by the system.
Employee Multiplier Column	N	DEMCOL	A 5	COL		Blank	<p>If the <i>Employee Multiplier Type</i> field (DEMTYP) is <b>M</b> for this employee, you must enter a valid column name that contains the deduction rate/amount for this employee.</p> <p><b>Note:</b> You must create a matrix table before you can enter any values in this field. Select Menu Level 1 <i>Master Files</i>, Menu Level 2 <i>Update Master Files</i>, Menu Level 3 <i>Update Matrices</i>. You can either create a valid column code using the <i>Update Employer Codes</i> option or let the <i>Update Matrices</i> option create the code if it does not already exist.</p>
Employer Multiplier Column	N	DECCOL	A 5			Blank	This field is not currently being used by the system.



<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Employee Multiplier Row	N	DEMROW	A 5	ROW		Blank	<p>If the <i>Employee Multiplier Type</i> field (DEMTYP) is <b>M</b> for this employee, you must enter a valid row name that contains the deduction rate/amount for this employee.</p> <p><b>Note:</b> You must create a matrix table before you can enter any values in this field. Select Menu Level 1 <i>Master Files</i>, Menu Level 2 <i>Update Master Files</i>, Menu Level 3 <i>Update Matrices</i>. You can either create a valid row code using the <i>Update Employer Codes</i> option or let the <i>Update Matrices</i> option create the code if it does not already exist.</p>
Employer Multiplier Row	N	DECROW	A 5			Blank	This field is not currently being used by the system.
Employee Cycle Amount	N	DEDCUR	P 11,2			0	Do not enter any value in this field. The system will update this field when you process a payroll cycle.
Employer Cycle Amount	N	DECCUR	P 11,2			0	Do not enter any value in this field. The system will update this field when you process a payroll cycle.
Cycle Wage Base	N	DECBAS	P 11,2			0	Do not enter any value in this field. The system will update this field when you process a payroll cycle.
Coverage Value	N	DEINSA	P 11,2			0	If this deduction is for a life insurance or disability plan, enter the amount of insurance coverage, if applicable. The system uses this field to compute excess group life insurance taxable income for U.S. employees.

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Employee Amount Limit	N	DEDLIM	P 11,2			0	<p>If applicable, enter an amount to be used as a limit for this employee's deduction. The limit will be used in accordance with the entry made in the <i>Limit Type</i> (DCTYPE) field on the employee portion of the Deduction Control record (PYPDC).</p> <p>Refer to your <i>Infinium PY Guide to Controls</i> "Setting Up Controls for Flat Amount Deductions" for information on the use of limit type and limit amount.</p> <p><b>Note:</b> If the limit amount is identical for all employees who have this deduction, you may enter the limit amount (DCDLIM) on the employee portion of the Deduction Control record (PYPDC).</p>
Employer Amount Limit	N	DECLIM	P 11,2			0	<p>If the employer has an individual expense liability limit for this employee's deduction, you may enter the limit amount here. The limit will be used in accordance with the entry made in the <i>Limit Type</i> (DCCLIT) field on the employer portion of the Deduction Control record (PYPDC).</p> <p>Refer to your <i>Infinium PY Guide to Controls</i> "Setting Up Controls for Flat Amount Deductions" for information on the use of limit type and limit amount.</p> <p><b>Note:</b> If the limit amount is identical for all employees who have this deduction, you may enter the limit amount (DCCLIM) on the employer portion of the Deduction Control record (PYPDC).</p>

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Arrears Code	N	DEARR	A 1			Blank	<p>Leave this field blank if you want to use the default value found in the Deduction Control record (PYPDC). If you want to enter an individualized arrears code for this employee, the valid values are:</p> <p><b>0</b> No arrears processing is allowed. If there is not enough money to take the full deduction, the deduction will not be taken.</p> <p><b>1</b> Arrears processing is allowed for this deduction. If there is not enough money to take the full deduction, the entire deduction amount will be placed in arrears.</p> <p><b>2</b> No arrears processing is allowed for this deduction. The deduction will be taken to the extent possible.</p> <p><b>3</b> Arrears processing is allowed for this deduction. The deduction will be taken to the extent possible and the remainder placed in arrears.</p>
Current Arrears	N	DEARRC	P 11,2			0	Do not enter any value in this field. If applicable, the system will update this field when you process a payroll cycle.
Arrears Balance	N	DEARRB	P 11,2			0	If applicable for this deduction code, enter the amount of the arrears balance due to be recovered from this employee. Refer to the <i>Arrears Recovery</i> field (DCARRP) in your Deduction Control Record (PYPDC) to determine the frequency with which the arrears will be recovered.
Current Not Taken	N	DENTC	P 11,2			0	Do not enter any value in this field. If applicable, the system will update this field when you process a payroll cycle.
Not Taken Balance	N	DENTB	P 11,2			0	Do not enter any value in this field. If applicable, the system will update this field when you process a payroll cycle.

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Seasonal Code Savings Plan	N	DESPC	A 5			Blank	<p>This field displays as <i>Seasonal Code</i> for tax deduction records (deduction method 4) in the PYPDE record. It is also used as <i>Savings Plan</i> field for all other deduction types.</p> <p><i>Seasonal Code</i> field - Enter this field left justified. The following states will utilize this field for <b>*S</b> state deductions and <b>*U</b> unemployment deductions:</p> <p>Indiana    2-character seasonal code  Colorado   1-character seasonal code</p> <p><i>Savings Plan</i> field - This is an optional field. It is provided to allow further definition of a savings plan deduction.</p>
Split Code	N	DESPLT	A 2			Blank	This is an optional field. It is provided to allow further definition of a savings plan deduction.
Employee Limit Balance	N	DEDBAL	P 11,2			0	Enter the amount towards the limit specified in the DEDLIM or DCDLIM fields that has been deducted from the employee for this deduction. This is used for deductions that have a <i>Limit Type</i> (DCTYPE) entered on the employee portion of the Deduction Control record PYPDC.
Employer Limit Balance	N	DECBAL	P 11,2			0	Enter the amount towards the limit specified in the DECLIM or DCCLIM fields that the employer has contributed for this employee for this deduction. This is used for deductions that have a limit type (DCCLIT) entered on the employer portion of the Deduction Control record PYPDC.

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Number of Exemptions	N	DENEX	A 2			Blank	<p>If this is a State or Local Tax Deduction, you may enter the number of exemptions this employee wants to claim. If you enter the exemption here, the system will use the value as an override to the state or local exemption (PYSX or PYLX) entered on the Employee Payroll Master record (PYPMS).</p> <p><b>Note:</b> For Alabama and Arkansas employees, the entry in this field is the number of dependents claimed. The exemptions in these states should be entered in the claiming status (DEMART) field.</p>
Estimated Deductions	N	DENED	A 2			Blank	<p>For the state of California taxation only, you may enter any additional estimated deductions that this employee is claiming.</p>
Marital Status	Y	DEMART	A 1			Blank	<p>If applicable, enter a claiming status here to override the marital status entered on the Employee Payroll Master record (PYPMS). Leave this field blank to use the value in PYPMS.</p> <p>Valid values are:</p> <p><b>M</b> Married</p> <p><b>S</b> Single</p> <p><b>Note:</b> Special characters may be valid for certain states. Refer to help text for the <i>Claiming Status</i> field in the <i>Update Deduction Data</i> option.</p>

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Employee Percentage	N	DEDPER	P 9,4			0	<p>If a percentage is to be deducted from this employee's pay check, enter it here. The percent you enter here will be deducted according to the <i>Frequency Code</i> (DEFREQ) you specify for the deduction code. The system uses the wage base specified on the deduction control to compute the deduction amount. If DEFREQ is left blank, the system will use the <i>Frequency Code</i> field (DCFREQ) on the Deduction Control file, PYPDC.</p> <p><b>Note:</b> If the deduction percent is identical for all employees who have this deduction, you may enter the deduction percent on the Deduction Control record (PYPDC).</p>
Employer Percentage	N	DECPER	P 9,4			0	<p>If the employer has an individual expense liability percentage for this employee's deduction, enter the percentage here. The percent you enter here will be deducted according to the <i>Frequency Code</i> (DEFREQ) you specify for the deduction code. The system uses the wage base specified on the deduction control to compute the deduction amount. If DEFREQ is left blank, the system will use the <i>Frequency Code</i> field (DCFREQ) on the Deduction Control file, PYPDC.</p> <p><b>Note:</b> If the employer's expense liability percent is identical for all employees who have this deduction, you may enter the deduction percent on the Deduction Control record (PYPDC).</p>
Take X Times	N	DETIME	P 5,0			0	Do not convert any date into this field. Infinium will maintain this field.
Taken X Times	N	DETAKN	P 5,0			0	Do not convert any date into this field. Infinium will maintain this field.
PMO Employee Deductions	N	DEPMDE	P 11,2			0	Enter the prior month dollar amount that was withheld from this employee for the specific deduction code in the field DEDEDC.

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
MTD Employee Deductions	N	DEMDDED	P 11,2			0	Enter the month-to-date dollar amount that was withheld from this employee for the specific deduction code in the field DEDEDC.
4PY Qtr Employee Deductions	Y	DEQ0DE	P 11,2			0	Enter the prior year 4th quarter dollar amount that was withheld from this employee for the specific deduction code in the field DEDEDC.
1ST Qtr Employee Deductions	Y	DEQ1DE	P 11,2			0	Enter the 1st quarter dollar amount that was withheld from this employee for the specific deduction code in the field DEDEDC.
2ND Qtr Employee Deductions	Y	DEQ2DE	P 11,2			0	Enter the 2nd quarter dollar amount that was withheld from this employee for the specific deduction code in the field DEDEDC.
3RD Qtr Employee Deductions	Y	DEQ3DE	P 11,2			0	Enter the 3rd quarter dollar amount that was withheld from this employee for the specific deduction code in the field DEDEDC.
4TH Qtr Employee Deductions	Y	DEQ4DE	P 11,2			0	Enter the 4th quarter dollar amount that was withheld from this employee for the specific deduction code in the field DEDEDC.
YTD Employee Deductions	Y	DEYDED	P 11,2			0	Enter the year-to-date dollar amount that was withheld from this employee for the specific deduction code in the field DEDEDC.
FYR Employee Deductions	Y	DEFDED	P 11,2			0	Enter the fiscal year-to-date dollar amount that was withheld from this employee for the specific deduction code in the field DEDEDC.

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
User Employee Deductions	N	DEXDED	P 11,2			0	<p>Infinium will maintain this field if you enter <b>1</b> in the <i>Updt User Inc/Ded</i> field (COXUPD) on the Employer Control record (PRPCO). The system will accumulate the dollar amounts associated with this deduction.</p> <p>The system automatically stores deduction data on a monthly, quarterly, and yearly basis. You can use this field to track employee deductions based on a different time period.</p> <p>This field is controlled by the user. The system will continue to accumulate these deduction totals until you clear the fields through the <i>Clear User Defined Data Fields</i> option in Infinium PY On-Request Reporting.</p> <p>Refer to your <i>Infinium PY Guide to Controls</i> “Setting up Employer Controls” and <i>Infinium HR/PY Technical Guide</i> “Customizing and Interface Considerations” for more information on updating user defined employee deductions.</p>
Last Year Employee Deductions	N	DEPDED	P 11,2			0	Enter the prior year dollar amount that was withheld from this employee for the specific deduction code in the field DEDEDC.
Lifetime Employee Deductions	N	DELEDED	P 11,2			0	Enter the lifetime dollar amount that was withheld from this employee for the specific deduction code in the field DEDEDC.
PMO Employer Deductions	N	DEPMDC	P 11,2			0	If applicable, enter the prior month employer liability deduction amount for this employee for the specific deduction code in the field DEDEDC.
MTD Employer Deductions	N	DEMDCD	P 11,2			0	If applicable, enter the month-to-date employer liability deduction amount for this employee for the specific deduction code in the field DEDEDC.



<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
4PY Qtr Employer Deductions	Y	DEQ0DC	P 11,2			0	If applicable, enter the prior year 4th quarter employer liability deduction amount for this employee for the specific deduction code in the field DEDEDC.
1ST Qtr Employer Deductions	Y	DEQ1DC	P 11,2			0	If applicable, enter the 1st quarter employer liability deduction amount for this employee for the specific deduction code in the field DEDEDC.
2ND Qtr Employer Deductions	Y	DEQ2DC	P 11,2			0	If applicable, enter the 2nd quarter employer liability deduction amount for this employee for the specific deduction code in the field DEDEDC.
3RD Qtr Employer Deductions	Y	DEQ3DC	P 11,2			0	If applicable, enter the 3rd quarter employer liability deduction amount for this employee for the specific deduction code in the field DEDEDC.
4TH Qtr Employer Deductions	Y	DEQ4DC	P 11,2			0	If applicable, enter the 4th quarter employer liability deduction amount for this employee for the specific deduction code in the field DEDEDC.
YTD Employer Deductions	Y	DEYDCD	P 11,2			0	If applicable, enter the year-to-date employer liability deduction amount for this employee for the specific deduction code in the field DEDEDC.
FYR Employer Deductions	Y	DEFDCD	P 11,2			0	If applicable, enter the fiscal year employer liability deduction amount for this employee for the specific deduction code in the field DEDEDC.

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
User Employer Deductions	N	DEXDCD	P 11,2			0	<p>Infinium will maintain this field if you enter <b>1</b> in the <i>Updt User Inc/Ded</i> field (COXUPD) on the Employer Control record (PRPCO). The system will accumulate the dollar amounts associated with this deduction.</p> <p>The system automatically stores deduction data on a monthly, quarterly, and yearly basis. You can use this field to track employer deductions based on a different time period.</p> <p>This field is controlled by the user. The system will continue to accumulate these deduction totals until you clear the fields through the <i>Clear User Defined Data Fields</i> option in Infinium PY On-Request Reporting.</p> <p>Refer to your <i>Infinium PY Guide to Controls</i> “Setting up Employer Controls” and <i>Infinium HR/PY Technical Guide</i> “Customizing and Interface Considerations” for more information on updating user defined employer deductions.</p>
Last Year Employer Deductions	N	DEPDCD	P 11,2			0	If applicable, enter the prior year employer liability deduction amount for this employee for the specific deduction code in the field DEDEDC.
Lifetime Employer Deductions	N	DELDCD	P 11,2			0	If applicable, enter the lifetime employer liability deduction amount for this employee for the specific deduction code in the field DEDEDC.
PMO Wage Base	N	DEPMBA	P 11,2			0	If applicable, enter the prior month income amount (wage base) that was used to calculate the correct deduction amount for this deduction for this employee.
MTD Wage Base	N	DEMBAS	P 11,2			0	If applicable, enter the month-to-date income amount (wage base) that was used to calculate the correct deduction amount for this deduction for this employee.

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
4PY Qtr Wage Base	Y	DEQ0BA	P 11,2			0	<p>If applicable, enter the prior year 4th quarter income amount (wage base) that was used to calculate the correct deduction amount for this deduction during the quarter for this employee.</p> <p><b>Note:</b> When a wage limit is reached for a deduction, such as unemployment or FICA, either before or during the quarter, the deduction amount may be calculated as zero, but the wage base will continue to be accumulated in this field.</p>
1ST Qtr Wage Base	Y	DEQ1BA	P 11,2			0	<p>If applicable, enter the 1st quarter income amount (wage base) that was used to calculate the correct deduction amount for this deduction during the quarter for this employee.</p> <p>See note for <i>4PY Qtr Wage Base</i>.</p>
2ND Qtr Wage Base	Y	DEQ2BA	P 11,2			0	<p>If applicable, enter the 2nd quarter income amount (wage base) that was used to calculate the correct deduction amount for this deduction during the quarter for this employee.</p> <p>See note for <i>4PY Qtr Wage Base</i>.</p>
3RD Qtr Wage Base	Y	DEQ3BA	P 11,2			0	<p>If applicable, enter the 3rd quarter income amount (wage base) that was used to calculate the correct deduction amount for this deduction during the quarter for this employee.</p> <p>See note for <i>4PY Qtr Wage Base</i>.</p>
4TH Qtr Wage Base	Y	DEQ4BA	P 11,2			0	<p>If applicable, enter the 4th quarter income amount (wage base) that was used to calculate the correct deduction amount for this deduction during the quarter for this employee.</p> <p>See note for <i>4PY Qtr Wage Base</i>.</p>

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
YTD Wage Base	Y	DEYBAS	P 11,2			0	<p>If applicable, enter the year-to-date income amount (wage base) that was used to calculate the correct deduction amount for this deduction for this employee.</p> <p>See note for <i>4PY Qtr Wage Base</i>.</p>
FYR Wage Base	Y	DEFBAS	P 11,2			0	<p>If applicable, enter the fiscal year-to-date income amount (wage base) that was used to calculate the correct deduction amount for this deduction for this employee.</p> <p>See note for <i>4PY Qtr Wage Base</i>.</p>
User Defined Wage Base	N	DEXBAS	P 11,2			0	<p>Infinium will maintain this field if you enter <b>1</b> in the <i>Updt User Inc/Ded</i> field (COXUPD) on the Employer Control record (PRPCO). The system will accumulate the dollar amounts associated with this deduction.</p> <p>The system automatically stores deduction data on a monthly, quarterly, and yearly basis. You can use this field to track employee deductions based on a different time period.</p> <p>This field is controlled by the user. The system will continue to accumulate these deduction totals until you clear the fields through the <i>Clear User Defined Data Fields</i> option in Infinium PY On-Request Reporting.</p> <p>Refer to your <i>Infinium PY Guide to Controls</i> “Setting up Employer Controls” and <i>Infinium HR/PY Technical Guide</i> “Customizing and Interface Considerations” for more information on updating user defined employee deductions.</p> <p>See note for <i>4PY Qtr Wage Base</i>.</p>

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Last Year Wage Base	N	DEPBAS	P 11,2			0	<p>If applicable, enter the prior year income amount (wage base) that was used to calculate the correct deduction amount for this deduction for this employee.</p> <p>See note for <i>4PY Qtr Wage Base</i>.</p>
Exemption Allowance	N	DEEXAL	P 11,2			0	<p>If this is a State or Local Tax Deduction, you may enter an exemption allowance to override the allowance from the applicable tax table. Leave this field blank to use the value from the tax table.</p> <p><b>Note:</b> For Mississippi, Missouri, and North Carolina this field represents the exemption amount claimed by the employee. Unless the employee claims no exemptions, the dollar value of his/her exemptions should be entered here.</p> <p><b>Note:</b> For Puerto Rico this is the additional credit allowances allowed from form 499R-4B, total allowance amount. This will not override the allowance from the applicable tax table. This allowance is an additional allowance amount to be added to the regular allowance amount before calculating tax from the applicable tax table.</p>

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
No Tax Status	N	DENTAX	A 1			Blank	<p>If the employee is to have tax withheld for this deduction, leave this field blank or enter <b>0</b>.</p> <p>If an employee should not have tax withheld, set this field to <b>1</b>. The system will not withhold tax but will update the wage base of the deduction.</p> <p>If an employee requests to have a flat amount or percentage of tax withheld, set this field to <b>1</b> and enter the <i>Employee Amount</i> field (DEDAMT) or <i>Employee Rate/Pct</i> field (DEDPER) on the <i>Update Deduction Data</i> function.</p> <p>If this employee is exempt from <b>*FWT</b> withholding and is considered a statutory employee, enter <b>1</b> to suppress withholding but still update the *FWT wage base. The system checks the Statutory field on the W-2 form and performs other necessary steps for statutory employees.</p> <p>If this employee is exempt from <b>*FWT</b> withholding and is not considered a statutory employee, enter <b>2</b> to suppress withholding but still update the *FWT wage base. The system does not check the Statutory field on the W-2 form or perform any other steps for statutory employees.</p>
Frequency Code	N	DEFREQ	A 1			Blank	<p>Leave this field blank if you want the system to default to the <i>Frequency Code</i> field (DCFREQ) on the Deduction Control record (PYPDC). You should enter a frequency in this field only if you want to override the frequency for a specific employee.</p>

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Wage Attachment Type	N	DEGARN	A 1			Blank	<p>Leave this field blank or enter <b>0</b> if this deduction is not a garnishment.</p> <p>Enter <b>1</b> in this field if this is a garnishment deduction.</p> <p>If this is a U.S. Federal Tax Levy deduction, enter <b>2</b> in this field.</p>
Wage Attachment State	N	DEGAST	A 3	STP		Blank	<p>If this is a wage attachment deduction, enter the wage attachment state code in this field. This entry will prompt the system to access the state garnishment table and the federal garnishment table and compare the two garnishment amounts. The system will take the garnishment deduction that is kinder to the employee (the lesser amount).</p> <p>The system will automatically default to the federal garnishment laws if this field is left blank.</p> <p>You must first create code values and descriptions in the <i>Update Employer Codes</i> option.</p>
Wage Claiming Status	N	DEGAHH	A 1			Blank	<p>This field is used for Federal Tax Levy deductions. If the employee qualifies for the “Head of Household” or “Sole Support Provider” according to some state garnishment rules, enter the appropriate value:</p> <p><b>1</b> Head of household employee.  <b>2</b> Single employee.  <b>3</b> Married/joint employee.  <b>4</b> Married/separate employee.  <b>Blank</b> Married/separate. This is the default value.</p>
Wage Exemptions	N	DEGAEX	S 2,0			0	<p>This field is applicable for Federal Tax Levy deductions. Use this field to enter additional exemptions for Federal Tax Levy calculations.</p>

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
G/L Account Number	N	DEACCT	A 36			Blank	<p>If applicable, you may enter an override General Ledger Liability account number or account number mask for the employee amount for this deduction code. The system uses a hierarchy to resolve general ledger account numbers. If no employee specific override is needed, leave this field blank.</p> <p><b>Note:</b> Before making a decision to enter all or a portion of the liability account in this field, you should refer to your <i>Infinium HR/PY Technical Guide</i> “Period Ending Functions” and <i>Infinium PY Guide to Management Functions</i> “Closing to General Ledger” for information on setting up general ledger accounts in Infinium PY.</p>
Information	N	DEINFO	A 15			Blank	This is an optional field that can be used to include any additional information needed for this deduction.
EE Prior Cycle Amount	N	DEPCEE	P 11,2			0	Do not enter any data in this field.
ER Prior Cycle Amount	N	DEPCER	P 11,2			0	Do not enter any data into this field.
Prior Cycle Wage Base	N	DEPCBA	P 11,2			0	Do not enter any data into this field.
Arrears Amount	N	DEAAMT	P 11,2			0	<p>To default to the arrears recovery amount specified on the deduction control, leave this field blank.</p> <p>If an employee override is needed, enter the dollar amount you want to recover from arrears. If you enter an amount here, the <i>Arrears Percentage</i> field (DEAPER) must be blank.</p>



<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Arrears Percentage	N	DEAPER	P 9,4			0	To default to the arrears recovery percent specified on the deduction control, leave this field blank.  If an employee override is needed, enter the percentage you want to recover from arrears. If you enter an amount here, the <i>Arrears Amount</i> field (DEAAMT) must be blank.
Prior Fiscal EE	N	DEFFYR	P 11,2			0	If applicable, enter the prior fiscal year employee liability deduction amount for this employee for the specific deduction code in the field DEDEDC.
Prior Fiscal ER	N	DEDFYR	P 11,2			0	If applicable, enter the prior fiscal year employer liability deduction amount for this employee for the specific deduction code in the field DEDEDC.
Prior Fiscal Wage Base	N	DEDFBS	P 11,2			0	If applicable, enter the prior fiscal year income amount (wage base) that was used to calculate the correct deduction amount for this deduction for this employee.  <b>Note:</b> When a wage limit is reached for a deduction, such as unemployment or FICA, the deduction amount may be calculated as zero, but the wage base will continue to be accumulated in this field.
Case Number	N	DECASE	A 20			Blank	This field is not currently used by the system.

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Child Sup. Pmt. Type/*U or Flg	N	DECSPT	P 1,0			0	<p>This field is used for <b>*UOR</b> deductions. Enter the health insurance code for the employee's coverage.</p> <p>Valid values are:</p> <ul style="list-style-type: none"> <li>1 No coverage is available.</li> <li>2 Employee declined coverage.</li> <li>3 Employee only is covered.</li> <li>4 Employee and dependents are covered.</li> </ul>
401K EE/ER Group	N	DELGRP	A 5	DRG		Blank	<p>This field is used in applying limits to a group of deductions such as 401k deductions that have a combined Federal Limit. You may use this field if you want to override the limit group that you may have entered on the Deduction Control record (PYPDC).</p> <p>You must first create code values and descriptions in the <i>Update Employer Codes</i> option.</p> <p>Refer to your <i>Infinium PY Guide to Controls</i> "Setting Up Controls for Flat Amount Deductions" for information on the use of Limit Groups.</p>
Plan Code 01	N	DECDE1	A 5			Blank	Do not enter any data in this field. This field is not currently used.
02 Code Type	N	DECDE2	A 5			Blank	Do not enter any data in this field. This field is not currently used.
03 Code Type	N	DECDE3	A 5			Blank	Do not enter any data in this field. This field is not currently used.
DFT STA/LCL Tax LCN	N	DESLTL	A 5			Blank	<p>This field is used for MultiTax Processing.</p> <p>If your organization will be implementing MultiTax Processing, refer to the "Conversion" chapter in your <i>Infinium PY Guide to Multiple Tax ID Processing</i>.</p>

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Start STA/LCL LCN	N	DESSLT	A 5			Blank	See <i>DFT STA/LCL Tax LCN</i> description.
Prior Year STA/LCL LCN	N	DEPSLT	A 5			Blank	See <i>DFT STA/LCL Tax LCN</i> description.
Current XVR STA/LCL	N	DEXVR	P 1,0			0	See <i>DFT STA/LCL Tax LCN</i> description.
Prior Year XVR STA/LCL	N	DEPXVR	P 1,0			0	See <i>DFT STA/LCL Tax LCN</i> description.
Future Use Numeric 1	N	DEFUN1	P 11,2			0	This field is reserved for future Infinium use. Do not enter any data in this field.
Future Use Numeric 2	N	DEFUN2	P 11,2			0	This field is reserved for future Infinium use. Do not enter any data in this field.
User Defined Code 2	N	DEFUC1	A 5			Blank	This field is reserved for future Infinium use. Do not enter any data in this field.
Future Use Code 2	N	DEFUC2	A 5			Blank	This field is reserved for future Infinium use. Do not enter any data in this field.
Num Dependents	N	DENEXD	P 3,0			0	This field is reserved for future Infinium use. Do not enter any data in this field.
Reciprocity (Y/N)	N	DERECP	A 1			Blank	This field is reserved for future Infinium use. Do not enter any data in this field.

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Employer Liab Acct - CR	N	DEACCE	A 36			Blank	<p>If applicable, you may enter an override General Ledger Employer Liability account number or account number mask for the employer amount for this deduction code. The system uses a hierarchy to resolve general ledger account numbers. If no employee specific override is needed, leave this field blank.</p> <p><b>Note:</b> Before making a decision to enter all or a portion of the employer liability account in this field, you should refer to your <i>Infinium HR/PY Technical Guide</i> “Period Ending Functions” and <i>Infinium PY Guide to Management Functions</i> “Closing to General Ledger” for information on setting up general ledger accounts in Infinium PY.</p>
Employer Expense Acct - DR	N	DEACCD	A 36			Blank	<p>If applicable, you may enter an override General Ledger Employer Expense account number or account number mask for the employer amount for this deduction code. The system uses a hierarchy to resolve general ledger account numbers. If no employee specific override is needed, leave this field blank.</p> <p><b>Note:</b> Before making a decision to enter all or a portion of the employer expense account in this field, you should refer to your <i>Infinium HR/PY Technical Guide</i> “Period Ending Functions” and <i>Infinium PY Guide to Management Functions</i> “Closing to General Ledger” for information on setting up general ledger accounts in Infinium PY.</p>

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Recpr Code (0, 1, 2)	N	DERECC	A 1			Blank	<p>Leave this field blank if this is not a *S__ deduction, or if this is a *S__ deduction and the reciprocity value on the deduction control should be used as a default.</p> <p>If the reciprocity value on the deduction control should be overridden at the employee level, enter one of the following values:</p> <p><b>Blank</b>    Use the value found on the standard reciprocal table  <b>1</b>        Take the full home state tax amount  <b>2</b>        Take the difference between the home and work state calculated tax, if any.</p>
Internal Seq	N	DEISEQ	P 3,0			0	This field is reserved for future Infinium use. Do not enter any data in this field.
EE Deduct Liab Page-CR	N	DEEPGC	P 9,0			0	This field is reserved for future Infinium use. Do not enter any data in this field.
Employer Expense Page - DR	N	DERPGD	P 9,0			0	This field is reserved for future Infinium use. Do not enter any data in this field.
Employer Liab Page - CR	N	DERPGC	P 9,0			0	This field is reserved for future Infinium use. Do not enter any data in this field.
Take Additional Tax Withhold	N	DEATAX	A 1			Blank	This field is reserved for future Infinium use. Do not enter any data in this field.

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Income Group	N	DEIGRP	A 5	IRG		Blank	<p>Leave blank to use the income <i>Limit Group</i> (DCIGRP) specified on the Deduction Control record for this deduction.</p> <p>If applicable, enter an override income limit group code to be used by this specific employee. You must first create code values and descriptions in the <i>Update Employer Codes</i> option.</p>
Use *FWT Wage Base for Inc	N	DEUFWT	A 1			Blank	<p>Through this field you can specify the compensation (or wage base) to be used when calculating the employer limit amount. You can determine the employee's compensation by using the wage base found on the employee's *FWT deduction record or by using the income reporting group specified in the <i>Income Group</i> field (DEIGRP).</p> <p>This field can be used for limiting employer contributions to 401K plans. See the <i>Infinium PY Guide to Controls</i> "Setting Up Controls for Flat Amount Deductions."</p> <p>Valid values are:</p> <p><b>0, blank</b>      Do not use *FWT wage base for income  <b>1</b>              Use *FWT wage base for income</p> <p><b>Note:</b> If this field is set to <b>1</b>, then the value in the <i>Income Limit Type</i> field (DEILIT) must be <b>3</b>, for annual limit.</p>
Income Limit Amount	N	DEILIM	P 11,2			<b>0</b>	<p>Leave blank to use the Income limit amount specified on the Deduction Control record for this deduction. For example, for the year 1995 the standard upper limit of wages on which employers can make 401K contributions is \$150,000 per employee.</p> <p>Otherwise, specify the amount of total compensation required to stop the employer and employee contributions for this specific employee.</p>

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
401K EE/ER Group	N	DEGRP2	A 5			Blank	This field is reserved for future Infinium use. Do not enter any data in this field.
Employee Limit Amount 2	N	DEDLM2	P 11,2			0	This field is reserved for future Infinium use. Do not enter any data in this field.
Employer Limit Amount 2	N	DECLM2	P 11,2			0	This field is reserved for future Infinium use. Do not enter any data in this field.
Employee Limit Percent	N	DEDLMP	P 5,4			0	This field is reserved for future Infinium use. Do not enter any data in this field.
Employer Limit Percent	N	DECLMP	P 5,4			0	This field is reserved for future Infinium use. Do not enter any data in this field.
Employee Limit Bal 2	N	DEDBL2	P 11,2			0	This field is reserved for future Infinium use. Do not enter any data in this field.
Employer Limit Bal 2	N	DECBL2	P 11,2			0	This field is reserved for future Infinium use. Do not enter any data in this field.
Limit Group 3	N	DEGRP3	A 5			Blank	This field is reserved for future Infinium use. Do not enter any data in this field.
Employee Limit Amount 3	N	DEDLM3	P 11,2			0	This field is reserved for future Infinium use. Do not enter any data in this field.
Employer Limit Bal 3	N	DECLM3	P 11,2			0	This field is reserved for future Infinium use. Do not enter any data in this field.
Employee Limit Bal 3	N	DEDBL3	P 11,2			0	This field is reserved for future Infinium use. Do not enter any data in this field.

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Employer Limit Bal 3	N	DECBL3	P 11,2			0	This field is reserved for future Infinium use. Do not enter any data in this field.
Future Use 1	N	DEFUT1	A 5			Blank	This field is reserved for future Infinium use. Do not enter any data in this field.
Blind/Age & Allow	N	DEFUT2	A 3			Blank	Use this field for U.S. Federal tax levy deductions for employees who qualify for the age (over 65) and/or blindness exemption.  Enter <b>1</b> for head of household or single employees. Enter <b>2</b> for married/joint or married/separate employees or qualifying widow(er). Otherwise, leave this field blank.
Future Use 3	N	DEFUT3	A 1			Blank	This field is reserved for future Infinium use. Do not enter any data in this field.
Future Use Numeric	N	DEFUTN	P 11,2			0	This field is reserved for future Infinium use. Do not enter any data in this field.
User Defined	N	DEUSR1	A 5			Blank	This field is for custom usage. It is not currently displayed on screens, but may be made available in a future release.
User Defined Numeric	N	DEUSRN	P 11,2			0	This field is for custom usage. It is not currently displayed on screens, but may be made available in a future release.
Take Addnl W/H Supl Pay	N	DESUP	A 1			Blank	This field is reserved for future Infinium use. Do not enter any data in this field.



<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Income Limit Type	N	DEILIT	A 1			Blank	<p>Leave this field blank to use the limit type specified on the deduction control for this deduction for employer contributions.</p> <p>Otherwise, enter the limit type to be used with the employee specific income limit amount entered on this record in the <i>Income Limit Amount</i> field (DEILIM).</p> <p>Valid values are:</p> <p>0      Check limit  1      Monthly limit  2      Quarterly limit  3      Annual limit</p> <p><b>Note:</b> If the <i>Use *FWT Wage Base for Inc</i> field (DEUFWT) is set to 1, then the value in this field must be 3 for annual limit.</p>
EE Limit Type	N	DEDLIT	A 1			Blank	This field is reserved for future Infinium use. Do not enter any data in this field.
ER Limit Type	N	DECLIT	A 1			Blank	This field is reserved for future Infinium use. Do not enter any data in this field.
EE Limit Type 2	N	DEDLT2	A 1			Blank	This field is reserved for future Infinium use. Do not enter any data in this field.
ER Limit Type 2	N	DECLT2	A 1			Blank	This field is reserved for future Infinium use. Do not enter any data in this field.
Future Use 4	N	DEFUT4	A 3			Blank	This field is reserved for future Infinium use. Do not enter any data in this field.

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Future Use 5	N	DEFUT5	A 5			Blank	This field is reserved for future Infinium use. Do not enter any data in this field.

## CONVERSION COMPARISON CHART EMPLOYEE DIRECT DEPOSIT FILE – PYPDD

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Employer Number	Y	DDER	A 3				Enter the employer code. This is the same as the PRER field.
Employee Number	Y	DDEN	A 9				Enter the employee number. This is the same as the PREN field.
Deduction Code	Y	DDDEDC	A 5				<p>Enter the code that identifies this deduction. The code you enter here must match the deduction code on the Deduction Control record (PYPDC).</p> <p>Employees must have a record in PYPDE for each direct deposit deduction that is to be taken. The corresponding PYPDD record supplements the PYPDE record with direct deposit information.</p> <p><b>Note:</b> Only deductions that have been indicated as direct deposit deductions are valid here. Direct deposit deductions are indicated by a value of <b>1</b> in the <i>Direct Deposit</i> field (DCDIRD) of the Deduction Control record.</p>
C-Checking, S-Saving	Y	DDTYPE	A 1			Blank	<p>Use this field to enter the value that indicates whether this deduction is a checking account or a savings account type of direct deposit.</p> <p>This field is used by U.S. employers only. Canadian employers should leave this field blank.</p> <p>Valid values are:</p> <p><b>C</b>     Deposits go into a checking account  <b>S</b>     Deposits go into a savings account</p>

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Account Number	Y	DDACT	A 18			Blank	Use this field to indicate the employee's bank account number. This is the account number that will receive the direct deposit.
Bank Name	N	DDBNAM	A 20			Blank	Use this field to enter the name of the bank where the employee has the bank account.
(Pre-note) Date - HYF	N	DDATH	S 6,0			0	<p>Use this field to indicate the date on which a pre-note transaction was generated to be sent to the bank.</p> <p>This field is used by U.S. employers only. Canadian employers should leave this field zero.</p> <p>When initially converting direct deposit information, you may want to leave this field zero. You can then use the initial pre-note function to update this field and generate pre-note transactions for all employees. Select Infinium PY Menu Level 1 <i>Direct Deposit Operations</i>, Menu Level 2 <i>NACHA Functions (USA)</i>, Menu Level 3 <i>Create NACHA Pre-Note Data</i>.</p> <p><b>Note:</b> Use the data routine in the conversion program CVGM02 to convert your 6-digit pre-note date to the 3 <i>Pre-Note Date</i> fields (8-Digit, HYF, and Edited) required by Infinium. All 3 date fields must be entered.</p>
(Pre-note) Date - E	N	DDDATE	A 10			Blank	See <i>(Pre-note) Date - HYF</i> description.
(Pre-note) Date - 8	N	DDDAT8	P 8,0			0	See <i>(Pre-note) Date - HYF</i> description.
Transit Number	Y	DDTRAN	P 9,0			0	<p>Use this field to enter the transit or ABA number needed to identify the bank where the employee's direct deposit is sent.</p> <p><b>Note:</b> For U.S. employers, this number must include the required check digit in the last position of the number.</p>

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Pre-note Sent	N	DDFLAG	A 1			Blank	This field is not currently being used by the system.
NACHA Format	Y	DDNACH	A 1			Blank	<p>Use this field to indicate whether this direct deposit deduction is to be included when extracting data for NACHA processing.</p> <p>This field is used by U.S. employers only. Canadian employers should leave this field blank.</p> <p>The valid values are:</p> <p><b>0</b>      The deduction is not a NACHA related deduction. Do not include this deduction when running the NACHA function <i>Extract Clearing House Data</i>.</p> <p><b>1</b>      The deduction is a NACHA related deduction and should be included when running the NACHA function <i>Extract Clearing House Data</i>.</p>
Transit Code	N	DDTFCD	A 5			Blank	<p>If you are maintaining the Direct Deposit Transit Table file (PYPTF), use this field to enter the code value associated with a specific bank name and transit/ABA number.</p> <p><b>Note:</b> You must create transit table entries before putting a value in this field. To create transit table entries, select Infinium PY Menu Level 1 <i>Direct Deposit Operations</i>, Menu Level 2 <i>NACHA Functions (USA)</i>, Menu Level 3 <i>Update D.D. Transit Table</i>.</p>

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Originator Code	Y	DDORIG	A 5			Blank	<p>Use this field to enter the code that represents the organization from which the direct deposit tape originates.</p> <p>This field is used by Canadian employers only. U.S. Employers should leave this field blank.</p> <p><b>Note:</b> You must first create code values in the Direct Deposit Originator's file (PYPOI). To create Originator table values, select Infinium PY Menu Level 1 <i>Direct Deposit Operations</i>, Menu Level 2 <i>Direct Deposit Functions (CAN)</i>, Menu Level 3 <i>Update D.D. Originator Table</i>.</p>
Reference Number	Y	DDREFN	A 19			Blank	<p>Use this field to enter a reference number to be included when sending transactions for this deduction.</p> <p>This field is used by Canadian employers only. U.S. Employers should leave this field blank.</p> <p><b>Note:</b> Enter a value here only if the value entered for the <i>Ref. Number Usage</i> field (OIREFU) is <b>4</b> on the Originator record (PYPOI) associated with the value in the <i>Originator Code</i> field (DDORIG).</p>
Payment Type	Y	DDPAYT	P 3,0			0	<p>Use this field to enter the number that represents the type of payment being processed. This is required by both RBC (Royal Bank of Canada) and CPA (Canadian Payment Association).</p> <p>This field is used by Canadian employers only. U.S. employers should leave this field zero.</p> <p><b>Note:</b> A value entered here will override the value entered for field <i>Def. Payment Type</i> field (OIPAYT) on the Originator record (PYPOI) associated with the value in the <i>Originator Code</i> field (DDORIG). For payroll deposits the number should be 200.</p>

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Language Code	Y	DDLANG	A 1			Blank	<p>If applicable, enter a value in this field to override the <i>Default Language</i> (OILANG) on the Originator record (PYPOI). You enter the language type code if the value in the <i>Tape Format</i> field (OIFMT) is <b>RBC</b> on the Originator record (PYPOI) associated with the value in the <i>Originator Code</i> field (DDORIG).</p> <p>This field is used by Canadian employers only. U.S. Employers should leave this field blank.</p> <p>Valid values are:</p> <p><b>E</b>        English  <b>F</b>        French  <b>Blank</b>    Use the default language in the Originator record (PYPOI)</p>

Notes



## CONVERSION COMPARISON CHART

### EMPLOYEE UNEMPLOYMENT DEDUCTION FILE – PYPDU (U.S. only)

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Employer Number	Y	DUER	A 3				Enter the employer code. This is the same as the PRER field.
Employee Number	Y	DUEN	A 9				Enter the employee number. This is the same as the PREN field.
Deduction Code	Y	DUEDDC	A 5				<p>This information is used by U.S. Employers for *U__ unemployment deductions tax reporting.</p> <p>Enter the code that identifies this employee's *U__ deduction. The code you enter here must match the deduction code on the Deduction Control record (PYPDC).</p>
Cycle Wage Base	N	DUCBAS	P 11,2			0	Do not enter any value in this field. The system will update this field when you process a payroll cycle.
PMO Wage Base	N	DUPMBA	P 11,2			0	<p>If applicable, enter the prior month wage base for this employee for the specific deduction code in the field DUEDDC.</p> <p>See <i>1st Qtr Wage Base</i> description on page 9-3.</p>
MTD Wage Base	N	DUMBAS	P 11,2			0	<p>If applicable, enter the month-to-date wage base for this employee for the specific deduction code in the field DUEDDC.</p> <p>Program CVGM02 initializes this field from the corresponding field (DEMBAS) in file PYPDE.</p> <p>See <i>1st Qtr Wage Base</i> description on page 9-3.</p>

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
4PY Qtr Wage Base	N	DUQ0BA	P 11,2			0	<p>If applicable, enter the prior year 4th quarter wage base for this employee for the specific deduction code in the field DUDEDC.</p> <p>Program CVGM02 initializes this field from the corresponding field (DEQ0BA) in file PYPDE.</p> <p>See <i>1st Qtr Wage Base</i> description on page 9-3.</p>

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
1st Qtr Wage Base	Y	DUQ1BA	P 11,2			0	<p>This information is used by U.S. Employers for *U__ unemployment deductions tax reporting. This field contains the taxable wage base. To match the way Infinium cycle processing stores the taxable wage base data, convert data into this field as follows:</p> <p>If this employee has not met the wage limit for this state's *U__ unemployment deduction, convert the taxable wage base field from your current system as is.</p> <p>If the wage limit for this state's *U__ unemployment deduction has been met, place the maximum wage limit value for this state into the taxable wage base field.</p> <p><b>Note:</b> Once the wage limit for the state's *U__ unemployment deduction has been met, Infinium programs will no longer increment the taxable wage base field. If the maximum wage limit is met during a quarter, the amount of wages needed to meet the limit should be entered in that quarter.</p> <p>For example, if the maximum wage limit is 7000, and the employee is paid 6000 each quarter, then quarter 1 will contain 6000, quarter 2 will contain 1000, quarters 3 and 4 will contain 0, and the year-to-date wage base will contain 7000.</p> <p>Program CVGM02 initializes this field from the corresponding field (DEQ1BA) in file PYPDE and then compares the value against the unemployment wage limit on the associated state tax table, to determine if the amount in the DUQxBA field should be adjusted.</p>
2nd Qtr Wage Base	Y	DUQ2BA	P 11,2			0	See <i>1st Qtr Wage Base</i> description.
3rd Qtr Wage Base	Y	DUQ3BA	P 11,2			0	See <i>1st Qtr Wage Base</i> description.

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
4th Qtr Wage Base	Y	DUQ4BA	P 11,2			0	See <i>1st Qtr Wage Base</i> description.
YTD Wage Base	Y	DUYBAS	P 11,2			0	Enter the year-to-date wage base amount for this employee for the specific deduction code in the field DUDEDC.  Program CVGM02 initializes this field from the corresponding field (DEYBAS) in file PYPDE.  See <i>1st Qtr Wage Base</i> description.
FYR Wage Base	N	DUFBAS	P 11,2			0	Enter the fiscal year wage base amount for this employee for the specific deduction code in the field DUDEDC.  Program CVGM02 initializes this field from the corresponding field (DEFBAS) in file PYPDE.  See <i>1st Qtr Wage Base</i> description.

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
User-Defined Wage Base	N	DUXBAS	P 11,2			0	<p>Infinium will maintain this field if you enter <b>1</b> in the field COXUPD on the Employer Control record (PRPCO). The system will accumulate the dollar amounts associated with this deduction. The system automatically stores deduction data on a monthly, quarterly, and yearly basis.</p> <p>You can use this field to track employee deductions based on a different time period. This field is controlled by the user. The system will continue to accumulate these deduction totals until you clear the fields through the <i>Clear User Defined Data Fields</i> option in Infinium PY On-Request Reporting.</p> <p>Refer to your <i>Infinium PY Guide to Controls</i> “Setting up Employer Controls” and <i>Infinium HR/PY Technical Guide</i> “Customizing and Interface Considerations” for more information on updating user defined employee deductions.</p> <p>Program CVGM02 initializes this field from the corresponding field (DEXBAS) in file PYPDE.</p> <p>See <i>1st Qtr Wage Base</i> description.</p>
Last Yr Wage Base	N	DUPBAS	P 11,2			0	<p>Enter the prior year wage base amount for this employee for the specific deduction code in the field DUDEDC.</p> <p>Program CVGM02 initializes this field from the corresponding field (DEPBAS) in file PYPDE.</p> <p>See <i>1st Qtr Wage Base</i> description.</p>

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Weeks Worked Quarter 0	Y	DUWW0	P 2,0			0	<p>Enter the number of weeks this employee worked in the prior year 4th quarter. This information should be the same as the field PYWW0, if the employee worked in only one state.</p> <p><b>Note:</b> Program CVGM02 initializes this field with the value from the corresponding field (PYWW0) in file PYPMS. It may be necessary to adjust the value if the employee worked in more than one state.</p>
Weeks Worked Quarter 1	Y	DUWW1	P 2,0			0	<p>Enter the number of weeks this employee worked in the 1st quarter. This information should be the same as the field PYWW1, if the employee worked in only one state.</p> <p>See note for <i>Weeks Worked Quarter 0</i>.</p>
Weeks Worked Quarter 2	Y	DUWW2	P 2,0			0	<p>Enter the number of weeks this employee worked in the 2nd quarter. This information should be the same as the field PYWW2, if the employee worked in only one state.</p> <p>See note for <i>Weeks Worked Quarter 0</i>.</p>
Weeks Worked Quarter 3	Y	DUWW3	P 2,0			0	<p>Enter the number of weeks this employee worked in the 3rd quarter. This information should be the same as the field PYWW3, if the employee worked in only one state.</p> <p>See note for <i>Weeks Worked Quarter 0</i>.</p>
Weeks Worked Quarter 4	Y	DUWW4	P 2,0			0	<p>Enter the number of weeks this employee worked in the 4th quarter. This information should be the same as the field PYWW4, if the employee worked in only one state.</p> <p>See note for <i>Weeks Worked Quarter 0</i>.</p>

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Prior Fiscal Base	N	DUPFBS	P 11,2			0	Enter the prior fiscal year wage base amount for this employee for the specific deduction code in the field DUDEDC.
Multiple Federal ID Detail	N	DUMDL	P 1,0			0	This field is used for MultiTax Processing.  If your organization will be implementing MultiTax Processing, refer to the “Conversion” chapter in your <i>Infinium PY Guide to Multiple Tax ID Processing</i> .
Multiple State ID Detail	N	DUMSLT	P 1,0			0	See <i>Multiple Federal ID Detail</i> description.
Tax Company	N	DUTO	A 5			Blank	See <i>Multiple Federal ID Detail</i> description.
State/Local Tax Location	N	DUSLTL	A 5			Blank	See <i>Multiple Federal ID Detail</i> description.
Unemp Wrkd 12th of Mo 1	N	DUU1	A 1			Blank	Use this field to indicate whether the employee was employed on the 12th of the calendar month. This field is used in ICESA related reporting.  Valid values are:  <b>1</b> Employed on the 12th of the month Blank    Not employed on the 12th of the month
Unemp Wrkd 12th of Mo 2	N	DUU2	A 1			Blank	See <i>Unemp Wrkd 12th of Mo 1</i> .
Unemp Wrkd 12th of Mo 3	N	DUU3	A 1			Blank	See <i>Unemp Wrkd 12th of Mo 1</i> .
Unemp Wrkd 12th of Mo 4	N	DUU4	A 1			Blank	See <i>Unemp Wrkd 12th of Mo 1</i> .
Unemp Wrkd 12th of Mo 5	N	DUU5	A 1			Blank	See <i>Unemp Wrkd 12th of Mo 1</i> .
Unemp Wrkd 12th of Mo 6	N	DUU6	A 1			Blank	See <i>Unemp Wrkd 12th of Mo 1</i> .

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Unemp Wrkd 12th of Mo 7	N	DUU7	A 1			Blank	See <i>Unemp Wrkd 12th of Mo 1</i> .
Unemp Wrkd 12th of Mo 8	N	DUU8	A 1			Blank	See <i>Unemp Wrkd 12th of Mo 1</i> .
Unemp Wrkd 12th of Mo 9	N	DUU9	A 1			Blank	See <i>Unemp Wrkd 12th of Mo 1</i> .
Unemp Wrkd 12th of Mo 10	N	DUU10	A 1			Blank	See <i>Unemp Wrkd 12th of Mo 1</i> .
Unemp Wrkd 12th of Mo 11	N	DUU11	A 1			Blank	See <i>Unemp Wrkd 12th of Mo 1</i> .
Unemp Wrkd 12th of Mo 12	N	DUU12	A 1			Blank	See <i>Unemp Wrkd 12th of Mo 1</i> .
Unemp Wrkd 12th of Mo 13	N	DUU13	A 1			Blank	See <i>Unemp Wrkd 12th of Mo 1</i> .
Unemp Wrkd 12th of Mo 14	N	DUU14	A 1			Blank	See <i>Unemp Wrkd 12th of Mo 1</i> .
Unemp Wrkd 12th of Mo 15	N	DUU15	A 1			Blank	See <i>Unemp Wrkd 12th of Mo 1</i> .
State Specific Wkskwd Prv Q4	N	DUSWW0	P 3,0			0	Used for New Jersey unemployment reporting. For employees that meet the state requirements for weeks worked, enter the weeks worked for the prior year 4th quarter for the specific deduction code in the field DUDEDC.
State Specific Wkskwd Q1	N	DUSWW1	P 3,0			0	Used for New Jersey unemployment reporting. For employees that meet the state requirements for weeks worked, enter the weeks worked for the 1st quarter for the specific deduction code in the field DUDEDC.
State Specific Wkskwd Q2	N	DUSWW2	P 3,0			0	Used for New Jersey unemployment reporting. For employees that meet the state requirements for weeks worked, enter the weeks worked for the 2nd quarter for the specific deduction code in the field DUDEDC.



<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
State Specific Wkswkd Q3	N	DUSWW3	P 3,0			0	Used for New Jersey unemployment reporting. For employees that meet the state requirements for weeks worked, enter the weeks worked for the 3rd quarter for the specific deduction code in the field DUDEDC.
State Specific Wkswkd Q4	N	DUSWW4	P 3,0			0	Used for New Jersey unemployment reporting. For employees that meet the state requirements for weeks worked, enter the weeks worked for the 4th quarter for the specific deduction code in the field DUDEDC.
State Spec Hrswwkd Prv Q4	N	DUSHW0	P 6,2			0	If applicable, enter the number of hours this employee worked in the prior year 4th quarter for the specific deduction code in the field DUDEDC.
State Specific Hrswwkd Q1	N	DUSHW1	P 6,2			0	If applicable, enter the number of hours this employee worked in the 1st quarter for the specific deduction code in the field DUDEDC.
State Specific Hrswwkd Q2	N	DUSHW2	P 6,2			0	If applicable, enter the number of hours this employee worked in the 2nd quarter for the specific deduction code in the field DUDEDC.
State Specific Hrswwkd Q3	N	DUSHW3	P 6,2			0	If applicable, enter the number of hours this employee worked in the 3rd quarter for the specific deduction code in the field DUDEDC.
State Specific Hrswwkd Q4	N	DUSHW4	P 6,2			0	If applicable, enter the number of hours this employee worked in the 4th quarter for the specific deduction code in the field DUDEDC.
Future Use 4	N	DUFUT4	A 3			Blank	Do not enter any value in this field. Infinium will maintain this field. It is not used at the present time.

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Future Use 5	N	DUFUT5	A 5			Blank	Do not enter any value in this field. Infinium will maintain this field. It is not used at the present time.
Fut Use-Weeks Worked-Prv Q1	N	DUWW6	P 3,0			0	Enter the number of weeks this employee worked in the prior year quarter 1. This field is populated when the calendar year is closed, but is not currently used for other processing.
Fut Use-Weeks Worked-Prv Q2	N	DUWW7	P 3,0			0	Enter the number of weeks this employee worked in the prior year quarter 2. This field is populated when the calendar year is closed, but is not currently used for other processing.
Fut Use-Weeks Worked-Prv Q3	N	DUWW8	P 3,0			0	Enter the number of weeks this employee worked in the prior year quarter 3. This field is populated when the calendar year is closed, but is not currently used for other processing.
Future-State Spec WW-Prv Q1	N	DUSWW6	P 3,0			0	Used for New Jersey unemployment reporting. For employees that meet the state requirements for weeks worked, enter the weeks worked for the prior year 1st quarter for the specific deduction code in the field DUDEDC. This field is populated when the calendar year is closed, but is not currently used for other processing.
Future-State Spec WW-Prv Q2	N	DUSWW7	P 3,0			0	Used for New Jersey unemployment reporting. For employees that meet the state requirements for weeks worked, enter the weeks worked for the prior year 2nd quarter for the specific deduction code in the field DUDEDC. This field is populated when the calendar year is closed, but is not currently used for other processing.

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Future-State Spec WW-Prv Q3	N	DUSWW8	P 3,0			0	Used for New Jersey unemployment reporting. For employees that meet the state requirements for weeks worked, enter the weeks worked for the prior year 3rd quarter for the specific deduction code in the field DUDEDC. This field is populated when the calendar year is closed, but is not currently used for other processing.
Future-State Spec HR-Prv Q1	N	DUSHW6	P 6,2			0	If applicable, enter the number of hours this employee worked in the prior year 1st quarter for the specific deduction code in the field DUDEDC. This field is populated when the calendar year is closed, but is not currently used for other processing.
Future-State Spec HR-Prv Q2	N	DUSHW7	P 6,2			0	If applicable, enter the number of hours this employee worked in the prior year 2nd quarter for the specific deduction code in the field DUDEDC. This field is populated when the calendar year is closed, but is not currently used for other processing.
Future-State Spec HR-Prv Q3	N	DUSHW8	P 6,2			0	If applicable, enter the number of hours this employee worked in the prior year 3rd quarter for the specific deduction code in the field DUDEDC. This field is populated when the calendar year is closed, but is not currently used for other processing.
Unemp Wrkd 12th of Mo. 16	N	DUU16	A 1			Blank	See <i>Unemp Wrkd 12th of Mo 1</i> . This field is used for month 1 of the prior year. This field is populated when the calendar year is closed, but is not currently used for other processing.
Unemp Wrkd 12th of Mo. 17	N	DUU17	A 1			Blank	See <i>Unemp Wrkd 12th of Mo 1</i> . This field is used for month 2 of the prior year. This field is populated when the calendar year is closed, but is not currently used for other processing.
Unemp Wrkd 12th of Mo. 18	N	DUU18	A 1			Blank	See <i>Unemp Wrkd 12th of Mo 1</i> . This field is used for month 3 of the prior year. This field is populated when the calendar year is closed, but is not currently used for other processing.

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Unemp Wrkd 12th of Mo. 19	N	DUU19	A 1			Blank	See <i>Unemp Wrkd 12th of Mo 1</i> . This field is used for month 4 of the prior year. This field is populated when the calendar year is closed, but is not currently used for other processing.
Unemp Wrkd 12th of Mo. 20	N	DUU20	A 1			Blank	See <i>Unemp Wrkd 12th of Mo 1</i> . This field is used for month 5 of the prior year. This field is populated when the calendar year is closed, but is not currently used for other processing.
Unemp Wrkd 12th of Mo. 21	N	DUU21	A 1			Blank	See <i>Unemp Wrkd 12th of Mo 1</i> . This field is used for month 6 of the prior year. This field is populated when the calendar year is closed, but is not currently used for other processing.
Unemp Wrkd 12th of Mo. 22	N	DUU22	A 1			Blank	See <i>Unemp Wrkd 12th of Mo 1</i> . This field is used for month 7 of the prior year. This field is populated when the calendar year is closed, but is not currently used for other processing.
Unemp Wrkd 12th of Mo. 23	N	DUU23	A 1			Blank	See <i>Unemp Wrkd 12th of Mo 1</i> . This field is used for month 8 of the prior year. This field is populated when the calendar year is closed, but is not currently used for other processing.
Unemp Wrkd 12th of Mo. 24	N	DUU24	A 1			Blank	See <i>Unemp Wrkd 12th of Mo 1</i> . This field is used for month 9 of the prior year. This field is populated when the calendar year is closed, but is not currently used for other processing.

## CONVERSION COMPARISON CHART EMPLOYEE INCOME FILE – PYPIE

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Employer Number	Y	IEER	A 3				Enter the employer code. This is the same as the PRER field.
Employee Number	Y	IEEN	A 9				Enter the employer code. This is the same as the PREN field.
Income Code	Y	IEINCD	A 5				<p>Enter the code that identifies this income. The code you enter here must match the income code on the Income Control record PYPIC.</p> <p><b>Note:</b> Special types of incomes require the following naming conventions:</p> <p><b>*F@IN</b>      Excess Group Life  <b>*TIPS</b>      Tip Processing  <b>*TIPC</b>      Tip Credit  <b>*EIC</b>      Earned Income Credit  <b>*F__</b>      Any non-compensatory fringe incomes such as the value of a company car or company stock.</p>
Active/Inactive	Y	IEACTV	A 1			0	<p>This code identifies the active/inactive status for each income code that is converted for this employee.</p> <p>The valid values are:</p> <p>0 Active  9 Inactive</p>

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Check Summary Code	Y	IECHEK	A 2			Blank	<p>The check (income) summary code is used to determine the order in which incomes print on the employee's pay check stub. This code can also be used to group or summarize different income types into the same summary code. The code you enter here must match the check summary code on the Income Control record (PYPIC) for the specific income code.</p> <p><b>Note:</b> To ensure that the check summary code on the employee's individual income records are in sync with the check summary code on the Income Control record, you should run the <i>Refresh Income Summary Codes</i> option after conversion. This option updates the employee's income file PYPIE, so that the check summarization codes correspond to those in the Income Control File, PYPIC. Select Menu Level 1 <i>Systems Operations</i>, Menu Level 2 <i>Payroll Init. Functions</i>, Menu Level 3 <i>Income and Deduction Data</i>, Menu Level 4 <i>Refresh Income Summ. Codes</i>.</p>
Begin Date - H	N	IEBEGH	S 6,0			0	<p>You may enter a starting date in this field if you want to individualize the starting date for this income for this employee. If this field is left blank, the system will default to the Income Control record (PYPIC).</p> <p><b>Note:</b> Use the date routine in the conversion program CVGM03 to convert your 6-digit starting date to the 3 dates (8-digit, HYF and Edited) required by Infinium. All 3 date fields must be entered.</p>
Begin Date - E	N	IEBEGE	A 10			Blank	See <i>Begin Date - H</i> description.
Begin Date - 8	N	IEBEG8	P 8,0			0	See <i>Begin Date - H</i> description.

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
End Date - H	N	IEENDH	S 6,0			0	<p>You may enter an ending date in this field if you want to individualize the ending date for this income for this employee. If this field is left blank, the system will default to the Income Control record (PYPIC).</p> <p><b>Note:</b> Use the date routine in the conversion program CVGM03 to convert your 6-digit ending date to the 3 dates (8-digit, HYF and Edited) required by Infinium. All 3 date fields must be entered.</p>
End Date - E	N	IEENDE	A 10			Blank	See <i>End Date - H</i> description.
End Date - 8	N	IEEND8	P 8,0			0	See <i>End Date - H</i> description.
Income Amount	N	IEDAMT	P 11,2			0	<p>If applicable, you may enter the income amount to be used to calculate this income type. If you enter a rate here, you must also enter <b>I</b> in the <i>Income Basis</i> field (IEMTYP).</p> <p><b>Note:</b> The amount entered here serves as an override for this employee. If no amount is entered in this field, the system will use the <i>Income Basis</i> field (ICMTYP) on the Income Control record (PYPIC) to determine where to locate the income amount for this employee.</p> <p>Refer to your <i>Infinium PY Guide to Controls</i> “Setting Up Accumulators and Controls for Hourly Incomes” and “Setting Up Controls for All Other Incomes” for information on the <i>Income Basis</i> field and how it is used on the Income Control record to determine where the employee’s income amount is found.</p>

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Income Rate	N	IERATE	P 13,4			0	<p>If applicable, you may enter the income rate to be used to calculate this income type. If you enter a rate here, you must also enter <b>I</b> in the <i>Income Basis</i> field (IEMTYP).</p> <p><b>Note:</b> The rate entered here serves as an override for this employee. If no rate is entered in this field, the system will use the <i>Income Basis</i> field (ICMTYP) on the Income Control record (PYPIC) to determine where to locate the income rate for this employee.</p> <p>Refer to your <i>Infinium PY Guide to Controls</i> “Setting Up Accumulators and Controls for Hourly Incomes” and “Setting Up Controls for All Other Incomes” for information on the <i>Income Basis</i> field and how it is used on the Income Control record to determine where the employee’s income rate is found.</p>



<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Multiplier Type	N	IEMTYP	A 1			Blank	<p>This field dictates how an employee's income rate/amount is determined. The valid characters are:</p> <p><b>Blank</b> - The income rate/amount is found in the Income Control record (PYPIC).</p> <p><b>B</b> - The income rate/amount is found in the employee's base rate field and is multiplied by the income factor to establish the actual rate/amount.</p> <p><b>I</b> - The income rate/amount is found in the rate/amount field on the employee's individual Income record in the PYPIC file.</p> <p><b>J</b> - The income rate/amount is found on the Job Control record in the PRPJB file and is multiplied by the income factor to establish the actual rate.</p> <p><b>M</b> - The income rate/amount is found in the specified matrix column/row and is multiplied by the income factor to establish the actual rate/amount. If you enter <b>M</b> in this field, you must set up valid matrix tables in Infinium PY. You must also enter values in the fields IEMNAM, IEMCOL and IEMROW.</p> <p><b>2</b> - The income rate/amount is found in the employee's second rate field and is multiplied by the income factor to establish the actual rate/amount.</p> <p><b>3</b> - The income rate/amount is found in the employee's third rate field and is multiplied by the income factor to establish the actual rate/amount.</p> <p><b>Note:</b> In general, blank is the most commonly used value. Enter other values only if you want the system to ignore the value on the PYPIC record and use the employee value as an override value.</p>

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Multiplier Factor	N	IEMFAC	P 9,4			0	If the employee's <i>Multiplier Type</i> field (IEMTYP) is <b>M</b> , you may enter a pay factor here. This factor will be multiplied by the rate found in the matrix to establish an actual rate. If no multiplier factor is entered, the default pay factor used will be 1.0000.
Multiplier Name	N	IEMNAM	A 5	MAT		Blank	<p>If the employee's <i>Multiplier Type</i> field (IEMTYP) is <b>M</b>, you must enter a valid matrix name that contains the income rate/amount for this employee.</p> <p><b>Note:</b> You must create a matrix table before you can enter any values in this field. Select Menu Level 1 <i>Master Files</i>, Menu Level 2 <i>Update Master Files</i>, Menu Level 3 <i>Update Matrices</i>. Before matrices can be defined, you must first create a valid matrix code using the <i>Update Employer Codes</i> option.</p>
Multiplier Column	N	IEMCOL	A 5	COL		Blank	<p>If the employee's <i>Multiplier Type</i> field (IEMTYP) is <b>M</b>, you must enter a valid column name that contains the income rate/amount for this employee.</p> <p><b>Note:</b> You must create a matrix table before you can enter any values in this field. Select Menu Level 1 <i>Master Files</i>, Menu Level 2 <i>Update Master Files</i>, Menu Level 3 <i>Update Matrices</i>. You can either create a valid column code using the <i>Update Employer Codes</i> option or let the <i>Update Matrices</i> option create the code if it does not already exist.</p>

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Multiplier Row	N	IEMROW	A 5	ROW		Blank	<p>If the employee's <i>Multiplier Type</i> field (IEMTYP) is <b>M</b>, you must enter a valid row name that contains the income rate/amount for this employee.</p> <p><b>Note:</b> You must create a matrix table before you can enter any values in this field. Select Menu Level 1 <i>Master Files</i>, Menu Level 2 <i>Update Master Files</i>, Menu Level 3 <i>Update Matrices</i>. You can either create a valid row code using the <i>Update Employer Codes</i> option or let the <i>Update Matrices</i> option create the code if it does not already exist.</p>
Limit Amount	N	IELIM	P 11,2			0	<p>If applicable on flat amount incomes only (Method 1), enter an amount to be used as an annual limit for this income.</p> <p><b>Note:</b> If the limit amount is identical for all employees who have this income, you may enter the limit amount (ICLIM) on the Income Control record (PYPIC), and leave field IELIM as zero.</p>
Limit Percentage	N	IELIMP	P 9,4			0	This field is not currently used. Fill it with zeroes.
Income Limit Hours	N	IELIMH	S 5,2			0	<p>If applicable, enter the maximum hours to be used to calculate this income type within a single pay check. Any excess hours will be added to the income code specified in the <i>Over Limit Code</i> field (ICOLMP) for the Income Control record.</p> <p><b>Note:</b> The hours entered here will serve as an override for this employee. If no hours are entered in this field, the system will use the limit hours entered in the field <i>Hours Limit</i> (ICLIMH) for the Income Control record (PYPIC) as a default.</p>

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
G/L Account Number	N	IEACC1	A 36			Blank	<p>If applicable, you may enter an override General Ledger Labor Expense account number or account number mask for this employee for this income code. The system uses a hierarchy to resolve general ledger account numbers. If no employee specific override is needed, leave this field blank.</p> <p><b>Note:</b> Before making a decision to enter all or a portion of the labor expense account in this field, you should refer to your <i>Infinium HR/PY Technical Guide</i> “Period Ending Functions” and <i>Infinium PY Guide to Management Functions</i> “Closing to General Ledger” for information on setting up general ledger accounts in Infinium PY.</p>
Current Income	N	IECPAY	P 11,2			0	Do not enter any value in this field. The system will update this field when you process a payroll cycle.
Current Hours	N	IECHRS	P 6,2			0	Do not enter any value in this field. The system will update this field when you process a payroll cycle.
Limit Balance	N	IELBAL	P 11,2			0	<p>If limit processing is being used with this income, this field should contain the amount that has already been paid for the income. When processing a payroll, the system will compare this balance paid field to the <i>Limit Amount</i> field (either IELIM in file PYPIE or ICLIM in file PYPIC) to determine if additional income is allowed for this income code.</p> <p>If limit processing is not applicable, this field should be left as zero.</p>

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Auto Pay Cycle	N	IECYC	A 5			Blank	<p>Auto pay is used to automatically generate hours and or amounts for this income code when you process your payroll cycle. This field identifies the auto pay cycle where this income is available to be automatically paid for this employee, if auto pay controls have been set up for the cycle.</p> <p>Refer to your <i>Infinium PY Guide to Controls</i> “Creating Auto Pay Groups.”</p> <p><b>Note:</b> To insure that this income code is available to be generated in any payroll cycle to which this employee may be attached, the conversion program CVGM03 moves the value <b>*AUTO</b> into this field. If you modify this to enter a specific cycle name, then this income can be automatically paid in the specified cycle only. If the cycle is left blank, the income will never be automatically paid in any cycle.</p>
Standard Hours	N	IEHRS	S 5,2			0	<p>This field identifies the number of standard hours that should be generated for this income code when a payroll cycle is processed. Any entry made in this field will override the <i>Standard Hours</i> field (ICHRS) on the Income Control record (PYPIC).</p> <p><b>Note:</b> Because standard hours can vary between individual employees, you may want to investigate using the Auto Pay Groups feature instead of this field. Auto Pay Groups provide you with more flexibility than the <i>Standard Hours</i> field. Refer to your <i>Infinium PY Guide to Controls</i> “Creating Auto Pay Groups.”</p>
Previous Year Amount	N	IEPPYP	P 11,2			0	Enter the prior year dollar amount that was paid to this employee for the specific income code in the field IEINCD.
Previous Month Amount	N	IEPMPY	P 11,2			0	Enter the prior month dollar amount that was paid to this employee for the specific income code in the field IEINCD.

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
MTD Income	N	IEMPAY	P 11,2			0	Enter the month-to-date dollar amount that was paid to this employee for the specific income code in the field IEINCD.
4PY Qtr Income	Y	IEQ0PY	P 11,2			0	Enter the prior year 4th quarter dollar amount that was paid to this employee for the specific income code in the field IEINCD.
1ST Qtr income	Y	IEQ1PY	P 11,2			0	Enter the 1st quarter dollar amount that was paid to this employee for the specific income code in the field IEINCD.
2ND Qtr Income	Y	IEQ2PY	P 11,2			0	Enter the 2nd quarter dollar amount that was paid to this employee for the specific income code in the field IEINCD.
3RD Qtr Income	Y	IEQ3PY	P 11,2			0	Enter the 3rd quarter dollar amount that was paid to this employee for the specific income code in the field IEINCD.
4TH Qtr Income	Y	IEQ4PY	P 11,2			0	Enter the 4th quarter dollar amount that was paid to this employee for the specific income code in the field IEINCD.
Year to Date Income	Y	IEYPAY	P 11,2			0	Enter the year-to-date dollar amount that was paid to this employee for the specific income code in the field IEINCD.
Fiscal Year to Date Income	Y	IEFPAY	P 11,2			0	Enter the fiscal year-to-date dollar amount that was paid to this employee for the specific income code in the field IEINCD.

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
User Defined Income	N	IEXPAY	P 11,2			0	<p>Infinium will maintain this field if you enter <b>1</b> in the <i>Updt User Inc/Ded</i> field (COXUPD) on the Employer Control record (PRPCO). The system will accumulate the dollars and hours associated with this income.</p> <p>The system automatically stores income data on a monthly, quarterly, and yearly basis. You can use this field to track employee incomes based on a different time period.</p> <p>This field is controlled by the user. The system will continue to accumulate these income dollars until you clear the fields by executing the <i>Clear User Defined Data Fields</i> option in <i>Infinium PY On-Request Reporting</i>.</p> <p>Refer to your <i>Infinium PY Guide to Controls</i> “Setting up Employer Controls” and <i>Infinium HR/PY Technical Guide</i> “Customizing and Interface Considerations” for more information on updating user defined employee incomes.</p>
Previous Year Hours	N	IEPYHR	P 6,2			0	<p>Enter the prior year hours that were paid for this employee for the specific income code in the field IEINCD.</p> <p><b>Note:</b> If the income code has been set up so that hours are to be treated as residual hours rather than actual hours, then this field should be left as zero, and prior year hours should be stored in field IEPYRU. Residual hours are designated by entering an R in the Residual Hours field (ICPRRU) for records in the Income Control file (PYPIC).</p>

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Previous Month Hours	N	IEPMHR	P 6,2			0	Enter the prior month hours that were paid for this employee for the specific income code in the field IEINCD.  <b>Note:</b> Prior month residual hours should be stored in field IEPMRU rather than in this field. See note for <i>Previous Year Hours</i> (IEPYHR).
MTD Hours	N	IEMHRS	P 6,2			0	Enter the month-to-date hours that were paid for this employee for the specific income code in the field IEINCD.  <b>Note:</b> Month-to-date residual hours should be stored in field IEMPRU rather than in this field. See note for <i>Previous Year Hours</i> (IEPYHR).
4PY Qtr Hours	N	IEQ0HR	P 6,2			0	Enter the prior year 4th quarter hours that were paid for this employee for the specific income code in the field IEINCD.  <b>Note:</b> Prior 4th quarter residual hours should be stored in field IEQ0RU rather than in this field. See note for <i>Previous Year Hours</i> (IEPYHR).
1ST Qtr Hours	N	IEQ1HR	P 6,2			0	Enter the 1st quarter hours that were paid for this employee for the specific income code in the field IEINCD.  <b>Note:</b> Current 1st quarter residual hours should be stored in field IEQ1RU rather than in this field. See note for <i>Previous Year Hours</i> (IEPYHR).
2ND Qtr Hours	N	IEQ2HR	P 6,2			0	Enter the 2nd quarter hours that were paid for this employee for the specific income code in the field IEINCD.  <b>Note:</b> Current 2nd quarter residual hours should be stored in field IEQ2RU rather than in this field. See note for <i>Previous Year Hours</i> (IEPYHR).



<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
3RD Qtr Hours	N	IEQ3HR	P 6,2			0	<p>Enter the 3rd quarter hours that were paid for this employee for the specific income code in the field IEINCD.</p> <p><b>Note:</b> Current 3rd quarter residual hours should be stored in field IEQ3RU rather than in this field. See note for <i>Previous Year Hours</i> (IEPYHR).</p>
4TH Qtr Hours	N	IEQ4HR	P 6,2			0	<p>Enter the 4th quarter hours that were paid for this employee for the specific income code in the field IEINCD.</p> <p><b>Note:</b> Current 4th quarter residual hours should be stored in field IEQ4RU rather than in this field. See note for <i>Previous Year Hours</i> (IEPYHR).</p>
YTD Hours	N	IEYHRS	P 6,2			0	<p>Enter the year-to-date hours that were paid for this employee for the specific income code in the field IEINCD.</p> <p><b>Note:</b> Current year-to-date residual hours should be stored in field IEYRU rather than in this field. See note for <i>Previous Year Hours</i> (IEPYHR).</p>
Fiscal Year to Date Hours	N	IEFHRS	P 6,2			0	<p>Enter the fiscal year-to-date hours that were paid for this employee for the specific income code in the field IEINCD.</p> <p><b>Note:</b> Current fiscal year-to-date residual hours should be stored in field IEFRU rather than in this field. See note for <i>Previous Year Hours</i> (IEPYHR).</p>

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
User Defined Hours	N	IEXHRS	P 6,2			0	<p>Infinium will maintain this field if you enter 1 in the <i>Updt User Inc/Ded</i> field (COXUPD) on the Employer Control record (PRPCO). The system will accumulate the dollars and hours associated with this income.</p> <p>The system automatically stores income data on a monthly, quarterly, and yearly basis. You can use this field to track employee incomes based on a different time period.</p> <p>This field is controlled by the user. The system will continue to accumulate these income hours until you clear the fields through the <i>Clear User Defined Data Fields</i> option in Infinium PY On-Request Reporting.</p> <p>Refer to your <i>Infinium PY Guide to Controls</i> “Setting up Employer Controls” and <i>Infinium HR/PY Technical Guide</i> “Customizing and Interface Considerations” for more information on updating user defined employee incomes.</p>
Multi. Dist. Ratio Total	N	IERATA	P 11,2			0	Do not enter any data in this field. Infinium will maintain this field when updating multiple distribution records.
Frequency Code	N	IEFREQ	A 1			Blank	If you leave this field blank, the system will default to the frequency on the Income Control record (PYPIC). You should enter a frequency in this field only if you want to override the frequency for a specific employee.
Prior Cycle Pay	N	IEPCPY	P 11,2			0	Do not enter any data in this field.
Prior Cycle Hours	N	IEPCHR	P 6,2			0	Do not enter any data in this field.
Prior Fiscal Year to Date	N	IEFPPY	P 11,2			0	If applicable, enter the prior fiscal year income amount that was paid to this employee for the specific income code in the field IEINCD.

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Prior Fiscal Year to Date Hours	N	IEFPHR	P 7,2			0	<p>If applicable, enter the prior fiscal year income hours that were paid for this employee for the specific income code in the field IEINCD.</p> <p><b>Note:</b> Prior fiscal year-to-date residual hours should be stored in field IEFPRU rather than in this field. See note for <i>Previous Year Hours</i> (IEPYHR).</p>
4PR Qtr RU Use	N	IEQ0RU	P 9,2			0	<p>If applicable, enter the prior year 4th quarter residual hours for the specific income code in the field IEINCD.</p> <p><b>Note:</b> If residual hours are filled, then the matching actual hours field should be left as zero. Residual hours are designated by entering an R in the <i>Residual Hours</i> field (ICPRRU) for records in the Income Control file (PYPIC).</p>
1ST Qtr RU Use	N	IEQ1RU	P 9,2			0	<p>If applicable, enter the current 1st quarter residual hours for the specific income code in the field IEINCD.</p> <p>See note for <i>4PR Qtr RU Use</i> (IEQ0RU).</p>
2ND Qtr RU Use	N	IEQ2RU	P 9,2			0	<p>If applicable, enter the current 2nd quarter residual hours for the specific income code in the field IEINCD.</p> <p>See note for <i>4PR Qtr RU Use</i> (IEQ0RU).</p>
3RD Qtr RU Use	N	IEQ3RU	P 9,2			0	<p>If applicable, enter the current 3rd quarter residual hours for the specific income code in the field IEINCD.</p> <p>See note for <i>4PR Qtr RU Use</i> (IEQ0RU).</p>

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
4TH Qtr RU Use	N	IEQ4RU	P 9,2			0	If applicable, enter the current 4th quarter residual hours for the specific income code in the field IEINCD.  See note for <i>4PR Qtr RU Use</i> (IEQ0RU).
Previous Month Amount RU	N	IEPMRU	P 9,2			0	If applicable, enter the previous month residual hours for the specific income code in the field IEINCD.  See note for <i>4PR Qtr RU Use</i> (IEQ0RU).
MTD Income RU	N	IEMPRU	P 9,2			0	If applicable, enter the current month residual hours for the specific income code in the field IEINCD.  See note for <i>4PR Qtr RU Use</i> (IEQ0RU).
Year to Date RU Use	N	IEYRU	P 11,2			0	If applicable, enter the current year-to-date residual hours for the specific income code in the field IEINCD.  See note for <i>4PR Qtr RU Use</i> (IEQ0RU).
Previous Year RU Amount	N	IEPYRU	P 11,2			0	If applicable, enter the previous year-to-date residual hours for the specific income code in the field IEINCD.  See note for <i>4PR Qtr RU Use</i> (IEQ0RU).
Fiscal Year RU Use	N	IEFRU	P 11,2			0	If applicable, enter the current fiscal year-to-date residual hours for the specific income code in the field IEINCD.  See note for <i>4PR Qtr RU Use</i> (IEQ0RU).

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Prior Fiscal Year to Date RU Use	N	IEFPRU	P 11,2			0	If applicable, enter the prior fiscal year-to-date residual hours for the specific income code in the field IEINCD.  See note for <i>4PR Qtr RU Use</i> (IEQ0RU).
EE Labor Exp Acct Page	N	IEEPGD	P 9,0			0	Do not put anything in this field. Infinium will maintain the field. It is not used at the present time.
Limit Group	N	IEGRP	A 5			Blank	Do not put anything in this field. Infinium will maintain the field. It is not used at the present time.
Limit Amount	N	IELIMA	P 11,2			0	Do not put anything in this field. Infinium will maintain the field. It is not used at the present time.
Limit Type	N	IELIT	A 1			Blank	Do not put anything in this field. Infinium will maintain the field. It is not used at the present time.
Future Use 1	N	IEFUT1	A 5			Blank	Do not put anything in this field. Infinium will maintain the field. It is not used at the present time.
Future Use 2	N	IEFUT2	A 3			Blank	Do not put anything in this field. Infinium will maintain the field. It is not used at the present time.
Future Use 3	N	IEFUT3	A 1			Blank	Do not put anything in this field. Infinium will maintain the field. It is not used at the present time.
Future Use Numeric 1	N	IEFUTN	P 11,2			0	Do not put anything in this field. Infinium will maintain the field. It is not used at the present time.
Future Use Numeric 2	N	IEFUTM	P 11,2			0	Do not put anything in this field. Infinium will maintain the field. It is not used at the present time.

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
User Defined	N	IEUSR1	A 5			Blank	This field is for use within custom or customized programs. It is not currently displayed on Infinium screens, but may be displayed in a future release.
User Defined Numeric	N	IEUSRN	P 11,2			0	This field is for use within custom or customized programs. It is not currently displayed on Infinium screens, but may be displayed in a future release.

## CONVERSION COMPARISON CHART EMPLOYEE INCOME BY LEVELS FILE – PYPIH

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Employer	Y	IHER	A 3				Enter the employer code. This is the same as the PRER field.
Level 1	Y	IHL01	A 5				Enter the employee's Level 1 code. This is the same as the PRL01 field.
Level 2	Y	IHL02	A 5				Enter the employee's Level 2 code. This is the same as the PRL02 field.
Level 3	Y	IHL03	A 5				Enter the employee's Level 3 code. This is the same as the PRL03 field.
Level 4	Y	IHL04	A 5				Enter the employee's Level 4 code. This is the same as the PRL04 field.
Employee	Y	IHEN	A 9				Enter the employee number. This is the same as the PREN field.
Income Code	Y	IHCODE	A 5				Enter the code that identifies this income. The code you enter here is the same as the IEINCD field for this income.
Posting Level=0	N	IHLVL	A 1			0	Do not enter any value here. The system will maintain this field.
Previous Year Income	N	IHPYPY	P 11,2			0	Enter the prior year dollar amount that was paid to this employee for the specific income code in the field IHCODE.  <b>Note:</b> The value entered in this field should reflect dollars that were paid under the specific level combination in the fields PRL01, PRL02, PRL03, PRL04.

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Prior Month Income	N	IHPMPY	P 11,2			0	Enter the prior month dollar amount that was paid to this employee for the specific income code in the field IHCODE.  <i>See Previous Year Income (IHPYPY).</i>
MTD Income	N	IHMPAY	P 11,2			0	Enter the month-to-date dollar amount that was paid to this employee for the specific income code in the field IHCODE.  <i>See Previous Year Income (IHPYPY).</i>
4PY Qtr. Income	N	IHQ0PY	P 11,2			0	Enter the prior year 4th quarter dollar amount that was paid to this employee for the specific income code in the field IHCODE.  <i>See Previous Year Income (IHPYPY).</i>
1ST Qtr. Income	N	IHQ1PY	P 11,2			0	Enter the 1st quarter dollar amount that was paid to this employee for the specific income code in the field IHCODE.  <i>See Previous Year Income (IHPYPY).</i>
2ND Qtr. Income	N	IHQ2PY	P 11,2			0	Enter the 2nd quarter dollar amount that was paid to this employee for the specific income code in the field IHCODE.  <i>See Previous Year Income (IHPYPY).</i>
3RD Qtr. Income	N	IHQ3PY	P 11,2			0	Enter the 3rd quarter dollar amount that was paid to this employee for the specific income code in the field IHCODE.  <i>See Previous Year Income (IHPYPY).</i>



<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
4TH Qtr. Income	N	IHQ4PY	P 11,2			0	Enter the 4th quarter dollar amount that was paid to this employee for the specific income code in the field IHCODE.  <i>See Previous Year Income (IHPYPY).</i>
Year to Date Income	N	IHPAY	P 11,2			0	Enter the year-to-date dollar amount that was paid to this employee for the specific income code in the field IHCODE.  <i>See Previous Year Income (IHPYPY).</i>
FYR Income	N	IHPAY	P 11,2			0	Enter the fiscal year dollar amount that was paid to this employee for the specific income code in the field IHCODE.  <i>See Previous Year Income (IHPYPY).</i>
Previous Year Hours	N	IHPYHR	P 6,2			0	Enter the prior year hours that were paid for the specific income code in the field IHCODE.  <b>Note:</b> The value entered in this field should reflect the hours that were paid under the specific level combination in the fields PRL01, PRL02, PRL03, PRL04.  No distinction is currently made between actual hours and residual hours in this file.
Prior Month Hours	N	IHPMHR	P 6,2			0	Enter the prior month hours that were paid for the specific income code in the field IHCODE.  <i>See Previous Year Hours (IHPYHR).</i>
MTD Hours	N	IHMHR	P 6,2			0	Enter the month-to-date hours that were paid for the specific income code in the field IHCODE.  <i>See Previous Year Hours (IHPYHR).</i>

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
4PY Qtr. Hours	N	IHQ0HR	P 6,2			0	Enter the prior year 4th quarter hours that were paid for the specific income code in the field IHCODE.  <i>See Previous Year Hours (IHPYHR).</i>
1ST Qtr. Hours	N	IHQ1HR	P 6,2			0	Enter the 1st quarter hours that were paid for the specific income code in the field IHCODE.  <i>See Previous Year Hours (IHPYHR).</i>
2ND Qtr. Hours	N	IHQ2HR	P 6,2			0	Enter the 2nd quarter hours that were paid for the specific income code in the field IHCODE.  <i>See Previous Year Hours (IHPYHR).</i>
3RD Qtr. Hours	N	IHQ3HR	P 6,2			0	Enter the 3rd quarter hours that were paid for the specific income code in the field IHCODE.  <i>See Previous Year Hours (IHPYHR).</i>
4TH Qtr. Hours	N	IHQ4HR	P 6,2			0	Enter the 4th quarter hours that were paid for the specific income code in the field IHCODE.  <i>See Previous Year Hours (IHPYHR).</i>
Year to Date Hours	N	IHYHRS	P 6,2			0	Enter the year-to-date hours that were paid for the specific income code in the field IHCODE.  <i>See Previous Year Hours (IHPYHR).</i>

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
FYR Hours	N	IHFHRS	P 6,2			0	Enter the fiscal year hours that were paid for the specific income code in the field IHCODE.  <i>See Previous Year Hours (IHPYHR).</i>
Prior Fiscal Year to Date	N	IHFPPY	P 11,2			0	Enter the prior fiscal year dollar amount that was paid to this employee for the specific income code in the field IHCODE.  <i>See Previous Year Income (IHPYPY).</i>
Prior Fiscal Year to Date Hour	N	IHFPHR	P 7,2			0	Enter the prior year fiscal hours that were paid for the specific income code in the field IHCODE.  <i>See Previous Year Hours (IHPYHR).</i>

**Notes**

## CONVERSION COMPARISON CHART

### Employee Root Master File-Additional PTO fields – PRPMSZ

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Employer Number	Y	PRER	A 3				<p>Enter your Employer Code. This data must be right justified. You must set up a valid Employer Control record before you can convert your data. Generally, you need to create one Employer Control record for each federal tax identification number assigned to your organization, unless you use Multiple Tax ID processing (U.S. employees only).</p> <p>To create your Employer Control records, select Menu Level 1 <i>Master Files</i>, Menu Level 2 <i>Update Master Files</i>, Menu Level 3 <i>Update Employer Controls</i>.</p> <p>Be sure to create Employer Control records in Infinium HR and Infinium PY. You can create an unlimited number of employers on the system. Employer Control records are stored in the physical file PRPCO.</p>
Employee Number	Y	PREN	A 9				<p>Enter a valid employee number. This data must be right justified.</p> <p>If you use the employee's social security number or social insurance number (Canada) as the employee number, enter the number without the dashes.</p>

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Accrual Type 1 Earned %	N	PRA1EP	P 5,2			0	<p>Enter an override percentage for this paid time off accrual type, if you are tracking paid time off amounts and if the system should always use a different percentage than the one the system would calculate based on the employee's months of service.</p> <p>Leave this field blank to let the system calculate the appropriate percentage based on the employee's months of service.</p> <p><b>Note:</b> The system provides you with accrual percentage override fields 1 through 6. The override percentage that you enter here must be associated with the accrual type code in the <i>Accrual Type 1 Code</i> field (PRACV).</p>
Accrual Type 1 Earned Amount	N	PRA1ED	P 11,2			0	<p>Enter the dollar amount earned for this accrual type that is eligible to be taken by the employee.</p> <p>The dollar amount that you enter here must be associated with the accrual type code in the <i>Accrual Type 1 Code</i> field (PRACV).</p>
Accrual Type 1 Accrued Amount	N	PRA1AD	P 11,2			0	<p>Enter the dollar amount that this employee has accrued for this accrual type but is not yet eligible to use. This dollar amount is in addition to the dollar amount that has been earned and that the employee is eligible to use.</p> <p>The dollar amount that you enter here must be associated with the accrual type code in the <i>Accrual Type 1 Code</i> field (PRACV).</p>
Accrual Type 1 Taken Amount	N	PRA1TD	P 11,2			0	<p>Enter the dollar amount that this employee has taken and been paid for this accrual type for the year to date.</p> <p>The dollar amount that you enter here must be associated with the accrual type code in the <i>Accrual Type 1 Code</i> field (PRACV).</p>

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Accrual Type 1 Carryover Hours	N	PRA1HC	P 7,2			0	Do not enter any value in this field. Infinium will maintain this field. It is not used at the present time.
Accrual Type 1 Carryover Amount	N	PRA1CD	P 11,2			0	Do not enter any value in this field. Infinium will maintain this field. It is not used at the present time.
Accrual Type 1 Carryover Date – HYF	N	PRA1CH	S 6,0			0	Do not enter any value in this field. Infinium will maintain this field. It is not used at the present time.
Accrual Type 1 Carryover Date - Edited	N	PRA1CE	A 10			Blank	See <i>Accrual Type 1 Carryover Date – HYF</i>
Accrual Type 1 Carryover Date – 8 digit	N	PRA1C8	P 8,0			0	See <i>Accrual Type 1 Carryover Date – HYF</i>
Accrual Type 2 Earned %	N	PRA2EP	P 5,2			0	<p>Enter an override percentage for this paid time off accrual type, if you are tracking paid time off amounts and if the system should always use a different percentage than the one the system would calculate based on the employee's months of service.</p> <p>Leave this field blank to let the system calculate the appropriate percentage based on the employee's months of service.</p> <p><b>Note:</b> The system provides you with accrual percentage override fields 1 through 6. The override percentage that you enter here must be associated with the accrual type code in the <i>Accrual Type 2 Code</i> field (PRACS).</p>
Accrual Type 2 Earned Amount	N	PRA2ED	P 11,2			0	<p>Enter the dollar amount earned for this accrual type that is eligible to be taken by the employee.</p> <p>The dollar amount that you enter here must be associated with the accrual type code in the <i>Accrual Type 2 Code</i> field (PRACS).</p>

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Accrual Type 2 Accrued Amount	N	PRA2AD	P 11,2			0	Enter the dollar amount that this employee has accrued for this accrual type but is not yet eligible to use. This dollar amount is in addition to the dollar amount that has been earned and that the employee is eligible to use.  The dollar amount that you enter here must be associated with the accrual type code in the <i>Accrual Type 2 Code</i> field (PRACS).
Accrual Type 2 Taken Amount	N	PRA2TD	P 11,2			0	Enter the dollar amount that this employee has taken and been paid for this accrual type for the year to date.  The dollar amount that you enter here must be associated with the accrual type code in the <i>Accrual Type 2 Code</i> field (PRACS).
Accrual Type 2 Carryover Hours	N	PRA2HC	P 7,2			0	Do not enter any value in this field. Infinium will maintain this field. It is not used at the present time.
Accrual Type 2 Carryover Amount	N	PRA2CD	P 11,2			0	Do not enter any value in this field. Infinium will maintain this field. It is not used at the present time.
Accrual Type 2 Carryover Date – HYF	N	PRA2CH	S 6,0			0	Do not enter any value in this field. Infinium will maintain this field. It is not used at the present time.
Accrual Type 2 Carryover Date – Edited	N	PRA2CE	A 10			Blank	See <i>Accrual Type 2 Carryover Date – HYF</i>
Accrual Type 2 Carryover Date – 8 digit	N	PRA2C8	P 8,0			0	See <i>Accrual Type 2 Carryover Date – HYF</i>



<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Accrual Type 3 Earned %	N	PRA3EP	P 5,2			0	<p>Enter an override percentage for this paid time off accrual type, if you are tracking paid time off amounts and if the system should always use a different percentage than the one the system would calculate based on the employee's months of service.</p> <p>Leave this field blank to let the system calculate the appropriate percentage based on the employee's months of service.</p> <p><b>Note:</b> The system provides you with accrual percentage override fields 1 through 6. The override percentage that you enter here must be associated with the accrual type code in the <i>Accrual Type 3 Code</i> field (PRAC2).</p>
Accrual Type 3 Earned Amount	N	PRA3ED	P 11,2			0	<p>Enter the dollar amount earned for this accrual type that is eligible to be taken by the employee.</p> <p>The dollar amount that you enter here must be associated with the accrual type code in the <i>Accrual Type 3 Code</i> field (PRAC2).</p>
Accrual Type 3 Accrued Amount	N	PRA3AD	P 11,2			0	<p>Enter the dollar amount that this employee has accrued for this accrual type but is not yet eligible to use. This dollar amount is in addition to the dollar amount that has been earned and that the employee is eligible to use.</p> <p>The dollar amount that you enter here must be associated with the accrual type code in the <i>Accrual Type 3 Code</i> field (PRAC2).</p>
Accrual Type 3 Taken Amount	N	PRA3TD	P 11,2			0	<p>Enter the dollar amount that this employee has taken and been paid for this accrual type for the year to date.</p> <p>The dollar amount that you enter here must be associated with the accrual type code in the <i>Accrual Type 3 Code</i> field (PRAC2).</p>

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Accrual Type 3 Carryover Hours	N	PRA3HC	P 7,2			0	Do not enter any value in this field. Infinium will maintain this field. It is not used at the present time.
Accrual Type 3 Carryover Amount	N	PRA3CD	P 11,2			0	Do not enter any value in this field. Infinium will maintain this field. It is not used at the present time.
Accrual Type 3 Carryover Date – HYF	N	PRA3CH	S 6,0			0	Do not enter any value in this field. Infinium will maintain this field. It is not used at the present time.
Accrual Type 3 Carryover Date – Edited	N	PRA3CE	A 10			Blank	See <i>Accrual Type 3 Carryover Date – HYF</i>
Accrual Type 3 Carryover Date – 8 digit	N	PRA3C8	P 8,0			0	See <i>Accrual Type 3 Carryover Date – HYF</i>
Accrual Type 4 Earned %	N	PRA4EP	P 5,2			0	<p>Enter an override percentage for this paid time off accrual type, if you are tracking paid time off amounts and if the system should always use a different percentage than the one the system would calculate based on the employee's months of service.</p> <p>Leave this field blank to let the system calculate the appropriate percentage based on the employee's months of service.</p> <p><b>Note:</b> The system provides you with accrual percentage override fields 1 through 6. The override percentage that you enter here must be associated with the accrual type code in the <i>Accrual Type 4 Code</i> field (PRAC4).</p>
Accrual Type 4 Earned Amount	N	PRA4ED	P 11,2			0	<p>Enter the dollar amount earned for this accrual type that is eligible to be taken by the employee.</p> <p>The dollar amount that you enter here must be associated with the accrual type code in the <i>Accrual Type 4 Code</i> field (PRAC4).</p>

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Accrual Type 4 Accrued Amount	N	PRA4AD	P 11,2			0	<p>Enter the dollar amount that this employee has accrued for this accrual type but is not yet eligible to use. This dollar amount is in addition to the dollar amount that has been earned and that the employee is eligible to use.</p> <p>The dollar amount that you enter here must be associated with the accrual type code in the <i>Accrual Type 4 Code</i> field (PRAC4).</p>
Accrual Type 4 Taken Amount	N	PRA4TD	P 11,2			0	<p>Enter the dollar amount that this employee has taken and been paid for this accrual type for the year to date.</p> <p>The dollar amount that you enter here must be associated with the accrual type code in the <i>Accrual Type 4 Code</i> field (PRAC4).</p>
Accrual Type 4 Carryover Hours	N	PRA4HC	P 7,2			0	Do not enter any value in this field. Infinium will maintain this field. It is not used at the present time.
Accrual Type 4 Carryover Amount	N	PRA4CD	P 11,2			0	Do not enter any value in this field. Infinium will maintain this field. It is not used at the present time.
Accrual Type 4 Carryover Date – HYF	N	PRA4CH	S 6,0			0	Do not enter any value in this field. Infinium will maintain this field. It is not used at the present time.
Accrual Type 4 Carryover Date – Edited	N	PRA4CE	A 10			Blank	See <i>Accrual Type 4 Carryover Date – HYF</i>
Accrual Type 4 Carryover Date – 8 digit	N	PRA4C8	P 8,0			0	See <i>Accrual Type 4 Carryover Date – HYF</i>

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Accrual Type 5 Earned %	N	PRA5EP	P 5,2			0	<p>Enter an override percentage for this paid time off accrual type, if you are tracking paid time off amounts and if the system should always use a different percentage than the one the system would calculate based on the employee's months of service.</p> <p>Leave this field blank to let the system calculate the appropriate percentage based on the employee's months of service.</p> <p><b>Note:</b> The system provides you with accrual percentage override fields 1 through 6. The override percentage that you enter here must be associated with the accrual type code in the <i>Accrual Type 5 Code</i> field (PRAC5).</p>
Accrual Type 5 Earned Amount	N	PRA5ED	P 11,2			0	<p>Enter the dollar amount earned for this accrual type that is eligible to be taken by the employee.</p> <p>The dollar amount that you enter here must be associated with the accrual type code in the <i>Accrual Type 5 Code</i> field (PRAC5).</p>
Accrual Type 5 Accrued Amount	N	PRA5AD	P 11,2			0	<p>Enter the dollar amount that this employee has accrued for this accrual type but is not yet eligible to use. This dollar amount is in addition to the dollar amount that has been earned and that the employee is eligible to use.</p> <p>The dollar amount that you enter here must be associated with the accrual type code in the <i>Accrual Type 5 Code</i> field (PRAC5).</p>
Accrual Type 5 Taken Amount	N	PRA5TD	P 11,2			0	<p>Enter the dollar amount that this employee has taken and been paid for this accrual type for the year to date.</p> <p>The dollar amount that you enter here must be associated with the accrual type code in the <i>Accrual Type 5 Code</i> field (PRAC5).</p>

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Accrual Type 5 Carryover Hours	N	PRA5HC	P 7,2			0	Do not enter any value in this field. Infinium will maintain this field. It is not used at the present time.
Accrual Type 5 Carryover Amount	N	PRA5CD	P 11,2			0	Do not enter any value in this field. Infinium will maintain this field. It is not used at the present time.
Accrual Type 5 Carryover Date – HYF	N	PRA5CH	S 6,0			0	Do not enter any value in this field. Infinium will maintain this field. It is not used at the present time.
Accrual Type 5 Carryover Date – Edited	N	PRA5CE	A 10			Blank	See <i>Accrual Type 5 Carryover Date – HYF</i>
Accrual Type 5 Carryover Date – 8 digit	N	PRA5C8	P 8,0			0	See <i>Accrual Type 5 Carryover Date – HYF</i>
Accrual Type 6 Earned %	N	PRA6EP	P 5,2			0	<p>Enter an override percentage for this paid time off accrual type, if you are tracking paid time off amounts and if the system should always use a different percentage than the one the system would calculate based on the employee's months of service.</p> <p>Leave this field blank to let the system calculate the appropriate percentage based on the employee's months of service.</p> <p><b>Note:</b> The system provides you with accrual percentage override fields 1 through 6. The override percentage that you enter here must be associated with the accrual type code in the <i>Accrual Type 6 Code</i> field (PRAC6).</p>
Accrual Type 6 Earned Amount	N	PRA6ED	P 11,2			0	<p>Enter the dollar amount earned for this accrual type that is eligible to be taken by the employee.</p> <p>The dollar amount that you enter here must be associated with the accrual type code in the <i>Accrual Type 6 Code</i> field (PRAC6).</p>

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Accrual Type 6 Accrued Amount	N	PRA6AD	P 11,2			0	<p>Enter the dollar amount that this employee has accrued for this accrual type but is not yet eligible to use. This dollar amount is in addition to the dollar amount that has been earned and that the employee is eligible to use.</p> <p>The dollar amount that you enter here must be associated with the accrual type code in the <i>Accrual Type 6 Code</i> field (PRAC6).</p>
Accrual Type 6 Taken Amount	N	PRA6TD	P 11,2			0	<p>Enter the dollar amount that this employee has taken and been paid for this accrual type for the year to date.</p> <p>The dollar amount that you enter here must be associated with the accrual type code in the <i>Accrual Type 6 Code</i> field (PRAC6).</p>
Accrual Type 6 Carryover Hours	N	PRA6HC	P 7,2			0	Do not enter any value in this field. Infinium will maintain this field. It is not used at the present time.
Accrual Type 6 Carryover Amount	N	PRA6CD	P 11,2			0	Do not enter any value in this field. Infinium will maintain this field. It is not used at the present time.
Accrual Type 6 Carryover Date – HYF	N	PRA6CH	S 6,0			0	Do not enter any value in this field. Infinium will maintain this field. It is not used at the present time.
Accrual Type 6 Carryover Date – Edited	N	PRA6CE	A 10			Blank	See <i>Accrual Type 6 Carryover Date – HYF</i>
Accrual Type 6 Carryover Date – 8 digit	N	PRA6C8	P 8,0			0	See <i>Accrual Type 6 Carryover Date – HYF</i>
Employee Middle Name	N	PRMDNM	A 15			Blank	Do not enter any value in this field. Infinium will maintain this field. It is not used at the present time.

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Employee Suffix	N	PRSUFX	A 4			Blank	Do not enter any value in this field. Infinium will maintain this field. It is not used at the present time.
Foreign St/Prov	N	PRFST	A 23			Blank	Do not enter any value in this field. Infinium will maintain this field. It is not used at the present time.
Foreign Postal Code	N	PRFZIP	A 15			Blank	Do not enter any value in this field. Infinium will maintain this field. It is not used at the present time.
Foreign Country	N	PRFCTY	A 2			Blank	Do not enter any value in this field. Infinium will maintain this field. It is not used at the present time.

**Notes**



## CONVERSION COMPARISON CHART

### Employee Deduction-Special Tax Data – PYPDT

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Employer Number	Y	DTER	A 3				<p>Enter your Employer Code. This data must be right justified. You must set up a valid Employer Control record before you can convert your data. Generally, you need to create one Employer Control record for each federal tax identification number assigned to your organization, unless you use Multiple Tax ID processing (U.S. employees only).</p> <p>To create your Employer Control records, select Menu Level 1 <i>Master Files</i>, Menu Level 2 <i>Update Master Files</i>, Menu Level 3 <i>Update Employer Controls</i>.</p> <p>Be sure to create Employer Control records in Infinium HR and Infinium PY. You can create an unlimited number of employers on the system. Employer Control records are stored in the physical file PRPCO.</p>
Employee Number	Y	DTEN	A 9				<p>Enter a valid employee number. This data must be right justified.</p> <p>If you use the employee's social security number or social insurance number (Canada) as the employee number, enter the number without the dashes.</p>

Employee Deduction-Special Tax Data – PYPDT

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Deduction Code	Y	DTDEDC	A 5				<p>Enter the code that identifies this deduction. The code you enter here must match the deduction code on the Deduction Control record (PYPDC).</p> <p>This information is used during tax calculations and tax reporting for the deductions listed below:</p> <p><b>*S</b>____</p> <p><b>*D</b>____</p> <p><b>*FICA</b></p> <p><b>*FUTA</b></p>
ER Tax Co. No.	Y	DTTO	A 5				<p>This field is used for MultiTax processing for U.S. employers only.</p> <p>Enter the tax company code for this deduction, if applicable.</p> <p>Leave this field blank if this is not a multi-tax U.S. employer.</p>
State/Local Tax Lcn.	Y	DTSLTL	A 5				<p>This field is used for MultiTax processing for U.S. employers only.</p> <p>Enter the state/local code for deductions that begin with <b>*S</b> or <b>*D</b>, if applicable.</p> <p>Leave this field blank if this is not a multi-tax U.S. employer.</p>

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
EE Last Pd Wages-Prev Yr	N	DTLBAS_PYR	P 13,2			0	<p>Leave as zero during conversion. Infinium uses this field when cycle processing begins.</p> <p>When a check is voided, if the void information for the check matches the information in the "last pd" fields - cycle, period ending date, check date, checking account, and check number - the "last" and "lst reg" fields will be replaced with their counterparts in the "prev" and "prv reg" fields, and the "prev" and "prv reg" fields will be reset to zeros and blanks.</p>
EE Last Pd Ded Amt-Prev Yr	N	DTLAMT_PYR	P 13,2			0	See <i>EE Last Pd Wages- Prev Yr</i>
EE Last Reg Wages- Prev Yr	N	DTRBAS_PYR	P 13,2			0	<p>For deductions beginning with *S, enter the wage base for the last check of the previous calendar year that included only regular wages, if you will be processing checks for the previous calendar year on converted data.</p> <p>Leave as zero for all other deductions and/or if you will not be processing checks for the previous calendar year on converted data.</p> <p>This amount is used when calculating supplemental tax for *S deductions for a check in the prior calendar year, for states that use supplemental taxing method B.</p>

Employee Deduction-Special Tax Data – PYPDT

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
EE Last Reg DedAmt- Prev Yr	N	DTRAMT_PYR	P 13,2			0	<p>For deductions beginning with *S, enter the employee amount for the last check of the previous calendar year that included only regular wages, if you will be processing checks for the previous calendar year on converted data.</p> <p>Leave as zero for all other deductions and/or if you will not be processing checks for the previous calendar year on converted data.</p> <p>This amount is used when calculating supplemental tax for *S deductions for a check in the prior calendar year, for states that use supplemental taxing method B.</p>
EE Last Reg FWT Amt- Prev Yr	N	DTRFWT_PYR	P 13,2			0	<p>For deductions beginning with *S, enter the employee's *FWT deduction amount for the last check of the previous calendar year that included only regular wages, if you will be processing checks for the previous calendar year on converted data.</p> <p>Leave as zero for all other deductions and/or if you will not be processing checks for the previous calendar year on converted data.</p> <p>This amount is used when calculating supplemental tax for *S deductions for a check in the prior calendar year, for states that use supplemental taxing method B and include the federal withholding tax amount in their state tax calculations.</p>
EE Last Pd Wages	N	DTLBAS	P 13,2			0	<p>Leave as zero during conversion. Infinium uses this field when cycle processing begins.</p> <p>When a check is voided, if the void information for the check matches the information in the "last pd" fields - cycle, period ending date, check date, checking account, and check number - the "last" and "lst reg" fields will be replaced with their counterparts in the "prev" and "prv reg" fields, and the "prev" and "prv reg" fields will be reset to zeros and blanks.</p>

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
EE Last Pd Ded Amt	N	DTLAMT	P 13,2			0	See <i>EE Last Pd Wages</i>
EE Last Pd Cycle Code	N	DTLCYCLE	A 5			Blank	See <i>EE Last Pd Wages</i>
EE Last Pd Per End Date - HYF	N	DTLPE_DATH	S 6,0			0	See <i>EE Last Pd Wages</i>
EE Last Pd Per End Date – Edited	N	DTLPE_DATE	A 10			Blank	See <i>EE Last Pd Wages</i>
EE Last Pd Per End Date – 8-digit	N	DTLPE_DAT8	P 8,0			0	See <i>EE Last Pd Wages</i>
EE Last Pd P/E Seq Num	N	DTLPE_PENQ	P 3,0			0	See <i>EE Last Pd Wages</i>
Last Pd Check Date - HYF	N	DTLCH_DATH	S 6,0			0	See <i>EE Last Pd Wages</i>
Last Pd Check Date – Edited	N	DTLCH_DATE	A 10			Blank	See <i>EE Last Pd Wages</i>
Last Pd Check Date – 8-digit	N	DTLCH_DAT8	P 8,0			0	See <i>EE Last Pd Wages</i>
Last Pd Checking Acct Code	N	DTLCHKA	A 5			Blank	See <i>EE Last Pd Wages</i>
Last Pd Check Number	N	DTLCHKN	P 9,0			0	See <i>EE Last Pd Wages</i>

Employee Deduction-Special Tax Data – PYPDT

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
EE Last Reg Wages	Y	DTRBAS	P 13,2			0	<p>For deductions beginning with *S, enter the wage base for the last check of the current calendar year that included only regular wages.</p> <p>Leave as zero for all other deductions and/or if you will not be processing supplemental checks in the current year until after you have posted one or more checks with regular wages.</p> <p>This amount is used when calculating supplemental tax for *S deductions for a check in the current calendar year, for states that use supplemental taxing method B.</p>
EE Last Reg DedAmt	Y	DTRAMT	P 13,2			0	<p>For deductions beginning with *S, enter the employee amount for the last check of the current calendar year that included only regular wages.</p> <p>Leave as zero for all other deductions and/or if you will not be processing supplemental checks in the current year until after you have posted one or more checks with regular wages.</p> <p>This amount is used when calculating supplemental tax for *S deductions for a check in the current calendar year, for states that use supplemental taxing method B.</p>

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
EE Last FWT Ded Amt	Y	DTRFWT	P 13,2			0	<p>For deductions beginning with *S, enter the employee's *FWT deduction amount for the last check of the current calendar year that included only regular wages.</p> <p>Leave as zero for all other deductions and/or if you will not be processing supplemental checks in the current year until after you have posted one or more checks with regular wages.</p> <p>This amount is used when calculating supplemental tax for *S deductions for a check in the current calendar year, for states that use supplemental taxing method B and that include the federal withholding tax amount in their state tax calculations.</p>
EE Last Reg Cycle Code	N	DTRCYCLE	A 5			Blank	<p>Leave as zero during conversion. Infinium uses this field when cycle processing begins.</p> <p>When a check is voided, if the void information for the check matches the information in the "last pd" fields - cycle, period ending date, check date, checking account, and check number - the "last" and "lst reg" fields will be replaced with their counterparts in the "prev" and "prv reg" fields, and the "prev" and "prv reg" fields will be reset to zeros and blanks.</p>
EE Last Reg Per End Date – HYF	N	DTRPE_DATH	S 6,0			0	See <i>EE Last Reg Cycle Code</i>
EE Last Reg Per End Date – Edited	N	DTRPE_DATE	A 10			Blank	See <i>EE Last Reg Cycle Code</i>
EE Last Reg Per End Date – 8-digit	N	DTRPE_DAT8	P 8,0			0	See <i>EE Last Reg Cycle Code</i>
EE Last Reg P/E Seq Num	N	DTRPE_PENQ	P 3,0			0	See <i>EE Last Reg Cycle Code</i>

Employee Deduction-Special Tax Data – PYPDT

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Last Reg Check Date - HYF	N	DTRCH_DATH	S 6,0			0	See <i>EE Last Reg Cycle Code</i>
Last Reg Check Date – Edited	N	DTRCH_DATE	A 10			Blank	See <i>EE Last Reg Cycle Code</i>
Last Reg Check Date – 8-digit	N	DTRCH_DAT8	P 8,0			0	See <i>EE Last Reg Cycle Code</i>
Last Reg Checking Acct Code	N	DTRCHKA	A 5			Blank	See <i>EE Last Reg Cycle Code</i>
Last Reg Check Number	N	DTRCHKN	P 9,0			0	See <i>EE Last Reg Cycle Code</i>
Prev Last Pd Wages	N	DTKBAS	P 13,2			0	<p>Leave as zero during conversion. Infinium uses this field when cycle processing begins.</p> <p>When a check is voided, if the void information for the check matches the information in the "last pd" fields - cycle, period ending date, check date, checking account, and check number - the "last" and "1st reg" fields will be replaced with their counterparts in the "prev" and "prv reg" fields, and the "prev" and "prv reg" fields will be reset to zeros and blanks.</p>
Prev Last Pd Ded Amt	N	DTKAMT	P 13,2			0	See <i>Prev Last Pd Wages</i>
Prv Last Cycle Code	N	DTKCYCLE	A 5			Blank	See <i>Prev Last Pd Wages</i>
Prv Last Per End Date – HYF	N	DTKPE_DATH	S 6,0			0	See <i>Prev Last Pd Wages</i>



<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Prv Last Per End Date – Edited	N	DTKPE_DATE	A 10			Blank	See <i>Prev Last Pd Wages</i>
Prv Last Per End Date – 8-digit	N	DTKPE_DAT8	P 8,0			0	See <i>Prev Last Pd Wages</i>
Prv Last P/E Seq Num	N	DTKPE_PENQ	P 3,0			0	See <i>Prev Last Pd Wages</i>
Prv Last Check Date - HYF	N	DTKCH_DATH	S 6,0			0	See <i>Prev Last Pd Wages</i>
Prv Last Check Date – Edited	N	DTKCH_DATE	A 10			Blank	See <i>Prev Last Pd Wages</i>
Prv Last Check Date – 8-digit	N	DTKCH_DAT8	P 8,0			0	See <i>Prev Last Pd Wages</i>
Prv Last Checking Acct Code	N	DTKCHKA	A 5			Blank	See <i>Prev Last Pd Wages</i>
Prv Last Check Number	N	DTKCHKN	P 9,0			0	See <i>Prev Last Pd Wages</i>
Prev Reg Wages	N	DTQBAS	P 13,2			0	<p>Leave as zero during conversion. Infinium uses this field when cycle processing begins.</p> <p>When a check is voided, if the void information for the check matches the information in the "last pd" fields - cycle, period ending date, check date, checking account, and check number - the "last" and "lst reg" fields will be replaced with their counterparts in the "prev" and "prv reg" fields, and the "prev" and "prv reg" fields will be reset to zeros and blanks.</p>

*Employee Deduction-Special Tax Data – PYPDT*

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Prev Reg Ded Amt	N	DTQAMT	P 13,2			0	See <i>Prev Reg Wages</i>
Prev FWT Ded Amt	N	DTQFWT	P 13,2			0	See <i>Prev Reg Wages</i>
Prev Reg Cycle Code	N	DTQCYCLE	A 5			Blank	See <i>Prev Reg Wages</i>
Prev Reg Per End Date – HYF	N	DTQPE_DATH	S 6,0			0	See <i>Prev Reg Wages</i>
Prev Reg Per End Date – Edited	N	DTQPE_DATE	A 10			Blank	See <i>Prev Reg Wages</i>
Prev Reg Per End Date – 8-digit	N	DTQPE_DAT8	P 8,0			0	See <i>Prev Reg Wages</i>
EE Prev Reg P/E Seq Num	N	DTQPE_PENQ	P 3,0			0	See <i>Prev Reg Wages</i>
Prev Reg Check Date - HYF	N	DTQCH_DATH	S 6,0			0	See <i>Prev Reg Wages</i>
Prev Reg Check Date – Edited	N	DTQCH_DATE	A 10			Blank	See <i>Prev Reg Wages</i>
Prev Reg Check Date – 8-digit	N	DTQCH_DAT8	P 8,0			0	See <i>Prev Reg Wages</i>
Prev Reg Checking Acct Code	N	DTQCHKA	A 5			Blank	See <i>Prev Reg Wages</i>

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Prev Reg Check Number	N	DTQCHKN	P 9,0			0	See <i>Prev Reg Wages</i>
YTD Tax Base	Y	DTTBAS	P 13,2			0	<p>Enter the year-to-date taxable wage base for this employee for the specific deduction code in the field DTDEDC.</p> <p>If this employee has not met the annual wage limit for the deduction, convert the taxable wage base from your current system, as is.</p> <p>If the wage limit has been met, place the maximum wage limit for the deduction in this field.</p> <p><b>Note:</b> Once the wage limit for the deduction has been met, Infinium programs will no longer increment the taxable wage base field. If the maximum wage limit is met during a quarter, the amount of the wages needed to meet the limit should be entered in that quarter.</p> <p>Program CVGM02 initializes this field from the corresponding field in file PYPDE, and then compares the value against the wage limit on the tax table to determine if the amount should be adjusted.</p>
Cycle Tax Base	N	DTCTB	P 13,2			0	Do not enter any value in this field. The system will update this field when you process a payroll cycle.
Prior Cycle Tax Base	N	DTPCTB	P 13,2			0	Do not enter any value in this field. The system will update this field when you process a payroll cycle.
Prior Mo Tax Base	N	DTPMTB	P 13,2			0	<p>If applicable, enter the prior month tax base for this employee for the specific deduction code in the field DTDEDC.</p> <p>See <i>YTD Tax Base</i></p>

Employee Deduction-Special Tax Data – PYPDT

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
MTD Tax Base	N	DTMTB	P 13,2			0	If applicable, enter the month-to-date tax base for this employee for the specific deduction code in the field DTDEDC.  <i>See YTD Tax Base</i>
Prior 4TH Qtr Tax Base	N	DTQ0TB	P 13,2			0	If applicable, enter the prior year 4 <sup>TH</sup> quarter tax base for this employee for the specific deduction code in the field DTDEDC.  <i>See YTD Tax Base</i>
1 <sup>ST</sup> QTR Tax Base	Y	DTQ1TB	P 13,2			0	Enter the quarter 1 tax base for this employee for the specific deduction code in the field DTDEDC.  <i>See YTD Tax Base</i>
2 <sup>ND</sup> QTR Tax Base	Y	DTQ2TB	P 13,2			0	Enter the quarter 2 tax base for this employee for the specific deduction code in the field DTDEDC.  <i>See YTD Tax Base</i>
3 <sup>RD</sup> QTR Tax Base	Y	DTQ3TB	P 13,2			0	Enter the quarter 3 tax base for this employee for the specific deduction code in the field DTDEDC.  <i>See YTD Tax Base</i>
4 <sup>TH</sup> QTR Tax Base	Y	DTQ4TB	P 13,2			0	Enter the quarter 4 tax base for this employee for the specific deduction code in the field DTDEDC.  <i>See YTD Tax Base</i>

<i>Field Description</i>	<i>Required</i>	<i>Field Name</i>	<i>Field Attrib</i>	<i>Code Type</i>	<i>Current User Field Name</i>	<i>Default Value</i>	<i>Input Description</i>
Prior Yr Tax Base	N	DTPTB	P 13,2			0	Enter the prior year tax base for this employee for the specific deduction code in the field DTDEDC.  <i>See YTD Tax Base</i>
Last User Who Updated	N	DTLUSER	A 10			Blank	If applicable, enter the user ID of the person who ran the conversion program.
Last Pgm Who Updaterd	N	DTLPGM	A 10			Blank	If applicable, enter the conversion program name.
Last Date Updaterd	N	DTLUPDDATE	S 6,0			0	If applicable, enter the date that the conversion program was run, in HYF format.
Last Time Updaterd	N	DTLUPDTIME	S 6,0			0	If applicable, enter the time that the conversion program was run.
Future Use 1	N	DTFUT1	A 1			Blank	Do not enter any value in this field. Infinium will maintain this field. It is not used at the present time.
Future Use 2	N	DTFUT2	A 3			Blank	Do not enter any value in this field. Infinium will maintain this field. It is not used at the present time.
Future Use 3	N	DTFUT3	A 5			Blank	Do not enter any value in this field. Infinium will maintain this field. It is not used at the present time.
Future Use Numeric	N	DTFUTN	P 11,2			0	Do not enter any value in this field. Infinium will maintain this field. It is not used at the present time.
Future Use Numeric 1	N	DTFUN1	P 13,2			0	Do not enter any value in this field. Infinium will maintain this field. It is not used at the present time.

**Notes**