



Infor Infinium HCM Payroll Guide to Management Functions

Volume 2

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Overview of Reconciling Checks

You can use options within the *Check Reconciliation* function to help balance your employer's payroll checking account. There are three approaches to balance your checking account:

- Receive and load a tape from your bank listing checks that have cleared
- Manually input the cleared check information
- Send a tape to the bank showing the checks that you have issued

You can use these methods in combination. For example, you can receive a tape from the bank and then manually update some entries.

You can use reporting options within the *Check Reconciliation* function to list checks that have been issued, voided, cleared or are outstanding. You can use the *Enter Missing Checks by Range* function to invalidate a range of check numbers to prevent them from being used during cycle processing.

Objectives

At the conclusion of this chapter, you should be able to accomplish the following:

- Clear checks using a bank tape
 - Manually clear checks
 - Generate a tape of cleared check data for your bank
 - Generate check status reports
 - Invalidate a range of check numbers
-

Receiving a Tape from the Bank

You use the *Receive Bank Clearing Tape* function to automate matching issued checks with cleared checks. The system compares issued check data in the Check Reconciliation file (PYPRC) with the data on your bank tape and identifies any discrepancies. After you resolve the discrepancies, you post the cleared check data.

When you post cleared check data, the system updates the employee Check Ledger file (PYPCL) with the cleared date. The system displays the cleared date and status when you use the *Display Check History* function.

This procedure has six steps. Each step is listed in the following table and described in detail in the following sections:

- 1 Modify the tape program, if necessary.
- 2 Load the bank tape into Infinium PY.
- 3 Run the *Receive Bank Clearing Tape* function to match the bank data to Infinium PY check history.
- 4 Generate the Proof List of Cleared Checks report.
- 5 Correct reconciliation errors, if necessary.
- 6 Post the cleared checks.
- 7 Generate optional reports.
- 8 Correct reconciliation errors, if necessary.

Using a Bank Tape to Reconcile Cleared Checks

When you take this step:	The system performs the following tasks:
Run the <i>Post Cycles and Print Checks</i> function	<p>Updates the check reconciliation file (PYPRC) with the check number, check date and net amount of each issued check.</p> <p>Updates the check ledger file (PYPCL) with the check number, date, gross and net amounts of each check.</p>

Using a Bank Tape to Reconcile Cleared Checks

When you take this step:	The system performs the following tasks:
Load a bank tape into the Infinium PY bank clearing tape work file using an IBM utility	Creates entries in the bank clearing tape work file (PYPBK) containing the check number, cleared date and cleared amount of each check processed by the bank during the specified time period.
Run the <i>Receive Bank Clearing Tape</i> function	<p>Matches records in the bank clearing tape work file against records in the check reconciliation file.</p> <p>If there is a match, moves cleared data from the bank clearing tape work file to the cleared check work file (PYPCC).</p> <p>Deletes matched records from bank clearing tape work file.</p>
Run the <i>List Proof of Cleared Checks</i> function and verify results	<p>Matches cleared check data in the bank clearing tape work file against issued check data in the check reconciliation file.</p> <p>Identifies discrepancies in cleared check amounts for you to research and resolve.</p>
Use the <i>Enter Cleared Checks</i> function to make any needed corrections	Adds, changes and/or deletes records in PYPCC.
Run the <i>Post Cleared Checks</i> function	<p>Updates the check reconciliation file (PYPRC) with cleared data records from the cleared check work file (PYPCC).</p> <p>Deletes matched records from cleared checks work file (PYPCC).</p> <p>Updates the check ledger file (PYPCL) which is used in the <i>Payroll Inquiry</i> options.</p>
Use the <i>Enter/Adjust Checks</i> function to make final adjustments	<p>Makes changes to cleared check data after it is posted in the check reconciliation file.</p> <p>Adds, changes and/or deletes data in the check reconciliation file (PYPRC) only.</p> <p>Any changes you make through the <i>Enter/Adjust Checks</i> function are not reflected in the check ledger file (PYPCL).</p>

Modifying the Tape Program

Before you load the cleared check information from the bank tape to the Infinium PY bank clearing tape work file (PYPBK), verify that the format of the

data file on your bank tape is compatible with the Infinium PY bank work file format.

If the bank tape file format differs from the layout of the bank clearing tape work file, either have your bank customize its tape program to match the format of the work file or have your MIS department modify the Infinium Payroll work file format. Consult your MIS department for additional information.

Loading the Tape

After you resolve any compatibility issues between your bank tape file format and the format of the Infinium PY bank clearing tape work file, use a file utility function to transfer data from the bank file to the Infinium PY file.

Consult your MIS department for additional information and procedures.

Matching Cleared Check Data

Follow the steps below to match information in the bank clearing tape work file (PYPBK) to the data in the check reconciliation file (PYPRC).

- 1 From the Infinium PY main menu select *Check Reconciliation*.
 - 2 Select *Automated Bank Functions*.
 - 3 Select *Receive Bank Clearing Tape* [RBCT]. The system displays the screen shown in Figure 13-1.
-

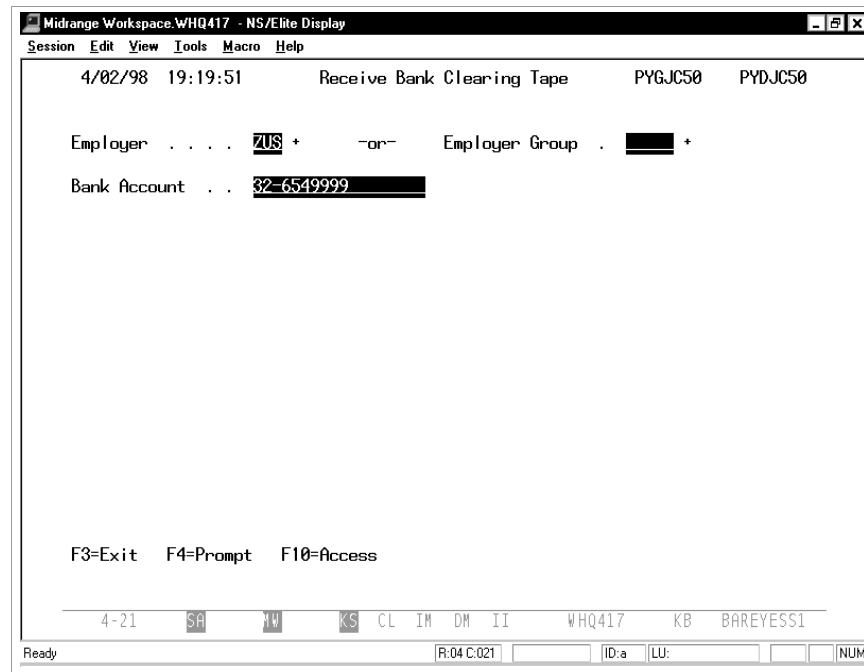


Figure 13-1: Receive Bank Clearing Tape screen

- 4 Complete the fields on this screen as described below.

Employer

Type the value that identifies the employer. Complete this field or the *Employer Group* field.

Employer Group

Type the value that identifies a group of employers. You define values for this field using code type **ERG**.

Bank Account

Type the employer's bank account number. This number must correspond to the ten-digit account number in the bank clearing tape work file (PYPBK).

- 5 Press Enter. The system matches cleared check data from the bank clearing tape to the Infinium PY check reconciliation file and generates the Bank Tape of Cleared Checks report.

Generating the Proof List of Cleared Checks

Generate this report to verify the cleared check information received from your bank prior to posting the cleared checks. The Proof List of Cleared Checks report lists:

- Employer and checking account code
- Employee name and number
- Check number, check date and amount
- Cleared date and amount
- Previously cleared date and amount
- Differences, if any, between the issued and cleared information

Follow the steps below to generate the Proof List of Cleared Checks report.

- 1 From the Infinium PY main menu select *Check Reconciliation*.
- 2 Select *Automated Bank Functions*.
- 3 Select *List Proof of Cleared Checks [PPLCC]*. The system displays the screen shown in Figure 13-2.

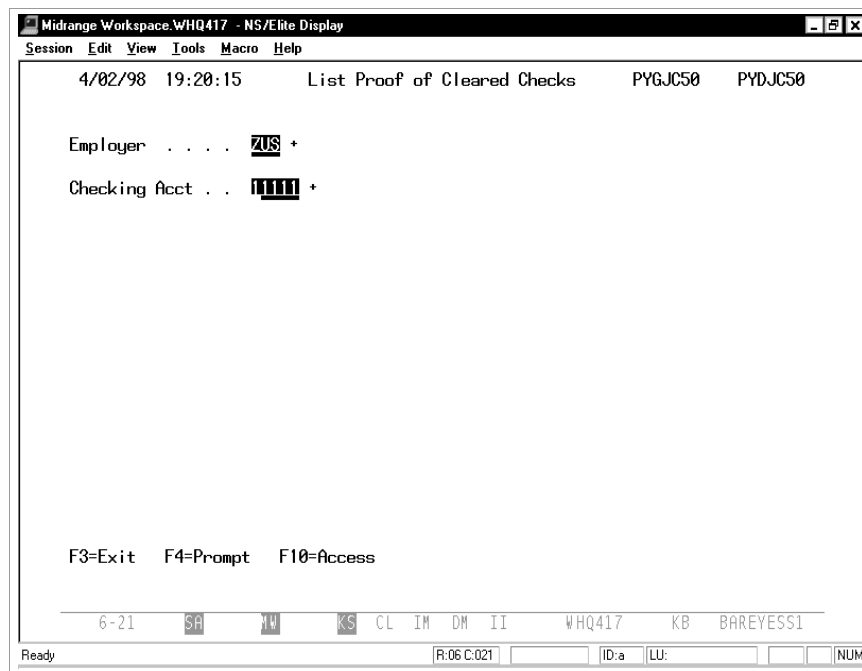


Figure 13-2: List Proof of Cleared Checks screen

- 4 Complete the fields on this screen as described below.

Employer

Type the value that identifies the employer. Leave this field blank to generate a proof report for all employers with data in the cleared checks work file.

Checking Acct

Type a valid checking account number. Leave this field blank to generate a proof report for all checking accounts with data in the cleared checks work file.

- 5 Press Enter. The system generates the Cleared Checks Proof List and returns you to the Infinium PY menu.

Entering Cleared Checks

Use the *Enter Cleared Checks* function to manually update information in the Cleared Checks work file. You can use this option to:

- Add new entries to the check reconciliation file
- Correct existing entries received on your bank clearing tape
- Delete existing entries

Any information you type is edited interactively against data in the check reconciliation file (PYPRC). For example, if you type an invalid check number or cleared amount, the system displays an error message when you press Enter on the Enter Cleared Checks screen. You must correct your entry before you can save the information and exit from the screen. Once accepted, your manual updates are added to the check reconciliation (PYPCC) work file.

Follow the steps below to manually enter or update cleared check information.

- 1 From the Infinium PY main menu select *Check Reconciliation*.
 - 2 *Select Manual Check Functions*.
 - 3 Select *Enter Cleared Checks* [KCC]. The system displays the screen shown in Figure 13-3.
-

Midrange Workspace.WHQ417 - NS/Elite Display

Session Edit View Tools Macro Help

4/02/98 19:20:47 Enter Cleared Checks PYGR050 PYDR050

Employer ZUS +

Checking Account. 1111 +

Def. Cleared Date 040198

F3=Exit F4=Prompt

3-21 SA HW KS CL IM DM II WHQ417 KB BAREYESS1

Ready R:03 C:021 ID:a LU: NUM

Figure 13-3: Enter Cleared Checks screen 1

- 4 Use the information below to complete the fields on this screen.

Employer

Type the value that identifies your employer.

Checking Account.

Type the value that identifies the checking account.

Def. Cleared Date

Type a date for the system to use as a default check cleared date.

If you type a date in the *Def Cleared Date*, any checks you update without specifying a cleared date are automatically assigned this date as their cleared date.

- 5 Press Enter. The system displays the screen shown in Figure 13-4.

4/02/98 19:21:27 Enter Cleared Checks PYGR050 PYDR050

Employer ZUS
 Checking Account: 11111
 Def Cleared Date: 4011998

Entry#	Check Number	Cleared Amount	Clear Date
1.	30118	503.50	
2.	30119	785.43	
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Totals: Checks Cleared Amount Changed
 0 .00 0

F3=Exit F24=Reset

10-44 SA HW KS CL IM DM II WHQ417 KB BAREYESS1

Ready R:10 C:044 ID:a LU: NUM

Figure 13-4: Enter Cleared Checks screen 2

You can type up to ten checks on the screen at a time.

6 Complete the fields described below.

Check Number

Type a valid check number to clear.

To negate an entry in the cleared checks file and reverse the entry out of the proof list, you must type the minus sign after the check number. For example, to remove check 141 from the list, type **141-**. Leave the *Cleared Amount* field blank.

Cleared Amount

Type the dollar amount of the check to clear, including the decimal point. For example, type **350.47**.

Check Date

Type the date this check was processed by the bank. If you leave this field blank, the system enters the default date you typed on the first screen.

7 Press Enter.

The system displays the total number of checks, cleared amounts and the number of checks changed or reissued in the work file at the bottom of the screen.

- 8 Press F24 if you need to type more than ten checks. This function key resets the totals to zero and allows you to continue entering the next ten checks.
- 9 Press F3 to exit from the screen and return to the Infinium PY main menu.
- 10 Generate the Cleared Checks Proof List report to verify your updates.

Posting the Cleared Checks

The *Post Cleared Checks* function updates the employee check ledger file (PYPCL) with cleared check dates. It also prints a cleared check report that lists posted and cleared checks. You can view the cleared check information for specific checks using the *Display Check History* function.

Follow the steps below to post cleared checks.

- 1 From the Infinium PY main menu select *Check Reconciliation*.
 - 2 Select *Automated Bank Functions*.
 - 3 Select *Post Cleared Checks* [PCC]. The system displays the screen shown in Figure 13-5.
-

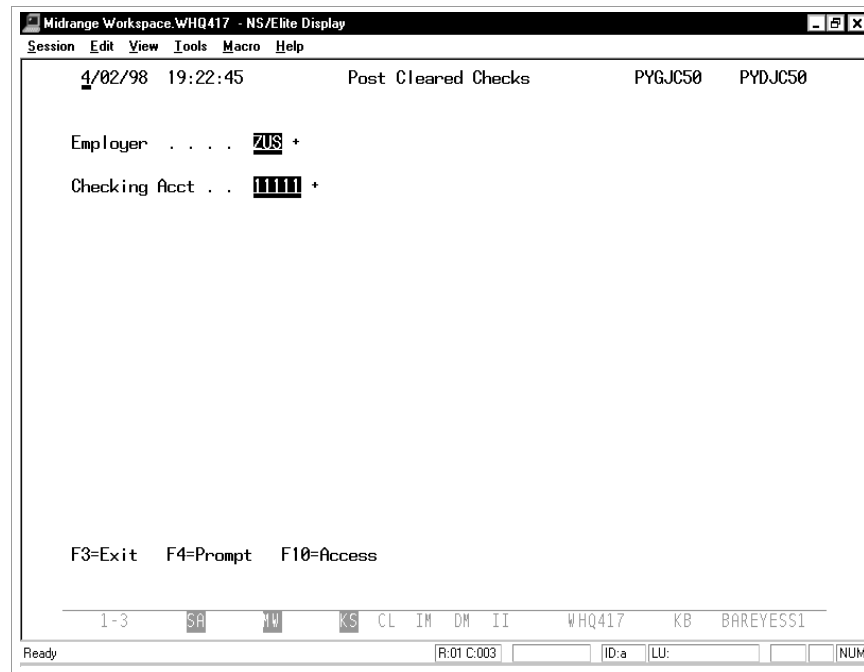


Figure 13-5: Post Cleared Checks screen

4 Complete the following fields:

Employer

Type the value that identifies your employer. Leave this field blank to post cleared checks for all employers with data in the cleared checks work file.

Checking Acct

Type the checking account code. Leave this field blank to post cleared checks for all checking accounts with data in the cleared checks work file.

5 Press Enter. The system returns you to the Infinium PY menu, posts the cleared checks and generates the Cleared Checks Report.

Correcting Reconciliation Errors after Posting Cleared Checks

Use the *Enter/Adjust Checks* function after you post cleared checks to:

- Correct reconciliation errors after cleared check data has already been posted to the check reconciliation file.
- Add checks that were not generated by Infinium PY, but need to be included in the check reconciliation file for reporting purposes. For

example, you can use this function to add checks outstanding at conversion.

- Delete previously posted entries from the Check Reconciliation file.

The *Enter/Adjust Checks* function updates the check reconciliation file, PYPRC, only. It does not update the check ledger file, PYPCL. You must use a file utility to make changes to the check ledger file.

Follow the steps below to correct reconciliation errors or add checks to the check reconciliation file.

- 1 From the Infinium PY main menu select *Check Reconciliation*.
- 2 Select *Check Adjustment Functions*.
- 3 Select *Enter/Adjust Checks* [EUC]. The system displays the screen shown in Figure 13-6.

Figure 13-6: Enter Checks prompt screen

- 4 Complete the fields described below.

Employer

Type the value that identifies your employer.

Checking Account

Type a valid checking account number.

Check Number

Type the check number you want to add or update.

- 5 Press Enter. The system displays the screen shown in Figure 13-7.

Midrange Workspace.WHQ417 - NS/Elite Display

Session Edit View Tools Macro Help

4/02/98 19:24:18 Enter Checks PYGMRC PYDMRC

Employer . . . : ZUS SAMPLE US COMPANY

Checking Account: CDA CENTRAL DISBURSING ACCOUNT

Check Number . . : 19185

Check Date . . . : 1301998

Check Amount . . : 544.92

Employee # . . . : 80294

Void Date : 0

Cleared Date . . : 3201998

Cleared Amount . : 544.92

F3=Exit F22=Delete

9-21 SA HU KS CL IM DM II WHQ417 KB BAREYESSI

Ready R:09 C:021 ID:a LU: NUM

Figure 13-7: Enter Checks screen 2

- 6 Follow these steps to add, change or delete data in the check reconciliation file.

Adding Checks

To add checks to the check reconciliation file, complete the following fields:

Check Date

Type the date of the check you are adding to the file.

Check Amount

Type the amount of the check you are adding to the file.

Employee #

Type the employee number associated with the check you are adding to the file.

Cleared Date

Type the date on which this check cleared.

Cleared Amount

Type the amount of this check as processed by the bank.

Correcting an Entry

To correct an entry posted in the check reconciliation file, you can update the information in any of the following fields:

Check Date

Type the date of the check you are adding to the file.

Check Amount

Type the amount of the check you are adding to the file.

Employee #

Type the employee number associated with the check you are adding to the file.

Void Date

Type the date on which this check was voided.

Cleared Date

Type the date on which this check cleared.

Cleared Amount

Type the amount of this check as processed by the bank.

Deleting Checks

To remove a check from the check reconciliation file, press F22.

Deleting a check from the check reconciliation file does not remove the cleared date for the check from the check ledger file.

Sending a Tape to the Bank

In this section you learn how to send a tape to the bank for the bank to reconcile cleared checks. You follow these steps:

- 1 Extract data from the Check Reconciliation file (PYPRC) to create the bank reconciliation tape file (PYPAR).
- 2 Create the tape.

Extracting Data for the Bank Reconciliation Tape

In this step you extract the data that is to be included in the bank tape. It may be necessary for either the bank to modify its tape file format or for your MIS department to modify the Infinium PY checking account reconciliation tape file (PYPAR) to match the bank's format. Consult your MIS department for additional information.

Follow the steps below to extract data for the bank reconciliation tape.

- 1 From the Infinium PY main menu select *Check Reconciliation*.
 - 2 Select *Automated Bank Functions*.
 - 3 Select *Extract Check Reconciliation Data [EARD]*. The system displays the screen shown in Figure 13-8.
-

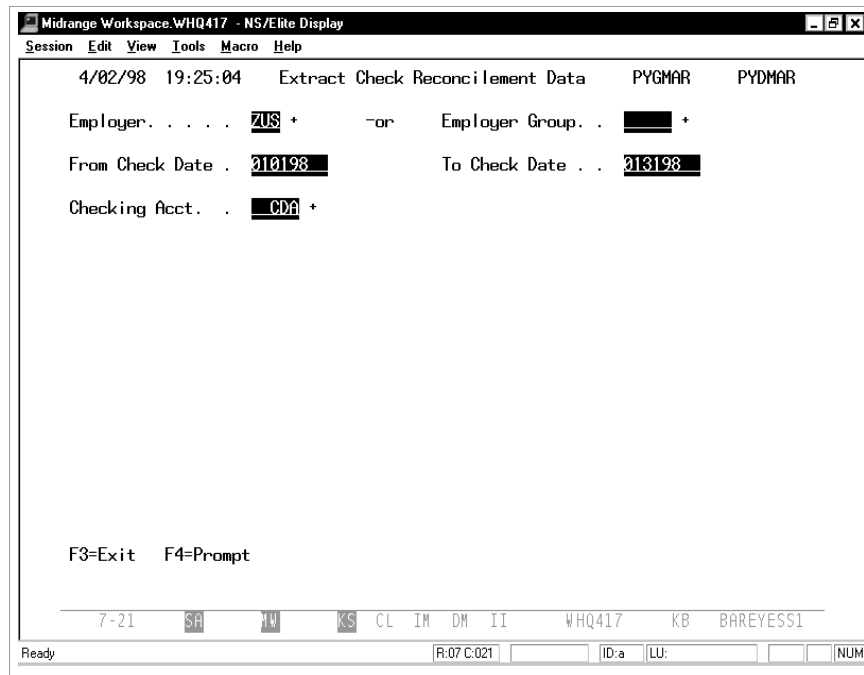


Figure 13-8: Extract Check Reconciliation Data screen

4 Complete the fields described below.

Employer

Type the value that identifies your employer. Leave this field blank to extract data for a group of employers.

Employer Group

Type the value that identifies a group of employers. Leave this field to extract data for only one employer.

From Check Date

Type the earliest check date to include in the tape file. Leave this field blank to include all checks.

To Check Date

Type the latest check date to include in the tape file. Leave this field blank to include all checks.

Checking Acct

Type a valid checking account number.

- 5 Press Enter. The system returns you to the Infinium PY menu, creates entries in the Checking Accounting Reconciliation file (PYPAR) and generates the Account Reconciliation report.

Creating the Reconciliation Tape

The *Create Check Reconciliation Tape* function transfers data from Infinium PY onto the actual tape that is sent to the bank. Make sure that the tape is loaded onto a tape drive connected to the AS/400 or iSeries before executing this function.

Follow the steps below to create the reconciliation tape.

- 1 From the Infinium PY main menu select *Check Reconciliation Functions*.
- 2 Select *Automated Bank Functions*.
- 3 Select *Create Check Reconciliation Tape [CART]*. The system displays the screen shown in Figure 13-9.

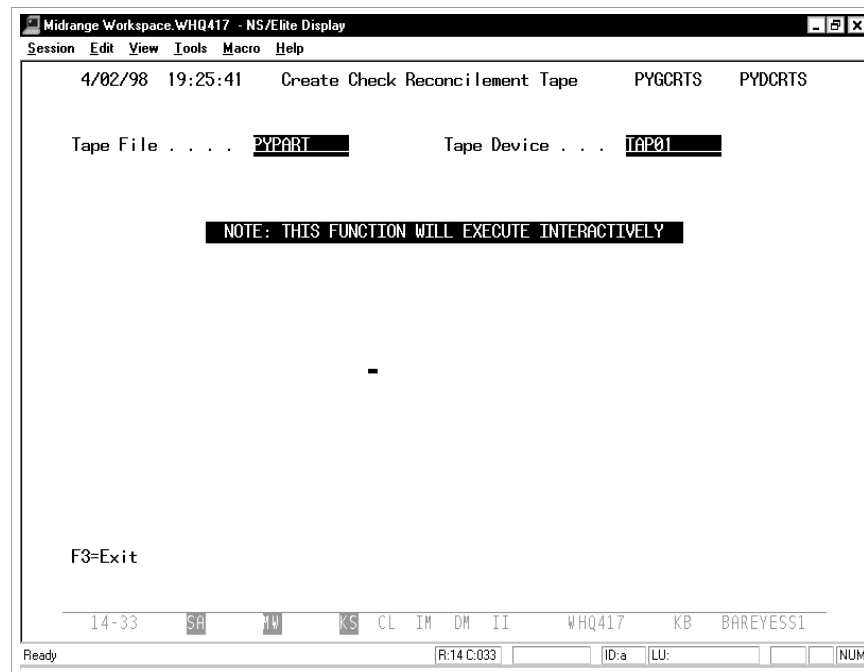


Figure 13-9: Create Check Reconciliation Tape screen

- 4 Complete the field below.

Tape Device

Type the name of your tape device: for example, **TAP01**.

- 5 Press Enter. The system transfers data to the tape and returns you to the Infinium PY menu.

Manually Entering Cleared Checks

You can manually type cleared check information into Infinium PY, instead of or in addition to receiving a tape from the bank. This is accomplished using the following steps:

1 Manually enter cleared checks.

Use the *Enter Cleared Checks* function to manually type cleared check dates and amounts. Any information you type is edited against the Check Reconciliation (PYPRC) file interactively. Once accepted, the transactions are added to the check reconciliation work file. Refer to the “Entering Cleared Checks” section for more information.

2 Generate a proof list of cleared checks.

Use the *List Proof of Cleared Checks* function to generate a list of cleared check information and review it for any errors. Refer to the “Generating the Proof List of Cleared Checks” section for more information.

3 Correct cleared check data, if necessary.

If you find an error on the Proof List of Cleared Checks report, repeat Step 1. Refer to the “Entering Cleared Checks” section for more information.

4 Post cleared checks.

Execute the *Post Cleared Checks* option to post your cleared check data to the check ledger (PYPCL) and the check reconciliation (PYPRC) files. Refer to the “Posting the Cleared Checks” section for more information.

Entering Missing Checks by Range

Use the *Enter Missing Checks by Range* function to identify a range of check numbers that are not valid and must not be used within the system. For example, you can enter the numbers of checks that were destroyed in error or checks that are not to be used for payroll checks.

Follow the steps below to enter missing check numbers.

- 1 From the Infinium PY main menu select *Check Reconciliation*.
- 2 Select *Check Adjustment Functions*.
- 3 Select *Enter Missing Checks by Range*. The system displays the screen shown in Figure 13-10.

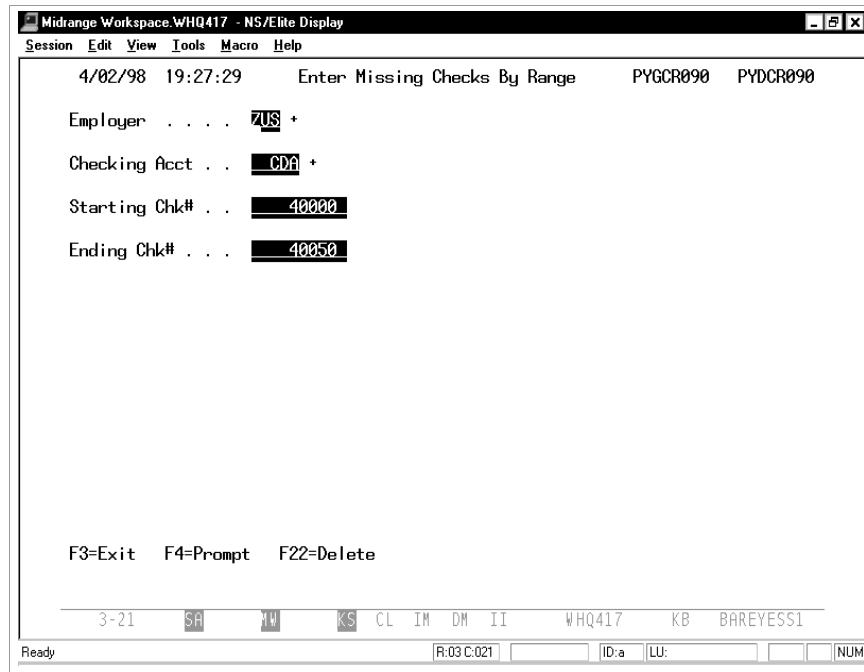


Figure 13-10: Enter Missing Checks by Range screen

- 4 Complete the fields on this screen as described below.

Employer

Type the value that identifies your employer.

Checking Acct

Type a valid checking account number.

Starting Chk#

Type the number of the first check in the range of checks you want to invalidate.

Ending Chk#

Type the number of the last check in the range of checks to invalidate.

- 5 Press Enter to delete the missing checks. The system immediately invalidates the checks.

Once the checks have been recorded in the system, you receive the following message:

“Checks deleted within range”.

- 6 Press F22 to reverse a check number you typed in error.
-

Generating Check Status Reports

You can generate three optional reports to verify the status of checks you processed through Infinium PY pay cycles:

- Issued Checks
- Outstanding Checks
- Voided Checks

Samples of each report are provided at the end of this section.

Generating the Issued Checks Report

Use the *List Issued Checks* function to generate a report that lists the checks you have issued within a specified date range or check number range.

The report includes the following information for each selected check:

- Check number
- Employee number and name
- Issued date and amount
- Cleared date and amount
- Voided date and amount

Follow the steps below to generate the Issued Checks report.

- 1 From the Infinium PY main menu select *Check Reconciliation*.
 - 2 Select *Check Reporting*.
 - 3 Select *List Issued Checks* [PICL]. The system displays the screen shown in Figure 13-11.
-

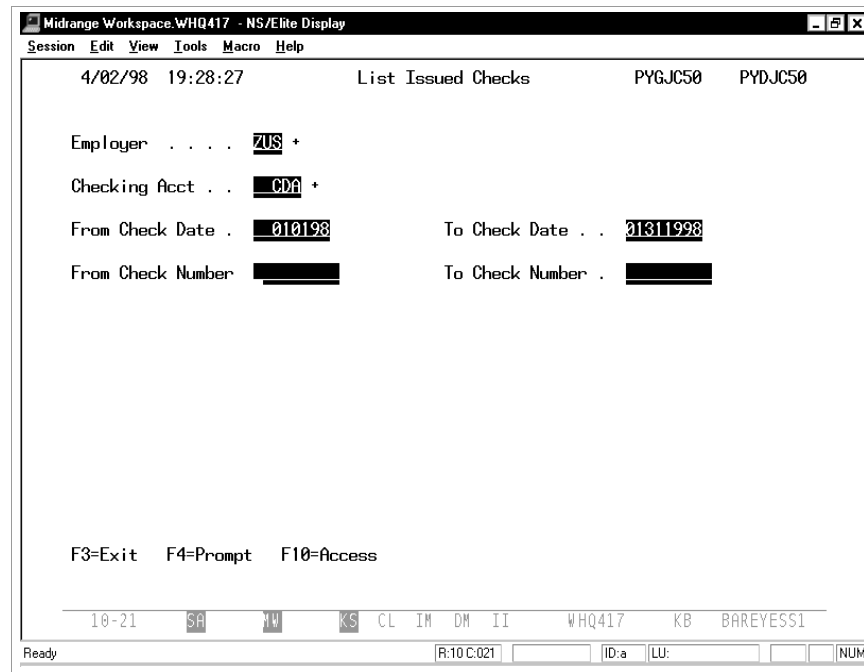


Figure 13-11: List Issued Checks prompt screen

4 Complete the fields described below.

Employer

Type the value that identifies your employer.

Checking Acct

Type a valid checking account number.

From Check Date

Type the starting check date for this report. The report contains information for checks dated on or after the specified date.

To Check Date

Type the ending check date for this report. The report contains information for checks dated on or before the specified date.

From Check Number

Type the starting check number for this report. The report lists checks issued beginning with the check number you type.

To Check Number

Type the ending check number for this report. The report lists checks issued up to the check number you type.

- 5 Press Enter. The system generates the Issued Checks report. A sample is provided at the end of this section.

Generating the Check Audit Report

Use the *List Check Audit* function to generate a report that lists the checks issued for a specific checking account or a date range.

You can select checks by a range of dates. The dates selected can either be period ending or check dates.

Follow the steps below to generate the Check Audit report.

- 1 From the Infinium PY main menu select *Employee Data*.
- 2 Select *Payroll Inquiry*.
- 3 Select *List Check Audit* [PYLCHKAUD]. The system displays the screen shown in Figure 13-12.

```

6/27/12  18:08:42          List Check Audit          PYGXLLS  PYDXLLS
-----
Employer . . . . . ___ + -or- Employer Group . . . . . ___ +

Checking Account . . . . . _____ +
From Check . . . . . _____
To Check . . . . . _____

Date Range Select . . . . . _ (P-Period End, C-Check)
From Date . . . . . _____
To Date . . . . . _____

F3=Exit  F4=Prompt  F10=QuikAccess
    
```

Figure 13-12: List Check Audit screen

4 Complete the fields described below.

Employer

Specify the employer whose check information you want to review.

Leave blank and specify a value in *Employer Group* to print a report for more than one employer. You must complete either the *Employer* or *Employer Group* field.

Employer Group

Specify the employer group whose check information you want to review.

Leave blank and specify a value in *Employer* to print a report for one employer only. You must complete either the *Employer* or *Employee Group* field.

Checking Acct

Specify the checking account from which the check range is selected. Leave this field blank to select all checking accounts.

From Check

Type the *From Check* number to select the lower limit of checks to print. Leave the field blank to remove a lower limit of checks to select.

To Check

Type the *To Check* number to select the upper limit of checks to print. Leave the field blank to remove the upper limit of checks to select.

Date Range Select

Type **P** to use the period ending date or **C** to use check dates. Leave this field blank when selecting checks from a specified checking account.

From Date

Type the *From Date* to select the lower limit of checks to print. Leave the field blank to remove the lower limit of checks to select.

To Date

Type the *To Date* to select the upper limit of checks to print. Leave the field blank to remove the upper limit of checks to select.

5 Press Enter. The system generates the Check Audit report.

Generating the Outstanding Checks Report

The Outstanding Checks report provides a listing of issued checks that have not yet been cleared by your bank.

You can generate this report as of a specific date. This date limits the listing to those checks that were outstanding as of the date indicated, but may have been cleared after the “as of” date. You can exclude all cleared checks from the report or exclude only the checks that cleared before the specified date.

Follow the steps below to generate the Outstanding Checks report.

- 1 From the Infinium PY main menu select *Check Reconciliation*.
- 2 Select *Check Reporting*.
- 3 Select *List Outstanding Checks [POCL]*. The system displays the screen shown in Figure 13-13.

```

8/02/07 08:55:10      List Outstanding Checks      PYGJC50  PYDJC50

Employer . . . .  ___ +      -or-      Employer Group .  ____ +
Checking Acct . .  ____ +
As of Date . . .  80207
List Cleared Cks?  _ (0=No 1=Yes)
List Unclaim Chks 0 (0=No 1=Yes)

F3=Exit  F4=Prompt  F10=Access

```

Figure 13-13: List Outstanding Checks prompt screen

- 4 Complete the fields described below.

Employer

Type the value that identifies your employer.

Checking Acct

Type a valid checking account number.

As of Date

Type the ending date for this report. The report will list checks that were not cleared as of this date. The system date defaults into this field.

List Cleared Cks?

Indicate whether you want the report to list cleared checks. Valid values are:

- 0** Exclude any check that has been cleared regardless of its cleared date.
- 1** Include checks that were outstanding on or before the specified “as of” date, but have since been cleared.

List Unclaim Chks

Specify whether to include unclaimed (escheated) checks on the Outstanding Checks report. Valid values are:

- 0** Do not include unclaimed checks.
- 1** Include unclaimed checks. The system does not include checks with an escheat date on or before the date you specify in the *As of Date* field.

- 5** Press Enter. The system processes your request and returns you to the Infinium PY main menu.

Generating the Voided Checks Report

The List Voided Checks report lists all checks voided within a specified date range.

- 1** From the Infinium PY main menu select *Check Reconciliation*.
 - 2** Select *Check Reporting*.
 - 3** Select *List Voided Checks* [PVCK]. The system displays the screen shown in Figure 13-14.
-

```

5/31/02 14:28:43          List Voided Checks          PYGJC50  PYDJC50

Employer . . . .  ____ +
Checking Acct . .  ____ +
From Check Date .  _____          To Check Date . .  _____
From Check Number _____          To Check Number .  _____

F3=Exit  F4=Prompt  F10=Access
    
```

Figure 13-14: List Voided Checks screen

4 Complete the fields described below.

Employer

Type the value that identifies your employer.

Checking Acct

Type a valid checking account number.

From Check Date

Type the starting check date for this report. The report contains information for checks with check dates on or after the date you type.

To Check Date

Type the ending check date for this report. The report contains information for checks with check dates on or before the date you type.

From Check Number

Type the starting check number for this report. The report lists voided checks beginning with the check number you type.

To Check Number

Type the ending check number for this report. The report lists voided checks up to the check number you type.

- 5 Press Enter. The system processes your request and returns you to the Infinium PY menu.
- 6 Sample reports are on the following pages.

PYGR040 PYTR040
3/20/98 14:34:13

I S S U E D C H E C K S R E P O R T

Page 1

FROM DATE 12/01/1997
TO DATE 1/31/1998

EMPLOYER ZUS
CHECKING ACCOUNT CDA

SAMPLE US COMPANY
CENTRAL DISBURSING ACCOUNT

CHECK#	EMPLOYEE#	NAME	ISSUED DATE	ISSUED AMOUNT	CLEARED DATE	CLEARED AMT.	VOIDED DATE	VOIDED AMT.
18950	80112	BERRY,HOLLY	12/07/1997	228.09				
18951	1033	BOYLE,BARB	12/07/1997	445.50				
18952	80114	BUDD,ROSE	12/07/1997	258.81				
18953	80225	BURGER,BETTY	12/07/1997	150.52				
18954	80281	CAKE,PATTY	12/07/1997	211.76				
18955	80152	DEEDE,GRANT	12/07/1997	327.21				
18956	80006	DIESEL,DAN E	12/07/1997	142.80				
18957	80289	DOLL,KEN J	12/07/1997	299.69				
18958	80182	DUDE,SURFER	12/07/1997	302.42				
18959	1096	EMPLOYEE,TIPPED	12/07/1997	98.70				
18960	80101	FINGERS,FRANKIE	12/07/1997	353.40				
18961	80309	FIR,DOUGLAS T	12/07/1997	368.65				
18962	1044	HAUT,DAN	12/07/1997	711.62				
18963	80229	HOTDOG,HANK	12/07/1997	304.25				
18964	80109	LEDGER,LINDA	12/07/1997	149.04				
18965	80107	LEGGS,HARRY	12/07/1997	346.94				
18966	80227	LESS,RUTH	12/07/1997	304.25				
18967	80280	MOCCIA,ELEANOR J	12/07/1997	299.69				
18968	80277	MOCCIA,RONALD J	12/07/1997	299.69				
18969	80117	NOTES,CLIFF	12/07/1997	329.23				
18970	1178	PATIENT,PHYLLIS	12/07/1997	452.59				
18971	80040	PINKUS,PATRICIA	12/07/1997	320.29				
18972	80228	PITTS,CHERRY	12/07/1997	105.08				
18973	80285	POTATO,SPUD J	12/07/1997	299.69				
18974	80043	ROAD,BUMPY	12/07/1997	319.91				
18975	80044	ROAD,STONY	12/07/1997	311.36				
18976	3612	SAMPLE-EXIT,SELMA	12/07/1997	363.55				
18977	80422	SNOWCLOUD,LARRY	12/07/1997	555.86				
18978	80273	STEPGRADE,PHIL J	12/07/1997	299.69				
18979	80270	STEPGRADE,STEFFIE J	12/07/1997	311.36				
18980	80279	STEPTOE,HEIDI J	12/07/1997	299.69				
18981	1040	TEA,HERB	12/07/1997	273.88				
18982	80278	TOAST,MELBA J	12/07/1997	299.69				
18983	80008	TRUCKER,TOM E	12/07/1997	304.04				
18984	80155	WAGON,CHUCK	12/07/1997	356.76				
18985	80048	WINDE,AUGUSTA	12/07/1997	260.75				
18986	1090	WIRE,BARB	12/07/1997	314.06				
18987	80108	WISE,PENNEY	12/07/1997	220.69				
18988	1116	WOOD,ASPEN	12/07/1997	327.21				
18997	1252	ALPHA,ANNA A	12/08/1997	316.81				

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19175	1044	HAUT, DAN	1/15/1998	715.69	3/20/1998	715.69	
19185	80294	CANDLE, ROMAN J	1/30/1998	544.92	3/20/1998	544.92	
TOTAL CHECKS LISTED FOR ACCOUNT CDA			42	13,505.83		1,260.61	.00
TOTAL CHECKS LISTED FOR EMPLOYER ZUS			42	13,505.83		1,260.61	.00

PYGR030 PYTR030 O U T S T A N D I N G C H E C K S R E P O R T Page 1
 3/20/98 16:49:52 EMPLOYER ZUS ENDING DATE 2/01/1998
 CHECKING ACCOUNT CDA SAMPLE US COMPANY

CHECK#	OLD CK#	EMPLOYEE#	NAME	ISSUED DATE	ISSUED AMOUNT	CLEARED DATE	CLEARED AMT.	DIFFERENCES
18950		80112	BERRY, HOLLY	12/07/1997	228.09		.00	
18951		1033	BOYLE, BARB	12/07/1997	445.50		.00	
18952		80114	BUDD, ROSE	12/07/1997	258.81		.00	
18953		80225	BURGER, BETTY	12/07/1997	150.52		.00	
18954		80281	CAKE, PATTY	12/07/1997	211.76		.00	
18955		80152	DEEDE, GRANT	12/07/1997	327.21		.00	
18956		80006	DIESEL, DAN E	12/07/1997	142.80		.00	
18957		80289	DOLL, KEN J	12/07/1997	299.69		.00	
18958		80182	DUDE, SURFER	12/07/1997	302.42		.00	
18959		1096	EMPLOYEE, TIPPED	12/07/1997	98.70		.00	
18960		80101	FINGERS, FRANKIE	12/07/1997	353.40		.00	
18961		80309	FIR, DOUGLAS T	12/07/1997	368.65		.00	
18962		1044	HAUT, DAN	12/07/1997	711.62		.00	
18963		80229	HOTDOG, HANK	12/07/1997	304.25		.00	
18964		80109	LEDGER, LINDA	12/07/1997	149.04		.00	
18965		80107	LEGGs, HARRY	12/07/1997	346.94		.00	
18966		80227	LESS, RUTH	12/07/1997	304.25		.00	
18967		80280	MOCCIA, ELEANOR J	12/07/1997	299.69		.00	
18968		80277	MOCCIA, RONALD J	12/07/1997	299.69		.00	
18969		80117	NOTES, CLIFF	12/07/1997	329.23		.00	
18970		1178	PATIENT, PHYLLIS	12/07/1997	452.59		.00	
18971		80040	PINKUS, PATRICIA	12/07/1997	320.29		.00	
18972		80228	PITTS, CHERRY	12/07/1997	105.08		.00	
18973		80285	POTATO, SPUD J	12/07/1997	299.69		.00	
18974		80043	ROAD, BUMPY	12/07/1997	319.91		.00	

////////////////////////////////////

18997		1252	ALPHA, ANNA A	12/08/1997	316.81		.00	
19065		1136	GUAM, GLYNNIS I	9/29/1997	1,444.39		.00	
19066		1137	GUAM, HARRIET	9/29/1997	324.69		.00	
19175		1044	HAUT, DAN	1/15/1998	715.69	3/20/1998	715.69	
19185		80294	CANDLE, ROMAN J	1/30/1998	544.92	3/20/1998	544.92	

TOTAL OUTSTANDING CHECKS FOR ACCOUNT	CDA	174	6,186,536.57	1,260.61	.00
TOTAL OUTSTANDING CHECKS FOR EMPLOYER	ZUS	174	6,186,536.57	1,260.61	.00

□

PYGR090 PYTR090
3/20/98 16:54:46

V O I D E D C H E C K S R E P O R T

EMPLOYER ZUS
CHECKING ACCOUNT CDA

SAMPLE US COMPANY
CENTRAL DISBURSING ACCOUNT

FROM DATE 1/01/1997
TO DATE 12/31/1997

CHECK#	EMPLOYEE#	NAME	ISSUED DATE	ISSUED AMOUNT	CLEARED DATE	CLEARED AMT.	VOIDED DATE	VOIDED AMT.
9372	1039	LITTER,KITTY	1/21/1997	296.91			1/22/1997	296.91
9602	1033	BOYLE,BARB	3/24/1997	823.96			8/28/1997	823.96
9657	80005	ACCURATE,ALAN C	6/05/1997	615.19			6/05/1997	615.19
1	80005	ACCURATE,ALAN C	8/01/1997	.00			8/27/1997	
10354	1147	MEGABUCKS,MARVIN	8/30/1997	617,767.28			8/30/1997	617,767.28
TOTAL CHECKS LISTED FOR ACCOUNT CDA			5	619,503.34		.00		619,503.34
TOTAL CHECKS LISTED FOR EMPLOYER ZUS			5	619,503.34		.00		619,503.34

□

Purging Check Reconciliation Data

You can use the *Purge Check Reconciliation Data* option to remove entries from the check reconciliation file (PYPRC) through a specified check date.

When you use the *Purge Check Reconciliation Data* option, the system removes entries from the check reconciliation file for those checks for which you have posted a cleared date and amount. The system does not purge records for checks whose cleared amount differs from the issued amount. The system then reorganizes the file to compact your data and conserve system space.

The *Purge Check Reconciliation Data* option does not affect check history files such as the check ledger, income ledger and deduction ledger files. Because the system stores the cleared date in the check ledger file (PYPCL), you can review the cleared date for reconciled checks using the *Display Check History* option.

You should consider making a backup tape of the data in the check reconciliation file before you purge it. You can restore information from the backup tape if it is needed in the future.

You can generate a report of the data you purged for future reference. The report lists the purged transactions by employer, checking account, check date, check number and employee number.

WARNING! Because this function reorganizes the check reconciliation file after it purges the specified transactions, Infinium PY users should not be running options that access the check reconciliation file, such as the *Post Cycles and Print Checks* function, when you are executing the *Purge Check Reconciliation Data* option.

It is preferable to run this function outside of normal work hours to avoid causing potentially slow system response time while the purge and reorganize processing is running.

Purging Check Reconciliation Information

Follow these steps to purge transactions from the Check Reconciliation file:

- 1 From the Infinium PY main menu select *System Operations*.
-

- 2 Select *Payroll Purge Functions*.
- 3 Select *Miscellaneous Data*.
- 4 Select *Purge Check Reconciliation Data* [PCRD]. The system displays the screen shown in Figure 13-15.

Midrange Workspace.WHQ417 - NS/Elite Display

Session Edit View Tools Macro Help

4/08/98 18:31:10 Purge Check Reconciliation Data PYGPHS PYDPHS

Employer ZUS +

Through date 12311997

Print data? 1 0=No, 1=Yes

WARNING: After records are purged from the file(s), a reorganize of the file(s) will be done automatically. Caution should be used, therefore to ensure that no one uses the file(s) when the purge is done.

F3=Exit F4=Prompt F10=QuickAccess F18=Message lin F24=Submit

1-3 SA HW KS CL IM DM II WHQ417 KB BAREYESS1

Ready R:01 C:003 ID:a LU: NUM

Figure 13-15: Purge Check Reconciliation Data screen

- 5 Use the following information to complete the fields on this screen:

Employer

Type the value that represents your employer or leave this field blank to purge check reconciliation data for all employers in your database.

Through date

Specify the latest check date for which you are purging check reconciliation data. The system purges transactions up to and including the check date you specify.

For example, if you type **12312002** in this field, the system removes entries from the Check Reconciliation file for all checks up to and including those dated December 31, 2002.

Print data?

Indicate whether you want to generate a report listing all of the purged transactions.

Valid values are:

- 0** Purge data but do not generate a report listing the purged transactions.
 - 1** Purge data and generate a report listing the purged transactions.
- 6** Press F24. The system purges the specified transactions and generates an audit report if selected.
-

Notes

Chapter 14 Processing Escheat or Unclaimed Checks

The chapter consists of the following topics:

Topic	Page
Overview of Processing Unclaimed Checks	14-2
Generating the Unclaimed Checks Report	14-9

Overview of Processing Unclaimed Checks

You can use the following functions within the *Check Reconciliation* option to process checks that are unclaimed:

- *Enter Unclaimed Checks*
- *List Proof of Unclaimed Checks*
- *Post Unclaimed Checks*
- *List Unclaimed Checks.*

Use the following steps to process unclaimed checks:

1 Manually enter unclaimed checks.

Use the *Enter Unclaimed Checks* function to enter unclaimed check dates and amounts. The system edits any information you type against the check reconciliation file, PYPRC, interactively, and adds the transactions to the escheat (unclaimed) check work file, PYPEC.

2 Generate a proof list of cleared checks.

Use the *List Proof of Unclaimed Checks* function to generate a list of unclaimed check information and review it for any errors.

3 Correct unclaimed check data, if necessary.

If you find an error on the Proof List of Unclaimed Checks report, repeat Step 1.

4 Post cleared checks.

Use the *Post Cleared Checks* function to post your unclaimed check data to the check ledger, PYPCL, and the escheat (unclaimed) check files, PYPEC.

Objectives

At the conclusion of this chapter, you should be able to accomplish the following:

- Manually enter unclaimed checks
 - Generate a proof list of unclaimed checks
-

- Post unclaimed checks

Entering Unclaimed Checks

Use the *Enter Unclaimed Checks* function to update unclaimed check information in the check reconciliation file, PYPRC, and update the transaction in the escheat (unclaimed) check reconciliation work file, PYPEC.

The system interactively edits information you enter against data in the check reconciliation file, PYPRC. For example, if you enter an invalid check number or amount, the system displays an error message when you press Enter on the Enter Unclaimed Checks screen. You must correct your entry before you can save the information and exit the screen.

Follow the steps below to enter or update cleared check information.

- 1 From the Infinium PY main menu select *Check Reconciliation*.
- 2 *Select Manual Check Functions*.
- 3 Select *Enter Unclaimed Checks [EUCC]*. The system displays the screen shown in Figure 14-1.

```
6/03/05 14:22:05      Enter Unclaimed Checks      PYGR100  PYDR100
Employer . . . . _ +
Checking Account. ____ +
Def. Escheat Date _____

F3=Exit F4=Prompt
```

Figure 14-1: Enter Unclaimed Checks prompt screen

- 4 Use the information below to complete the fields on this screen.

Employer

Specify the value that identifies your employer.

Checking Account

Specify the value that identifies the checking account for the unclaimed checks.

Def. Escheat Date

Type a date for the system to use as the default escheat check date.

If you type a date in the *Def. Escheat Date*, the system automatically assigns this date as the escheat date to checks you update without specifying an unclaimed date.

- 5 Press Enter. The system displays the screen shown in Figure 14-2.

```

6/03/05 14:22:34          Enter Unclaimed Checks          PYGR100  PYDR100

Employer . . . . ZUS
Checking Account:  MAN
Def Escheat Date:

Entry#  Check Number      Escheat Amount      Escheat Date

  1.    _____      _____          _____
  2.    _____      _____          _____
  3.    _____      _____          _____
  4.    _____      _____          _____
  5.    _____      _____          _____
  6.    _____      _____          _____
  7.    _____      _____          _____
  8.    _____      _____          _____
  9.    _____      _____          _____
 10.    _____      _____          _____

Totals: Checks          Escheat Amount      Changed
           0                .00                0

F3=Exit F4=Prompt F11=Update F12=Previous F24=Reset

```

Figure 14-2: Enter Unclaimed Checks screen

You can type up to ten checks on the screen at a time.

- 6 Complete the fields described below.

Check Number

Type a valid check number.

To negate a check and reverse the entry from the proof list, you must type the minus sign after the check number. For example, to remove check 141 from the list, type **141-**.

Escheat Amount

Type the dollar amount of the check to escheat.

Escheat Date

Specify a valid date to escheat this check. If you leave this field blank, the system enters the default date you specify on the first screen.

7 Press Enter.

The system displays the total number of unclaimed checks and amounts and the number of changes in the work file at the bottom of the screen.

8 Press F24 if you need to type more than ten checks. This function key resets the totals to zero and allows you to continue entering the next ten checks.

9 Press F3 to exit the screen and return to the Infinium PY main menu.

Generating the Proof List of Unclaimed Checks

Generate this report to verify your unclaimed check information received prior to posting the cleared checks. The Proof List of Unclaimed Checks report lists:

- Employer and checking account code
- Employee name and number
- Unclaimed check number, check date, and amount
- Escheat date and amount
- Previous escheat date and amount
- Differences, if any, between the issued and escheat amount

Follow the steps below to generate the List Proof of Unclaimed Checks report.

- 1 From the Infinium PY main menu select *Check Reconciliation*.
 - 2 Select *Manual Checks*.
-

- 3 Select *List Proof of Unclaimed Checks* [LPUC]. The system displays the screen shown in Figure 14-3.

```
6/03/05 14:41:37      List Proof of Unclaimed Checks      PYGJC50      PYDJC50

Employer . . . . _ +
Checking Acct . . _ +

F3=Exit  F4=Prompt  F10=Access
```

Figure 14-3: List Proof of Unclaimed Checks screen

- 4 Complete the fields on this screen as described below.

Employer

Specify the value that identifies the employer. Leave this field blank to generate a proof report for all employers with data in the unclaimed checks work file.

Checking Acct

Specify a valid checking account number. Leave this field blank to generate a proof report for all checking accounts with data in the unclaimed checks work file.

- 5 Press Enter. The system generates the Unclaimed Checks Proof List and returns you to the Infinium PY menu.

Posting the Unclaimed Checks

The *Post Unclaimed Checks* function updates the employee check ledger file, PYPCL, with escheat check dates and the amounts of the escheat

checks. It also prints an unclaimed check report that lists unclaimed checks. You can view the unclaimed check information for specific checks by using the *Display Check History* function.

Follow the steps below to post unclaimed checks.

- 1 From the Infinium PY main menu select *Check Reconciliation*.
- 2 Select *Manual Checks*.
- 3 Select *Post Unclaimed Checks* [PUC]. The system displays the screen shown in Figure 14-4.

```
6/03/05 14:51:35      Post Unclaimed Checks      PYGJC50  PYDJC50

Employer . . . . _ +
Checking Acct . . _ +

F3=Exit  F4=Prompt  F10=Access
```

Figure 14-4: Post Unclaimed Checks screen

- 4 Complete the following fields:

Employer

Specify the value that identifies your employer. Leave this field blank to post unclaimed checks for all employers with data in the escheat (unclaimed) checks work file.

Checking Acct

Specify the checking account code value. Leave this field blank to post unclaimed checks for all checking accounts with data in the escheat (unclaimed) checks work file.

- 5 Press Enter. The system returns you to the Infinium PY menu, posts the escheat checks and generates the Unclaimed Checks Report.

Generating the Unclaimed Checks Report

Use the *List Unclaimed Checks* function to generate a report that lists the unclaimed checks within a specified escheat date range.

The report includes the following information for each selected check:

- Check number
- Employee number and name
- Issued date and amount
- Escheat check date and amount
- Differences, if any, between the issued amount and the escheat amount

Follow the steps below to generate the Issued Unclaimed Checks report.

- 1 From the Infinium PY main menu select *Check Reconciliation*.
- 2 Select *Check Reporting*.
- 3 Select *List Unclaimed Checks* [LUC]. The system displays the screen shown in Figure 14-5.

```
6/03/05 15:24:52      List Unclaimed Checks      PYGJC50  PYDJC50

Employer . . . .  █ +
Checking Acct . .  ____ +
From Escheat Date  _____      To Escheat Date .  _____

F3=Exit  F4=Prompt  F10=Access
```

Figure 14-5: List Unclaimed Checks prompt screen

4 Complete the fields described below.

Employer

Specify the value that identifies your employer.

Checking Acct

Specify a valid checking account number for the unclaimed checks.

From Escheat Date

Type the starting escheat date for this report. The report contains information for escheat checks dated on or after the specified date.

To Escheat Date

Type the ending escheat date for this report. The report contains information for escheat checks dated on or before the specified date.

5 Press Enter. The system generates the Issued Unclaimed Checks report.

In this chapter you learn to use various security features in Infinium PY. These security features are shared with Infinium HR and include:

- User security controls
- User security groups
- Organizational level security
- Topic list controls, groups, and security
- Field level security

The chapter consists of the following topics:

Topic	Page
Overview of User Security Options	15-2
Setting Up User Security Controls	15-4
Setting Up User Security Groups	15-14
Implementing Security by Levels	15-18
Defining Topic List Controls	15-22
Updating a Topic List Group	15-29
Resetting Topic List Overrides	15-32
Setting Up Field Level Security	15-34
Listing User Security	15-37

Overview of User Security Options

You can use the *User Security Operations* options listed in the following table to restrict Infinium HR and Infinium PY users' access to certain types of employee information or transactions.

Use . . .	To restrict users to . . .
<i>Update User Security Controls</i>	<ul style="list-style-type: none"> ■ Specified employers ■ Pay cycles ■ Compensation data ■ <i>Enter New Hire</i> screens ■ Access to <i>Employee Topic List</i> from the <i>Enter New Hire</i> function ■ <i>Employee Topic List</i> topics ■ Additional position information for multiple position processing ■ Authorized employers and employees when using prompting on the <i>Employee</i> fields ■ Personal health information in certain <i>Health Administration</i> functions and certain functions in Infinium Flexible Benefits ■ Personnel section transactions ■ On-demand check methods ■ Sensitive employee information
<i>Update User Security Groups</i>	From the records of employee included in specified security groups.
<i>Update User Security Levels</i>	To the records of employees in specified organizational levels.

You can use the following *User Security Operations* options to set up controls and user restrictions for accessing the wide range of employee information available through the *Employee Topic List* function.

Use . . .	To . . .
<i>Update Topic List Controls</i>	Define default topic descriptions and the default sequence in which topics are to be presented. You can override these defaults through <i>Update Topic List Group</i> or <i>Update User Security Controls</i> .
<i>Update Topic List Group</i>	Define which topics a specified group of users can access. You can also override the default topic descriptions and sequence.
<i>Reset Topic List Overrides</i>	Reset the topic descriptions, the topic sequence, or both to the default settings for a specified topic list group or user.

In addition to the security functions listed above, you can set up security on any field in the Infinium HR/PY database. You can restrict selected users from viewing and/or updating data in a particular field.

To assign security to another user, you must have a higher authority level than the user whose security you want to update. Your system administrator assigns user security levels using Infinium Application Manager.

Caution: Infinium PY does not apply security restrictions to certain tax reporting functions, such as options you use to generate W-2 forms and T4, T4A and RL-1 slips. You must remove these options from the menus of users who are not allowed to work with the data of all employees.

Objectives

After the completion of this chapter, you should be able to accomplish the following:

- Set up or modify user security controls for Infinium PY users
- Define employee topic list controls and groups
- Set up or modify user restrictions using security groups
- Set up or modify user restrictions using organizational levels
- Set up field level security

Setting Up User Security Controls

You must set up a security record for each user of Infinium HR/PY using the *Update User Security Controls* function before the user can utilize Infinium HR and/or Infinium PY menu options. You must first authorize the user to the Infinium HR and/or Infinium PY systems using Infinium Application Manager before you can set up the user's Infinium HR and Infinium PY security.

When you set up the user's security control record, you establish the following:

- Restrictions to specified employers and cycles
- Default values for employer and level fields
- Access to screens presented in the *Enter New Hire* function
- Access to *Employee Topic List* from the *Enter New Hire* function
- Authority to perform on-demand check activities
- Authority to enter personnel action transactions
- Access to topics presented in the *Employee Topic List* function
- Access to additional position information
- Restrictions to sensitive data

Follow these steps to set up a security record for a user of Infinium HR or Infinium PY:

- 1 From the Infinium PY main menu select *System Operations*.
- 2 Select *Supervisor's Functions*.
- 3 Select *User Security Operations*.
- 4 Select *Update User Security Controls [USC]*. The system displays the User Security Update prompt screen.

User Security Update Prompt Screen

- 5 Specify the user profile you want to set up or update. Press F4 to display a list of all valid user profiles along with their default system, default version and user security level.
 - 6 Press Enter. The system displays the User Security Update selection screen.
-

User Security Update Selection Screen

Use this screen to select the user security attribute to update for the specified user:

- Restrictions
- Defaults
- New Hire Screen Selections
- Personnel Flags
- Payroll Flags
- Sensitive Data Access

- 7 Select the security attribute to create or update and press Enter.

User Security Update Restrictions Screen

On the Update User Security Restrictions screen, the system displays **Current User** if you are updating the record of a user with an existing security record. The system displays **New User** if you are setting up a user security record for the first time.

- 8 Use the following information to complete the fields on this screen:

Employer Group

Type the value that identifies the employer group, or leave this field blank for no restrictions. If you type a value in this field, the user is restricted to working with only the employers contained in the specified group.

You set up values for this field using code type **ERG** and use the *Update Employer Groups* function to assign employers to the group.

Cycle Group

Type the value that identifies the cycle group, or leave this field blank for no restrictions. If you type a value in this field, the user is restricted to processing only certain payroll cycles on Infinium PY.

You set up values for this field using code type **CYG** and use the *Update Cycle Groups* function to assign cycles to the group.

Topic List Group

Specify the topic list group for this user. Use the information in the table below

You set up values for this field using code type **TLG** and use the *Update Topic List Groups* function to assign topic list topics to the group.

Value	Controls for This User
*CTL	Access to all available <i>Topic List</i> functions.
A topic list group name	The controls defined for this group in <i>Update Topic List Group</i> .
Blank	The controls defined specifically for this user later in this <i>Update User Security Controls</i> procedure. If these user security controls already include topic list controls for this user, the system displays *USER to the right of this field. If this field is blank, press F9 to select the topic list functions for this user.

Compensation Info

The value you type in this field determines if the user can view and update compensation information on screen 4 of the employee basic data record. Valid values are:

- 1 The user can view and update compensation data.
- 2 The user can only view the compensation data.
- 3 The user cannot view or update compensation data.

HIPAA PHI Access

Specify whether this user has access to the *Health Administration* functions in Infinium HR and/or Infinium Flexible Benefits functions. Valid values are:

- 0 No access to certain menu options in either *Health Administration* or Infinium Flexible Benefits
- 1 Access to all menu options in the *Health Administration* functions only
- 2 Access to all menu options Infinium Flexible Benefits only
- 3 Access to all menu options in both *Health Administration* and Infinium Flexible Benefits

The list below shows the menu options in Infinium HR *Health Administration* and Infinium FB from which the user can be restricted.

When you specify that a user is restricted from Infinium HR *Health Administration* menu options, the user cannot access the menu options listed below.

Health Administration

Update Health Data	Display Health Data	List Health Data
<i>Update Physicians Data</i>	<i>Display Accident/OSHA Data</i>	<i>List Incident Data</i>
<i>Update Accident/OSHA Data</i>	<i>Display OSHA 200 Data</i>	<i>List Incident Summary</i>
<i>Enter Cost Transactions</i>	<i>Display Physicians' Data</i>	<i>List OSHA 200 Log</i>
<i>Update Employee Medical Exams</i>	<i>Display Cost Transactions</i>	<i>List OSHA 300 Log</i>
<i>Update Employee Medical Claims</i>	<i>Display Employee Medical Exams</i>	<i>List OSHA 300A Summary</i>
	<i>Display Employee Medical Claim</i>	<i>List OSHA 301 Incident by Est</i>
		<i>List OSHA 301 Incident Level/EE</i>
		<i>List OSHA Privacy Cases</i>
		<i>List Cost Transactions</i>
		<i>List Cost Analysis</i>
		<i>List Cost Summary by Supervisor</i>
		<i>List Medical Exams by Level</i>
		<i>List Medical Exams by Date</i>
		<i>List Employee Medical Claims</i>

When you specify that a user is restricted from Infinium FB, the user cannot access the menu options listed below.

Spending Acct / Cash Operations

Update Spending Account Data	List FSA/ Cash Data	Display FSA/ Cash Data	Mass Update FSA/ Cash Data
<i>Update Spending Account Claims</i>	<i>List Spending Account Claims</i>	<i>Display Spending Account Claims</i>	<i>Trial Unused Credits- Spend Acct</i>
<i>Update Spending Acct Claim Hist</i>	<i>List Spending Acct Claim Trans</i>	<i>Display Spending Account Credits</i>	<i>Update Unused Credits-Spend Acct</i>
<i>Enter Spending Account Credits</i>	<i>List Spending Account Credits</i>	<i>Display Employee Cash Election</i>	<i>Extract Spending Acct Contribs</i>
	<i>List Employee Cash Election</i>	<i>Display Spending Acct Activity</i>	<i>Trial Update Cash Back Paid</i>
	<i>Statement of Spending Account</i>		<i>Update Cash Back Paid</i>
			<i>Trial Register Reimbursement Cks</i>
			<i>Post/Print Reimbursement Checks</i>
			<i>Trial Prior Year Reimbursements</i>
			<i>Post/Print Prior Year Reimb Cks</i>

Additional Position

This value determines access to update and view additional position information.

- 0** No access
- 1** Access through Infinium PY

- 2 Access through Infinium HR
- 3 Access through both Infinium PY and Infinium HR

Employee Display

Specify whether this user can view all employees or only those to whom the user is authorized when the user prompts on the *Employee*, *Supervisor* and *Supervisor Employee* fields or when the user uses the *Employee Locate* function.

Valid values are:

- 0 Display only authorized employees.
- 1 Display all employees, including restricted employees.

User Security Update Screen

- 9 If you did not specify a *Topic List Group* value for this user, you can press F9 (Topic List) at the User Security Update screen to display the Update Topic List Group screen.

Update Topic List Group Screen

- 10 If you did not specify a *Topic List Group* value for this user, you can press F9 (Topic List) at the User Security Update screen to display the Update Topic List Group screen.

At the Update Topic List Group screen, the system displays a list of the employee information topics that are potentially available to this user in the *Employee Topic List* function, such as Basic Data – Personal Info, Job Authorization, User Defined Data, and so forth.

Topics available to update in the topic list control file through *Update Topic List Controls* are highlighted on this page.

You can do the following to modify this user's topic list controls:

- To include a topic to update and display in this user's *Employee Topic List* selection list, type 2 in the *Opt* column next to that topic. To include a topic to display only in this user's *Employee Topic List* selection list, type 5 in the *Opt* column next to that topic. To remove a topic from this user's *Employee Topic List* selection list, blank out the value in the *Opt* column next to that topic.
-

- To modify the sequence of the user's topics, type new numbers in the *Seq* column for the affected topics. Press F5 (Resequene) to redisplay the list in this user's order.
 - To modify the topic description this user is to see in *Employee Topic List*, edit the text in the *Employee Topic* column.
- 11 Press F3 to return to the main User Security Update screen.

User Security Update Screen

- 12 Press F3, specify 1 in the Exit Options window and press Enter to exit from this screen.

Update User Security Defaults Screen

On the Update User Security Defaults screen, the system displays **Current User** if you are updating the record of a user with an existing security record. The system displays **New User** if you are setting up a user security record for the first time.

- 13 Use the information below to complete the fields on this screen.

Employer

Type an employer code value to use as a default in the *Employer* field each time the employee chooses a function that requires an employer code. The user can override the specified default value if he or she is not restricted from other employers on your system. Otherwise, leave this field blank.

If you leave this field blank, the employee must type the employer code when required.

For example, if you type **ZUS** in the *Employer* field, the system automatically displays **ZUS** in the *Employer* field each time the employee chooses a function that requires the employer code.

Level 1, 2, 3 and 4

Type a value for level 1, 2, 3 and/or 4 into the corresponding field for the system to default that value into the appropriate *Level* fields each time the employee chooses a function that requires organizational levels. The user can override the specified default values to view other levels from which he or she is not restricted. Otherwise, leave these fields blank.

If you leave these fields blank, the employee must type the organizational level when required.

For example, if you type **ADM** in the *Level 1* field, the system automatically displays **ADM** in the *Level 1* field each time the employee chooses a function that requires the Level 1 code.

Incl. Inactive Employees

Type **1** to define the user's Employee Locate screen default employee list to include inactive as well as active employees. Type **0** to define the user's Employee Locate screen default employee list to include only active employees.

This default applies to the *Employee Locate* function and most other functions where the user can prompt in an *Employee* or *Last Name* field to find the desired employee.

The user can change this default setting by changing the value in the *Include Inactive?* field on the Employee Locate screen. The system stores the new value in the user security controls.

User Preference

Specify this user's default display in the *Assignment* column on the Employee Locate screen. Valid values are:

- 1** Organizational level codes, as defined for your system.
- 2** Lowest level description, such as **Accounts Payable**.
- 3** Location description, such as **Headquarters**.
- 4** Position description, such as **Accounts Payable Supervisor**.

Include Inactive Levels

Type a value to indicate which levels are displayed when you prompt on employee or when you use *Employee Locate*.

Valid values are:

blank

- 0** Include employees in active levels only.
- 1** Include employees in active and inactive levels.

- 14** Press F3 to exit and save your updates and return to the Update User Security selection screen.
-

Update User Security New Hire Screen Selections Screen

On the Update User Security Defaults screen, the system displays **Current User** if you are updating the record of a user with an existing security record. The system displays **New User** if you are setting up a user security record for the first time.

- 15 Use the information below to complete the fields on this screen.

Payroll Data, Paid Time Off Accruals, User Defined, Benefits, Incomes, Deductions, Foreign National Data, Miscellaneous Data, Employee Topic List

Type **1** for each screen that you allow this user to access when he or she uses the *Enter New Hires* function on Infinium HR or Infinium PY.

New Hire Topic List Group

Specify the new hire topic list group for this user.

- 16 Press F3 to exit and save your updates and display the Update User Security selection screen.

Update User Security Personnel Flags Screen

- 17 Use the information below to complete the fields on this screen.

Type **1** for each transaction that this user is allowed to access in the *Enter Personnel Actions* and *Mass Update PE Actions* functions, such as salary changes or transfers.

The system removes transactions from which the user is restricted from the Personnel Actions Update screen. The system displays an error message if the user tries to enter or select a transaction to which he or she is not authorized in either function.

- 18 Press F3 to exit and save your updates and return to the User Security Update selection screen.

Update User Security Payroll Flags screen

- 19 Use the information below to complete the fields on this screen.

Calculate Only, Manual Checks, Print Checks

Specify yes for each on-demand transaction that this user is allowed to access.

Default

Specify the default transaction for this user profile. This indicates the normal operations that the user profile will perform:

Valid values:

- 1 The user can only calculate on-demand checks.
- 2 The user can calculate and provide manual on-demand checks.
- 3 The user can calculate and print on-line on-demand checks.

The value you enter here is in the upper left corner of the *On Demand Checks* function where you can also enter it.

- 20 Press F3 to exit and save your updates and return to the Update User Security selection screen.

Update User Security Sensitive Data Access Screen

- 21 Use the information below to complete the fields on this screen.

Tax ID Access, Tax ID Print Default, Bank Account Access, Bank Account Print Default

To use the value you define on the Entity Controls record as the default value, leave the field blank.

Specify the code that identifies the amount of detail this user can access for the specified employee information. This is an Infinium AM code. The codes are:

- **SHOWALL** to show all characters
 - **MASKALL** to mask all characters
 - **LASTFOUR** to show the last four characters only
 - **FIRSTFOUR** to show the first four characters only
 - **FANDLFOUR** to show the first and last four characters and show asterisks for all characters in between
- 22 Press F3 to exit and save your updates and return to the Update User Security Selection screen.
 - 23 Press F3 to return to the main menu.
-

Copying a User Security Control

You can copy the security values from an existing user to create the security definition for a new user.

Follow the steps below to copy Infinium HR security values from an existing user.

- 1 From the Infinium HR main menu select *System Operations*.
- 2 Select *Supervisor's Functions*.
- 3 Select *User Security Operations*.
- 4 Select *Update User Security Controls [UUSC]*. The system displays the User Security Update prompt screen.
- 5 Specify the user whose security controls you are adding.
- 6 Specify the user whose security controls you are copying.

Caution: If this user profile has a value in the *Topic List Group* field, the topic list group is not copied to the new user profile and the *Topic List Group* field must be maintained in the Restrictions section of the new user profile security controls.

- 7 Press Enter. The system copies the values from the referenced user then displays the User Security Update selection screen, with **New User** in the upper right corner.
- 8 Use the selection screen to select a user security topic and view or to update the copied values for the new user.

If you change one of the security topics and you exit and save your changes, the system saves all of the copied security values and displays **Current User** in the upper right corner instead of **New User**.

Setting Up User Security Groups

You set up security groups to restrict an Infinium HR/PY user from accessing the information of selected groups of employees. You can assign one or more security groups to a user.

For example, you set up the **EXEC** security group for executives of your organization. You enter the **EXEC** security group code value in the Basic Data records of five top-level employees in your organization. You then assign a user to the **EXEC** security group. The system automatically restricts that user from accessing, displaying or printing the information of the five employees in the **EXEC** security group.

Caution: Infinium PY does not apply security restrictions to certain tax reporting functions, such as options you use to generate W-2 forms and T4, T4A and RL-1 slips. You must remove these options from the menus of users who are not allowed to work with the data of all employees.

You must take the following steps to implement security groups:

- 1 Define code values for code type SEC (Security Group) using the option Update Employer Codes. You set up security group code values without specifying an employer. Therefore, when you set up a security group, you can use it in all employers on your system.

Refer to the *Infinium PY Guide to Controls* for information on setting up code values.

- 2 Assign employees to the security group by either defaulting it from their assigned job or by typing it directly into the *Security Group* field on each employee's basic data record.

To default the security group code value into employee records, specify it on job control records before you assign the employees to their jobs. You can use either the *Enter New Hires* or the *Enter Personnel Actions* functions to assign employees to jobs and positions.

Refer to the *Infinium PY Guide to Controls* for information on hiring employees. Refer to the *Infinium HR Guide to Processing* for information on entering Personnel Action transactions.

- 3 Restrict users from employees in the security group by typing the security group code value in the *Security Group* field on the Update User Security Groups screen for each of the users to be restricted. This step restricts the

user from viewing, updating and reporting on the employees in the security group.

Follow the steps below to assign security group restrictions to a user as described in step 3 above.

- 1 From the Infinium PY main menu select *System Operations*.
- 2 Select *Supervisor's Functions*.
- 3 Select *User Security Operations*.
- 4 Select *Update User Security Groups* [PYUSG]. The system displays the User Security Groups prompt screen.
- 5 Type the user profile you want to restrict from selected records and press Enter. The system displays the screen shown in Figure 15-1.

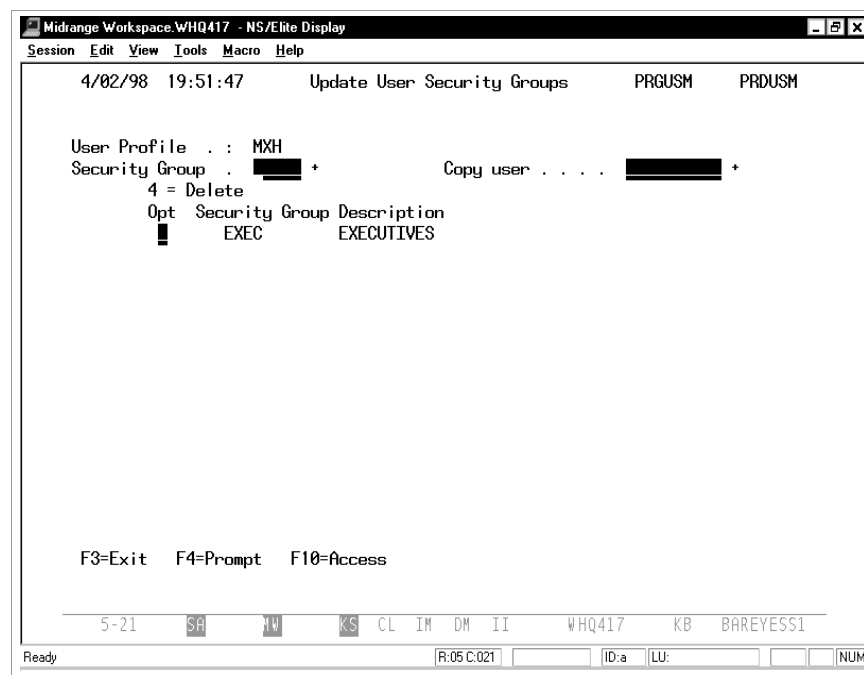


Figure 15-1: Update User Security Groups screen

You can use this screen to add or delete security groups from the specified user profile. To delete an existing security group, type **4** in the *Opt* field adjacent to a security group in the sub-file in the middle portion of the screen and press Enter. Use the following information to assign a security group restriction to a user profile.

- 6 Use the following information to complete the fields on this screen:

Security Group

Type a valid security group code value.

Copy user

Use this field to copy the security group assignments of another user profile to the specified user profile.

- 7 Press Enter. The system stores the specified security group in the sub-file in the middle portion of the screen.
 - 8 Repeat steps 5 through 7 to restrict the user from additional security groups or press F3 to exit from the screen.
-

Implementing Security by Levels

You use the *Update User Security Levels* option to restrict a user to the records of employees who are assigned to specific organizational level combinations within a specified employer. Until you use this option, the system allows Infinium HR and Infinium PY users to work with employee records in all levels of the employers they are allowed to access.

The system uses the levels assignments in each employee's basic data record to apply level security.

Caution: Infinium PY does not apply security restrictions to certain tax reporting functions, such as options you use to generate W-2 forms and T4, T4A and RL-1 slips. You must remove these options from the menus of users who are not allowed to work with the data of all employees.

Follow these steps to set up level security for a user.

- 1 From the Infinium PY main menu select *System Operations*.
 - 2 Select *Supervisor's Functions*.
 - 3 Select *User Security Operations*.
 - 4 Select *Update User Security Levels* [PYUSL]. The system displays the screen shown in Figure 15-2.
-

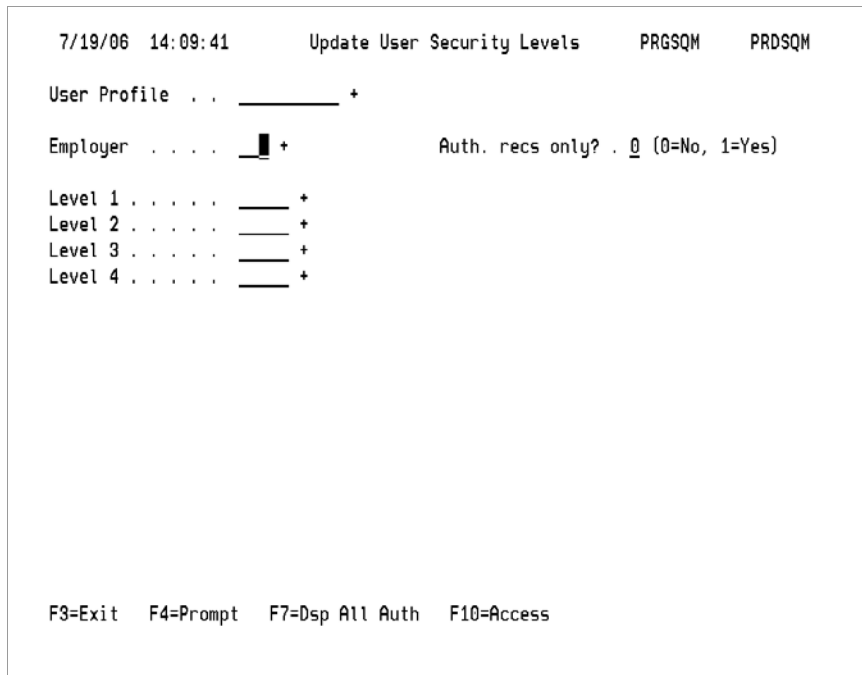


Figure 15-2: Update User Security Levels prompt screen

On this screen, you can do the following:

- Specify the user profile, employer and levels to which to assign restrictions.
 - Display all authorized security levels for the specified user profile and employer by pressing F7.
- 5 Use the information below to complete the fields on this screen.

User Profile

Specify the user profile to which you are assigning level security.

Employer

Specify the employer to which you are assigning level security.

Auth recs only?

Specify whether to restrict the display of level records.

Valid values are:

- 0** No, do not restrict the level display. Include all level records that meet the selection criteria, including levels not yet authorized to the user profile.

- 1 Yes, restrict the level display. Include only level records that are already authorized to the user profile.

Levels 1 through 4

Specify the appropriate level for this employer.

- 6 Press Enter. The system displays the screen shown in Figure 15-3.

```

7/19/06 14:20:28      Update User Security Levels      PRGSQM      PRDSQM

User Profile . . : JTH
Employer . . . : ZUS      SAMPLE US COMPANY
Selected levels :
Indicate with an X the highest levels accessible to the user.

   Opt   Area      Division      Department      Cost Centr
   -     -
   -     100
   -     100      ADMIN
   -     100      ADMIN      ACCT
   -     100      ADMIN      ACCT      100
   -     100      ADMIN      ACCT      101
   -     100      ADMIN      ACCT      102
   -     100      ADMIN      ACCT      103
   -     100      ADMIN      ACCT      104
   -     100      ADMIN      HR
   -     100      ADMIN      HR      110
   -     100      ADMIN      HR      111
   -     100      ADMIN      HR      112
   -     100      ADMIN      HR      113      +

F3=Exit  F10=Access  F12=Cancel

```

Figure 15-3: Update User Security Levels screen 2

You can use this screen to add or delete level security restrictions for the specified user profile. To delete an existing level restriction so that the user cannot access employees assigned to it, place your cursor in the *Opt* field adjacent to that level and press Spacebar or Delete to remove the **X**.

- 7 Type **X** in the *Opt* field to identify the organizational levels within which the user is allowed to access employee records.

When you type **X** next to a level, you restrict the user profile to employees assigned to only that level. You are automatically excluding the user profile from accessing employees assigned to all other levels.

You can restrict the user to one or more levels in your organization. Type **X** adjacent to the highest appropriate level or levels. For example, if a user can access all level 3 departments within a particular level 2, only type **X** adjacent to the level 2 record; you do not need to designate each level 3 within that level 2.

Similarly, if you type **X** adjacent to a particular level 1, the system assumes that the user can access the records of employees assigned to any of the levels 2, 3 and 4 within the selected level 1. You cannot select specific levels 2, 3 and 4 within the level 1 that you have already designated.

If you leave all the fields blank, the user has access to all levels with no restrictions.

- 8** Press Enter. The system displays the Update Employee Security Levels prompt screen.
- 9** Repeat steps 5 through 8 to set up level restrictions for other employees or press F3 to return to the Infinium PY main menu.

Defining Topic List Controls

Overview

Use *Update Topic List Controls* to define default topic list descriptions and the default sequence of topics for *Employee Topic List*. These default settings are stored in the Topic List Control File.

This procedure is not necessary since you can easily override the defaults for individual users and groups of users. The override settings are stored in the Topic List Override File. In addition, Infinium refreshes the Topic List Control File but does not refresh the override file during the installation of each new release. You can therefore save yourself rework by using overrides rather than changing the control file itself.

You can also use *Update Topic List Controls* to look up the program that is called when a user selects a particular topic in *Employee Topic List* along with related information such as the system designator (PE for Infinium HR, PY for Infinium PY, or PR for both).

What Is a Topic List?

A topic list identifies employee information pages available to the user through the *Employee Topic List* function. The user selects the pages to be displayed and/or updated, such as specific basic data or personnel pages, automobile information, user defined information, and so forth.

Topic Description and Sequence Defaults

The topic descriptions and sequence specified in the control file are the default descriptions and sequence for employee topic list information in *Update User Security Controls* and *Update Topic List Group*.

You can override the defaults in *Update Topic List Group* for a group of users or in *Update User Security Controls* for the specified user.

Topic Controls Shipped by Infinium

Infinium ships the following topics in the topic list controls file. The sequence numbers have gaps to facilitate inserting numbers. When displayed in other functions, this sequence is 1, 2, 3 and so forth.

Sequence	Default Text Description	Display Program Called	Update Program Called	Update/Display (U) or Display (D)
005	PR - Basic Data - Personal Info	PRGMSD	PRGMMS	U
010	PR - Basic Data - Job/Perform	PRGMSD	PRGMMS	U
015	PR - Basic Data – Contact/Misc	PRGMSD	PRGMMS	U
020	PR - Basic Data - Compensation	PRGMSD	PRGMMS	U
025	PR - Basic Data - Break in Srv	PRGMSD	PRGMMS	U
030	PR - Basic Data - PTO Accruals	PRGMACC1	PRGMACC1	U
035	PR - User Defined Data	PRGUDD	PRGUDM	U
040	PY - General Info	PYGED10	PYGMMS	U
042	PY - General Info 2	PYGED10	PYGMMS	U
045	PY - Fed/State/Provincial	PYGED10	PYGMMS	U
060	PY - Income Authorization	PYGED10	PYGMIE	U
065	PY - Deduction Authorization	PYGED10	PYGMDE	U
070	PY - Direct Deposit	PYGED10	PYGMDD	U
075	PY - Multiple Distribution	PYGED10	PYGMMD	U
080	PY - Job Authorization	PYGED10	PYGMJO	U
085	PY - Display Check History	PYGP10		D
090	PY - Annual Pay History	PYGPQI		D
095	PY - Income Data	PYGCIE	PYGCIE	U
100	PY - Income Data Multitax	PYGMDEX	PYGMDEX	U
105	PY - Deduction Data	PYGCDE	PYGCDE	U
110	PY - Deduction Data Multitax	PYGMDDX	PYGMDDX	U
115	PY - YTD Totals	PYGCPY	PYGCPY	U
120	PY - Misc. Data (PYPST)	PYGCST	PYGCST	U
125	PY - Misc. Data (CANADA)	PYGCST2	PYGCST2	U
130	PY - Additional Data - MP	PYGMMP	PYGMMP	U
135	PY - Daily Time & Attendance	PYGWKI	PYGWKM	U
140	PY - ROE History	PYGROD		D

Sequence	Default Text Description	Display Program Called	Update Program Called	Update/Display (U) or Display (D)
145	PY - Employee Add'l Positions	PYGMOP	PYGMOP	U
150	PE -General Data	PEGMSD	PEGMMS	U
155	PE -Physician/Military	PEGMSD	PEGMMS	U
160	PE -Previous Information	PEGMSD	PEGMMS	U
165	PE -Education/Tuition Reimbur	PEGD20	PEGMED	U
170	PE -Education Data-O.J.T	PEGD25	PEGMOJ	U
175	PE -Prev. Employment History	PEGZED20	PEGZEM20	U
180	PE -Property Data	PEGD45	PEGMPP	U
185	PE -Dependent Data	PEGD50	PEGMDP	U
190	PE -Automobile Data	PEGAWM	PEGAWM	U
195	PE -Benefit Enrollments	PRGBEI	PRGBE05	U
200	PE -Professional Licensing	PEGLID	PEGLIM	U
205	PE -Accident/OSHA Data	PEGOSI	PEGOSE	U
210	PE -Benefit Respondents	PEGBR10	PEGBR10	U
215	PE -Calendar/Absence Data	PEGHUI	PEGATM	U
220	PE -PE Action History	PEGD90		D
230	PE -Emergency Data	PEGDEC		D
235	PE -Medical Claims	PEGMCM	PEGMCM	U
240	PE -Medical Exams	PEGMVM	PEGMVM	U
245	PE -EE Skills/Competencies	PEGSEM10	PEGSEM10	U
250	TR - Training History	TRGOJD20	TRGOJM30	U
260	PR - Macau Name & Address	PRGMND10	PRGMND10	U
265	PY - Payroll Master (MO)	PYGDMO20	PYGDMO20	U
270	PY - Employee Internat'l Tax	PYGDGE20	PYGDGE20	U
280	PR - International ID Data	PRGDQI20	PRGDQI20	U
285	PR - Macau Attendance	PRGWMM10	PRGWMM10	U
290	PE - Relatives Employed	PEGDRF10	PEGDRF10	U
295	PE - FMLA Events	PEGFML40	PEGFML30	U

Sequence	Default Text Description	Display Program Called	Update Program Called	Update/Display (U) or Display (D)
300	PE – FMLA Eligibility	PEGMFL20		D

Adding Your Own Topic Program

For information on adding your own topic in the control file and the parameters necessary, refer to the *Infinium HR/PY Technical Guide*.

Use the path below.

- ▶ Infinium HR or Infinium PY
- ▶ *System Operations*
- ▶ *Supervisor's Functions*
- ▶ *User Security Operations*
 - ▼ *Update Topic List Controls [UTLC]*

Choosing a Topic at the Update Topic List Controls Selection Page

On the Update Topic List Controls selection page, you can select a topic to change its controls, for deletion, or to specify creation of controls for a new topic. Infinium recommends using this function only to look up information about topic defaults and making changes only as overrides in *Update Topic List Group* and *Update User Security Controls*.

The selection page summarizes the default order in which topics are listed in *Employee Topic List*, the text description displayed, the program called if the user selects that topic, whether the topic is active, the type of topic (display or update), the owner (the user that created the topic, such as *SYSTEM for Infinium), and the system designator (PR, PE, or PY).

PR refers to both Infinium HR and Infinium PY, PE refers to Infinium HR, and PY refers to Infinium Payroll.

A highlighted topic indicates you can both display and update the topic.

How Do I...

Select a topic for update	Type 2 in <i>Opt</i> next to the topic and press Enter. The system displays the Update Topic List Controls details page for update
Create a new topic	Press F6. The system displays the Update Topic List Controls details page for definition of the new topic
Delete a listed topic	Type 4 in <i>Opt</i> next to the topic and press Enter. Confirm the deletion
Exit to the menu	Press F3

Specifying a Topic's Details

On the Update Topic List Controls details page, you can modify the controls for a topic you selected or specify controls for a new topic.

The topic name and display sequence you specify here are the defaults for the topic list entries in *Update User Security Controls* and *Update Topic List Group*. You can override these defaults for specific groups of users or an individual user in these other functions.

This page identifies when these controls were last changed and by whom. ***SYSTEM** means shipped by Infinium and not yet updated. If you create a new topic, the initial *Last Change User* value is your user profile name.

Use the information below to complete this page.

Topic Name

Specify the default text description to be used for this topic in *Update User Security Controls* and *Update Topic List Group*.

Display Program

This is the program that is called if a user selects this topic in display mode in *Employee Topic List*.

Update Program

This is the program that is called if a user selects this topic in update mode in *Employee Topic List*.

Display Format

Each topic represents a single page of information, which may be only one of several pages within the called function. The display format indicates the appropriate page. This format indicates the appropriate page to be displayed.

For example, if this topic calls basic data PTO information as shipped by Infinium, the program is **PRGMACC1** and the display format is **TWO**.

Update Format

Each topic represents a single page of information, which may be only one of several pages within the called function. This format indicates the appropriate page to be updated.

For example, if this topic calls basic data personnel information as shipped by Infinium, the program is **PRGMMS** and the display format is **ONE**.

Option Sequence

Specify where in the sequence of topics this topic is to appear relative to other topics. We ship the topics numbered 5, 10, 15, 20 and so forth for your convenience in inserting a topic between other topics.

If you are creating a new topic, the system supplies the next available sequence number.

The number specified here is not the number displayed in *Update User Security Controls* or *Update Topic List Group*. In these functions, the system dynamically refreshes the numbers as 1, 2, 3 and so forth based on their sequence or any overrides to their sequence in these functions.

Active

1 indicates an active topic (to be included in *Update User Security Controls* and *Update Topic List Group*). **0** means an inactive topic.

If you flag a topic as inactive, the topic appears highlighted in the selection lists within *Update Topic List Group* and *Update User Security Controls*. If a highlighted topic is selected for the group or user, the user does not see the topic in *Employee Topic List* until you change the topic's status to active in this topic list control field.

Display/Update

D indicates that this topic is currently display only. The user cannot update the data through Employee Topic List. **U** indicates a topic that allows both updates and displays.

System Designator

Indicates whether the topic is for a page in an Infinium HR function (**PE**), an Infinium PY function (**PY**), or a function used in both (**PR**).

If the value is **PR**, the system uses the controls defined in Infinium PY for both systems.

How Do I...

Return to the selection page saving your changes	Press F3 and specify saving
--	-----------------------------

Return to the selection page canceling your changes	Press F12
---	-----------

Updating a Topic List Group

Overview

Use *Update Topic List Group* to define a selection list of employee information topics for a group of users. Assign the users to this group in *Update User Security Controls*. The users assigned to this group then see these topics in the order and with the descriptions you specify here when they use *Employee Topic List*.

The default topic descriptions and sequence for *Update Topic List Group* are from the definitions in *Update Topic List Controls*. You can override these defaults for this group in *Update Topic List Group*.

You must first have defined the topic list group's code in *Update Employer Codes* using code type TLG.

Use the path below.

- ▶ Infinium HR or Infinium PY
- ▶ *System Operations*
- ▶ *Supervisor's Functions*
- ▶ *User Security Operations*
 - ▼ *Update Topic List Group* [UTLG]

Specifying a Group at the Update Topic List Group Prompt Page

On the Update Topic List Group prompt page, you can specify a new group for definition or select an existing group for update.

Use the information below to complete this page.

Topic List Group

Type a five-character name for a new group, or to update information for an existing group specify the group's name. The system provides a selection list of existing topic list groups.

The code must already be defined for employer code type TLG.

How Do I...

Access the Update Topic List Group details screen	Specify a five-character group name and press Enter
Exit to the menu	Press F3

Defining the Group's Topic Selection List at the Details Page

On the Update Topic List Group details page, you can specify which topics appear on the *Employee Topic List* topic selection list for this group of users, the topic text descriptions, and the order in which the topics appear on the Employee Topic List selection list for these users.

Topics available for update are highlighted.

If an inactive topic is selected for this group, the users do not see the topic in *Employee Topic List* until the topic's controls are changed to specify active status.

The changes you make here to the default definitions from the employee topic list control file are stored in the employee topic list override file.

Use the information below to complete this page.

Opt

Type **2** in *Opt* next to each topic to be included on this group of users' topic selection list that can be updated and displayed within *Employee Topic List*. For security purposes, the default for each group and user is no access.

Type **5** in *Opt* next to each topic to be included on this group of users' topic selection list that can only be displayed within *Employee Topic List*. For security purposes, the default for each group and user is no access.

Seq

You can edit the default sequence number of a topic for these users by typing a new number in this field and then performing the Resequence action.

Employee Topic

You can edit a topic's description to modify how the topic appears on this group of users' *Employee Topic List* topic selection list.

How Do I...

Include a topic in this group of users' <i>Employee Topic List</i> selection list to update and display	Type 2 in <i>Opt</i> next to that topic
Include a topic in this group of users' <i>Employee Topic List</i> selection list to display only	Type 5 in <i>Opt</i> next to that topic
Change the sequence of topics on this group of users' <i>Employee Topic List</i> selection list	Type numbers in the <i>Seq</i> column to specify the new order of topics and then press F5 to redisplay the topics in the new sequence
Change a topic's description for this group of users' <i>Employee Topic List</i> selection list	Type the new description in the <i>Employee Topic</i> column
Return to the prompt screen saving your changes	Press F3

Resetting Topic List Overrides

Overview

Use *Reset Topic List Overrides* to reset definitions in the topic list override file to the corresponding definitions in the topic list control file for a specified topic list group or a specified individual user.

You can specify resetting either or both of the following:

- The topic descriptions
- The topic sequence

The definitions in the control file are specified in *Update Topic List Controls*. The definitions in the override file are specified for topic list groups of users through *Update Topic List Group* and for individual users through *Update User Security Controls*.

Use the path below.

- ▶ Infinium HR or Infinium PY
- ▶ *System Operations*
- ▶ *Supervisor's Functions*
- ▶ *User Security Operations*
 - ▼ *Reset Topic List Overrides* [RTLO]

Specifying a User or Group on the Prompt Page

On the Reset Employee Topic List prompt page you can specify the user profile or topic list group for which you need to reset topic list overrides. Resetting the overrides replaces the information in the topic list override file with the default information from the topic list control file.

Use the information below to complete this page.

User Profile

If you are resetting the override settings for a single user, specify the user's profile. Otherwise leave blank.

Topic List Group

If you are resetting the override settings for a topic list group of users, specify the group. Otherwise leave blank.

How Do I...

Continue to the next page	Press Enter
Exit to the menu	Press F3

Specifying What To Reset

On the Reset Employee Topic List selection page you can specify whether to reset the topic text descriptions, reset the topic sequence, or reset both for the specified user or topic list group of users.

Resetting the overrides replaces the information in the topic list override file with the default information from the topic list control file.

Use the information below to complete this page.

Reset Text Description

Specify **Yes** if the topic text descriptions for this user or group as defined in the topic list override file are to be reset to the descriptions in the topic list control file. Otherwise specify **No**.

Reset Option Sequence #s

Specify **Yes** if the topic sequence for this user or topic list group of users as defined in the topic list override file is to be reset to the sequence in the topic list control file. Otherwise specify **No**.

How Do I...

Initiate the reset process and return to the menu.	Press F3
--	----------

Setting Up Field Level Security

If you have the authority to do so, you can restrict a user profile from viewing and/or updating specific fields on Infinium HR/PY screens. You need to define security for a field only once. Each time the user encounters a restricted field, the system either hides the field from the user or shows the field but does not allow the user to change the value in the field.

You can update field level security for a user only if:

- 1 The user profile you are restricting has a lower authority level than your user profile.
- 2 Your Infinium Application Manager user profile permits you to update field security.

As a rule, field level security should be defined by the system supervisor.

Follow the steps below to set up field level security. The example uses the *Base Rate* field in the employee basic data record.

- 3 Access the screen containing the field you want to restrict. Place the cursor on the field that you want to protect and press Help. The system displays the System Help Text screen for the field or the User Defined Help Text screen for that field as shown in Figure 15-4.
-

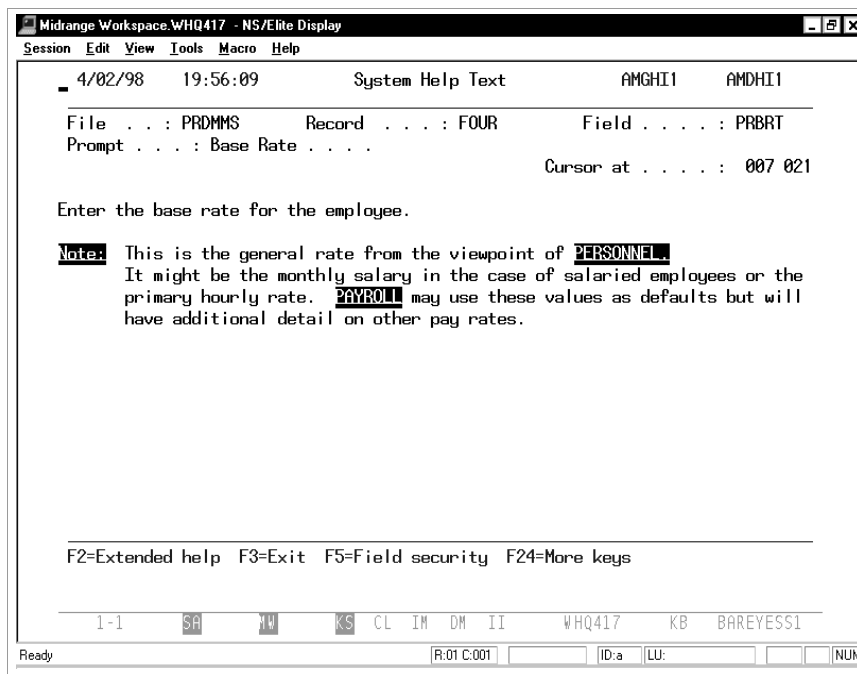


Figure 15-4: System Help Text screen

- 4 Press F5 to apply security to the field. The system displays the screen shown in Figure 15-5.

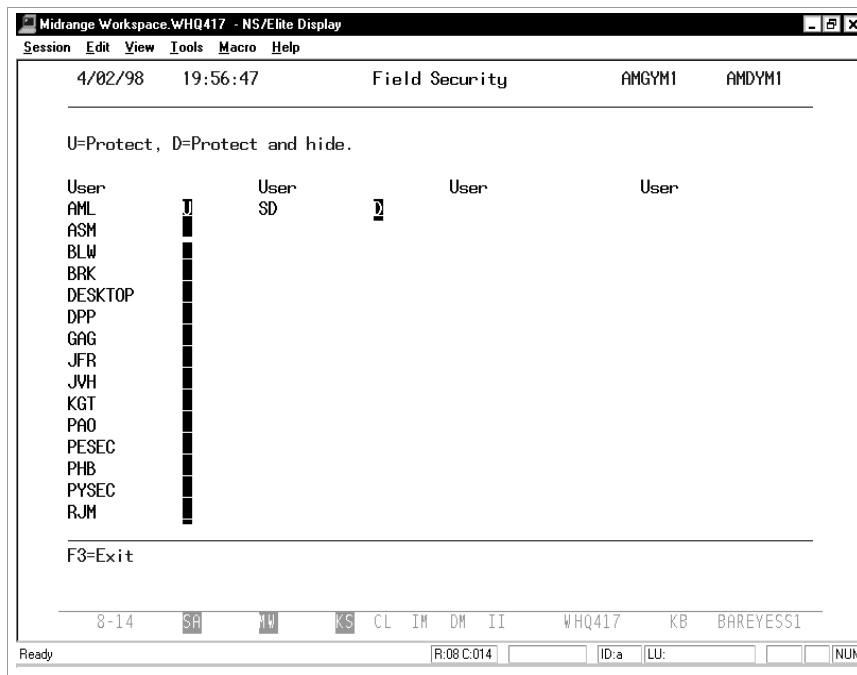


Figure 15-5: Field Security screen

5 Type one of the following values next to the user profile from which you want to protect or hide the field.

U Protect the field from updates by the selected user profile.
The user can view but not update information in the field.

D Protect and hide the field from the selected user profile.
The user cannot view information in the field.

6 Press F3 to save the information and return to the original field Help screen.

Listing User Security

Use the *List User Security* function to print a report of user security restrictions for a specified user or for all users on your system. The report includes information on the following types of security restrictions:

- Employer groups
- Cycle groups
- Topic list groups
- Organizational level security
- Security groups
- Personnel Action transactions
- On-Demand Checks options

- 1 From the Infinium PY main menu select *System Operations*.
 - 2 Select *Supervisor's Functions*.
 - 3 Select *User Security Operations*.
 - 4 Select *List User Security* [PYUS]. The system displays the screen shown in Figure 15-6.
-

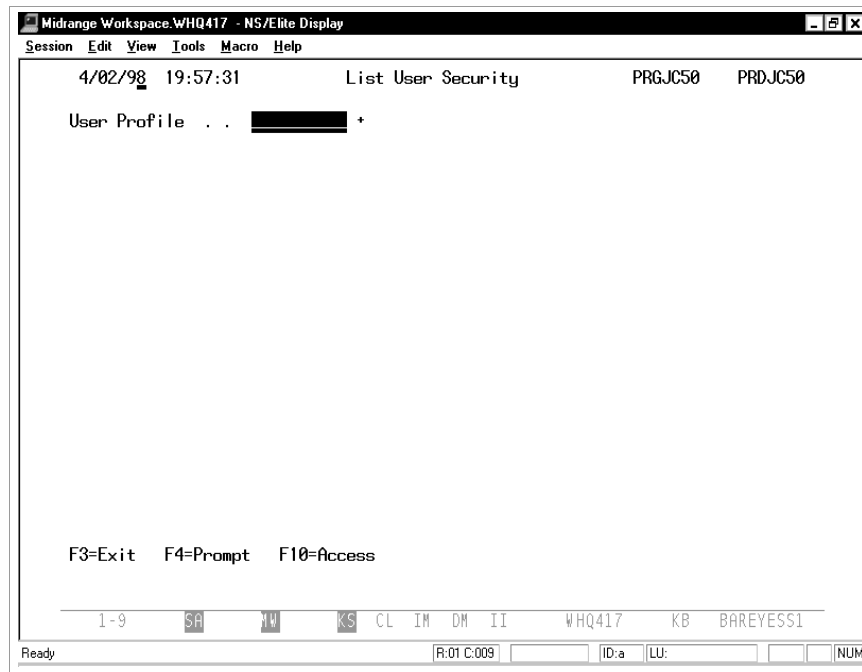


Figure 15-6: List User Security screen

- 5 Use the information below to fill in the fields on this screen.

User Profile

Type a user profile name if you want the report to list the restrictions for a specific user only.

Leave this field blank if you want the report to list security information for all user profiles and versions of Infinium HR and Infinium PY on your system.

- 6 Press Enter. The system displays the following message and returns to the Infinium PY main menu:

Building submission request . . .

In this chapter you learn how to work with reported tips, allocated tips and tip credit. Allocated tips and tip credit functions apply to U.S. employers only.

The chapter consists of the following topics:

Topic	Page
Overview of Tip Processing	16-2
Processing Reported Tips	16-4
Processing Tip Allocations	16-9
Processing Tip Credits	16-52
Purging Tip Allocation Data	16-72

Overview of Tip Processing

You use the *TIPS income to track cash tips reported by employees. This special income allows the system to track the tip income and include it on pay stubs and tax forms; however, it does not generate actual tip income for employees during cycle processing. For information about the setup requirements for automatically generating *TIPS records for employers who participate in the tip compliance program for casinos see the “Tip Compliance Processing and Reporting” chapter in the *Infinium PY Guide to Management Functions*

You can enter tip amounts during cycle processing by using any of the time entry methods. Using *Mass Entry of Payroll Data* is most efficient because it allows you to enter tip amounts quickly for large numbers of employees.

If you are required to allocate extra tip amounts to employees to comply with federal or state tip reporting requirements, you can use functions within the *Tip Operations* option. You can allocate tip amounts after each pay period, at the end of a month or quarter, or on any other schedule you prefer. The system generates a tip allocation statement for each affected employee and includes allocated amounts on W-2 forms.

You can use the *Create Tip Allocation 8027 File* function to generate tip allocation information that you can submit for IRS reporting.

You use tip credit processing to:

- Increase the earnings of tipped employees who are paid less than minimum wage
- Reduce the earnings of tipped employees who are paid at minimum wage or greater

Using both state and federal values, the system uses the minimum wage and related tip credit allowance information to calculate the difference between the employee’s actual base wages and minimum required earnings. The system then determines how much of the employee’s reported tips income (*TIPS) can be used to make up the difference between the employee’s actual base wage and the wage if paid at minimum wage.

If the employee is paid less than minimum wage and the difference is greater than the amount that can be made up with tip income, the system calculates the amount of additional or make-up income needed to meet the minimum wage requirement.

The system then compares the amount of additional income needed under state and federal rules and uses the make-up amount that is more beneficial to the employee.

If the employee is paid at or above the minimum wage and you indicate on the income control record for the *TIPC income that a negative tip credit amount is allowed, the system reduces the employee's base wages by the portion of tips for which the employer is allowed to take credit, based on either state or federal regulations, whichever is more beneficial to the employee.

You can specify for the system to create tip allocation records based on the year of the payroll period ending date or on the different date that you specify.

Objectives

When you complete this chapter, you should be familiar with how to:

- Set up and process reported tips
 - Set up and process tip allocations
 - Set up and process tip credits
-

Processing Reported Tips

You set up the *TIPS income to record tip amounts reported by employees each pay period. The system stores *TIPS income amounts in employee pay history and includes tip amounts on tax forms; however, it does not generate actual tip income during cycle processing.

Complete these steps to set up and use the *TIPS income:

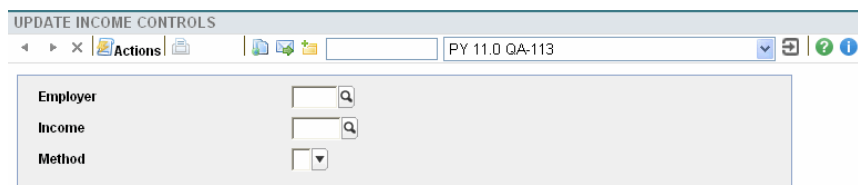
- 1 Define the *TIPS income summarization code and income control.
- 2 Authorize the *TIPS income to the appropriate employees.
- 3 Update job controls to indicate if employees are directly or indirectly tipped.
- 4 Enter tip amounts during cycle processing.

Setting Up the *TIPS Income

For the system to recognize tip income during cycle processing, you must use the special naming convention ***TIPS** when you set up the income control. You can define a unique income summarization code to identify tip income separately on employee pay stubs or you can assign an existing income summarization code to include the tip income with other incomes.

Follow these steps to set up the *TIPS income:

- 1 From the Infinium PY main menu select *Master Files*.
- 2 Select *Update Master Files*.
- 3 Select *Update Income Controls [UIC]*. The system displays the screen shown in Figure 16-1.



The screenshot shows a software interface titled "UPDATE INCOME CONTROLS". The window title bar includes "PY 11.0 QA-113". Below the title bar, there are three input fields: "Employer" with a search icon, "Income" with a search icon, and "Method" with a dropdown arrow.

Figure 16-1: Update Income Controls prompt screen

- 4 Use the following information to complete this screen:

Employer

Type the value that identifies your employer.

Income

Type ***TIPS** to identify the reported tips income.

Method

Type **9** to create an income control using the special calculation method.

- 5 Press Enter. The system displays the screen shown in Figure 16-2.

The screenshot shows the 'UPDATE INCOME CONTROLS' screen with the following data:

Employer	ZUS	SAMPLE US COMPANY	Page 1 of 4
Income	*TIPS		
Method	9 - Special Method		
Description	REPORTED TIPS	Starting Date	
Priority	500	Ending Date	
Summ. Code	50	Distribute Labor	<input type="checkbox"/> Check for Yes
Frequency	8	Workers Comp	R
Special Tax	<input type="checkbox"/>	Segments Required	<input type="checkbox"/> Check for Yes
Allocation %	15.0000	Calculate Segment	<input type="checkbox"/> Check for Yes
Allocation Method	H		
Labor Expense			
Rev. Hierarchy	<input type="checkbox"/> (Blank=No)	Allow Pay Msg?	<input type="checkbox"/> Check for Yes

Figure 16-2: Update Income Controls screen 1

- 6 Use the information below to complete the fields on this screen that are pertinent to tip processing. Refer to the detailed field description in the “Creating an Income Control Using Hours Extension (Method 2)” section of the “Setting Up Controls for Income” chapter in the *Infinium PY Guide to Controls* for information on completing the remaining fields.

Special Tax

Leave this field blank to tax reported tip income at normal rates. Type a value in this field to tax reported tip income at supplemental rates or to include the tip income in federal, state and/or local income tax wage bases without withholding income tax from the employee during cycle processing. Press Help to review the special taxation options.

Allocation %

Type the percentage of sales the system should use when allocating tips, up to 8%. If you leave this field blank, the system uses the IRS default percentage of 8%. The value you type in the *Tip Allocation %* field on level controls overrides this value.

For example, if a directly tipped employee's total sales during a pay period were \$1000 and you use the default tip percentage of 8%, during tip allocation the system calculates a target tip amount of \$80 for the employee for that pay period.

Refer to the section entitled "Allocating Tip Income" for details about allocating tips.

Allocation Method

Type a value in this field for the system to use when you process tip allocations. You can allocate tip income based on the number of hours each employee works in directly tipped jobs, along with the sales amounts for each employee's organizational level, or you can enter individual sales amounts for each employee. Refer to the section entitled "Allocating Tip Income" for details.

Valid values are:

- H** Allocate tip amounts based on hours worked and sales revenue for each organizational level.
- S** Allocate tip amounts based on individual employee sales amounts.

Labor Expense

Leave this field blank. The system excludes tip income from the general ledger interface file when you run the *Close to General Ledger* function.

Rev. Hierarchy

Leave this field blank.

Calculate Segment

Specify a value to indicate whether the system calculates this income based on segments. Valid values are:

- 1** Calculate this income based on segments.
 - 0** Do not calculate this income based on segments.
-

- 7 Press Enter to display the Update Income Controls screen 2. Type a value in one or more of the Special Reports fields to generate a listing of employees who reported tip income when you post a cycle, close the calendar month, and so on.
- 8 Press Enter to display the Update Income Controls screen 3. Include the *TIPS income in the appropriate accumulators for tax deductions.
- 9 Press Enter to display the Update Income Controls screen 4. Complete the fields on this screen as appropriate.
- 10 Press Enter to save your information and exit the screen.

Authorizing the *TIPS Income to Employees

Before you begin tip processing you must identify the employees who are eligible to receive tip income and authorize them to the *TIPS income.

You can authorize employees to the income in two ways, depending on the number of employees affected:

- Use the *Update Income Data* function to authorize a few employees to the income
- Use the *Mass Change of Employee Incomes* function to instantly authorize a large number of employees to the income

Refer to the “Processing Tokes” chapter in this guide for information on using either of these methods.

Updating Job Controls

You use the *Tips Code* field on Infinium PY job controls to identify whether employees are directly or indirectly tipped:

- Type **D** in this field to identify directly tipped employees, such as waiters, waitresses, bartenders, valets and bellboys. Directly tipped employees receive tips directly from customers.
 - Type **I** in this field to identify indirectly tipped employees, such as hosts and hostesses, busboys and cooks. Indirectly tipped employees do not receive tips directly from customers.
-

The system defaults the tip code associated with each job into *TIPS time entry records during cycle processing. You can override the value if appropriate.

The system excludes indirect tip income from the tip allocation process. Refer to the “Allocating Tip Income” section for details.

You use the *Use Alt Min Wage* field on the job control to specify whether to use the minimum wage or alternate minimum wage for the *TIPC income:

- Leave blank to use the standard minimum wage
- Type **A** to use the alternate minimum wage used only by Iowa

Processing Reported Tips

Use the *TIPS income during cycle processing to record tip amounts reported by employees. You can use any time entry method including the *Update Daily Time Data* and *Enter Timesheet Data* functions.

To quickly enter tip amounts for a group of employees, you can use the *Mass Entry of Payroll Data* function. You can enter tip amounts into the Timesheet Mass Entry work file (PYPME) at any time before you run the *Release Timesheet Data* function. The system automatically transfers mass entered data into the cycle when you execute the *Release Timesheet Data* function and includes tip amounts on the Trial Payroll Register for verification.

Refer to the *Infinium PY Guide to Processing* for details on using the *Mass Entry of Payroll Data* function.

Processing Tip Allocations

You use tip allocation to determine shortfalls in declared tip amounts reported by directly tipped U.S. employees based on the number of hours they work or their gross sales receipts. Under the Tax Equity and Fiscal Responsibility Act of 1982 (TEFRA), either of the two methods described below can be used to calculate the tip allocation amount that should be declared by each directly tipped employee who works in an establishment governed by TEFRA rules:

- When you use the Hours method, the employee's worked hours are divided by the total hours entered for the level during cycle processing. The resulting percentage is multiplied by the revenue totals entered for the level to determine the employee's proportional share of tips.
- When you use the Sales method, the system multiplies the tip allocation percentage you specify by each employee's individual sales amount to determine the employee's proportional share of tips.

In either method, the system allocates additional tip amounts to employees who have under-reported their tip amounts and stores the results in the employee Tax Master file (PYPTX) for W-2 reporting. No change is made in the Employee Tax Master if the employee's declared tips are larger than the calculated allocated amount. The system prints the total allocated tip amount for the calendar year in the Allocated Tips box on the W-2 form.

You designate the employees who are to be included in tip allocation and enter their reported tips during cycle processing. You then use functions within the *Tip Operations* option after you post payroll cycles to allocate tip income to the appropriate employees and generate individual Tip Allocation Statements. You can allocate tips after each pay period, at the end of a month, quarter or year, or on any other basis that you prefer. However, you must enter revenue amounts separately for every pay period you include in the allocation process. The allocation calculations are performed for each pay period.

The system includes both direct and indirect tip amounts and hours in the tip allocation files. However, the system does not generate allocation amounts for employees who have only indirect tips.

Setting Up Tip Allocation

You must complete these steps to set up tip allocation:

- 1 Enter the allocation percentage specified by the IRS on level controls, if applicable.
- 2 Define the *TIPS income control and other optional incomes to track reported tips.
- 3 Set up a tip income reporting group and assign reported tip incomes, such as *TIPS, to it.
- 4 If you use the hours method and do not want to include hours from incomes, such as vacation or sick pay, in the allocation calculations, set up an income reporting group and assign only the incomes with hours to include in the allocation.
- 5 Update job controls to distinguish between directly and indirectly tipped employees.
- 6 Authorize employees to the *TIPS income and any other incomes you use to record tips reported by employees.
- 7 Update employee payroll data records to include employees in tip allocation.

Steps for Allocating Tips

You must complete these steps to allocate tip amounts:

- 1 Process one or more payroll cycles that include reported tips.
 - 2 Extract reported tips and hours worked from check history.
 - 3 Enter gross receipts for the selected pay periods.
 - If using the sales method, enter a sales amount for each level and each employee.
 - If using the hours method, enter a sales amount for each level.
 - 4 Calculate tip allocation amounts.
 - 5 Review tip allocation results.
 - 6 Recalculate, if necessary.
 - 7 Generate employee allocation statements (optional).
 - 8 Adjust reported tip amounts (optional).
-

Entering the Tip Allocation Percentage

You can specify the percentage of revenue that employees must report as tips on the level controls for the parts of your organization that include tipped employees. If you do not enter tip allocation percentages on level controls, the system uses the tip allocation percentage specified on your *TIPS income control when you calculate tip allocation amounts.

Follow the steps below to enter a tip allocation percentage on level controls.

- 1 From the Infinium PY main menu select *Master Files*.
- 2 Select *Update Master Files*.
- 3 Select *Update Level Controls [ULV]*. Complete the Employer field on the first prompt screen and press Enter.
- 4 Complete the *Level* fields on the second prompt screen and press Enter.
- 5 The system displays the screen shown in Figure 16-3.

The screenshot shows the 'UPDATE LEVEL CONTROLS' screen with the following data:

Employer	ZUS	SAMPLE US COMPANY
Area	100	WESTERN AREA
Division	OPS	OPERATIONS
Department	SKI	MEGA MOUNTAIN SKI RESORT
Cost Centr	200	
Level description	TIMBERLINE RESTAURANT	
Country	<input type="text"/>	Frequency <input type="text"/>
State/Province	<input type="text"/>	Cycle <input type="text"/>
Locality	<input type="text"/>	Shift Code <input type="text"/>
NAICS Code	<input type="text"/>	
Liab. Mask Acct	<input type="text" value="001-101-200-****"/>	
Labor Exp. Acct	<input type="text" value="001-101-200-****"/>	
Reverse Hrchy	<input type="checkbox"/>	(Blank=No)
Statistical Acct	<input type="text"/>	
Tip Allocation %	<input type="text" value="8.0000"/>	Pay Message Code <input type="text"/>
Time Sheet Worksheet Headings		
1	<input type="text"/>	2 <input type="text"/>
3	<input type="text"/>	4 <input type="text"/>
5	<input type="text"/>	

Figure 16-3: Update Level Controls screen

- 6 Use the following information to complete the *Tip Allocation %* field on this screen. Refer to the *Infinium PY Guide to Controls* for complete information on how to set up level controls.

Tip Allocation %

Type the percentage of sales the system should use when allocating tips, up to 8%. If you leave this field blank, the system uses the rate specified in the *Allocation %* field on your *TIPS income control. If the *TIPS income control is blank, the system uses the IRS default percentage.

For example, if a directly tipped employee's total sales during a pay period were \$1000 and you use the default tip percentage of 8%, during tip allocation the system calculates a target tip amount of \$80 for the employee for that pay period.

- 7 Press Enter to save your information.
- 8 Repeat steps 4 through 6 to update tip allocation information for other levels or press F3 to return to the Infinium PY main menu.

Defining the *TIPS Income Control

You set up the *TIPS income to capture tip amounts reported by employees during cycle processing. You can also define other incomes to track reported tips. For example, you set up *TIPS to track cash tips and a flat amount fringe income, *FTIP, to track tips charged on credit cards.

Refer to the "Processing Reported Tips" section for details on how to set up the *TIPS income control. Refer to the *Infinium PY Guide to Controls* for details on setting up fringe incomes.

Setting Up the Tips Income Reporting Group

You must set up an income reporting group to identify the incomes you use to capture reported tips. You use this income reporting group to update tip allocation files with reported tip amounts.

You normally use the *TIPS income to process reported tips through payroll cycles. Therefore you would include the *TIPS income in the income reporting group along with any other incomes you have defined to track tip amounts reported by employees.

You create income reporting groups in two steps:

- 1 Create an income reporting group code value for tips using code type IRG.
-

- 2 Attach tip incomes to the tip income reporting group.

Creating the Reporting Group Value

You must define a code value for the tip income reporting group using code type **IRG**.

Follow the steps below to create a tip income reporting group code value.

- 1 From the Infinium PY main menu select *Master Files*.
- 2 Select *Update Master Files*.
- 3 Select *Update Employer Codes [UCD]*. The system displays the screen shown in Figure 16-4.

Figure 16-4: Update Employer Codes prompt screen

- 4 Complete the fields below.

Employer or Employer group

Type a value in the *Employer* field, or leave the *Employer* field blank and type a value in the *Employer group* field.

Code type

Type **IRG** to define a code value for the tip income reporting group.

Code value

Type up to a five character alphanumeric code value.

- 5 Press Enter and the system displays a screen similar to Figure 16-5.

Employer	ZUS	SAMPLE US COMPANY
Code type	IRG	INCOME REPORTING GROUP
Code value	RTIPS	
Description	REPORTED TIPS	
Active/Inactive	0	
User Field 1		User Flag 1
User Field 2		User Flag 2

Figure 16-5: Update Employer Codes screen

- 6 Complete the field below.

Description

Type a description of the tip income reporting group.

- 7 Press Enter to save your code value.
- 8 Press F3 to return to the Infinium PY main menu.

Attaching Incomes to the Reporting Group

In this step you attach all reported tip incomes to the income reporting group you created.

Follow these steps to assign incomes to your tip income reporting group.

- 1 From the Infinium PY main menu select *Master Files*.
- 2 Select *Update Master Files*.
- 3 Select *Update Income Reporting Groups [UIRG]*. The system displays the screen shown in Figure 16-6.

Employer	ZUS
Inc. Report Group	RTIPS

Figure 16-6: Update Income Reporting Groups prompt screen

- 4 Complete the fields below.

Employer

Type the employer code.

Inc Report Group

Type the tip income reporting group code value you created.

- 5 Press Enter and the system displays the screen shown in Figure 16-7.

Option	Employer	Group	Income Code
<input type="checkbox"/>	ZUS	RTIPS	*EIC EARNED INC. CREDIT
<input type="checkbox"/>	ZUS	RTIPS	*EIIN EIC INDIANA
<input type="checkbox"/>	ZUS	RTIPS	*F@IN LIFE INS IMP INC.
<input type="checkbox"/>	ZUS	RTIPS	*FCAR AUTO IMPUTED INC.
<input type="checkbox"/>	ZUS	RTIPS	*FMED MEDICAL INS PREM
<input type="checkbox"/>	ZUS	RTIPS	*FTIP TIP COMPLIANCE INC
<input type="checkbox"/>	ZUS	RTIPS	*TIPC TIP CREDIT
<input checked="" type="checkbox"/>	ZUS	RTIPS	*TIPS REPORTED TIPS
<input type="checkbox"/>	ZUS	RTIPS	*TOKE TOKE EARNINGS
<input type="checkbox"/>	ZUS	RTIPS	ADJS SALARY ADJUSTMENT
<input type="checkbox"/>	ZUS	RTIPS	AWC15 AVG WAGE OT 1.5
<input type="checkbox"/>	ZUS	RTIPS	AWC20 AVG WAGE OT 2.0
<input type="checkbox"/>	ZUS	RTIPS	BONUS BONUS
<input type="checkbox"/>	ZUS	RTIPS	CBACK CASH BACK - FLEX

Figure 16-7: Update Income Reporting Groups selection screen

- 6 Type X in the *Option* field next to each of the incomes you want to include in the tip income reporting group. Be sure to include the *TIPS income in your group.
- 7 Press Enter to save your information.
- 8 Press F3 to return to the Infinium PY main menu.

Updating Job Controls

You specify on each job control whether employees working in the job receive direct or indirect tips. For example, a waiter or waitress who receives tips directly from customers is a directly tipped employee. A busboy who receives his share of tips from the waiters and waitresses who work with him is an indirectly tipped employee.

Only employees who receive direct tips receive tip allocations.

Follow these steps to update job controls for tipped employees.

- 1 From the Infinium PY main menu select *Master Files*.
- 2 Select *Update Master Files*.
- 3 Select *Update Job Controls [UJB]*. The system displays the screen shown in Figure 16-8.




Figure 16-8: Update Job Controls prompt screen

- 4 Use the following information to complete the fields on this screen:

Employer

Type the code value that represents your employer.

Job Code

Type the value that represents a tipped job.

Position

If you use unique job-position links, type the code value that represents the position for which you have defined a special version of the job.

Leave this field blank if you do not use job-position links.

- 5 Press Enter. The system displays the screen shown in Figure 16-9.
-

Figure 16-9: Update Job Controls screen

- 6 Use the following information to complete the *Tips Code* field on this screen. Refer to the *Infinium HR Guide to Controls* for complete details on setting up job controls.

Tips Code

Indicate whether employees working in this job receive tips directly or indirectly. During cycle processing the system defaults this value into the time entry records for all incomes, including reported tips and other incomes, of employees assigned to this job. The default applies to employees who are permanently assigned to this job as well as to employees you temporarily assign to the job during cycle processing.

Leave this field blank if you want to enter a tip code for each income received by tipped employees during timesheet entry. The system does not extract tip allocation data for employees whose tip code in time entry records is blank.

Valid values are:

- I** Employees working in this job receive indirect tips.
- D** Employees working in this job receive direct tips.

You must specify either **D** or **I** in the *Tips Code* field if you use the *Mass Entry of Payroll Data* function to enter income amounts or hours for

employees assigned to this job. The Mass Entry of Payroll Data screen does not present the *Tips Code* field for you to review or update.

- 7 Press Enter to save your changes.
- 8 Repeat steps 4 through 6 to update other incomes or press F3 to return to the Infinium PY main menu.

Authorizing Employees to the *TIPS Income

Before you begin tip allocation processing, you must authorize tipped employees to the *TIPS income and any other incomes you use to track reported tips. You can authorize employees to an income in two ways, depending on the number of employees affected:

- Use the *Update Income Data* function to authorize a few employees to one or more incomes
- Use the *Mass Change of Employee Incomes* function to instantly authorize a large number of employees to an income

Refer to the “Processing Tokes” chapter in this guide for information on using either of these methods.

Identifying Employees for Tip Allocation

In this step you identify employees who should be included in tip allocation processing. The employee may currently be employed in a tipped position or may have previously been employed in a tipped position. For employees currently employed in a tipped position, complete the *Tipped Employee?* field as described below. For those employees who are no longer in a tipped position but were previously employed in a tipped position and should be included in the allocation process, complete the *Tipped EE – Prev* field as described below.

Follow these steps to update employee Payroll Data records.

- 1 From the Infinium PY main menu select *Employee Data*.
 - 2 Select *Update Employee Data*.
 - 3 Select *Update Payroll Data (USA) [UPY]*.
 - 4 Complete the *Employer* and *Employee* fields and press Enter three times.
-

- 5 For US employers, the system displays the screen shown in Figure 16-10. For Canadian employers the system displays the screen in Figure 16-11.

UPDATE EMPLOYEE PAYROLL DATA

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Employer	ZUS	SAMPLE US COMPANY
Employee	80005	ALAN ACCURATE
Tax ID	234-56-7890	
Fed. Filing	<input checked="" type="radio"/> Married <input type="radio"/> Single	Current State <input type="text" value="NY"/>
Fed. Exemptions	<input type="text" value="0"/>	Home State <input type="text" value="NY"/>
State Exemptions	<input type="text" value="0"/>	
Local Exemptions	<input type="text" value="0"/>	Current Misc Loc <input type="text"/>
Filing Locked	<input type="checkbox"/> Check for Yes	Home Misc. Loc <input type="text"/>
Home Tax Co	<input type="text"/>	Current County <input type="text"/>
PrYr.Strt.Tax Co		Home County <input type="text"/>
Tax Co XVR	0	Current City <input type="text" value="NYC"/>
Tax Co.Pr.Yr.XVR	0	Home City <input type="text" value="NYC"/>
MOGE Employee	<input type="checkbox"/> Check for Yes	Curr School Dist <input type="text"/>
EIC Employee	<input type="text" value="0"/>	Home School Dist <input type="text"/>
Wage Plan Code	<input type="text"/>	Nonres. Alien? <input type="checkbox"/> Check for Yes
1099R:Exempt EE	<input type="text"/>	F.L.S.A <input type="text"/>
Tipped Employee	<input type="text" value="1"/>	Tipped EE - Prev <input type="text" value="0"/>
TEPA - Curr Yr?	<input checked="" type="radio"/> No <input type="radio"/> NA <input type="radio"/> Signed	TEPA - Prv Yr? <input checked="" type="radio"/> No <input type="radio"/> NA <input type="radio"/> Signed
TEPA Start Date	<input type="text"/>	TEPA End Date <input type="text"/>

Figure 16-10: Update Employee Payroll Data (US) screen

- 6 Use the following information to complete the *Tipped Employee* or the *Tipped EE – Prev* field for US employers:

Tipped Employee

Use this field to indicate that an employee currently earns income from tips.

Valid values for this field are:

- 0** The employee does not receive tips and should not be included in tip allocation processing.
- 1** The employee receives tips and should be included in tip allocation processing.
- 2** The employee receives tips but should not be included in tip allocation processing.

If the employee is included in tip allocation processing, you must enter the type of tips on the tips related income during timesheet entry. Tips can be direct tips (type **D**) such as those earned by a waiter or waitress, or indirect tips (type **I**) such as those received by a bus person from a waiter or waitress.

The type of tips can also be specified on job control records. The type of tips specified on the job control is the default on the time entry records as they are created.

Tipped EE – Prev

Use this field to indicate whether this employee previously earned income from tips and, if so, whether the employee should be included in tip allocation processing.

Valid values are:

- 0** This employee did not receive tips.
- 1** This employee did receive tips and should be included in tip allocation processing.
- 2** This employee did receive tips and should not be included in tip allocation processing.

If an employee transfers from a tipped job to a non-tipped job, change the value in the *Tipped Employee* field to **0** and type **1** or **2** in the *Tipped EE – Prev* field. The value you type in the *Tipped – Prev* field when the employee is no longer employed in a tipped position should be the same value that was in the *Tipped Employee* field when the employee was in a tipped position.

ZCX		SAMPLE CANADIAN EMPLOYER	
Employer	80234	Employee	ALBERT BELL
Province	AB	WLRP Exclusion	2 (0->9)
T4A employee?	<input type="checkbox"/>	LSVC-Federal	.00
Employment Code	<input type="checkbox"/>	LSVC-Provincial	.00
Last ROE P/E Date	<input type="text"/>	LSVC-Prov. Other	.00
Non-Resident?	<input type="checkbox"/> Check for Yes	Tipped Employee	0
Commissioned?	<input type="checkbox"/> Check for Yes	Const. Worker	<input type="checkbox"/> Check for Yes
FEDERAL		QUEBEC	
No Tax Status?	<input type="checkbox"/> Check for Yes	No Tax Status?	<input type="checkbox"/> Check for Yes
Net Claim = 0?	<input checked="" type="checkbox"/> Check for Yes	OC-Net Claim = 0?	<input type="checkbox"/> Check for Yes
Net Claim Amount	<input type="text"/>	Net Claim Amount	<input type="text"/>
Additional Tax	.00	Additional Tax	.00
HD Annual Ded	.00	HD Annual Ded	.00
Tax Off. Ded	.00	Tax Off. Ded	.00
Tax Off. Credit	.00	Tax Off. Credit	.00
TD1 "Y" Factor	.00	Power Saw?	<input type="checkbox"/> Check for Yes
Annual Income	.00	Est. Annual Wage	.00
Expenses	.00	Est. Net Comm	.00

Figure 16-11: Update Employee Payroll Data (CAN) screen

- 7 Use the following information to complete the *Tipped Employee* field for Canadian employers:

Tipped Employee

Use this field to indicate that an employee earns income from tips.

Valid values for this field are:

- | | |
|----------|--|
| 0 | The employee does not receive tips. |
| 3 | The employee receives tips and should be included in Canadian RL-1 processing. |
- 8 Press Enter to save your information.
 - 9 Repeat steps 4 through 7 to update tip information for other employees or press F3 to return to the Infinium PY main menu.

Processing Payroll Cycles

During cycle processing you enter tips reported by employees along with the hours worked by each tipped employee. The system uses the hours worked to calculate tip allocation amounts if you use the hours method to determine each employee's share of total revenue.

The system defaults the employee's assigned position, job and levels into each time entry record. The system defaults a value into the *Tip Code* field in each time entry record based on the job code associated with the time entry record. You can override the default levels, job position and tip code values in time entry records as necessary.

Follow these steps to review a time entry record using the *Enter Timesheet Data* function.

- 1 From the Infinium PY main menu select *Cycle Operations*.
 - 2 Select *Pre-Cycle Functions*.
 - 3 Select *Enter Timesheet Data* [TIME].
 - 4 Select your cycle from those listed on the Time Sheet Entry prompt screen.
 - 5 Press Enter through the interactive proof screen, if displayed, and the level totals screen.
-

- 6 Type **2** in the **O** field adjacent to an employee's name to review or update the time entry information for a particular check and press Enter.
- 7 Type **2** or **3** in the **O** field adjacent to an employee's income or type **I** in the *Add New Incomes?* field. Press Enter. The system displays a screen similar to Figure 16-12.

Employee		ZUS SAMPLE US COMPANY	
Cycle	WEEK	WEEKLY PAY CYCLE	9/15/2008
Added	0		
Check 01	5762 JONES, MARY		
Home	100	ADD	
Area	100	WESTERN ARE	Country USA
Division	OPS	State/Province	NV
Department	SKI	Misc Locality	
Cost Centr	200	Cnt.City/School	
Income Type		Hours(.00)	
Amount			
Rate			
Shift Code	1	Units	
Job Code	915	Position	200915
Tip Code		Segment	
G.L. Account			
Project		Cost Code	
Project W.B.S			
User Code		User Amount	.00
User Date		User Defined	

Figure 16-12: Time Sheet Entry - Incomes screen

- 8 Use the following information to work with the fields related to tip allocation on this screen. Refer to the *Infinium PY Guide to Processing* for complete information on cycle processing.

Home Levels

The system defaults the employee's home levels in the four fields in the upper left portion of the screen. The home levels are stored in the employee's basic data record and are associated with his or her assigned position.

You can type over the default values if the employee worked in another part of your organization during the current pay period.

Job Code

The system defaults the employee's home job in this field. The home job is stored in the employee's basic data record and is associated with his or her assigned position.

You can type over the default value if the employee worked in another job during the current pay period.

Position

This field represents the position associated with this income. You can change the default position from the employee's basic data record to pay the employee the income for a different position if, for example, the employee works in multiple positions or participates in tip compliance processing.

When you prompt on this field, the source of the displayed positions depends upon the *Position Prompt* value in the *Update Employer Controls* function, which specifies the source is one of the following:

- The employee's position from the basic data record
- All positions from the position control file
- The employee's position from the basic data record, displayed in reverse image, and all additional positions assigned to the employee

See the "Using Multiple Position Processing" chapter in the *Infinium PY Guide to Processing* or the "Tip Compliance Processing and Reporting" chapter in the *Infinium PY Guide to Management Functions* for more information.

Tip Code

The system defaults **D** or **I** into this field based on the value in the job code field of the time entry record.

You can override the default value in this field if appropriate. You must complete this field for the system to include information for the selected employee in tip allocation files.

- 9 Press Enter to store the time entry record in the sub-file of the screen.
- 10 Press F12 to return to the Time Sheet Entry - Summary screen.
- 11 Press F3 to exit from the employee's check information.

The system stores the employee's earnings information in check history files when you post the payroll cycle. The system extracts hours and reported tips information from the check history files when you begin the tip allocation process.

Extracting Reported Tips and Hours Data

Before you can calculate tip allocations, you must extract reported tips and hours worked information to update the Revenue Master file (PYPRM), the Employee Tip Distribution file (PYPTP) and the Tip Allocation Employee Master file (PYPAM). The system uses this information, along with revenue amounts you enter, to determine whether each employee's reported direct tip amount is sufficient.

You can extract information for more than one pay period at the same time; however, it is preferable to capture the data after completing each pay period. The system updates a field in the Income Ledger file for each record it processes. This ensures that if you capture data from the same period more than once, you do not re-process records that have already been captured and overstate amounts in the tip allocation files.

You can specify the income reporting group that identifies incomes where the amounts should be processed as tips incomes and another income reporting group whose hours should be processed as tipped hours.

When you run the *Capture Reported Tips/Hours* function, the system extracts the following information only from records that have not been previously processed for tip allocation:

- Total directly tipped and indirectly tipped hours worked in either all incomes processed during the specified pay period(s) or for only those incomes included in the specified income reporting group
- Total reported direct and indirect tip amounts entered for only those incomes included in the specified income reporting group

When you run the *Recapture Reported Tips/Hours* function, the system re-extracts information only from records that have previously been processed. The system clears the hours and reported tip amounts from the files below and then re-extracts the information from records that have been processed for tip allocation.

- Tip Allocation Revenue Master file, PYPRM
- Tip Allocation Employee Master file, PYPAM
- Employee Tip Distributions file, PYPTP

The system uses the extracted information to create a record in the Revenue Master file for each level with tipped employees and a record in the Tip Allocation Employee Master file for each level worked for each tipped employee. Each record contains direct hours, indirect hours, direct tip dollars and indirect tip dollars. You update these records with revenue amounts and shortfall amounts when you process tip allocations. The system also creates

a record in the tip distributions file for each employee who received tip-related income for the pay period. You can modify the pay period tip amount.

The system automatically generates a report that lists incomes associated with the specified income reporting groups. Use the report to verify that the proper incomes were included in the tip allocation processing.

Follow these steps to extract tip data from income ledger files.

- 1 From the Infinium PY main menu select *Tip Operations*.
- 2 Select *Tips Processing*.
- 3 Select *Capture Reported Tips/Hours [CRTH]* or *Recapture Reported Tips/Hours [CTA]*. The system displays the screen similar to Figure 16-13.

Figure 16-13: Capture Reported Tips/Hours screen

- 4 Use the following information to complete the fields on this screen:

Employer

Type the value that identifies your employer.

Tax Company

Specify the tax company for which you want to capture reported tips and/or hours.

Tips Income Group

Type the code value that identifies the incomes where the tip amounts should be processed for tip allocation. Income amounts for this income group are added to the direct or indirect tip amount summary fields. Leave this field blank to use income code values *TIPS and *TOKE as tip income.

You define values for this field using code type **IRG**.

Hours Income Group

Type the income reporting group that identifies income codes where the hours should be processed for tip allocation. Leave this field blank to use all income code values as hours related to allocation, except when the hours associated with the income are specified as residual hours.

Starting date

Type the period ending date of the first pay for which you want to extract reported tips and hours worked data.

Ending date

Type the period ending date of the last pay for which you want to extract reported tips and hours worked data. If you are extracting data for only one pay period, type the same date in both this field and the *Starting date* field.

Allocate to level

Indicate the level at which you will enter sales revenue amounts. You enter revenue amounts only for levels if you use the hours method for tip allocation. You enter revenue amounts for both levels and for individual employees assigned to the levels if you use the sales method for tip allocation.

Valid values are:

- 1** Enter level and employee revenue amounts at level 1, your highest organizational level.
- 2** Enter level and employee revenue amounts at level 2, your next highest organizational level.
- 3** Enter level and employee revenue amounts at level 3, your next highest organizational level.
- 4** Enter level and employee revenue amounts at level 4, your lowest organizational level.

Prorate tips

Indicate whether the system should prorate reported direct tip amounts among the levels where employees worked during the selected pay periods based on the hours worked in each level.

For example, when entering time during cycle processing for a directly tipped employee you record 20 hours of regular pay in level A, 20 hours of regular pay in level B, 10 hours of overtime pay in level C, and \$50 of direct tips in

level A. The value in the *Tip Code* field in the two regular pay time entry records and the *TIPS time entry record is D. The value in the *Tip Code* field for the overtime time entry record is I. When you run the *Calculate Reported Tips/Hours* function and prorate tips, the system distributes \$25 in tips to level A and \$25 in tips to level B.

Valid values are:

- 0 Do not prorate direct tip amounts. Assign all reported direct tips to the level where the tips were reported.
 - 1 Prorate direct tip amounts. Assign a proportional share of the total reported direct tip amount to the directly tipped levels worked by an employee.
- 5 Press Enter. The system extracts reported tips and hours worked data from the income ledger file and transfers it to the files used in tip allocation.

The system does not generate a report of the extracted data when you run the *Capture Reported Tips/Hours* function; however, you can use the following options to review the extracted information:

- Use the *List Reported Tips* function to generate a report of the reported tips and hours worked that will be used in tip allocation calculations
- Use the *Display Employee Tip Data* function to review the reported tips and hours worked that will be used in tip allocation calculations

Entering Revenue Amounts for Levels

You use the *Enter Revenue* function to enter sales receipt totals for the levels selected when you ran the *Capture Reported Tips/Hours* function. You must enter sales amounts for levels whether you use the Sales method or the hours method of tip allocation. You must also enter sales amounts for individual employees if you use the Sales method. You must enter revenue amounts separately for every pay period for which you extracted reported tips and hours data.

Follow these steps to enter sales amounts for levels.

- 1 From the Infinium PY main menu select *Tip Operations*.
 - 2 Select *Revenue Processing*.
 - 3 Select *Enter Revenue* [RE]. The system displays the screen shown in Figure 16-14.
-

Figure 16-14: Enter Employee Revenue Amounts prompt screen

- 4 Use the following information to complete the fields on this screen:

Employer

Type the value that identifies your employer.

Tax Company

Specify the tax company. Leave this field blank if you are not a multi-tax employer or if you want to enter revenue for all tax companies.

Period Ending

Type the period ending date for which you want to update revenue amounts.

- 5 Press Enter. The system displays the screen shown in Figure 16-15.

Figure 16-15: Enter Revenue screen

The system displays the names of the levels and the shifts for which you extracted hours and reported tips data when you ran the *Capture Reported Tips/Hours* function.

- 6 Use the following information to complete the field on this screen:

Revenue Amt

Type the gross sales receipts associated with each level displayed on the screen. Type only whole numbers without decimal places.

The system uses the gross sales amount to determine the appropriate tip amount for each directly tipped employee who worked in one or more of the levels during the selected time period.

- 7 If the system displays + in the lower right hand corner of the screen, press Page Down to advance to levels on the next screen. If not, skip to step 8.
- 8 Press Enter or F3 when you have updated revenue amounts for all levels to save your entries and exit from the screen.

If you press F8 to bypass the screen, the system exits from the screen without saving your entries.

You can use the following options to verify your revenue entries:

- Use the *List Revenue* option to generate a report listing the revenue entered by level for a specified time period
- Use the *Display Revenue* option to view the revenue entered by level for a specified time period without update capabilities

Entering Revenue Amounts for Employees

If you are using the Sales method to determine tip allocations, you must enter sales amounts for individual employees who are directly tipped. The system multiplies individual sales amounts by the allocation percentage specified by the level worked to determine each employee's proportional share of total reported direct tips.

Follow these steps to enter sales amounts for a directly tipped employee.

- 1 From the Infinium PY main menu select *Tip Operations*.
- 2 Select *Revenue Processing*.
- 3 Select *Enter Employee Revenue Amounts [EESA]*. The system displays the screen shown in Figure 16-16.

The screenshot shows a software interface for entering employee revenue amounts. At the top, the title bar reads "ENTER EMPLOYEE REVENUE AMOUNTS". Below the title bar is a toolbar with "Actions" and a search icon. The main area contains three input fields: "Employer" with "ZUS" entered, "Tax Company" with an empty field, and "Period Ending" with "8302008" entered. Each field has a search icon to its right.

Figure 16-16: Enter Employee Revenue Amounts prompt screen 1

- Use the following information to complete the fields on this screen:

Employer

Type the value that identifies your employer.

Tax Company

Specify the tax company. Leave this field blank if you are not a multi-tax employer or if you want to enter employee revenue amounts for all tax companies.

Period Ending

Type the last period ending date for which you extracted data when you ran the *Capture Reported Tips/Hours* function. You type a value in the *Ending Date* field on the *Capture Reported Tips/Hours* screen to identify the last period ending date to include in tip allocation.

- Press Enter. The system displays the screen shown in Figure 16-17.

Opt	LM 1	LM 2	LM 3	LM 4	Shift	Level Description	Revenue Amt	Tax Co
<input type="checkbox"/>	2					DIVISION 2	100	TAX01
<input type="checkbox"/>	2					DIVISION 2		TAX02
<input type="checkbox"/>	2					DIVISION 2		TAX03
<input type="checkbox"/>	2				1	DIVISION 2	200	TAX01
<input type="checkbox"/>	2				1	DIVISION 2		TAX03

Figure 16-17: Enter Employee Revenue Amounts prompt screen 2

The system displays the names of the levels and the shifts for which you extracted hours and reported tips data when you ran the *Capture Reported Tips/Hours* function.

- To enter revenue for employees assigned to a particular level, type any character in the *Opt* field adjacent to the level values and press Enter.
- The system displays the screen shown in Figure 16-18.

Amount	Employee#	Employee Name	Tips	Hours	Tax Co
500.00	4228	NEW-JERSEY,TAX01		100.00	.00
600.00	4323	NEW JERSEY,DISABILITY2		300.00	.00

Figure 16-18: Enter Employee Revenue Amounts screen

The system displays the names of employees who worked in the selected level and shift during the specified time period. The system displays the total revenue you entered for the level in the *Area Amount* field at the top of the screen. You can update that total revenue amount for the selected level using the *Enter Revenue* function.

- 8 Use the following information to complete the field on this screen:

Employee Rev. Amount

Type the gross sales receipts for each employee associated with the selected level. You can type whole dollars or amounts with two decimal places.

When you run the *Calculate Allocation* function, the system multiplies each employee's individual sales amounts by the tip allocation percentage to determine the employee's appropriate tip amount.

- 9 If the system displays + in the lower right hand corner of the screen, press Page Down to advance to employees on the next screen. If not, skip to step 10.
- 10 Press Enter or F3 when you have updated revenue amounts for all employees to save your entries and exit from the screen.

If you press F8 to bypass the screen, the system exits from the screen without saving your entries.

You can use the following options to verify your revenue entries:

- Use the *List Reported Tips* option to generate a report listing the reported tips and revenue entered for employees for a specified time period
- Use the *Display Employee Tip Data* option to view the revenue entered for an employee for a specified time period without update capabilities.

Press F6 on the Display Employee Tip Information screen to display the employee's revenue amounts.

Allocating Tip Amounts

Under the Tax Equity and Fiscal Responsibility Act of 1982 (TEFRA), either of the two methods described below can be used to calculate the tip allocation amount that should be declared by each directly tipped employee in covered establishments:

- When you use the hours method, the employee's worked hours are divided by the total hours entered for the level during cycle processing. The resulting percentage is multiplied by the revenue totals entered for the level to determine the employee's proportional share of tips.
- When you use the sales method, the system multiplies the tip allocation percentage you specify by each employee's individual sales amount to determine the employee's proportional share of tips.

In either method, the system allocates additional tip amounts to employees who have under-reported their tip amounts and stores the results in the employee Tax Master file (PYPTX) for W-2 reporting.

Depending on whether you use the sales or hours method, the system performs different calculations to determine whether employees have reported sufficient tip amounts. The tables below compare the results obtained with each method.

When you use the sales method, the system . . .	Example
Multiplies total revenue for the level by the tip allocation percentage specified on the level control to determine the total calculated direct tips amount for the level.	Revenue for Level 1: \$5000
Subtracts total indirect tips for the level.	Tip allocation rate: 8% Total calculated amount: \$400 Less indirect tips \$20 Remaining tip amount: \$380
Computes a calculated tip amount for each employee and subtracts it from the actual reported direct tip amount to determine a shortfall	Revenue for Wally Waiter: \$1000 Calculated tips: $(380 * 1000 / 5000) = \$76$ Reported direct tips: \$50 Shortfall: \$26

When you use the Hours Method, the system...	Example
Multiplies total revenue for the level by the tip allocation percentage specified on the level control to determine the total calculated tips for the level. In this example, the default value of 8% in the <i>Tip Allocation</i> field was changed to 6%.	Revenue for Level 1: \$5000 Tip allocation rate: 6% Total calculated tip amount: \$300 Less indirect tip amount: \$20 Remaining tips amount: \$280 Total direct hours for level: \$210
Subtracts total indirect tips reported for the level.	
Computes a calculated tip amount for each employee by multiplying the calculated tip amount for the level by the direct hours for the employee and dividing by the total direct hours for the level. Then subtracts the actual reported direct tip amount to determine a shortfall amount.	Direct hours for Wally Waiter: \$45 Calculated tips: $(280 * 45 / 210) =$ \$60 Reported direct tips: \$50 Shortfall: \$10

The system allocates the shortfall amount to each employee and updates the employee Tax Master file (PYPTX) with the allocated amount for use in W-2 processing. The system prints the total allocated tip amount for the calendar year in the Allocated Tips box on the W-2 form.

Run the *Calculate Allocation* function after you have entered revenue amounts for levels, if using the hours method, and revenue amounts for both levels and individual employees if you use the Sales method to calculate allocated tip amounts. You type **H** or **S** in the *Allocation Method* field on the *TIPS income control to specify which method you use for tip allocation calculations.

Follow these steps to calculate tip allocations:

- 1 From the Infinium PY main menu select *Tip Operations*.
- 2 Select *Tip Allocation*.
- 3 Select *Calculate Allocation* [CA]. The system displays the screen shown in Figure 16-19.

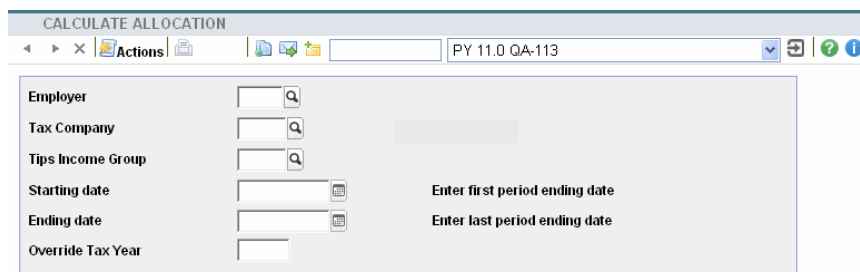


Figure 16-19: Calculate Allocation screen

- 4 Use the following information to complete the fields on this screen:

Employer

Type the value that identifies your employer.

Tax Company

Specify the tax company. Leave this field blank if you are not a multi-tax employer or if you want to calculate allocation for all tax companies.

Tips Income Group

Specify the code value that identifies the group of reported tip incomes the system should use to calculate tip allocations.

The system retrieves the incomes in the group to determine whether allocations should be calculated using the sales method or the hours method and to determine a default allocation rate. You can use the *Update Level Controls* function to enter a rate that overrides the allocation rate.

Leave this field blank to use *TIPS to look up the allocation rate and method. If the allocation per cent is 0, the default is 8%.

Note: All incomes in the group must contain the same values in the *Allocation %* and *Allocation Method* fields, or unpredictable results may occur.

Starting date

Type the first period ending date for which you are calculating tip allocations. The date you specify must match a pay period date for which you have extracted data and entered revenue amounts.

Ending date

Type the last period ending date for which you are calculating tip allocations. The date you specify must match a pay period date for which you have extracted data and entered revenue amounts.

Override Tax Year

Type an override tax year if the tax year for these allocations is different from the year associated with the period ending date range being processed.

- 5 Press Enter. The system calculates tip allocation amounts for employees and generates the Allocated Tip Amounts report. Review this report to verify employee shortfalls and allocations.

Samples of the Allocated Tip Amounts report for the sales method is provided on the following pages.

PYGAT22 PYTAT22
9/22/08 12:04:05

ALLOCAT ED TIP AMOUNTS
FROM DATE 8/26/2007 THROUGH 8/26/2007
FOR TAX YEAR BASED ON P/E DATE: 2007
BY HOURS

EMPLOYER JCX		JOHN'S MULTITAX COMPANY					
Division	Section	INDIRECT	DIRECT	CALCULATED	REPORTED	CALCULATED	EMPLOYEE
Department		TIPS	HOURS	TIPS TO REPT	DIRECT TIPS	SHORTFALL AMT.	ALLOCATED TIP
		(C)	EMPLOYER (G) EMPLOYEE (H)	EMPLOYER (D) EMPLOYEE (I)	EMPLOYER (E) EMPLOYEE (J)	EMPLOYER (F) EMPLOYEE (K)	(M)

2	SHIFT:		(G)	(A*B)-C=(D)	(E)	D-E=(F)	
REVENUE....:	100 *(A)	.00	*	7.00 *	400.00 *	.00 *	
TOT TIP RPT:	400.00 *(C+J)						
CALC. RATE :	.0700 *(B)					TOTAL SHORTFALL=(L)	
DIR.TOT.SHR:	7 *					*	
LVL ALLOC %:	*(B)						
8/26/2007				(H/G)*D=(I)		I-J=(K)	(K/L)*F=(
4228 NEW-JERSEY,TAX01	TAX01	(C)	(H)	(I)	100.00 (J)	(K)	(
4323 NEW JERSEY,DISABILITY2	TAX01	(C)	(H)	(I)	300.00 (J)	(K)	(
							MORE...

2	SHIFT: 1		(G)	(A*B)-C=(D)	(E)	D-E=(F)	
REVENUE....:	200 *(A)	.00	40.00 *	14.00 *	750.00 *	.00 *	
TOT TIP RPT:	750.00 *(C+J)						
CALC. RATE :	.0700 *(B)					TOTAL SHORTFALL=(L)	
DIR.TOT.SHR:	14 *					*	
LVL ALLOC %:	*(B)						
8/26/2007				(H/G)*D=(I)		I-J=(K)	(K/L)*F=(
16564 SEXTON,JOHN	TAX01	(C)	(H)	(I)	250.00 (J)	(K)	(
16568 KAT,KITTY	TAX01	(C)	40.00 (H)	14.00 (I)	500.00 (J)	(K)	(
TAX CO. TOTALS:							
REVENUE	300		40.00	14.00	1,150.00		

2	SHIFT:		(G)	(A*B)-C=(D)	(E)	D-E=(F)	
REVENUE....:	*(A)	.00	*	*	300.00 *	.00 *	
TOT TIP RPT:	300.00 *(C+J)						
CALC. RATE :	.0700 *(B)					TOTAL SHORTFALL=(L)	
DIR.TOT.SHR:	*					*	
LVL ALLOC %:	*(B)						
8/26/2007				(H/G)*D=(I)		I-J=(K)	(K/L)*F=(
3875 TERMINATED,TEST	TAX02	(C)	(H)	(I)	100.00 (J)	(K)	(
4962 MCLOUGHLIN,MARY M	TAX02	(C)	(H)	(I)	200.00 (J)	(K)	(
TAX CO. TOTALS:							
REVENUE					300.00		

2	SHIFT:		(G)	(A*B)-C=(D)	(E)	D-E=(F)	
REVENUE....:	*(A)	.00	*	*	250.00 *	.00 *	
TOT TIP RPT:	250.00 *(C+J)						

CALC. RATE :	.0700	* (B)					TOTAL SHORTFALL=(L)	
DIR.TOT.SHR:		*					*	
LVL ALLOC %:		* (B)						
8/26/2007					(H/G) *D= (I)		I-J= (K)	(K/L) *F= (
3875 TERMINATED, TEST	TAX03	(C)	(H)	(I)	250.00 (J)		(K)	(
8/26/2007					(H/G) *D= (I)		I-J= (K)	(K/L) *F= (
3875 TERMINATED, TEST	TAX02	(C)	(H)	(I)	100.00 (J)		(K)	(
4962 MCLOUGHLIN, MARY M	TAX02	(C)	(H)	(I)	200.00 (J)		(K)	(
TAX CO. TOTALS:								
REVENUE					300.00			

2	SHIFT:		(G)	(A*B) -C= (D)	(E)		D-E= (F)	
REVENUE....:	* (A)	.00	*	*	250.00 *		.00 *	
TOT TIP RPT:	250.00	* (C+J)						
CALC. RATE :	.0700	* (B)					TOTAL SHORTFALL=(L)	
DIR.TOT.SHR:		*					*	
LVL ALLOC %:		* (B)						
8/26/2007					(H/G) *D= (I)		I-J= (K)	(K/L) *F= (

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```

3875 TERMINATED,TEST      TAX03      (C)      (H)      (I)      250.00 (J)      (K)      (
PYGAT22  PYTAT22          A L L O C A T E D T I P A M O U N T S      Page  2
9/22/08  12:04:05        FROM DATE 8/26/2007  THROUGH 8/26/2007
FOR TAX YEAR BASED ON P/E DATE: 2007
BY HOURS
EMPLOYER JCX              JOHN'S MULTITAX COMPANY
Division Section          INDIRECT   DIRECT   CALCULATED   REPORTED   CALCULATED   MORE...
Department                TIPS      HOURS     TIPS TO REPT DIRECT TIPS  SHORTFALL AMT. EMPLOYEE
                          (C)      EMPLOYER (G) EMPLOYER (D) EMPLOYER (E) EMPLOYER (F)  ALLOCATED TIP
                          (C)      EMPLOYEE (H) EMPLOYEE (I) EMPLOYEE (J) EMPLOYEE (K)  (M)
-----
2          SHIFT: 1
REVENUE....:              * (A)
TOT TIP RPT:          200.00 * (C+J)
CALC. RATE :          .0700 * (B)
DIR.TOT.SHR:              *
LVL ALLOC %:          * (B)
8/26/2007
16568 KAT,KITTY          TAX03      (C)      (H)      (I)      200.00 (J)      (K)      (
TAX CO. TOTALS:
REVENUE
EMPLOYER TOTALS:
REVENUE          300          40.00          14.00          1,900.00
TOTAL REVENUE MASTER HOURS:          40

```

BOTTOM

Reviewing and Correcting Tip Allocation Results

When you run the *Calculate Allocations* function, the system generates the Allocated Tip Amounts report. You should review this report carefully to verify the revenue totals, employee shortfalls, allocated tip amounts, and the tax year used to create the tip records.

You can also use the following options to review employee tip allocation results:

- Use the *Display Employee Tip Data* function to review tip information for individual employees. Press F6 on the Display Employee Tip Information screen to review employee revenue, allocated revenue and shortfall amounts.
- Use the *Tip Allocation Summary by Levels* function to generate a summary report of tip data by levels
- Use the *Tip Allocation Summary by Employee* function to generate a detailed report of tip data for each employee

Correcting Tip Allocation Results

If you are not satisfied with the results, you can update revenue data and rerun the *Calculate Allocation* function as many times as needed to obtain the correct results. Use one of the options listed below to change revenue data:

- Update revenue amounts for levels using the *Enter Revenue* function
- Update revenue amounts for individual employees using the *Enter Employee Revenue Amounts* function

You can rerun the tip allocation calculation for the same pay periods that you used to run the original calculation or for different pay periods. The system updates the information in the employee Tax Master file (PYPTX), the Tip Allocation Employee Master file (PYPAM) and the Tip Allocation Revenue Master file (PYPRM) each time you update data and recalculate tip allocation amounts.

When you are satisfied with your results, you can generate Employee Allocation Statements to communicate the allocated amounts to employees. The system does not print allocated amounts on employee pay stubs nor are the results stored in employee check history.

Correcting Allocated Tip Totals for W-2 Processing

You can use the *Update Employee Allocated Data* function to make corrections to the accumulated annual tip allocation amount for a specified tax year directly in the employee Tax Master file (PYPTX). The system prints the annual allocated tip value in the Allocated Tips box on the W-2 form.

Use this function with caution. When you make manual corrections to the annual amount, the system does not update tip allocation history information stored in other files and cannot provide an audit trail to support the annual allocated tip total printed on employee W-2 forms.

Refer to the *Infinium PY Guide to U.S. Year End Processing* for further information about W-2 processing.

Generating Employee Allocation Statements

Use the *Employee Allocation Statement* function to generate individual statements for employees with allocated tips. The statements list the following information for each pay period in the specified date range:

- Direct hours and reported tips
- Allocated revenue
- Shortfall amount
- Allocation amount

Follow these steps to print Employee Allocation Statements.

- 1 From the Infinium PY main menu select *Tip Operations*.
- 2 Select *Tip Allocation*.
- 3 Select *Employee Allocation Statement [EAS]*. The system displays the screen shown in Figure 16-20.

EMPLOYEE ALLOCATION STATEMENT

Actions | PY 11.0 QA-113

Employer

Tax Company

From Date

Through Date

Figure 16-20: Employee Allocation Statement selection screen

- 4 Use the following information to complete the fields on this screen:

Employer

Type the value that identifies your employer or leave this field blank to generate statements for all employers.

Tax Company

Specify the tax company for which you want to print employee allocation statements. Leave this field blank if you are not a multi-tax employer or if you want to print allocation statements for all tax companies.

From Date

Type the first period ending date for which you are printing tip allocation information. The date you specify must match a pay period date for which you have calculated tip allocations.

Through Date

Type the last period ending date for which you are printing tip allocation information. The date you specify must match a pay period date for which you have calculated tip allocations.

- 5 Press Enter. The system prints a statement for each employee with allocated tip data for the specified date range. Each employee statement prints on a separate page. Sample statements are provided on the following page.

HERB TEA
 6534 MEDICINAL WAY
 CAMOMILE
 VT 99778

THE FOLLOWING INFORMATION IS FROM OUR FILES REGARDING
 TIP ALLOCATIONS WHICH WE MUST REPORT TO THE IRS.

PERIOD ENDING	SHFT	DIRECT TIPS	DIRECT HRS	ALLOCATED REVENUE	SHORTFALL AMOUNT	EMPLOYEE ALLOCATION
1/12/1998						
GENERAL LEDGER	1			80.00	80.00	80.00
1/19/1998						
GENERAL LEDGER	1	45.00		80.00	35.00	35.00
TOTALS:		----45.00	-----	---160.00	---115.00	---115.00
THIS IS THE TOTAL ALLOCATION FOR TAX REPORTING PURPOSES						115.00

////////////////////////////////////

TIPPED EMPLOYEE
 25 COMMUNICATIONS WAY
 HYANNIS
 MA 02668

THE FOLLOWING INFORMATION IS FROM OUR FILES REGARDING
 TIP ALLOCATIONS WHICH WE MUST REPORT TO THE IRS.

PERIOD ENDING	SHFT	DIRECT TIPS	DIRECT HRS	ALLOCATED REVENUE	SHORTFALL AMOUNT	EMPLOYEE ALLOCATION
1/12/1998						
TIMBERLINE RESTAURANT	1	25.00	20.00	40.00	15.00	15.00
1/19/1998						
TIMBERLINE RESTAURANT	1	100.00	40.00	115.00	15.00	15.00
TOTALS:		---125.00	---60.00	---155.00	---30.00	---30.00
THIS IS THE TOTAL ALLOCATION FOR TAX REPORTING PURPOSES						30.00

////////////////////////////////////

BETTY BURGER
 675 CHARCOAL CIRCLE
 KEYSTONE
 CO 95050

THE FOLLOWING INFORMATION IS FROM OUR FILES REGARDING
 TIP ALLOCATIONS WHICH WE MUST REPORT TO THE IRS.

PERIOD ENDING	SHFT	DIRECT TIPS	DIRECT HRS	ALLOCATED REVENUE	SHORTFALL AMOUNT	EMPLOYEE ALLOCATION
1/12/1998						
TIMBERLINE RESTAURANT	1	100.00	50.00	140.00	40.00	40.00
1/19/1998						

TIMBERLINE RESTAURANT	1	60.00	40.00	115.00	55.00	55.00
TOTALS:		---160.00	---90.00	---255.00	----95.00	----95.00
THIS IS THE TOTAL ALLOCATION FOR TAX REPORTING PURPOSES						95.00

Adjusting Reported Tip Amounts

If you use the Sales method to calculate tip allocation, you can use the *Maintain Tip Distributions* function to manually move reported tip amounts from one pay period to another after you have extracted the amounts from employee check history. You typically use this function to make retroactive adjustments when an employee is late in reporting tip amounts, causing you to process them in a pay period after the pay period in which the tips were actually earned. The adjustment between pay periods must net to zero. The system automatically distributes tip amounts among the levels worked by the selected employee.

The changes you make using the *Maintain Tip Distribution* function do not impact check history. They affect tip allocation files only.

Before you transfer reported tip amounts between pay periods, you must run the *Capture Reported Tips/Hours* function for both affected pay periods. After you transfer tip amounts, you must rerun the *Calculate Allocation* option to recalculate reported tips and shortfalls for the affected pay periods.

Follow these steps to make manual adjustments to reported tip amounts.

- 1 From the Infinium PY main menu select *Tip Operations*.
- 2 Select *Tip Distribution*.
- 3 Select *Maintain Tip Distributions* [MTD]. The system displays the screen

shown in Figure 16-21.

Figure 16-21: Maintain Tip Distributions selection screen

- 4 Use the following information to complete the fields on this screen:

Employer

Type the value that identifies your employer or leave this field blank to generate statements for all employers.

Tax Company

Specify the tax company. Leave this field blank if you are not a multi-tax employer or if you want to maintain tip distributions for all tax companies.

Employee

Type the number of the employee whose reported tip amounts you are adjusting.

From Period

Type the first period ending date for which you are adjusting reported tip amounts. The date you specify must match a pay period date for which you have extracted tip data.

To Period

Type the last period ending date for which you are adjusting reported tip amounts. The date you specify must match a pay period date for which you have extracted tip data.

- 5 Press Enter. The system displays the screen shown in Figure 16-22.

Opt	Tip Amount	Period End	Direct	Indirect	Variance	Tax Co
	250.00	8/26/2007	.00	.00	.00	TAX01

Figure 16-22: Maintain Tip Distributions screen

The system displays reported tip amounts in the sub-file area in the lower portion of the screen for all pay periods within the range you specified on the previous screen. It displays the total of all reported direct tips in the *Total Tips - Previous* field in the right portion of the screen. When you complete your entries on this screen, the value in the *Total Tips - Previous* field should match the value in the *Total Tips - Current* field.

- 6 Follow these steps to transfer tip amounts from one pay period to another.
- Type 2 in the *Opt* field adjacent to the first pay period for which you are changing the employee's reported tip amount and press Enter.
 - The system transfers the tip amount for that pay period to the *Tip Amount* field in the upper left portion of the screen.

- Type a new value in the *Tip Amount* field and press Enter.
 - The system updates the tip amount for the first pay period in the sub-file, updates the *Variance* field for that pay period and displays the current total of reported tips in red in the *Total Tips - Current* field in the right portion of the screen.
 - Type 2 in the *Opt* field adjacent to the second pay period for which you are changing the employee's reported tip amount and press Enter.
 - The system transfers the tip amount for that pay period to the *Tip Amount* field.
 - Type a new value in the *Tip Amount* field and press Enter.
 - The system updates the tip amount for the second pay period in the sub-file and updates the *Variance* field for that pay period. If the net amount of your adjustments is equal to zero, the value in the *Total Tips - Current* field in the right portion of the screen is displayed in black and matches the value in the *Total Tips - Previous* field.
 - If the net amount of your adjustments is not equal to zero, continue making adjustments until the value in the *Total Tips - Previous* field matches the value in the *Total Tips - Current* field and both values display in black.
 - When you have entered and verified all of your adjustments, press F5 to redisplay the screen and remove values from the *Variance* fields for the pay periods you adjusted.
- 7 To exit from the screen and save your adjustments, press F2.
To exit from the screen without saving your adjustments, press F3.
- 8 Repeat steps 4 through 7 to adjust reported tip amounts for another employee or press F3 to return to the Infinium PY main menu.

Creating the Tip Allocation 8027 File

Use the *Create Tip Allocation 8027 File* function to generate tip allocation for electronic transmission of IRS Form 8027 information. When you use this function, the system creates the Tip Allocation 8027 Electronic Filing Work File, PYPTA. After you use the *Create Tip Allocation 8027 File* function, the system generates the Tip Allocation 8027 list.

To file tip allocation information electronically, you must transfer the PYPTA file from the iSeries to a PC. Use standard PC functions to transfer the file.

Complete the steps below to create the 8027 file.

- 1 From the Infinium PY main menu select *Tip Operations*.
- 2 Select *Tip Allocation*.
- 3 Select *Create Tip Allocation 8027 File* [CRTTAWRK]. The system displays a screen similar to Figure 16-23.

```

1/22/11 17:01:16      Create Tip Allocation 8027 File      PYGMRLS      PYDMRLS

Employer . . . . .  _  +          Tax Company . . .  _  +
From Date . . . . .  _  +          Override Tax Year  _  0
Through Date . . . . .  _  +
Level 1 . . . . .  _  +          Level 2 . . . . .  _  +
Level 3 . . . . .  _  +          Level 4 . . . . .  _  +

Estab. Type . . . . .  _  +          Estab. Serial No.  _  +
Estab. Name . . . . .  _  +
Street Address. . . . .  _  +
City . . . . .  _  +
State . . . . .  _  +          Zip Code. . . . .  _  +
Transmitter Ctrl.  _  +          Allocation Meth.  _  (0,1,2,3)
Correction File.  _  (G=Corrected Ret.)  Final Return Ind.  _  (F=Final Return)
Charge Card Ind.  _  (1,2)          Liable/Not Liab.  _  (N=Not Liable)
ATIP Indicator .  _  (1=ATIP Participant)
Prior Year Ind.  _  (P=Prior Year)    Test File Ind. . .  _  (T=Test File)
Charged Tips. . .  _  .00          Charged Receipts.  _  .00
Service Charge. .  _  .00          Gross Receipts. .  _  .00

F3=Exit  F4=Prompt  F10=QuikAccess
    
```

Figure 16-23: Create Tip Allocation 8027 File screen

- 4 Use the information below to complete the fields on this screen.

Employer

Specify the employer code.

Tax Company

Specify the tax company. Leave this field blank if you are not a multi-tax employer.

From Date

Specify the earliest date for which you want to generate 8027 information.

Override Tax Year

Type an override tax year if the tax year for this file is different from the year associated with the *Through Date* that you enter on this screen.

Through Date

Specify the date through which you want to generate 8027 information.

Estab. Type

Type a number that identifies the kind of establishment for which you are generating 8027 information. Valid values are:

- 1** This establishment serves evening meals only (with or without alcoholic beverages).
- 2** This establishment serves evening meals and other meals (with or without alcoholic beverages).
- 3** This establishment serves only non-evening meals (with or without alcoholic beverages).
- 4** This establishment serves food (if at all), only as an incidental part of serving alcoholic beverages.

Estab. Serial No.

Type the five-digit serial number assigned to the employer for this establishment.

Estab. Name

Type the name of the establishment. You can use alpha characters, numbers, hyphens, ampersands, and slashes.

Street Address

Type the mailing address of the establishment. The street address should only include number, street name, apartment or suite number. Specify a PO Box if mail is not delivered to the street address.

You can use alpha characters, numbers, blanks, hyphens, ampersands, and slashes. Punctuation such as periods and commas is not allowed. For example, for 210 N. Queen St., Suite #300, type **210 N Queen St Suite 300**.

City

Type the city, town, or post office of the establishment. You can use alpha characters, numbers, blanks, hyphens, ampersands, or slashes. Punctuation such as periods and commas is not allowed. For example, for St. Louis, type **St Louis**.

State

Type the two-character state abbreviation for the establishment.

Zip Code

Type the five- or nine-digit zip code for the establishment. Do not include the hyphen.

Transmitter Ctrl

Type the five-digit transmitter control code assigned by the IRS.

Allocation Meth

Specify the allocation method that was used to report allocated tips. Valid values are:

- 0** Allocated tips are equal to zero.
- 1** Allocation is based on hours worked.
- 2** Allocation is based on gross receipts.
- 3** Allocation is based on a good faith agreement. The good faith agreement must accompany the electronic/magnetic submission.

Correction File

Specify whether you are submitting a corrected return. Valid values are:

- G** You are submitting a corrected return.
- Blank** You are submitting an original return.

Final Return Ind.

Specify whether this is the last time you are filing the form 8027. Valid values are:

- F** This is the last time you are filing the form 8027.
- Blank** This is not the last time you are filing form 8027.

Charge Card Ind.

Specify whether your establishment accepts credit cards. Valid values are:

- 1** Your establishment accepts credit cards, debit cards, or other charges.
- 2** Your establishment does not accept credit cards, debit cards, or other charges.

Liable/Not Liab

Specify whether you are liable to file form 8027 and you are not reporting money. Valid values:

- N** You are not liable to file form 8027 and you are not reporting money amounts.
- Blank** You are liable to file form 8027 and you are reporting money amounts.

ATIP Indicator

Specify whether you participate in the Attributed Tip Income Program. Valid values are:

- 1** Yes, this employer participates in the Attributed Tip Income Program.
- Blank** No, this employer does not participate in the Attributed Tip Program.

Prior Year Ind

Specify **P** if you are reporting prior year data. Otherwise, leave this field blank.

Test File Ind

Specify **T** if this is a test file. Otherwise, leave this field blank.

Charged Tips

Type the total amount of tips that are shown on charge receipts during the calendar year, if applicable. This amount must include dollars and cents.

Charged Receipts

Type the total sales for the calendar year other than carry-out sales or sales with an added service charge of 10% or more, that are on charge receipts with a charged tip shown. This includes credit card charges, other credit arrangements, and charges to a hotel room unless the employer excludes

charges to a hotel room. Do not include any state or local taxes in the amount reported. The amount must include dollars and cents.

Service Charge

Type the total amount of service charge less 10% added to the customers' bills and that were distributed to your employees during the calendar year. Service charges added to bills are not tips since the customer does not have a choice. These service charges are treated as wages and included on form W-2. The amount must include dollars and cents.

Gross Receipts

Type this establishment's total gross receipts from the provision of food and/or beverages for the calendar year. Do not include the following:

- Receipts for carry-out sales or sales with an added service charge of 10% or more
- Charges tips as shown on receipts unless you reduced the cash sales amount because you paid cash to tipped employees for tips they earned that were not charged
- State or local taxes

The amount must include dollars and cents.

- 5 Press Enter. The system generates the Tip Allocation 8027 Electronic Filing Work File, PYPTA, and the Tip Allocation 8027 list.
-

Processing Tip Credits

You use tip credit processing to increase the earnings of a tipped employee whose hourly base pay rate is below minimum wage or to decrease the earnings of a tipped employee whose hourly base rate is equal to or exceeds minimum wage. Federal regulations stipulate that tip credit applies to employees who regularly receive more than \$30 per month in tips.

For employees who are paid less than minimum wage, the system uses a portion of reported tips to make up the difference between an employee's actual hourly pay and his or her earnings calculated by using the appropriate federal or state minimum wage. If the difference is greater than can be made up with the allowable portion of reported tips, the system uses the *TIPC income to generate supplemental income to the employee during cycle processing.

For employees who are paid equal to or more than minimum wage, the system uses a portion of reported tips to reduce the employee's base wages by the allowable amount of tips and uses the *TIPC income to generate a negative income adjustment amount, if you indicate on the income control record for the *TIPC income to allow a negative tip credit amount.

You can also override the amount for an employee's tip credit calculations. Use the override wage for temporary situations that require an override to the employee's tip credit pay for a designated period of time.

Use the *Display USA Federal Wage Table* function to view federal minimum wage and tip credit percentage or minimum cash wage information. Use the *Display USA State Wage Tables* function to view state minimum wage and tip credit percentage or minimum cash wage information.

Understanding the Tip Credit Calculation

Infinium PY supports the federal method of calculating tip credit as well as specific state methods. Refer to the *Infinium PY Guide to Federal and State Reporting* for information on supported state-specific tip credit calculations.

When calculating the tip credit, the system can use either the federal or state minimum wage and tip credit rates. It selects the wage rate and tip credit rate that yield the greatest benefit to the employee.

The system uses the value in the *State/Province* field in the employee *TIPC time entry record to identify the employee's employment state. If the work state establishes its own minimum wage and/or tip credit rate, the system uses the state rates to calculate the employee's maximum allowable tip credit amount. The system then adds the allowable tip credit to the employee's tipped wages and compares the total with the required minimum wage to determine the required wage make-up. Finally, the system compares the results to the federal calculation and uses the amount that is most beneficial to the employee.

The system can calculate a negative amount for the *TIPC income if you pay an employee at or above the minimum wage and if you type 1 in the *Allow Negative?* field on the income control. In this situation, the system calculates the maximum allowable tip credit under state and federal rules and uses the smaller amount, which is more beneficial to the employee, as the allowable tip credit amount and as the negative income amount.

The system performs tip credit calculations during cycle processing when you execute the *Release Timesheet Data* and *Update Checks* functions, when you execute the *Print Trial Register* function and the cycle is selected with * to recalculate, or when you calculate an on-demand check. The system executes these steps:

- Calculates the employee's required minimum wage amount by using the current federal or state minimum wage, depending on the employee's work state.
 - Compares the employee's actual earned hourly pay plus the allowable portion of tips (tip credit) to the calculated minimum wage amount and determines if a deficiency or surplus exists.
 - If a deficiency exists, the system subtracts the employee's earned income and the allowable portion of tips (tip credit) from the calculated minimum wage amount; if appropriate, it uses the *TIPC income to generate supplementary income for the employee.
 - If the employee's earned income without the tip credit is equal to or greater than the required minimum wage and if you type 1 in the *Allow Negative?* field on the income control, the system uses the *TIPC income to reduce an employee's earned income by the allowable tip credit amount.
 - You can use the following methods to review the tip credit calculation and wage supplement results:
 - In the *Update Checks* and *Enter On-demand Checks* functions, select the *TIPC income and then press F6 to display more details for the tip credit calculation.
 - When you use the *Release Timesheet Data* and *Print Trial Register* functions, refer to the Tip Credit Register, PYTRG43, and Tip Credit
-

Register - Additional Information, PYTRG43A, for more details about the *TIPC income computations.

Working with Federal Tip Credit Calculations

The following examples illustrate the calculations the system performs to generate a tip credit wage supplement by using the federal tip credit calculation method with the federal minimum wage and federal minimum cash wage for tipped employees. The system uses this method for employees whose work state follows the federal tip credit rules.

Example 1 – Employee with Low Reported Tips

Employee's base pay rate	\$2.00 per hour	
Employee's tip-related hours	40	
Employee's reported tips (*TIPS)	\$25	
Federal minimum wage	\$5.15	
Federal minimum cash wage for tipped employees	\$2.13	

To calculate tip credit by using federal rates, the system...

	Example
Multiplies the employee's tip-related hours worked by the federal minimum wage to compute the minimum wage earnings due the employee	Minimum wage earnings \$206.00 (40 * \$5.15)
Retrieves the base tipped wages paid to the employee	Tipped wages \$80.00 (40 * \$2.00)
Subtracts the federal minimum cash wage rate for tipped employees from the federal minimum wage rate to determine the tip credit rate	Tip credit rate \$3.02 (\$5.15 - \$2.13)
Calculates the maximum tip credit allowed	Maximum tip credit allowed \$120.80 (40 * \$3.02)
Compares the employee's reported tips (*TIPS) to the maximum tip credit allowed and selects the smaller amount to determine the allowable tip credit	Tip credit taken \$25.00 (\$25 vs. \$120.80)
Adds the employee's tipped wages and the allowable tip credit	Tipped wages and allowable tip credit \$105.00 (\$80 + \$25)

To calculate tip credit by using federal rates, the system...**Example**

Subtracts the employee's tipped wages and allowable tip credit from the employee's minimum wage earnings to determine final shortfall	Final shortfall \$101.00 (\$206.00 - \$105.00)
Generates make-up wage supplement for *TIPC income	Wage supplement \$101.00

Example 2 – Employee with High Reported Tips

Employee's base pay rate	\$2.00 per hour
Employee's tip-related hours	40
Employee's reported tips (*TIPS)	\$300
Federal minimum wage	\$5.15
Federal minimum cash wage for tipped employees	\$2.13

To calculate tip credit by using federal rates, the system...**Example**

Multiplies the employee's tip-related hours worked by the federal minimum wage to compute the minimum wage earnings due the employee	Minimum wage earnings \$206.00 (40 * \$5.15)
Retrieves the base tipped wages paid to the employee	Tipped wages \$80.00 (40 * \$2.00)
Subtracts the federal minimum cash wage rate for tipped employees from the federal minimum wage rate to determine the tip credit rate	Tip credit rate \$3.02 (\$5.15 - \$2.13)
Calculates the maximum tip credit allowed	Maximum tip credit allowed \$120.80 (40 * \$3.02)
Compares the employee's reported tips (*TIPS) to the maximum tip credit allowed and selects the smaller amount to determine the allowable tip credit	Tip credit taken \$120.80 (\$300 vs. \$120.80)
Adds the employee's tipped wages and the allowable tip credit	Tipped wages and allowable tip credit \$200.80 (\$80 + \$120.80)

To calculate tip credit by using federal rates, the system...

	Example
Subtracts the employee's tipped wages and allowable tip credit from the employee's minimum wage earnings to determine final shortfall	Final shortfall \$5.20 (\$206.00 - \$200.80)
Generates make-up wage supplement for *TIPC income	Wage supplement \$5.20

The system generates a tip credit amount even though the employee's gross pay of \$380, comprising base wages of \$80 and \$300 in reported tips, exceeds the required base pay of \$206 calculated by using the federal minimum wage.

The system always generates a tip credit of at least \$5.20 regardless of how high the employee's reported tips are for a pay period because the amount of reported tips that can be used to offset the deficiency is limited by the tip credit amount allowed under federal rules.

Working with State Tip Credit Calculations

The following examples illustrate the calculations the system performs to generate a tip credit wage supplement for employees who work in states with tip credit regulations that do not follow the federal tip credit rules. The system performs both the state and federal calculations and selects the calculation that is most beneficial to the employee.

Example 1 – Federal Calculation Prevails

In the following example, the employee's work state has a lower minimum wage than the federal minimum wage and specifies a tip credit percentage rather than a minimum cash wage. The system compares the results of the state and federal tip credit calculations and selects the federal calculation because it yields greater income to the employee.

Employee's base pay rate	\$2.00 per hour
Employee's tip-related hours	40
Employee's reported tips (*TIPS)	\$100
State minimum wage	\$3.35
State tip credit percentage	50%
Federal minimum wage	\$5.15
Federal minimum cash wage for tipped employees	\$2.13

State Calculation: To calculate tip credit by using state rates, the system...

	Example
Multiplies the employee's tip-related hours worked by the state minimum wage to compute the minimum wage earnings due the employee	Minimum wage earnings \$134.00 (40 * \$3.35)
Retrieves the base tipped wages paid to the employee	Tipped wages \$80.00 (40 * \$2.00)
Multiplies the state minimum wage rate by the state tip credit percentage to determine the tip credit rate	Tip credit rate \$1.68 (\$3.35 * .50)
Calculates the maximum tip credit allowed	Maximum tip credit allowed \$67.20 (40 * \$1.68)
Compares the employee's reported tips (*TIPS) to the maximum tip credit allowed and selects the smaller amount to determine the allowable tip credit	Tip credit taken \$67.20 (\$100 vs. \$67.20)
Adds the employee's tipped wages and the allowable tip credit	Tipped wages and allowable tip credit \$147.20 (\$80 + \$67.20)
Subtracts the employee's tipped wages and allowable tip credit from the employee's minimum wage earnings to determine final shortfall	Final shortfall (\$13.20) (\$134.00 - \$147.20)
Calculates make-up wage supplement for *TIPC income	Wage supplement \$.00
Multiplies the employee's tip-related hours worked by the federal minimum wage to compute the minimum wage earnings due the employee	Minimum wage earnings \$206.00 (40 * \$5.15)
Retrieves the base tipped wages paid to the employee	Tipped wages \$80.00 (40 * \$2.00)
Subtracts the federal minimum cash wage rate for tipped employees from the federal minimum wage rate to determine the tip credit rate	Tip credit rate \$3.02 (\$5.15 - \$2.13)
Calculates the maximum tip credit allowed	Maximum tip credit allowed \$120.80 (40 * \$3.02)

State Calculation: To calculate tip credit by using state rates, the system...

	Example
Compares the employee's reported tips (*TIPS) to the maximum tip credit allowed and selects the smaller amount to determine the allowable tip credit	Tip credit taken \$100.00 (\$100 vs. \$120.80)
Adds the employee's tipped wages and the allowable tip credit	Tipped wages and allowable tip credit \$180.00 (\$80 + \$100.00)
Subtracts the employee's tipped wages and allowable tip credit from the employee's minimum wage earnings to determine final shortfall	Final shortfall \$26.00 (\$206.00 - \$180.00)
Calculates make-up wage supplement for *TIPC income	Wage supplement \$26.00

The system compares the state and federal tip credit calculation results and uses the federal wage supplement result of \$26, which is the more favorable to the employee, to generate the *TIPC income.

Example 2 – State Calculation Prevails

In the following example, the employee's work state has a higher minimum wage than the federal minimum wage and specifies a higher minimum cash wage as well. The system compares the results of the state and federal tip credit calculations and selects the state calculation because it yields greater income to the employee.

Employee's base pay rate	\$2.00 per hour
Employee's tip-related hours	40
Employee's reported tips (*TIPS)	\$100
State minimum wage	\$6.75
State minimum cash wage for tipped employees	\$2.63
Federal minimum wage	\$5.15
Federal minimum cash wage for tipped employees	\$2.13

State Calculation: To calculate tip credit by using state rates, the system...

	Example
Multiplies the employee's tip-related hours worked by the state minimum wage to compute the minimum wage earnings due the employee	Minimum wage earnings \$270.00 (40 * \$6.75)

State Calculation: To calculate tip credit by using state rates, the system...

	Example
Retrieves the base tipped wages paid to the employee	Tipped wages \$80.00 (40 * \$2.00)
Subtracts the state minimum cash wage rate for tipped employees from the state minimum wage rate to determine the tip credit rate	Tip credit rate \$4.12 (\$6.75 - 2.63)
Calculates the maximum tip credit allowed	Maximum tip credit allowed \$164.80 (40 * \$4.12)
Compares the employee's reported tips (*TIPS) to the maximum tip credit allowed and selects the smaller amount to determine the allowable tip credit	Tip credit taken \$100.00 (\$100 vs. \$164.80)
Adds the employee's tipped wages and the allowable tip credit	Tipped wages and allowable tip credit \$180.00 (\$80 + \$100.00)
Subtracts the employee's tipped wages and allowable tip credit from the employee's minimum wage earnings to determine final shortfall	Final shortfall \$90.00 (\$270.00 - \$180.00)
Calculates make-up wage supplement for *TIPC income	Wage supplement \$90.00

Federal Calculation: To calculate tip credit by using federal rates, the system...

	Example
Multiplies the employee's tip-related hours worked by the federal minimum wage to compute the minimum wage earnings due the employee	Minimum wage earnings \$206.00 (40 * \$5.15)
Retrieves the base tipped wages paid to the employee	Tipped wages \$80.00 (40 * \$2.00)
Subtracts the federal minimum cash wage rate for tipped employees from the federal minimum wage rate to determine the tip credit rate	Tip credit rate \$3.02 (\$5.15 - \$2.13)
Calculates the maximum tip credit allowed	Maximum tip credit allowed \$120.80 (40 * \$3.02)

Federal Calculation: To calculate tip credit by using federal rates, the system...

	Example
Compares the employee's reported tips (*TIPS) to the maximum tip credit allowed and selects the smaller amount to determine the allowable tip credit	Tip credit taken \$100.00 (\$100 vs. \$120.80)
Adds the employee's tipped wages and the allowable tip credit	Tipped wages and allowable tip credit \$180.00 (\$80 + \$100.00)
Subtracts the employee's tipped wages and allowable tip credit from the employee's minimum wage earnings to determine final shortfall	Final shortfall \$26.00 (\$206.00 - \$180.00)
Calculates make-up wage supplement for *TIPC income	Wage supplement \$26.00

The system compares the state and federal tip credit calculation results and uses the state wage supplement result of \$90, which is the more favorable to the employee, to generate the *TIPC income.

Working with the Negative Tip Credit Calculation

Although it is common to generate a wage supplement for tipped employees who are paid at a base rate less than minimum wage, Infinium PY also supports a negative tip credit calculation for tipped employees who are paid at a base rate higher than minimum wage. If the employee reports sufficient tips, the system reduces the employee's base wages by the allowable amount, as shown in the following example. Assume in this example that the employee works in a state that follows the federal tip credit guidelines.

Employee's base pay rate	\$6.00 per hour
Employee's tip-related hours	40
Employee's reported tips (*TIPS)	\$200
Federal minimum wage	\$5.15
Federal minimum cash wage for tipped employees	\$2.13

To calculate tip credit by using federal rates, the system...

	Example
Multiplies the employee's tip-related hours worked by the federal minimum wage to compute the minimum wage earnings due the employee	Minimum wage earnings \$206.00 (40 * \$5.15)

To calculate tip credit by using federal rates, the system...

	Example
Retrieves the base tipped wages paid to the employee	Tipped wages \$240.00 (40 * \$6.00)
Subtracts the federal minimum cash wage rate for tipped employees from the federal minimum wage rate to determine the tip credit rate	Tip credit rate \$3.02 (\$5.15 - \$2.13)
Calculates the maximum tip credit allowed	Maximum tip credit allowed \$120.80 (40 * \$3.02)
Compares the employee's tipped wages with the employee's minimum wage earnings; if tipped wages are equal to or greater than minimum wage earnings, the system compares the employee's reported tips (*TIPS) with the maximum tip credit allowed and selects the smaller amount to determine the allowable tip credit	If \$240 > or = \$206 then Tip credit taken \$120.80 (\$200 vs. \$120.80)
Generates negative tip credit adjustment for *TIPC income	Negative tip credit adjustment (\$120.80)

The system generates a negative income amount for the *TIPC income to reduce the employee's earnings by the amount of the allowable tip credit.

Steps for Setting Up and Using Tip Credit Processing

Follow these steps to set up and use tip credit processing:

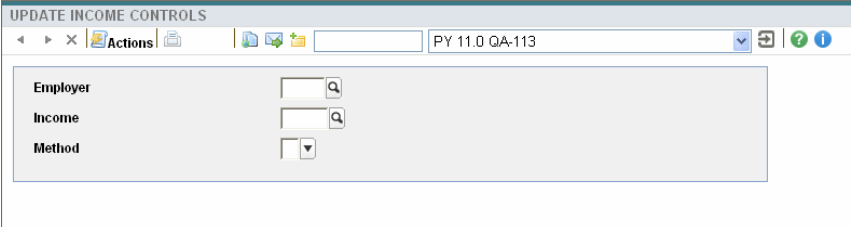
- 1 Define the *TIPC income control.
- 2 Include the tip credit income in auto pay groups.
- 3 Authorize employees to the tip credit income (*TIPC) and the reported tips income (*TIPS).
- 4 Process payroll cycles.

Setting Up the *TIPC Income

For the system to calculate tip credit income during cycle processing, you must use the special naming convention ***TIPC** when you set up the tip credit income control. You can define a unique income summarization code to identify tip credit income separately on employee pay stubs or you can assign an existing income summarization code to combine the tip credit income with other incomes.

Follow these steps to set up the *TIPC income:

- 1 From the Infinium PY main menu select *Master Files*.
- 2 Select *Update Master Files*.
- 3 Select *Update Income Controls* [UIC]. The system displays the screen shown in Figure 16-24.



The screenshot shows a software window titled "UPDATE INCOME CONTROLS". The window has a standard Windows-style title bar with a close button, a maximize button, and a help button. Below the title bar, there is a toolbar with an "Actions" button and a search icon. The main area of the window contains three input fields: "Employer" with a search icon, "Income" with a search icon, and "Method" with a dropdown arrow.

Figure 16-24: Update Income Controls prompt screen

- 4 Use the following information to complete this screen:

Employer

Type the value that identifies your employer.

Income

Type ***TIPC** to identify the tip credit income.

Method

Type **9** to create an income control using the special calculation method.

- 5 Press Enter. The system displays the screen shown in Figure 16-25.

UPDATE INCOME CONTROLS

Page 1 of 4

Employer ZUS SAMPLE US COMPANY

Income *TIPC

Method 9 - Special Method

Description TIP CREDIT Starting Date

Priority 2800 Ending Date

Summ. Code 52 Distribute Labor Check for Yes

Frequency 8 Workers Comp R

Special Tax Segments Required Check for Yes

Calculate Segment Check for Yes

Tip Supplement 1

Allow Negative? 0

Exclude Indirect? 0

Residual Hours R

Labor Expense 001-****-***-1000-004

Rev. Hierarchy (Blank=No) Allow Pay Msg? Check for Yes

Figure 16-25: Update Income Controls screen 1

- 6 Use the information below to complete the fields on this screen that are pertinent to tip credits. Refer to the detailed field description in the “Creating an Income Control Using Hours Extension (Method 2)” section of the “Setting Up Controls for Income” chapter in the *Infinium PY Guide to Controls* for information on completing the remaining fields.

Priority

Type a value that is greater than the priority assigned to other regular and reported tips incomes. The system must calculate the tip credit income only after calculating all other incomes that are to be considered in the tip credit calculation. Higher priority values represent lower calculation priority to the system.

For example, if you assign a priority of 500 to regular pay and 1000 to *TIPS, assign a priority of at least 1001 to the tip credit income.

Frequency

Type 8 to calculate the tip credit income in every pay cycle of the month.

Special Tax

Leave this field blank to tax tip credit income at normal rates. Type a value in this field to tax tip credit income at supplemental rates or to include the tip credit income in federal, state and/or local income tax wage bases without withholding income tax from the employee during cycle processing. Press Help to review the special taxation options.

Labor Expense

Type a portion or all of the labor expense account for tip credit income. The system includes tip credit earnings in the general ledger interface file when you run the *Close to General Ledger* function.

Calculate Segment

Specify a value to indicate whether the system calculates this income based on segments. Valid values are:

- 1** Calculate this income based on segments.
- 0** Do not calculate this income based on segments.

Tip Supplement

Specify whether to generate tip credit income or a negative tip credit adjustment during cycle processing.

The system generates tip credit income for employees whose earnings, including hourly wages and allowable reported tips, are less than earnings based on the selected minimum wage.

The system generates a negative tip credit adjustment for employees whose base earnings are greater than earnings based on the selected minimum wage.

For the system to calculate a negative tip credit adjustment you must type **1** both in this field and in the *Allow Negative?* field below.

Valid values are:

- 0** Do not generate tip credit income or a negative tip credit adjustment for qualified employees.
- 1** Generate tip credit income or a negative tip credit adjustment for qualified employees.

Allow Negative?

Specify whether to generate a negative tip credit adjustment for an employee whose base hourly rate is equal to or greater than the applicable state or federal minimum wage.

Valid values are:

- 0** No
-

1 Yes

Exclude Indirect?

Specify whether to include or exclude indirectly tipped hours and amounts from the tip credit calculation.

You type I in the *Tip Code* field of time entry records to identify indirectly tipped hours worked.

Valid values are:

0 No. Do not exclude indirectly tipped hours and amounts. Indirectly tipped hours and amounts will be included in calculations.

1 Yes. Exclude indirectly tipped hours and amounts.

Residual Hours

When you process the *TIPC income for the first time, the system displays R as the default value for this field to indicate that hours associated with tip credit are residual hours.

The system does not include residual hours in the hours worked totals for employees and does not transfer residual hours when you run the *Close to General Ledger* function.

- 7 Press Enter to display the Update Income Controls screen 2. Type a value in one or more of the Special Reports fields to generate a listing of employees who receive tip credit income when you post a cycle, close the calendar month, and so on.
- 8 Press Enter to display the Update Income Controls screen 3. Include the *TIPC income in the appropriate accumulators for tax deductions.
- 9 Press Enter to display the Update Income Controls screen 4. Complete the fields on this screen as appropriate.
- 10 Press Enter to save your information and exit from the screen.

Automatically Generating *TIPC Income

You can include the *TIPC income in an auto pay group to generate a *TIPC time entry record for employees authorized to *TIPC when you begin a cycle. If you do not automatically generate *TIPC income, you must manually add a *TIPC income record for each eligible employee during the time entry stage

of cycle processing. In either case, the system first calculates *TIPC earnings when you run the *Release Timesheet Data* function.

You can add the *TIPC income to an existing auto pay group you use for employees who are eligible for tip credit or you can set up a new auto pay group.

To automatically generate *TIPC income for employees, you must perform the following steps:

- 1 Set up an auto pay group for the *TIPC income (optional).
- 2 Link the cycle and the *TIPC income to the tip credit auto pay group or to an existing auto pay group.
- 3 Assign the auto pay group that includes *TIPC income to the appropriate employees.
- 4 Authorize eligible employees to the *TIPC income. Type *AUTO or a cycle name in the Cycle field on the employee's individual income authorization record to allow the income to be auto-generated for the employee.

When you begin the cycle the system automatically generates a *TIPC income record for only those employees who are authorized to the *TIPC income and assigned to an auto pay group that includes the *TIPC income.

For detailed information on performing these steps, refer to the "Creating Auto Pay Groups" chapter in the *Infinium Payroll Guide to Controls*.

Authorizing the *TIPC Income to Employees

Before you begin tip credit processing, you must identify the employees who are eligible to receive tip credit income and authorize them to the *TIPC income. You should also authorize these employees to the *TIPS income to track their reported tip amounts.

You can authorize employees to an income in two ways, depending on the number of employees affected:

- Use the *Update Income Data* function to authorize a few employees to an income
- Use the *Mass Change of Employee Incomes* function to authorize a large number of employees to an income

Refer to the "Processing Tokes" chapter in this guide for information on using either of these methods.

Processing Tip Credit in a Cycle

After you set up tip credit and include the *TIPC income in a pay cycle for eligible employees, the system automatically performs tip credit calculations when you use the *Release Timesheet Data* function. The system also generates supplemental income or negative tip credit adjustments for employees when you recalculate checks while you are using the *Update Checks* and *Print Trial Register* functions of cycle processing or the *Enter On-Demand Checks* function.

Refer to the *Infinium PY Guide to Processing* for details on processing pay cycles and on-demand checks.

Accessing the Tip Credit Info Screen

When using the *Update Checks* and *Enter On-Demand Checks* functions, after you calculate a check that includes *TIPC income, you can select the *TIPC income from either the Update Checks – Incomes or On Demand Checks – Incomes screen and press F6 to display the Tip Credit Info screen shown below to review details of the tip credit calculation.

UPDATE CHECKS - TIP CREDIT INFO				
PY 11.0 QA-113				
Employer	JAB	JENNIFER ANNES BUSINESS		
Cycle	SPECL	SPECIAL CYCLE FOR TESTING		1/20/2008
Check 01	5749 TIP-GORE,TIPPER			
Income Type	*TIPC			
Segment		State/Province	NM	
Fed/State used?	S	Minimum Wage	6.50	
Min. Wage Cat				
Tipped Hours	.00			
Tips Reported	50.00	Tips Hour	.000	
Tip Credit Taken	.00	Tip Cred Hour	.000	
Tipped Wages	50.00	Wages Hour	.000	
Supplement Paid :	.00	Supplement Hour :	.000	
		Eff. Rate Hr Pd	.000	

Figure 16-26: Update Checks - Tip Credit Info screen

Reviewing Tip Credit Registers

After you execute the *Release Timesheet Data* and *Print Trial Register* functions, the system generates the following registers if you have employees authorized to the *TIPC income in the cycle:

- Tip Credit Register, PYTRG43, which lists the tipped hours worked, tipped wages, reported tips, tip credit amount, and wage supplement or tip credit taken

- Tip Credit Register Additional Information, PYTRG43A, which lists the tip credit rate per hour, supplement paid or credit taken, and whether the state or federal tip credit calculation method is used for each employee

Setting up an alternate minimum wage for *TIPC incomes

To pay an employee an amount that is different from the standard tip credit amount usually paid, you must:

- Specify code values for code type MWC
- Designate the override category, amount, and date on the employee's income control
- Confirm the override was used

After you set up the override for an employee's *TIPC income, process the employee's payroll as you normally would. The system displays informational messages on the Print Trial Register to inform you that an exception to the minimum wage rate was processed. In addition, at the time the override rate ends, the Print Trial Register includes a message that informs you that the override rate ends with the cycle being processed.

Specifying the code value for code type MWC

You can assign code values to code type MWC to use as the category code for employees for whom you are changing the tip credit income.

Complete the steps below to assign a code value to code type MWC.

- 1 From the Infinium PY main menu select *Master Files*.
- 2 Select *Update Master Files*.
- 3 Select *Update Employer Codes [UCD]*. The system displays a screen similar to Figure 16-27.

UPDATE EMPLOYER CODES

← ▶ × Actions | PY 11.0 QA-113

Employer	ZUS	-or-	Employer group	
Code type	MWC			
Code value				

Figure 16-27: Update Employer Codes prompt screen

- Use the information below to complete this screen.

Employer

Specify the employer.

Code type

Type **MWC**.

Code value

Type the value to use, for example, **TRAINING**.

- Press Enter. The system displays the Update Employer Codes screen similar to Figure 16-28.

Figure 16-28: Update Employer Codes screen

- Type a description in the *Description* field.
- Complete the remaining fields as you normally would and press Enter.

Assign override amounts to the employee's income record

Complete the steps below to assign override amounts to the employee's income record.

- From the Infinium PY main menu select *Employee Data*.
- Select *Update Employee Data*.
- Select *Update Income Data (UIE)*. The system displays the Update Employee Income Codes prompt screen.
- Specify the employer and employee and press Enter. The system displays the Update Employee Income Codes selection screen.

- 5 Specify *TIPC. The system displays the Update Employee Income Codes screen similar to Figure 16-29.

UPDATE EMPLOYEE INCOME CODES		
Employer	JAB	JENNIFER ANNES BUSINESS
Employee	5739	
	ANNE TIP-OWENS	
Income Code	*TIPC	
Income Method	9	
Priority	2800	
Cycle	*AUTO	
Frequency		
Starting Date		
Ending Date		

Figure 16-29: Update Employee Income Codes screen

- 6 Specify a starting and ending date, if applicable, and press Enter. The system displays an Update Employee Income Codes screen similar to Figure 16-30.

UPDATE EMPLOYEE INCOME CODES		
Employer	JAB	JENNIFER ANNES BUSINESS
Employee	5739	
	ANNE TIP-OWENS	
Income Code	*TIPC	
Income Method	9	
Minimum Wage Override Rate	.00	
Minimum Wage Override Category		
Minimum Wage Ending Check Date		
Labor Expense		
Self Service Time Entry	<input type="checkbox"/> Check for Yes	
1099/Other Miscellaneous		

Figure 16-30: Update Employee Income Codes screen

- 7 Use the information below to complete the fields on this screen.

Minimum Wage Override Rate

Type a minimum wage to use as an override to the state and federal minimum wages if the employee is a tipped employee and is included in tip credit calculations. For example, newly hired employees receive a lower training wage for the first 90 days of employment.

Minimum Wage Override Category

Specify the value that identifies the minimum wage override category for this employee. This value is associated with code type MWC.

Minimum Wage Ending Check Date

Specify the last check date for this minimum wage override. The system stops using the override rate for tip credit calculations when the check date of the payroll cycle is greater than this date.

Leave this field blank if there is no expiration date for the minimum wage override.

- 8 Complete the remaining fields as you normally would and press Enter.

Confirming the override is used

To confirm that the override is processed, you can access the Tip Credit Info screen. The system places **O** in the *Fed/State used?* field on this screen after you calculate a check that includes the overridden *TIPC income.

Use the *Update Checks* and *Enter On-Demand Checks* functions after you calculate a check that includes *TIPC income. Select the *TIPC income from either the Update Checks – Incomes or On Demand Checks – Incomes screen and press F6 to display the Tip Credit Info screen.

Purging Tip Allocation Data

You can use the following options to purge tip allocation data from the Infinium PY files identified below.

Use this option:	To purge this data:	From this file:
<i>Purge Revenue Data</i>	Revenue data entered for levels and shifts	Tip Allocation Revenue Master (PYPRM)
<i>Purge Tip Distribution Data</i>	Tip data for employees, including: <ul style="list-style-type: none"> ■ Direct and indirect hours ■ Direct and indirect tip amounts 	Employee Tip Distributions (PYPTP)
<i>Purge Employee Allocation Data</i>	Allocation data for employees, including: <ul style="list-style-type: none"> ■ Allocated revenue ■ Shortfall amounts ■ Allocated tip amounts 	Tip Allocation Employee Master (PYPAM)

When you use one of the options listed above, the system removes entries from the designated file through a specified period ending date. The system then reorganizes the affected file to compact your data and conserve system space.

Caution: Make a backup tape of the data in the tip allocation files before you purge it. You can restore information from the backup tape if it is needed in the future.

You can generate a report of the data you purged for future reference. The report lists the purged transactions by employer and period ending date.

WARNING! Because each of these functions reorganizes the designated file after it purges the specified transactions, Infinium PY users should not be running options that use the tip allocation files, such as the *Calculate Allocation* function, when you are executing one of the purge options.

It is preferable to run these functions after of normal work hours to avoid causing potentially slow system response time while the purge and reorganize processing is running.

Purging Revenue Data

You use the *Purge Revenue Data* option to remove data from the tip allocation revenue master file (PYPRM). You enter revenue data into this file by period ending date, level and shift using the *Enter Revenue* option.

Follow these steps to purge transactions from the tip allocation revenue master file:

- 1 From the Infinium PY main menu select *System Operations*.
- 2 Select *Payroll Purge Functions*.
- 3 Select *Tip Data*.
- 4 Select *Purge Revenue Data* [PREVD]. The system displays the screen shown in Figure 16-31.

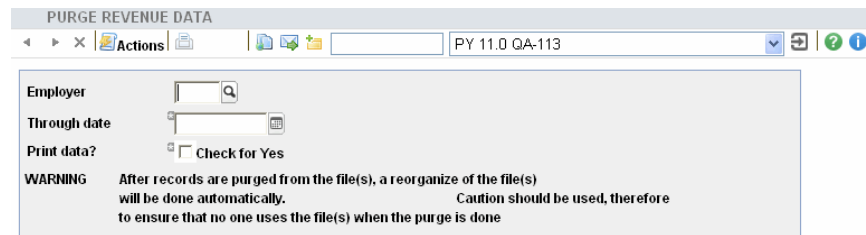


Figure 16-31: Purge Revenue Data screen

- 5 Use the following information to complete the fields on this screen:

Employer

Type the value that represents your employer or leave this field blank to purge revenue transactions for all employers in your database.

Through date

Specify the latest period ending date for which you are purging revenue data. The system purges entries up to and including the period ending date you specify.

For example, if you type **12311997** in this field, the system removes entries from the Tip Allocation Revenue Master file for all pay periods up to and including those dated December 31, 1997.

Print data?

Indicate whether you want to generate a report listing all of the purged transactions.

Valid values are:

- 0** Purge data but do not generate a report listing the purged transactions.
 - 1** Purge data and generate a report listing the purged transactions.
- 6 Press F24. The system purges the specified entries and generates an audit report if selected.

Purging Employee Tip Distribution Data

You use the *Purge Tip Distribution Data* option to remove data from the employee tip distributions file (PYPTP). The system creates entries in this file when you run the *Capture Reported Tips/Hours* function.

Follow these steps to purge information from the employee tip distributions file:

- 1 From the Infinium PY main menu select *System Operations*.
- 2 Select *Payroll Purge Functions*.
- 3 Select *Tip Data*.
- 4 Select *Purge Tip Distribution Data* [PTDD]. The system displays the screen shown in Figure 16-32.

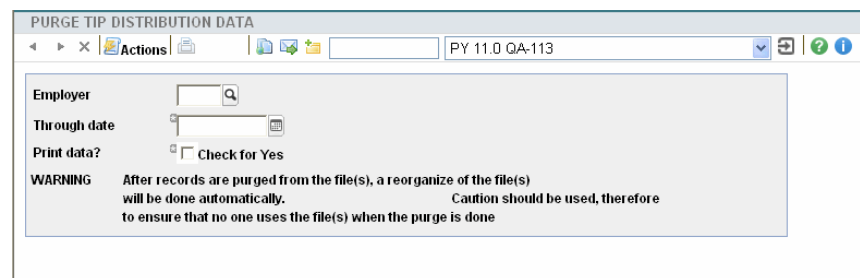


Figure 16-32: Purge Tip Distribution Data screen

- 5 Use the following information to complete the fields on this screen:

Employer

Type the value that represents your employer or leave this field blank to purge employee tip distribution data for all employers in your database.

Through date

Specify the latest period ending date for which you are purging employee tip distribution data. The system purges entries up to and including the period ending date you specify.

For example, if you type **12311997** in this field, the system removes entries from the Employee Tip Distribution file for all pay periods up to and including those dated December 31, 1997.

Print data?

Indicate whether you want to generate a report listing all of the purged transactions.

Valid values are:

- 0** Purge data but do not generate a report listing the purged transactions.
 - 1** Purge data and generate a report listing the purged transactions.
- 6** Press F24. The system purges the specified entries and generates an audit report if selected.

Purging Employee Tip Allocation Data

You use the *Purge Employee Allocation Data* option to remove data from the tip allocation employee master file (PYPAM). The system creates entries in this file when you run the *Capture Reported Tips/Hours* function and the *Calculate Allocation* function. The system uses this file to generate employee allocation statements.

Follow these steps to purge information from the tip allocation employee master file:

- 1** From the Infinium PY main menu select *System Operations*.
 - 2** Select *Payroll Purge Functions*.
-

- 3 Select *Tip Data*.
- 4 Select *Purge Employee Allocation Data* [PEAD]. The system displays the screen shown in Figure 16-33.

The screenshot shows a software window titled "PURGE EMPLOYEE ALLOCATION DATA". At the top, there is a menu bar with "Actions" and a search bar containing "PY 11.0 QA-113". Below the menu bar is a form with the following fields:

- Employer**: A text input field with a magnifying glass icon.
- Through date**: A date selection field.
- Print data?**: A checkbox labeled "Check for Yes".

Below the form is a warning message:

WARNING After records are purged from the file(s), a reorganize of the file(s) will be done automatically. Caution should be used, therefore to ensure that no one uses the file(s) when the purge is done

Figure 16-33: Purge Employee Allocation Data screen

- 5 Use the following information to complete the fields on this screen:

Employer

Type the value that represents your employer or leave this field blank to purge employee tip allocation data for all employers in your database.

Through date

Specify the latest period ending date for which you are purging employee tip allocation data. The system purges entries up to and including the period ending date you specify.

For example, if you type **12311997** in this field, the system removes entries from the tip allocation employee master file for all pay periods up to and including those dated December 31, 1997.

Print data?

Indicate whether you want to generate a report listing all of the purged transactions.

Valid values are:

- | | |
|----------|--|
| 0 | Purge data but do not generate a report listing the purged transactions. |
| 1 | Purge data and generate a report listing the purged transactions. |

- 6 Press F24. The system purges the specified entries and generates an audit report if selected.
-

Chapter 17 Tip Compliance Processing and Reporting

17

In this chapter you learn how to process and report employees' tip earnings for employers who negotiate special tip pay rates with the IRS.

Currently, Infinium PY supports tip compliance processing and reporting for the Nevada hospitality industry only.

The chapter consists of the following topics:

Topic	Page
Overview of Tip Compliance Processing and Reporting	17-2
Setting up Tip Compliance Processing	17-3
Tip Compliance Processing	17-17
Reporting Tip Compliance Data to the IRS	17-24

Overview of Tip Compliance Processing and Reporting

Tip compliance processing, available to US employers only, provides a specialized method to calculate an employee's tip amounts and report them to the Internal Revenue Service on an annual basis. Tip compliance is only used in the casino industry at this time.

With tip compliance processing, you negotiate with the IRS an hourly tip pay rate for each job/shift or job/position/shift combination and venue in which an employee has the potential to receive tip earnings. You use the *Update Tip Compliance Rates* function to set up and maintain these tip rates for the reporting year. You use the *Update Tip Comp.Position Data* function to set up and maintain job explanations, locations or venues for specific positions. This information must match the TEPA agreement signed with the IRS. Once a year, the IRS requires you to submit a tip compliance report detailing employees' tip-related earnings and tip amounts.

Infinium PY uses the *TIPS income to record the amount of declared tips. You can set up the system to generate *TIPS income records automatically for each applicable tip related income and job/position/shift assignment worked. During payroll cycle processing, Infinium PY generates the *TIPS records and calculates the tip amounts by multiplying the associated hours by the tip compliance rates.

If you create *TIPS records and calculate the applicable tip amounts with an outside time keeping system, you can still use the reporting portion of tip compliance, but you should not set up the system to generate the *TIPS records.

To participate in tip compliance processing, each employee must file a Tipped Employee Participation Agreement (TEPA). The IRS may require a minimum percentage of your employees to participate in tip compliance processing for your employer to qualify for tip compliance processing. You can use the *List Tip Comp Partic/Non-Partic* function to generate reports of participants and non-participants in tip compliance processing to ensure that you maintain the required participation levels.

Setting up Tip Compliance Processing

To set up Infinium PY for tip compliance processing and reporting, you must complete these steps:

- 1 Activate tip compliance processing on the employer control.
- 2 Define the *TIPS income control.
- 3 For pre-2006 reporting, set up the tip compliance occupation codes required for tip compliance reporting.
- 4 Activate tip compliance processing on job controls for each job for which you plan to report tips.
- 5 Activate tip compliance processing on income controls for each method 2 (hourly) income you will use to generate *TIPS records.
- 6 Set up the tip compliance pay rates that you negotiate with the IRS.
- 7 Authorize employees participating in tip compliance processing to the *TIPS income.
- 8 Set up the tip compliance position information for the job/venue/location.
- 9 Authorize new and existing employees to participate in tip compliance processing.
- 10 Assign shift codes to the basic data records of employees participating in tip compliance

Each setup step is described in detail below.

Activating Tip Compliance Processing on the Employer Control

Before you can use tip compliance processing, you must activate tip compliance processing on the employer control. To update the employer control, complete these steps.

- 1 From the Infinium PY main menu select *Master Files*.
 - 2 Select *Update Master Files*.
-

- 3 Select *Update Employer Controls* [UCO]. The system displays the Update Employer Controls employer selection screen.
- 4 Specify the employer for whom you are activating tip compliance processing and then press Enter three times to display the screen shown in Figure 17-1.

```

6/21/04 15:05:05          Update Employer Controls  PYGMCO  PYDMCO
                                                    Page 3 of 4
Employer . . . . : ZUS   SAMPLE US COMPANY

Accrual Category Names
-----
Category 1 . . . Vacation          Category 2 . . . Sick
Category 3 . . . Personal         Category 4 . . . Category 4
Category 5 . . . Category 5       Category 6 . . . Category 6

Additional Employer Flags
-----
Chg Wks Wrk to 0? 1                Use Tip Comp/TRDA 1
Ed EE only in ER? 0                Use Multi. Pos? . 1
PE Upd PY Auth Gp? 1              Position Prompt . 2
Prt $0 Vouchers . 2 (0->2)        PA Close. . . . . -
Pay Message Code . _____ +     Dir. Dep. ID. . . A
Prt All YTD on Rg? 1              Chk. Record Lcks? 0 (0=No 1=Yes)
Position Default. 0 (0->3)        NAICS Code. . . . _____ +

F3=Exit  F10=Access  F12=Previous

```

Figure 17-1: Update Employer Controls screen 3

- 5 Refer to the “Setting up Employer Controls” chapter in the *Infinium PY Guide to Controls* for complete information on updating the employer control. In addition, use the information below to complete the fields on this screen required for tip compliance processing.

Use Tip Comp/TRDA

Specify **Yes** to indicate that the employer participates in the IRS tip compliance program and has an active Tip Rate Determination Agreement (TRDA).

Position Prompt

Specify what positions are available for selection for the *Position* field in the time entry functions when you are processing a payroll cycle. Valid values are:

- 0** Display the employee’s primary position from the basic data record only. If you select this value, you cannot change the position during cycle processing.

- 1 Display all positions from the position control file.
 - 2 Display the employee's primary position from the basic data record and all additional positions assigned to the employee through the *Update Add'l Employee Positions* function. Infinium PY displays the position from the basic data record in reverse image.
- 6 Press Enter to save your changes and exit the screen.

Defining the *TIPS Income Control

To use tip compliance processing, you use the *TIPS income to calculate and track tip amounts for tip compliance reporting. Refer to the "Processing Tips" chapter in this guide for information about defining the *TIPS income control.

Setting up Tip Compliance Occupation Codes

To comply with IRS tip compliance reporting requirements, you must set up tip compliance occupation code values. Infinium PY uses these values to provide job occupation information in the tip compliance file that you submit annually to the IRS. When setting up occupation code values, you must use the values defined by the IRS in your tip compliance agreement. Refer to the table below for sample values.

Value	Description
BARTENDER	Bartender
DEALER	Dealer for blackjack, craps, and poker
FOOD SERV	Waiter or waitress

Use the *Update Employer Codes* function and code type **TCO** to define the tip compliance occupation code values. Refer to the "Setting up and Maintaining Employer Codes" chapter in the *Infinium PY Guide to Controls* for information about setting up employer code values.

Activating Tip Compliance Processing on Job Controls

Before you can use tip compliance processing, you must activate tip compliance processing for all job controls covered by your tip compliance agreement with the IRS. To update a job control, complete these steps.

- 1 From the Infinium PY main menu select *Master Files*.
- 2 Select *Update Master Files*.
- 3 Select *Update Job Controls [UJB]*. The system displays the Update Job Controls selection screen.
- 4 Specify the employer and job for which you are activating tip compliance processing and then press Enter to display the screen shown in Figure 17-2.

```

11/06/02 10:43:34          Update Job Controls          PYGMJB  PYDMJB

Employer . . . . : ZUS SAMPLE US COMPANY
Position . . . . :
Job Code . . . . : 910

Description . . . : SERVER
EEO Category . . : 9 +
Pay Type . . . . : H          Security Group . . . . +
Base Rate Min.? . : _ (0=No 1=Yes)
Start Date . . . : _____ End Date . . . . : _____
Pay Basis . . . . : _____ Pay Rate . . . . : _____
Pay Factor . . . . : _____ Tips Code . . . . : 0
Pay Matrix . . . . : _____ + Tip Comp/TRDA ? . : 0 (0,1,2)
Matrix Column . . : _____ + Create T/C *TIPS? : 0 (0=No, 1=Yes)
Matrix Row . . . . : _____ + Tip Comp Occup. . : _____ +
Use Alt Min Wage. : _

Labor Exp. Acct. : _____ +
EE Liab Mask Acct : _____ +
ER Liab Mask Acct : _____ +
Statistical Acct. : _____ +

F3=Exit  F4=Prompt  F10=Access  F22=Delete

```

Figure 17-2: Update Job Controls screen

- 5 Refer to the “Using Pay-by-Job Processing” chapter in the *Infinium PY Guide to Processing* for complete information on updating the job control. In addition, use the information below to complete the fields on this screen required for tip compliance processing.

Tip Comp/TRDA?

Specify whether this job is associated with tip compliance. Valid values are:

- 0** No, this job is not associated with tip compliance or the employer does not require tip compliance processing.
- 1** Tip compliance processing is allowed for this job.
- 2** Tip compliance processing is required for this job.

*Create T/C *TIPS?*

Specify whether to generate a *TIPS income record when you pay a tipped employee with this job code and an income whose *Create T/C *TIPS* field value is 1. The tipped employee must also have an active Tipped Employee Participation Agreement (TEPA). Infinium PY multiplies the hours from the income code by the applicable tip rate to calculate the tip amount. Valid values are:

- 0** No
- 1** Yes

You use the *Update Payroll Data (USA)* function and type **1** in the *TEPA - Curr Yr?* field to indicate that the employee has an active TEPA.

Tip Comp Occup

Specify the value for the job occupation code if this job is associated with tip compliance for reporting IRS-defined occupations pre-2006. The value for pre-2006 reporting must match the occupations required for annual tip reporting to the IRS. Use the *Update Employer Codes* function and code type **TCO** to set up job occupation code values for tip compliance processing.

If you are using actual job occupation codes and a .CSV file for post-2006 tip compliance IRS reporting, you may want to set up a code value such as **NA** to indicate that this code is not applicable. When you use actual jobs instead of IRS-supplied occupation values to create the tip compliance work file, the system ignores the value in this field.

- 6** Press Enter to save your changes and exit the screen.

Activating Tip Compliance Processing on Income Controls

Before you can use tip compliance processing, you must activate tip compliance processing for all hourly incomes for which you want Infinium PY to generate corresponding *TIPS records. To update an income control, complete these steps.

- 1 From the Infinium PY main menu select *Master Files*.
- 2 Select *Update Master Files*.
- 3 Select *Update Income Controls* [UIC]. The system displays the Update Income Controls selection screen.
- 4 Specify the employer and the method 2 hours extension income which you activate for tip compliance processing and then press Enter to display the screen shown in Figure 17-3.

```

6/08/06 15:40:08      Update Income Controls      PYGMIC  PYDMIC
                                           Page 1 of 4
Employer . . . . : ZUS  SAMPLE US COMPANY
Income . . . . . : HOUR
Method . . . . . : 2 - Hours Extension
Description . . . : HOURLY PAY
Priority . . . . . : 1000
Summ. Code . . . : 01 +
Frequency . . . . : 8
Special Tax . . . : -
Income Basis . . . : B
Income Factor . . : 1.0000
Hourly Rate . . . :
Standard Hours . . : .00
Hours Limit . . . : .00
Over Limit Code . . : +
Income Matrix . . . : +
Matrix Column . . . : +
Matrix Row . . . . : +
Labor Expense . . : ZUS-****-****-****-*****4 +
Rev. Hierarchy . . : _ (Blank=No)
Starting Date . . :
Ending Date . . . :
Distribute Labor. : 1 (0=No 1=Yes)
Workers Comp. . . : B
Segments Required : _ (0=No 1=Yes)
Tip Credit O.T. . : -
Limit Segments . . : -
Create T/C *TIPS? : 0 (0=No 1=Yes)
PE Absence Code . : _ +
Shift Calc Method : -
Residual Hours . . : -
Shift Diff Income : _ +
1099-R Dist. Code : -
NQP 457 Plan . . . : -
Allow Pay Msg? . . : 0 (0=No 1=Yes)

F3=Exit  F4=Prompt  F10=Access  F12=Previous  F22=Delete
    
```

Figure 17-3: Update Income Controls screen 1

- 5 Refer to the “Setting up Accumulators and Controls for Hourly Incomes” chapter in the *Infinium PY Guide to Controls* for complete information on updating the income control. In addition, use the information below to complete the field on this screen required for tip compliance processing.

*Create T/C *TIPS?*

Specify whether to generate a *TIPS income record when you pay a tipped employee with this income code and a job code whose *Create T/C *TIPS* field value is 1. The tipped employee must also have an active Tipped Employee Participation Agreement (TEPA). Infinium PY multiplies the hours from this income code by the applicable tip rate to calculate the tip amount. Valid values are:

0 No

1 Yes

You use the *Update Payroll Data (USA)* function and type 1 in the *TEPA - Curr Yr?* field to indicate that the employee has an active TEPA.

Income Priority

When you set up the system to generate tip records, the income priority is critical for tip compliance processing. The system must calculate the regular income before it processes the *TIPS income; therefore, the *TIPS income must have a lower priority (higher number) than the regular income. Refer to the *Infinium PY Guide to Controls* for more information about income priorities.

6 Press Enter to save your changes and exit the screen.

Setting up Tip Compliance Rates

You use the *Update Tip Compliance Rates* function to set up and maintain tip rates associated with a particular job/shift, or job/position/shift combination.

You can use the *Display Tip Compliance Rates* function to view existing tip rates associated with different job/shift and job/position/shift combinations within an employer. You can also use the *List Tip Compliance Rates* function to generate a report of existing tip rates by employer or by job code.

To set up or update a tip compliance rate, complete these steps.

- 1 From the Infinium PY main menu select *Tip Operations*.
 - 2 Select *Tip Compliance*.
 - 3 Select *Update Tip Compliance Rates [UTCR]*. The system displays the screen shown in Figure 17-4.
-

```
7/10/02 10:20:14 Update Tip Compliance Rates-Select PYGMCR PYDMCR

Employer . . . . _ +
Job Code . . . . _ +
Position . . . . _ +
Shift . . . . . _ +

F3=Exit F4=Prompt F10=QuikAccess F18=Message line
```

Figure 17-4: Update Tip Compliance Rates - Select screen

- 4 Use the information below to complete the fields on this screen. If you prompt on the *Position* field and select a valid entry, the system returns both the *Job Code* and the *Position* field values.

Employer

Specify the employer for whom you want to set up or update tip rates.

Job Code

Specify the value for the job control associated with the tip rate.

Position

Specify the value for the position associated with the tip rate. Leave blank to assign a tip rate to all positions associated with the specified job code.

Shift

Specify the value for the shift associated with the tip rate. You use the *Update Employer Codes* function and code type **SFT** to set up shift code values.

- 5 Press Enter. The system displays the screen shown in Figure 17-5.

```

7/10/02 10:25:10 Update Tip Compliance Rates PYGMCR PYDMCR
NEW RECORD
Employer . . . : ZUS SAMPLE US COMPANY
Job Code . . . : 910 SERVER
Position . . . :
Shift . . . : TIPC1 TIP COMPLIANCE JOB 1, SHIFT 1

Rate. . . . .  .0000

Rate Type . . . : H

Last Changed By :

Last Changed On :

F3=Exit F10=QuikAccess F12=Cancel F22=Delete

```

Figure 17-5: Update Tip Compliance Rates screen

- 6 Use the information below to complete the fields on this screen.

Rate

Type the tip rate associated with this job/shift or job/position/shift combination.

Rate Type

The system displays the type of tip rate in this field. The current value is:

H Hourly incomes

- 7 Press Enter to save your work and exit the screen.

Setting up Tip Compliance Position Information

You use the *Update Tip Comp. Position Data* function to set up and maintain the information for the *Job Explanation/Location/Venue* field on the file you submit to the IRS.

You can use the *Display Tip Comp. Position Data* function to view existing job explanation/venue/location information associated with positions and employers. You can use the *List Tip Comp. Position Data* function to

generate a report of existing job explanation/venue/location information by employer and position.

To set up or update location information, complete these steps.

- 1 From the Infinium PY main menu select *Tip Operations*.
- 2 Select *Tip Compliance*.
- 3 Select *Update Tip Comp. Position Data [UPDTI]*. The system displays the screen shown in Figure 17-6.

```
3/13/07 07:53:52  Update TIP Comp. Position Data-Select  PYGMTI10  PYDMTI10
-----
Employer . . . .  _  +
Position . . . .  _ _ _ _  +

-----
F3=Exit F4=Prompt F10=QuikAccess
```

Figure 17-6: Update Tip Comp. Position Data - Select screen

- 4 Use the information below to complete the fields on this screen.

Employer

Specify the employer for whom you are setting up or updating tip position information.

Position

Specify the position for which you are setting up or updating tip position information.

- 5 Press Enter. The system displays the screen shown in Figure 17-7.

```

3/13/07 07:54:49 Update Tip Comp. Position Data-Detail PYGMTI20 PYDMTI20
NEW RECORD
Employer . . . : ZUS  SAMPLE US COMPANY
Position . . . : WRITER WRITER

Job Explanation/Venue/Location : _____

F3=Exit F4=Prompt F10=QuikAccess F12=Cancel F22=Delete

```

Figure 17-7: Update Tip comp. Position Data - Detail screen

- 6 Type the information that will be on the *Venue* field on the IRS file in the *Job Explanation/Venue/Location* field.
- 7 Press Enter.
- 8 Specify that you want to save the file and exit.

Authorizing Employees to the *TIPS Income

Before you can begin paying tip income to employees participating in tip compliance processing, you must authorize each employee to the *TIPS income. For information on authorizing employees to an income, refer to the “Setting up Differential Incomes” chapter in the *Infinium PY Guide to Controls*.

Authorizing Existing Employees to Participate in Tip Compliance Processing

You must activate tip compliance processing on the payroll data record of each employee participating in tip compliance processing. To authorize an existing employee to tip compliance processing, complete these steps.

- 1 From the Infinium PY main menu select *Employee Data*.
- 2 Select *Update Employee Data*.
- 3 Select *Update Payroll Data (USA)* [UPY]. The system displays the Employee Update selection screen.
- 4 Specify the employer and employee whom you are authorizing to participate in tip compliance processing and then press Enter two times to display the screen shown in Figure 17-8.

```

12/14/05 14:31:29      Update Employee Payroll Data      PYGMMS      PYDMMS
                                                Page 2 of 2

Employer. . . . : ZUS      SAMPLE US COMPANY
Employee. . . . : 80005 ALAN N ACCURATE
Tax ID. . . . . : 583-44-1266
Fed. Filing . . . M      Current State . . AK +
Fed. Exemptions . 0      Home State . . . CA +
State Exemptions. 0      SUTA State . . . AL +
Local Exemptions. 0      Current Misc Loc. BMH +
Home Tax Co . . . _____ +      Home Misc. Loc. . CLE +
PrYr.Strt.Tax Co: _____ +      Current County . CAM +
Tax Co XVR . . . : 0      Home County . . . _____ +
Tax Co.Pr.Yr.XVR: 0      Current City . . . AUR +
MQGE Employee . . 0 (0=No, 1=Yes)      Home City . . . . _____ +
EIC Employee . . . 0 (0->3)      Curr School Dist. BSC +
Wage Plan Code . . -      Home School Dist. _____ +
1099R/Exempt EE . -      Nonres. Alien? . _ (0=No, 1=Yes)
Tipped Employee . 1 (0->2)      F.L.S.A. . . . . _____ +
TEPA - Curr Yr? . 0 (0=No, 1=Yes)      Tipped EE - Prev. 0 (0->2)
TEPA Start Date . _____      TEPA - Prv Yr?. . 0 (0=No, 1=Yes)
TEPA End Date . . . _____

F3=Exit F4=Prompt F10=Access F12=Previous F16=Update/End F22=Delete
    
```

Figure 17-8: Update Employee Payroll Data screen 2

- 5 Use the information below to complete the fields on this screen required to authorize the employee to participate in tip compliance processing.

TEPA – Curr Yr?

Specify whether the employee has an active Tipped Employee Participation Agreement (TEPA) form for tip compliance processing.

Valid values are:

- 0** No. The employee does not have an active TEPA form, is not a tipped employee, or the employer is not participating in tip compliance.
- 1** Yes.

During cycle processing, Infinium PY generates a *TIPS income whenever you pay the employee an income whose income control has a *Create T/C *TIPS?* field value of 1 and the paid hours are associated with a job/position whose job control has a *Create T/C *TIPS?* field value of 1. You must use the *Update Income Data* function to authorize the employee to the *TIPS income before you can type 1 in the *TEPA – Curr Yr?* field and before Infinium PY can generate the tip records during cycle processing.

TEPA –Prv Yr?

Specify whether the employee had an active Tipped Employee Participation Agreement (TEPA) form for the previous year for tip compliance processing. Valid values are:

- 0 No. The employee did not have an active TEPA form for the previous year, was not a tipped employee, or the employer did not participate in tip compliance.
- 1 Yes.

TEPA Start Date

Specify the date on which the employee filed the Tipped Employee Participation Agreement (TEPA) form, if applicable.

Leave blank if the employee is not a tipped employee or if the employer does not participate in tip compliance.

TEPA End Date

Specify the date on which the employee ended the Tipped Employee Participation Agreement (TEPA), if applicable. Leave blank if the employee is not a tipped employee or if the employer does not participate in tip compliance.

- 6 Press Enter to save your changes and exit the screen.

Authorizing New Employees to Participate in Tip Compliance Processing

If you are hiring an employee who is participating in tip compliance processing, you can activate tip compliance processing on the employee's payroll data record when you use the *Enter New Hire* function. You must complete the *TEPA – Curr Yr?* field to authorize the employee to participate in tip compliance processing.

Refer to the “Hiring New Employees into US Employers” chapter in the *Infinium PY Guide to Processing* for complete information on authorizing a new employee to participate in tip compliance processing.

Using Shift Codes in Cycle Processing

You must assign a valid shift code to every job/position combination in which an employee earns tip income. Therefore, when you process a payroll, you must assign a valid shift code to each tip-related pay amount. Refer to the “Working with Timesheet Data” chapter in the *Infinium PY Guide to Processing* for information about assigning shifts to paid time.

For pre-2006 reporting, the IRS requires employers to use IRS-defined shift reporting group values.

Your organization may define work shifts that are different from these IRS definitions. When you use tip compliance processing, rather than redefining your work shifts, you can assign your existing shifts to shift code reporting groups. For pre-2006 reporting, Infinium PY uses these shift code reporting groups to categorize your work shifts to meet the IRS tip compliance reporting requirements.

For post-2006 reporting, Infinium PY allows you to report the actual shift codes that you use and assign to your employees.

If you are not already using work shifts, you must define at least one shift and assign it to all employee positions for which you plan to report tip earnings. Use the *Update Employer Codes* function and code type **SFT** to define the shift code values. Refer to the “Setting up and Maintaining Employer Codes” chapter in the *Infinium PY Guide to Controls* for information about setting up employer code values. Use the *Update Position Data* function in Infinium HR to update position controls. Refer to the “Setting Up and Maintaining Position Controls” chapter in the *Infinium HR Guide to Controls* for more information about updating position controls.

After you update position controls with shift values, you can run the *Mass Update Employee Positions* function in Infinium HR to update the *Shift* field in the basic data records of employees assigned to the updated positions. The system uses this shift code as the default value on the time entry records for these employees.

Tip Compliance Processing

If you set up Infinium PY to generate *TIPS amounts for employees participating in tip compliance, the system generates the *TIPS income when you run the *Release Timesheet Data* function, recalculate a check by using the *Update Checks* function or run the *Print Trial Register* function in recalculate mode for regular cycles or when you calculate an on-demand check.

For participating employees, the system calculates *TIPS amounts for time entry records that contain incomes and jobs whose value is **1** in the *Create T/C *Tips?* field on the income control and job control respectively. To calculate the *TIPS amount, the system multiplies hours from a qualifying time entry record by the tip rate associated with the job/position/shift specified in that time entry record. The system generates one *TIPS record for each qualifying regular income time entry record.

You cannot manually update system-generated *TIPS records; however, you can manually enter *TIPS records for any employee, including those who participate in tip compliance.

The following example uses the *Update Checks* function to demonstrate how you can add a *TIPS record to an employee's check.

- 1 From the Infinium PY main menu select *Cycle Operations*.
 - 2 Select *Cycle Functions*.
 - 3 Select *Update Checks* [UCK]. The system displays the Update Checks cycle section screen.
 - 4 Specify the payroll cycle for which you are updating checks and press Enter. The system displays the Update Checks check selection screen shown in Figure 17-9.
-

```

8/07/02 16:19:47          Update Checks          PYGTR20  PYDTR20

Employer . . . . : ZUS  SAMPLE US COMPANY
Cycle . . . . . : WEEKT  WEEKLY TIPPED EMPLOYEE CYCLE
Period End . . . : 8/07/2002
Add Employee . . _____ +          Last Name . . . . _____

1=Add  2=Update  3=Recalculate  4=Delete
0 Employee  Employee Name          Hours    Gross Pay  Net Amount  Ck
=         4224 WAITER,WALLY                                01

                                                                 Bottom

F3=Exit  F4=Prompt  F9=Locate  F10=Access  F11=Add Employee
    
```

Figure 17-9: Update Checks check selection screen

- 5 Type 2 next to the employee’s check that you are updating and press Enter. The system displays the Update Check – Summary screen shown in Figure 17-10.

```

8/07/02 16:21:02          Update Checks - Summary          PYGTR20  PYDTR20
Employer . . . . : ZUS  SAMPLE US COMPANY
Cycle . . . . . : WEEKT  WEEKLY TIPPED EMPLOYEE CYCLE  Period End: 8/07/2002
Check 01         4224 WAITER,WALLY
-----
Inc/Ded/Chk Hdr . = (I,D,C)          Home: 100  OPS  SKI  200
Total Hours . . . :                   .00  Manual Chkg Acct.  _____ +
Gross Pay . . . . :                   .00  Manual Chk# . . . _____
Gross Wages . . . :                   .00  Weeks Worked . . . 1
Deductions . . . : _____ .00      Tax Freq Overrd . . . _
Net Pay . . . . . :                   .00  Suppl Tax Only? . 0
Base Position . . : 200915              12th of Month . . . _
Tip Comp Override 1 1

2=Change  4=Delete
-----System Calculated-----  ----- Manually Input-----
0 Type  Hours    Amount    Rate    Hours    Amount    Rate
_ *FICA
_ *FMHI
_ *FUTA
_ *FWT
_ *UNV

F3=Exit  F4=Prompt  F6=More  F8=Recalc  F10=Acces  F14=Net to Gross  F12=Cancel
    
```

Figure 17-10: Update Checks – Summary screen

6 Use the information below to complete the fields on this screen.

Inc/Ded/Chk Hdr

Type I to indicate that you are adding an income to the check.

Tip Comp Override

Specify whether the employee participates in tip compliance processing. When an employee is a participant, Infinium PY generates *TIPS records based on other tip-related incomes paid in the check. Valid values are:

- 0 No
- 1 Yes

For current year cycles, the system uses the *TEPA - Curr Yr?* field value from the employee's payroll master record as the default value for this field. For prior year adjustment cycles, the system uses the *TEPA - Prv Yr?* field value from the employee's payroll master record as the default value.

7 Press Enter. The system displays the Update Checks – Incomes screen shown in Figure 17-11.

```

7/13/04 11:42:24 Update Checks - Incomes PYGTR20 PYDTR20
Employer . . . . : ZUS SAMPLE US COMPANY
Cycle . . . . . : WEEK WEEKLY TIPPED EMPLOYEE CYCLE 3/08/2000 Added 0
Check 01 4224 WAITER, WALLY
Income/Deduction. I Home: 100 OPS SKI 200 ADD
Area . . . . . 100 + WESTERN ARE Country . . . . . USA +
Division . . . . . OPS + OPERATIONS State/Province . . NV +
Department . . . . SKI + MEGA MOUNTA Misc Locality . . . +
Cost Centr . . . . . 200 + TIMBERLINE Cnt/City/School . . + + +
Income Type . . . . . + Hours(.00) . . . . .
Amount . . . . .
Rate . . . . .
Shift Code. . . . . 1 + Units . . . . .
Job Code . . . . . 915 + Position . . . . . 200915 +
Tip Code . . . . . - Segment . . . . .
G/L Account . . . . . +

Project . . . . . Cost Code . . . . .
Project W.B.S. :
User Code . . . . . User Amount . . . . . .00
User Date . . . . . User Defined . . . . .

F4=Prompt F10=Access F12=Return to Summary F13=Distribute F6=More Info
    
```

Figure 17-11: Update Checks – Incomes screen

8 Use the information below to complete the fields on this screen.

Income Type

Specify the value for the tipped hourly income that you are paying the employee.

Hours

Type the number of hours the employee worked.

Position

This field represents the position associated with this income. You can change the default position from the employee's basic data record to pay the employee the income for a different position if, for example, the employee works in multiple positions or participates in tip compliance processing.

When you prompt on this field, the source of the displayed positions depends upon the *Position Prompt* value in the *Update Employer Controls* function, which specifies the source is one of the following:

- The employee's position from the basic data record
- All positions from the position control file
- The employee's position from the basic data record, displayed in reverse image, and all additional positions assigned to the employee

- 9 Press Enter to add the income to the check.
 - 10 Press F12 to return to the Update Checks – Summary screen, which now includes the new hourly income in the subfile listing the incomes and deductions associated with the check.
 - 11 Press F8 to recalculate the check. The system displays a new *TIPS income and the recalculated income and deduction amounts in the subfile of the Update Checks – Summary screen shown in Figure 17-12.
-

```

8/07/02 16:22:59      Update Checks - Summary      PYGTR20  PYDTR20
Employer . . . . : ZUS  SAMPLE US COMPANY
Cycle . . . . . : WEEKT WEEKLY TIPPED EMPLOYEE CYCLE  Period End: 8/07/2002
Check 01          4224 WAITER,WALLY
-----
Inc/Ded/Chk Hdr . = (I,D,C)      Home: 100  OPS  SKI  200
Total Hours . . . :          35.00  Manual Chkg Acct.  _____ +
Gross Pay . . . . :          393.75  Manual Chk# . . .  _____
Gross Wages . . . :          245.00  Weeks Worked . .  1
Deductions . . . . :          67.21  Tax Freq Overrd .  _____
Net Pay . . . . . :          177.79  Suppl Tax Only? . 0
Base Position . . : 200915          12th of Month . .  _____
Tip Comp Override 1 1

2=Change  4=Delete
-----System Calculated-----  ----- Manually Input-----
O Type  Hours  Amount  Rate  Hours  Amount  Rate
_ HOURS  35.00  245.00  7.0000  35.00
_ *TIPS                148.75                148.75
_ *FICA                24.41
_ *FMHI                 5.71
_ *FUTA
_ *FWT                37.09
F3=Exit  F4=Prompt  F6=More Info  F8=Recalc  F10=Access  F14=Net to Gross
    
```

Figure 17-12: Update Checks – Summary screen

- To review tip compliance information for the income, type **2** next to the *TIPS income in the subfile and press Enter. The system displays the Update Check – Income screen shown in Figure 17-13.

```

7/27/04 14:07:37      Update Checks - Incomes      PYGTR20  PYDTR20
Employer . . . . : ZUS  SAMPLE US COMPANY
Cycle . . . . . : WEEKT WEEKLY TIPPED EMPLOYEE CYCLE  3/08/2000  Added  0
Check 01          4224 WAITER,WALLY
-----
Income/Deduction. I      Home: 100  OPS  SKI  200  ADD
Area . . . . . 100 + WESTERN ARE Country . . . . . USA +
Division . . . . OPS + OPERATIONS State/Province . NV +
Department . . . SKI + MEGA MOUNTA Misc Locality . .  _____ +
Cost Centr . . . . 200 + TIMBERLINE Cnt/City/School .  _____ + _____ +
Income Type . . . . _____ + Hours(.00) . . .  _____
Amount . . . . . _____
Rate . . . . . _____
Shift Code . . . . 1 + Units . . . . . _____
Job Code . . . . . 915 + Position . . . . . 200915 +
Tip Code . . . . . _____ Segment . . . . . _____
G/L Account . . .  _____ +

Project . . . . . _____ Cost Code . . . . :
Project W.B.S. :
User Code . . . . _____ User Amount . . .  _____ .00
User Date . . . . _____ User Defined . .  _____

F4=Prompt  F10=Access  F12=Return to Summary  F13=Distribute  F6=More Info
    
```

Figure 17-13: Update Checks – Incomes screen

- 13 Press F6 to display the Update Check Tip Compliance Info screen shown in Figure 17-14.

```

_ 8/07/02 16:24:25      Update Checks-Tip Compliance Info PYGTR20  PYDTR20
Employer . . . . : ZUS  SAMPLE US COMPANY
Cycle . . . . . : WEEKT WEEKLY TIPPED EMPLOYEE CYCLE   8/07/2002
Check 01          4224 WAITER, WALLY
-----
Income Type . . . : *TIPS
Segment . . . . . :                               State/Province : NV
Job Code . . . . : 915                             Position . . . . : 200915
Shift Code . . . : 1

Tipped Hours . . :      35.00
Tip Rate . . . . :      4.25
Tip Amount . . . :     148.75

System Generated? T
Based on Income : HOURS
Rate Based On . . : J

Summ. Code . . . : 50                             Priority . . . . : 0500
Special Tax . . . :                               Residual Hours :
Error Code . . . :

F3=Exit  F10=Access

```

Figure 17-14: Update Checks – Tip Compliance Info screen

- 14 Use the information below for explanations about the fields on this screen.

Tipped Hours

For system generated records, this field contains the tipped hours associated with the income that caused the system to generate the *TIPS income. For manually created records, this field displays a value of **.00**.

Tip Rate

For system generated records, this field contains the tip rate that the system selected when calculating the *TIPS amount. The system selects a tip rate from the tip rate file, PYPGR, by using the *Employer*, *Job*, *Position*, and *Shift* values on the income that caused the system to generate the *TIPS record.

For manually created records, this field displays a value of **.00**.

Tip Amount

For system generated records, this field contains the tip amount the system calculated by using values in the *Tipped Hours* and *Tip Rate* fields. For manually created records, this field displays the amount you typed.

System Generated?

For system generated records, this field contains the value T. For manually created records, this field is blank.

Based on Income

For system generated records, this field contains the income code that caused the system to generate the *TIPS income. For manually created records, this field is blank.

Rate Based On

For system generated records, the value in this field indicates where the system found the tip rate it used to calculate the *TIPS amount. For manually created records, this field is blank. Valid values are:

- P** Position – the tip rate found for a specified job/position/shift combination
- J** Job – the tip rate found for a specified job/shift combination; no record found for a specified position
- E** Error – the system could not determine a tip rate by using job, position or shift

Refer to the “Completing Cycle Operations” chapter in the *Infinium PY Guide to Processing* for detailed information on using the *Update Checks* function. Refer to the “Issuing On-Demand Checks” chapter in the *Infinium PY Guide to Processing* for detailed information on using the *Enter On-Demand Checks* function.

Reporting Tip Compliance Data to the IRS

Once a year, the IRS requires you to submit a tip compliance report and/or a tape or .CSV file containing the employee tip amounts and tip related earnings. To compile records for each tipped employee and prepare a tip compliance reporting file, you complete these steps:

- 1 Set up shift reporting groups if you are not reporting actual shift values.
- 2 Create a tip compliance work file.
- 3 Correct the data on the work file, as necessary.
- 4 Create a tape or .CSV file.
- 5 If using tape, generate a reporting tape.
- 6 Reset the status of the tip records, as necessary.
- 7 Purge records from the work file, as necessary.

Each step is described in detail below.

Setting up Shift Code Reporting Groups

If you use IRS-supplied shift values to report shifts, use the *Update Employer Codes* function and code type **SFG** to define the values for shift code reporting groups that represent the following IRS defined shifts for tip compliance reporting.

A	All shifts
K	Breaker
B	Breakfast
M	Dawn
D	Day
Z	Dinner

E	Extra
G	Grave
L	Lunch
N	Night
O	Other
R	Relief
S	Swing
T	Twilight
U	Unspecified

After defining these shift group values, you then use the *Update Code Reporting Groups* function to assign the appropriate work shifts to one of the code reporting groups.

You can use the *Display Code Reporting Groups* function to view existing code reporting groups. You can also use the *List Code Reporting Groups* function to generate a report of existing code reporting groups.

To set up or update a shift code reporting group, complete these steps.

- 1 From the Infinium PY main menu select *Master Files*.
 - 2 Select *Update Master Files*.
 - 3 Select *Update Code Reporting Groups* [UCRG]. The system displays the screen shown in Figure 17-15.
-

```
6/14/05 14:24:42      Update Code Reporting Groups      PRGMCG      PRDMCG

Employer . . . .  ___ +
Group Code Type .  ___ +
Group Code Value.  _____ +

F3=Exit  F4=Prompt  F10=Access
```

Figure 17-15: Update Code Reporting Groups screen

- 4 Use the information below to complete the fields on this screen.

Employer

Specify the employer for whom you want to set up or update a shift code reporting group.

Group Code Type

Specify **SFG** as the code type of the shift code reporting group that you want to set up or update.

Group Code Value

Specify the value of the shift code reporting group that you want to set up or update. If you access this field from the *Display Code Reporting Groups* function, leave the field blank to display all values for the specified shift group code type.

- 5 Press Enter. The system displays the screen shown in Figure 17-16.

```

7/29/05 09:33:39 Update Codes Reporting Groups PRGMCG PRDMCG
Include Inactive? 0
Employer . . . : ZUS SAMPLE US COMPANY
Group Code Type : SFG SHIFT GROUP
Group Code Value: ALL ALL SHIFTS (IRS SFT A)
X=Include
Opt Type Code Description
X SFT A ALL SHIFTS
- SFT B BREAKFAST
- SFT D DAY
- SFT E EXTRA
- SFT G GRAVE
- SFT K BREAKER
- SFT L LUNCH
- SFT M DAWN
- SFT N NIGHT
- SFT NEG1 NEGATIVE HRLY ADJUSTMENT
- SFT O OTHER
- SFT R RELIEF
- SFT S SWING
- SFT SFT1 FIRST SHIFT +

F3=Exit F10=Access F12=Cancel

```

Figure 17-16: Update Code Reporting Groups selection screen

- 6 Use the information below to complete the fields on this screen.

Opt

Type **X** next to each shift code value that you want to assign to the shift code reporting group.

- 7 Press Enter to save your changes and exit the screen.
- 8 Repeat steps 4 through 7 to set up or update another shift code reporting group or press F3 to return to the main menu.

Creating the Tip Compliance Work File

You use the *Create Tip Compliance Workfile* function to extract information from employees' detailed payroll history and payroll master records and compile the information in a work file, PYPTW, for tip compliance reporting.

Infinium PY creates one record for each unique position and shift combination that an employee works. Depending upon the value you enter in the *Use Actual Shift?* and *Use Actual Job?* fields, the system may use the shift code reporting groups to convert your employer shift codes into IRS shift code values required for tip compliance reporting. The system also assigns

IRS occupation code values based on the job codes associated with each position for which the employee is paid.

Use the tables below to understand how the system uses job code and shift code information.

Value in Use

Job? is...	The system...
No	Supplies the actual job code and job description as a reference although the values are not used for reporting
Yes	Supplies the actual job code and job description and uses the value in the <i>Job code</i> field on the employee's detailed history for the <i>Occupation</i> field

Value in Use

Actual Shift? is...	The system...	And you must...
No	Completes only the IRS shift field in the work file	Enter an IRS shift value to use when the value in the <i>Shift</i> field in the Job Related Information on the Update Employee Basic Data screen is blank or cannot be found in one of the specified shift groups
Yes	Completes the actual shift code field and leaves the IRS shift field blank in the work file	Leave the <i>Shift Group</i> fields blank. Enter an actual shift value to use when the value in the <i>Shift</i> field in the employee's detailed payroll history is blank and the value in the <i>Shift</i> field on the second Update Employee Data screen is blank

Infinium PY generates an exception report when you create the work file. You can also use the *List Tip Compliance Workfile* function to generate a report to

verify the information in the work file. When the shift value on the employee's detailed payroll history is blank and the value in the *Shift* field on the second Update Employee Data screen is blank, the system prints the value in the *Fill Blank Shift* field on the Create Tip Compliance Workfile screen and generates the *** WARNING: A BLANK SHIFT CODE HAS BEEN FILLED WITH THE DEFAULT SHIFT VALUE OF "x" message on the exception listing.

To check the percentage of employee participation in tip compliance for your employer, based on actual check history, you can use the *List Part/Non-Part In Workfile* function.

To create the tip compliance work file, complete these steps.

- 1 From the Infinium PY main menu select *Tip Operations*.
- 2 Select *Tip Compliance*.
- 3 Select *Create Tip Compliance Workfile* [CTCW]. The system displays the screen shown in Figure 17-17.

11/29/07 11:11:36 Create Tip Compliance Workfile PYGTC50 PYDTC50			
Employer	ZUS +	Tax Co.	_____ +
Tax year	2007	Current/Pr. Year.	C (C=Curr, P=Prior)
Employee Number .	_____ +	-or-	Last Name
Use Actual Shift?	1 (0=No 1=Yes)		Use Actual Job? . 1 (0=No 1=Yes)
Sft Grp All . (A)	_____ +	Tips Income Grp .	_____ +
Sft Grp Breakr (K)	_____ +	Wages Income Grp.	_____ +
Sft Grp Brkfst (B)	_____ +	Omit If Hrs Below	.00
Sft Grp Dawn. (M)	_____ +	Fill Blank Shift.	_____ + (Actual)
Sft Grp Day . (D)	_____ +	Fill Blank Shift.	A (IRS shift)
Sft Grp Dinner (Z)	_____ +		
Sft Grp Extra (E)	_____ +	Sft Grp Other (O)	_____ +
Sft Grp Grave (G)	_____ +	Sft Grp Relief (R)	_____ +
Sft Grp Lunch (L)	_____ +	Sft Grp Swing (S)	_____ +
Sft Grp Night (N)	_____ +	Sft Grp Twilgt (T)	_____ +
F3=Exit F4=Prompt F10=QuikAccess F16=Submit			

Figure 17-17: Create Tip Compliance Workfile screen

- 4 Use the information below to complete the fields on this screen.

Employer

Specify the employer for whom you are creating the tip compliance work file.

Tax Co

Specify the value for a tax company if the employer is a multi-tax employer. Leave blank to create tip compliance data for all tax companies within the employer.

Tax year

Type the year associated with the tax reporting data you are processing. The tax year must be the employer's current or prior calendar year. The *Curr Calendar Yr* field value on the employer control represents the current year. The prior year is one year less than the *Curr Calendar Yr* value.

This value determines the starting and ending check dates used to select wage and tip records for processing. Processing includes check dates from January 1 through December 31 of the specified tax year.

Current/Pr Year

Type a value to indicate whether to create a work file for the current or prior year. Valid values are:

P Prior year

The system retrieves the *TEPA - Prv Yr?* field value from each employee's payroll master record.

C Current year

The system retrieves the *TEPA - Curr Yr?* field value from each employee's payroll master record.

Employee Number

Specify the number of the employee for whom you want to create tip compliance records. Leave blank to create tip compliance records for all employees within the specified employer.

Last Name

Specify the employee's last name or a portion of it and prompt to display a list of names beginning with the letters you specified. After you select the employee from the display, the system completes both the *Employee Number* and *Last Name* fields. Left-justify the information at the beginning of the *Last Name* field.

Use Actual Shift?

Specify yes to indicate that you are reporting the actual shift code from 2006 or later. When you specify yes, the system retrieves the value in the *Shift* field from either the value in the employee's detailed history, if it is not blank, or the value on the Update Employee Basic Data screen and puts it into the *Shift* field in the Tip Compliance work file. Otherwise, specify no to indicate that you are reporting the old IRS shift, which generally is the value used prior to 2006.

Use Actual Job?

Specify yes to indicate that you are reporting the actual job code value from 2006 or later. When you specify yes, the system retrieves the value in the *Job code* field from the value on the employee's detailed history and puts it into the *Occupation* field in the Tip Compliance work file. Otherwise, specify no to indicate that you are reporting the old IRS occupation value.

Sft Grp All (A)

Specify the value for the shift reporting group that identifies the shift codes defined for this employer to report with an IRS shift value of A. Value A indicates that the employee works all shifts and that other specific shift values are not tracked. When generating the work file, the system compares the employee shift with the shifts in this shift group only after it has compared it with all the other shift groups.

Before you select a shift reporting group value, you must use the *Update Employer Codes* function and code type **SFG** to set up shift reporting group code values. You then use the *Update Code Reporting Groups* function to assign the appropriate shift code values to the shift reporting group.

Tips Income Grp

Specify the value for the income reporting group that identifies the income codes defined for this employer to be reported as tip income rather than wages paid by the employer. Leave blank to identify ***TIPS** and ***TOKE** income code values as tip income.

Before you can select an income reporting group code value, you must use the *Update Employer Codes* function and code type **IRG** to define the income reporting group values. You then use the *Update Income Reporting Groups* function to assign the appropriate income code values to the reporting group.

Sft Grp Breakr (K)

Specify the value for the shift reporting group that identifies the shift codes defined for this employer to report with an IRS shift value of K. Value K indicates an IRS shift category of breaker.

Before you can select a shift reporting group value, you must use the *Update Employer Codes* function and code type **SFG** to set up shift reporting group code values. You then use the *Update Code Reporting Groups* function to assign the appropriate shift code values to the shift reporting group.

Wages Income Grp

Specify the value for the income reporting group that identifies the income codes defined for this employer to be reported as wages paid by the employer for tip compliance reporting. Leave blank to identify all income code values as wages except incomes identified as tip incomes.

Before you can select an income reporting group code value, you must use the *Update Employer Codes* function and code type **IRG** to define the income reporting group values. You then use the *Update Income Reporting Groups* function to assign the appropriate income code values to the reporting group.

Sft Grp Brkfst (B)

Specify the value for the shift reporting group that identifies the shift codes defined for this employer to report with an IRS shift value of B. Value B indicates an IRS shift of breakfast.

Before you can select a shift reporting group value, you must use the *Update Employer Codes* function and code type **SFG** to set up shift reporting group code values. You then use the *Update Code Reporting Groups* function to assign the appropriate shift code values to the shift reporting group.

Omit If Hrs Below

Type a value for the number of year-to-date hours in tip compliance related jobs that an employee must work to determine whether the employee is included in or omitted from the work file.

Do not use a value other than **0** unless your agreement with the IRS allows you to omit from tip compliance reporting those employees whose hours worked are below a specified threshold.

Sft Grp Dawn (M)

Specify the value for the shift reporting group that identifies the shift codes defined for this employer to report with an IRS shift value of M. Value M indicates an IRS shift of dawn.

Before you can select a shift reporting group value, you must use the *Update Employer Codes* function and code type **SFG** to set up shift reporting group code values. You then use the *Update Code Reporting Groups* function to assign the appropriate shift code values to the shift reporting group.

Fill Blank Shift (Actual)

If you are reporting actual shifts, specify the actual shift value to assign to a tip compliance record for an employee with a blank shift code value.

Sft Grp Day (D)

Specify the value for the shift reporting group that identifies the shift codes defined for this employer to report with an IRS shift value of D. Value D indicates an IRS shift of day.

Before you can select a shift reporting group value, you must use the *Update Employer Codes* function and code type **SFG** to set up shift reporting group code values. You then use the *Update Code Reporting Groups* function to assign the appropriate shift code values to the shift reporting group.

Fill Blank Shift (IRS Shift)

If you are reporting IRS shifts, type a value for an IRS shift value to assign to a tip compliance record in the work file for an employee with a blank shift code value.

Prior to 2006, tip compliance tape reporting required a valid IRS shift value for each employee. Valid values are:

A	All shifts
K	Breaker
B	Breakfast
M	Dawn
D	Day
Z	Dinner
E	Extra
G	Grave
L	Lunch
N	Night
O	Other
R	Relief

S	Swing
T	Twilight
U	Unspecified

Sft Grp Dinner (Z)

Specify the value for the shift reporting group that identifies the shift codes defined for this employer to report with an IRS shift value of Z. Value Z indicates an IRS shift of dinner.

Before you can select a shift reporting group value, you must use the *Update Employer Codes* function and code type **SFG** to set up shift reporting group code values. You then use the *Update Code Reporting Groups* function to assign the appropriate shift code values to the shift reporting group.

Sft Grp Extra (E)

Specify the value for the shift reporting group that identifies the shift codes defined for this employer to report with an IRS shift value of E. Value E indicates an IRS shift of extra.

Before you can select a shift reporting group value, you must use the *Update Employer Codes* function and code type **SFG** to set up shift reporting group code values. You then use the *Update Code Reporting Groups* function to assign the appropriate shift code values to the shift reporting group.

Sft Grp Other (O)

Specify the value for the shift reporting group that identifies the shift codes defined for this employer to report with an IRS shift value of O. Value O indicates an IRS shift of other.

Before you can select a shift reporting group value, you must use the *Update Employer Codes* function and code type **SFG** to set up shift reporting group code values. You then use the *Update Code Reporting Groups* function to assign the appropriate shift code values to the shift reporting group.

Sft Grp Grave (G)

Specify the value for the shift reporting group that identifies the shift codes defined for this employer to report with an IRS shift value of G. Value G indicates an IRS shift of graveyard.

Before you can select a shift reporting group value, you must use the *Update Employer Codes* function and code type **SFG** to set up shift reporting group

code values. You then use the *Update Code Reporting Groups* function to assign the appropriate shift code values to the shift reporting group.

Sft Grp Relief (R)

Specify the value for the shift reporting group that identifies the shift codes defined for this employer to report with an IRS shift value of R. Value R indicates an IRS shift of relief.

Before you can select a shift reporting group value, you must use the *Update Employer Codes* function and code type **SFG** to set up shift reporting group code values. You then use the *Update Code Reporting Groups* function to assign the appropriate shift code values to the shift reporting group.

Sft Grp Lunch (L)

Specify the value for the shift reporting group that identifies the shift codes defined for this employer to report with an IRS shift value of L. Value L indicates an IRS shift of lunch.

Before you can select a shift reporting group value, you must use the *Update Employer Codes* function and code type **SFG** to set up shift reporting group code values. You then use the *Update Code Reporting Groups* function to assign the appropriate shift code values to the shift reporting group.

Sft Grp Swing (S)

Specify the value for the shift reporting group that identifies the shift codes defined for this employer to report with an IRS shift value of S. Value S indicates an IRS shift of swing.

Before you can select a shift reporting group value, you must use the *Update Employer Codes* function and code type **SFG** to set up shift reporting group code values. You then use the *Update Code Reporting Groups* function to assign the appropriate shift code values to the shift reporting group.

Sft Grp Night (N)

Specify the value for the shift reporting group that identifies the shift codes defined for this employer to report with an IRS shift value of N. Value N indicates an IRS shift of night.

Before you can select a shift reporting group value, you must use the *Update Employer Codes* function and code type **SFG** to set up shift reporting group code values. You then use the *Update Code Reporting Groups* function to assign the appropriate shift code values to the shift reporting group.

Sft Grp Twilgt (T)

Specify the value for the shift reporting group that identifies the shift codes defined for this employer to report with an IRS shift value of T. Value T indicates an IRS shift of twilight.

Before you can select a shift reporting group value, you must use the *Update Employer Codes* function and code type **SFG** to set up shift reporting group code values. You then use the *Update Code Reporting Groups* function to assign the appropriate shift code values to the shift reporting group.

- 5 Press F16 to create or update the work file and exit the screen.

Correcting Tip Compliance Data

Use the *Correct Tip Compliance* function to make any corrections to employees' tip compliance data before you prepare the file for reporting the data. The *Correct Tip Compliance* function updates the work file created when you use the *Create Tip Compliance Workfile* function.

After you use the *Correct Tip Compliance Data* function, use the *List Tip Compliance Workfile* function to verify your corrections. You can also use the *Display Tip Compliance Data* function to view the information on existing tip compliance records.

To correct tip compliance data, complete these steps.

- 1 From the Infinium PY main menu select *Tip Operations*.
 - 2 Select *Tip Compliance*.
 - 3 Select *Correct Tip Compliance Data* [CTCD]. The system displays the screen shown in Figure 17-18.
-

```
7/10/02 10:33:59      Correct Tip Compliance Data      PYGMTW      PYDMTW

Employer . . . .  _  +
Employee . . . .  _  + -or- Last name . . . .  _  +

F3=Exit F4=Prompt F10=QuikAccess F18=Message line
```

Figure 17-18: Correct Tip Compliance Data employee selection screen

- 4 Use the information below to complete the fields on this screen.

Employer

Specify an employer for whom you want to correct tip compliance data.

Employee

Specify the number of the employee for whom you want to correct tip compliance data.

Last name

Specify the employee's last name or a portion of it and prompt to display a list of names beginning with the letters you specified. After you select the employee from the display, the system completes both the *Employee Number* and *Last name* fields. Left-justify the information at the beginning of the *Last name* field.

- 5 Press Enter. The system displays the screen shown in Figure 17-19.

```

3/13/07 07:56:46      Correct Tip Compliance Data      PYGMTW      PYDMTW

Employer . . . : ZUS      SAMPLE US COMPANY
Employee . . . : 80005  ACCURATE,ALAN N

2=Change 4=Delete 5=Display
Tax Proc.      TEPA      IRS
0 Year Status  Sts Occupation Sft Job Exp\Ven\Loc      Rst
_ 2002 In prog Y OTHER      A BARTENDER FOR GRAVEYARD SHIFT      Sts

Bottom

F3=Exit F5=Reset F6=Create F10=QuikAccess

```

Figure 17-19: Correct Tip Compliance Data employee records screen

- 6 To create a new record, press F6. The system displays the screen shown in Figure 17-20. To work with an existing record, use the information below to complete the fields on this screen.

O

Type a value next to the record you want to correct. Valid values are:

- 2 Update the record. This value is valid only when the status of the record is **In prog**.
 - 4 Delete the record. This value is valid only when the status of the record is **In prog**.
 - 5 Display the record.
- 7 Press Enter. The system displays a screen similar to the screen shown in Figure 17-20.


```

11/28/07 13:12:19 Correct Tip Compliance Data PYGMTW PYDMTW
                                     In prog
Employer . . . . : ZUS          SAMPLE US COMPANY
Employee . . . . : 80005      ACCURATE,ALAN
TAX YEAR . . . . : 2002
Occupation Code . OTHER          IRS Shift Code . A
Actual Job Code . _____ +   Actual Shift Code _____ +
Occup/Job Desc. :
Venue . . . . . : BARTENDER FOR GRAVEYARD SHIFT
Total Hours . . . : 100.00
Total Wages . . . : 1000.00      Tips Reported . . . 100.00
TEPA Sts on 12/31 Y
Name . . . . . : ACCURATE, ALAN N
Address . . . . : 1500 CAPE WAY LANE, APT. 1
City . . . . . : HYANNIS
State . . . . . : MA +          Zip Code . . . . . 05803
Social Sec. No. . 083441266
Hire Date . . . . 19970425      Term Date . . . . .
Creation Date . . : 8/06/2002 18:08:41 JTH      Use Actual Shift?
Last Manual Chg . : 5/25/2005 10:28:48 SDE      Use Actual Job? :
Tape Creation . . :                          Reset Sts:
F3=Exit F4=Prompt F10=QuikAccess F12=Cancel F18=Message line

```

Figure 17-20: Correct Tip Compliance Data screen

8 Use the information below to complete the fields on this screen.

Tax Year

Type the tax year of the tip compliance data record you are creating for this employee. If you are updating an existing record, you cannot change the *Tax Year* value.

Tax Co

Specify the value for a tax company for this record, if the employer is a multi-tax employer.

Occupation Code

Specify the value for the job occupation code required for annual reporting to the IRS for this tip compliance reporting record.

When you specify yes in the *Use Actual Job?* field on the Create Tip Compliance Workfile screen, the system uses the value in the *Actual Job Code* field on this screen for the employee's occupation name or job.

If you specify no in the *Use Actual Job?* field on the Create Tip Compliance Workfile screen, the system uses IRS-supplied values in this field. Use the *Update Employer Codes* function and code type **TCO** to define occupation code values.

IRS Shift Code

If you specify yes in the *Use Actual Shift?* field, leave this field blank. If you specify no in the *Use Actual Shift?* field, type the value for the IRS shift code required for tip reporting. Valid values are:

A	All shifts
K	Breaker
B	Breakfast
M	Dawn
D	Day
Z	Dinner
E	Extra
G	Grave
L	Lunch
N	Night
O	Other
R	Relief
S	Swing
T	Twilight
U	Unspecified

Actual Job Code

Specify the job code value to use for the value in the *Occupation Code* field that is required for annual reporting to the IRS for this tip compliance reporting record. The system places this value in the *Occupation Code* field on this screen when you exit and save this record.

Actual Shift Code

Specify the value for the shift code required for annual reporting to the IRS for this tip compliance reporting record. When you are reporting the shift values supplied by the IRS for older tape reporting (prior to 2006), leave this field blank.

Occup/Job Desc

The system uses the description associated with the actual job code record to complete this field.

Venue

For the employee's tip compliance record for IRS reporting, type a job explanation, venue, or location.

When you use the *Create Tip Compliance Workfile* function, the system retrieves the value you enter in the *Job Explanation/Venue/Location* field in the *Update Tip Comp. Position Data* function to complete this field. The information you enter here must match the Tip Rate Agreement Job Explanation/Venue/Location information.

Total Hours

Type the total hours associated with this occupation and IRS shift code combination. IRS tape specifications currently allow 6 digits. Total hours greater than **9999.99** will be truncated on the tape because the length is fixed on the tape. The amounts are not truncated on the .CSV file because it does not limit the file length.

Total Wages

Type the total wages associated with this occupation and IRS shift code combination.

IRS tape specifications currently allow 8 digits. Total wages greater than **999999.99** will be truncated on the tape because the length is fixed on the tape. The amounts are not truncated on the .CSV file because it does not limit the file length.

Tips Reported

Type the reported tips associated with this occupation and IRS shift code combination.

IRS tape specifications currently allow 8 digits. Reported tips greater than **999,999.99** will be truncated on the tape because the length is fixed on the tape. The amounts are not truncated on the .CSV file because it does not limit the file length.

TEPA Sts on 12/31

Type the value for the employee's tip participation status for tip reporting. Valid values are:

- Y** Yes, the employee was participating in tip compliance on December 31 of the associated tax year.
- N** No, the employee was not participating in tip compliance on December 31 of the associated tax year.

Information from the Employee's Basic Data Record

The system completes the following fields with information from the employee's basic data record. You can override the information in these fields.

Name

Type the employee's name. The IRS required format is Last Name, First Name, Middle Initial. For example:

Jones, John P

Jones Jr, John P

Jones IV, John P

Address

Type the employee's home address.

City

Type the city where the employee resides.

State

Specify the state where the employee resides.

Zip Code

Type the employee's zip code.

Social Sec No

Type the employee's Social Security Number.

Hire Date

Type the employee's date of hire. IRS specifications require a format of **YYYYMMDD**.

Term Date

Type the employee's termination date, if applicable. IRS specifications require a format of **YYYYMMDD**.

- 9 Press Enter to save your changes and return to the Correct Tip Compliance Data employee records screen.

The system updates the *Last Manual Chg* field in the tip compliance record each time you press Enter from the Correct Tip Compliance Data screen.

- 10 Repeat steps 6 to 9 to create or update additional records or press F3 two times to return to the main menu.

Creating the Tip Compliance File

Use the *Create Tip Compliance File* function to create a tip compliance tape file, PYPTWT, or .CSV file from data in the tip compliance work file, PYPTW. The files comply with the specifications issued by the IRS for tip reporting.

Infinium PY executes this function as a batch job and generates a register listing the data included on the tape or .CSV file. The system changes the processing status for each selected record from **In Prog** to **On Tape** or **On File**.

After you create the tape file, you use the *Generate Tip Compliance Tape* function to copy the tape file to a magnetic tape.

The system creates the .CSV file in the PYUSXML folder. The file name is TIPCOMPmmddy.CSV where mmddy is the date when you create the file.

To create the tip compliance file, complete these steps.

- 1 From the Infinium PY main menu select *Tip Operations*.
 - 2 Select *Tip Compliance*.
 - 3 Select *Create Tip Compliance File* [CTCTF]. The system displays the screen shown in Figure 17-21.
-

```
11/27/07 12:32:01 Create Tip Compliance File PYGTC50 PYDTC50

Employer . . . . ZUS + Tax Co. . . . . _____ +
Tax year . . . . 2007
File Type . . . . 1 1=CSV File, 2=Fixed format Text file

F3=Exit F4=Prompt F10=QuikAccess F16=Submit
```

Figure 17-21: Create Tip Compliance File screen

- 4 Use the information below to complete the fields on this screen.

Employer

Specify the employer for whom you are creating the tip compliance file.

Tax Co

Specify the value for a tax company if the employer is a multi-tax employer.

Tax year

Type the year associated with the tax reporting data you are processing. The tax year must be the employer's current or prior calendar year. The *Curr Calendar Yr* field value on the employer control represents the current year. The prior year is one year less than the *Curr Calendar Yr* value.

File Type

Specify the file type for reporting tip compliance information.

Valid values are:

- 1 Generate a .CSV (comma-separated values) file on the integrated file system (IFS). You must use a .CSV file when you report the actual shift and job codes. You can also use it when you report the old IRS shift and occupation code values. The file is stored in the PYUSXML folder. The file name is TIPCOMPmmddy, where mmddy represent the month, day, and year when you create the file.
 - 2 Generate a fixed length text file (2006 or before). You can use a fixed length text file only when you are reporting the old IRS shift and job occupation code values (pre-2006).
- 5 Press 16 to create the tape or .CSV file.
- 6 Press F3 to exit the screen.

Generating the Tip Compliance Tape

Use the *Generate Tip Compliance Tape* function to copy the file data to tape media. To submit this information on diskette, use an applicable PC file utility to transfer the data from the PYPTWT tape file to the necessary number of diskettes.

To generate the tip compliance tape, complete these steps.

- 1 From the Infinium PY main menu select *Tip Operations*.
 - 2 Select *Tip Compliance*.
 - 3 Select *Generate Tip Compliance Tape* [GTCT]. The system displays the screen shown in Figure 17-22.
-

```
7/10/02  10:37:59  Generate Tip Compliance Tape  PYGTC50  PYDTC50

Tape file . . . .  QTAPE_____

Tape device . . .  QTAPE1_____

F3=Exit  F10=QuikAccess  F16=Submit
```

Figure 17-22: Generate Tip Compliance Tape screen

- 4 Use the information below to complete the fields on this screen.

Tape file

Type the name of the tape file that meets the IRS specifications for tip compliance reporting. Review the tape file name with your MIS department before you complete this field.

Tape device

Type the name of the tape device or tape drive to use to copy data from the tape work file to the tape media. Check with your MIS department if you do not know the tape device name.

- 5 Press F16 to generate the tape.
- 6 Press F3 to exit the screen.

Resetting the Tip Compliance Status

Use the *Reset Tip Compliance Status* function to reset the tip compliance records status from **On Tape** or **On File** to **In Prog**. You may need to reset the status of the tip compliance file if you run a test of the *Create Tip*

Compliance File function before you are ready to create the final tape or .CSV file or if the IRS rejects your file and requests that you resend the file.

To reset the tip compliance tape or .CSV file status, complete these steps.

- 1 From the Infinium PY main menu select *Tip Operations*.
- 2 Select *Tip Compliance*.
- 3 Select *Reset Tip Compliance Status* [RTCTS]. The system displays the screen shown in Figure 17-23.

```

11/27/07  12:44:13  Reset Tip Compliance Status  PYGTC50  PYDTC50
-----
Employer  . . . .  _  +          Tax Co. . . . .  _  +
Tax year  . . . .  2007
Tape/CSV Cr. Dt.  _  0

-----
F3=Exit  F4=Prompt  F10=QuikAccess  F16=Submit

```

Figure 17-23: Reset Tip Compliance Status screen

- 4 Use the information below to complete the fields on this screen.

Employer

Specify the employer for whom you want to reset the tip compliance tape or .CSV file status.

Tax Co

Specify the value for a tax company if the employer is a multi-tax employer.

Tax year

Type the year associated with the tax reporting data you are processing. The tax year must be the employer's current or prior calendar year. The *Curr*

Calendar Yr field value on the employer control represents the current year. The prior year is one year less than the *Curr Calendar Yr* value.

Tape/CSV Crd Dt

Type the original file creation date for the tip compliance records that you are processing. You use this field to indicate which records to reset if you submit more than one tape or .CSV file.

- 5 Press F16 to reset the status of the tip records.
- 6 Press F3 to exit the screen.

Purging Tip Compliance Data

Use the *Purge Tip Compliance Data* function to delete data from the tip compliance work file, PYPTW, for a specified year, employer, tax company, or for a multi-tax employer.

This function purges the specified data and reorganizes the work file to provide more disk space. Make a copy of the work file before you execute this function. Also, be sure that other users are not accessing the work file when you execute the function.

When you execute *Purge Tip Compliance Data*, you can request that the system print the List Tip Compliance Workfile report before purging the data.

To purge tip compliance data, complete these steps.

- 1 From the Infinium PY main menu select *System Operations*.
 - 2 Select *Payroll Purge Functions*.
 - 3 Select *Tip Data*.
 - 4 Select *Purge Tip Compliance Data* [PTCD]. The system displays the screen shown in Figure 17-24.
-

```
7/10/02  10:39:07  Purge Tip Compliance Data  PYGTC50  PYDTC50
-----
Employer . . . .  _  +          Tax Co. . . . .  ____ +
Tax year . . . .  0000
Print data? . . .  _  (0=No 1=Yes)

-----
F3=Exit F4=Prompt F10=QuikAccess F16=Submit
```

Figure 17-24: Purge Tip Compliance Data screen

- 5 Use the information below to complete the fields on this screen.

Employer

Specify the employer for whom you want to purge tip compliance data.

Tax Co

Specify the value for a tax company if the employer is a multi-tax employer.

Tax year

Type the year associated with the tax reporting data you want to purge.

Print data?

Specify **Yes** to print the List Tip Compliance Workfile report before the system purges the information from the tip compliance work file.

- 6 Press F16 to purge the data.
- 7 Press F3 to exit the screen.

Notes

This chapter describes how to set up and process toke earnings for casino employees. Tokes are chips or tokens that customers give to certain employees, such as blackjack or poker dealers, in lieu of cash tips.

The chapter consists of the following topics:

Topic	Page
Overview of Toke Processing	18-2
Setting Up Toke Processing	18-4
Processing Toke Income	18-18

Overview of Toke Processing

Infinium PY supports toke processing for casino employers. Tokes are chips or tokens that customers give to certain employees, such as blackjack or poker dealers, in lieu of cash tips. Employees turn their tokes into the casino. The casino pools the earnings from the tokes that are received and apportions the earnings each pay period to eligible employees based on the number of hours they worked in jobs that are eligible to receive tokes.

Employees can work a portion of their time in a job classified to receive tokes and a portion of their time in a job not classified to receive tokes. For example, an employee may work for 20 hours during a pay period as a dealer (and be eligible to earn 20 toke hours) and 20 hours as a floor supervisor (a job not classified as eligible for toke hours). To distinguish between these job classifications and hours worked, you must use different income types, for example:

Toke-eligible Incomes	Non-toke Incomes
TREG - regular toke pay	REG - regular non-toke pay
TOT - overtime toke pay	OT - overtime non-toke pay
THOL - holiday toke pay	HOL - holiday non-toke pay

After you define two sets of income controls, one set for eligible toke hours worked and the other set for ineligible hours worked, you set up an income control for toke earnings using the special naming convention ***TOKE**.

After you first set up ***TOKE** incomes, we strongly suggest that you run a test cycle to view how Infinium PY processes toke earnings.

The hourly rate for toke income changes each pay period based on the total amount of toke earnings, the number of employees and the number of eligible toke hours worked. Therefore, you must calculate a new hourly rate and update the *Hourly Rate* field on the ***TOKE** income control with the new value before running each pay cycle that includes ***TOKE** incomes.

The following steps summarize toke processing:

- 1 Create a toke accumulator.
 - 2 Create the ***TOKE** income control.
 - 3 Define toke-eligible incomes and include them in the toke accumulator.
-

- 4 Include the *TOKE income in an auto pay group (optional).
- 5 Authorize eligible employees to the *TOKE income, appropriate toke-eligible incomes and an auto pay group that includes the *TOKE income.
- 6 Update the Hourly Rate field on the *TOKE income control before beginning to process each pay period.
- 7 Continue with normal cycle processing.

Steps 1 through 5 cover the setup for *TOKE processing. Steps 6 and 7 cover ongoing maintenance for *TOKE processing.

Objectives

At the conclusion of this chapter you should be able to accomplish the following:

- Set up toke incomes
 - Assign toke incomes to employees
 - Process toke incomes in payroll cycles
-

Setting Up Toke Processing

Before you can process toke incomes, you must complete the following steps:

- Define a toke accumulator to collect toke-eligible incomes.
- Define the *TOKE income summarization code and income control.
- Set up toke-eligible incomes and include them in the toke accumulator.
- Include the *TOKE income in an auto pay group (optional).

Creating an Accumulator for Tokes

To implement toke processing, you must create an accumulator for toke calculations. The accumulator collects the hours associated with all incomes, which are used to calculate toke earnings.

Follow the steps below to create an accumulator for tokes.

- 1 From the Infinium PY main menu select *Master Files*.
 - 2 Select *Update Master Files*.
 - 3 Select *Update Income Controls [UIC]*. The system displays the screen shown in Figure 18-1.
-

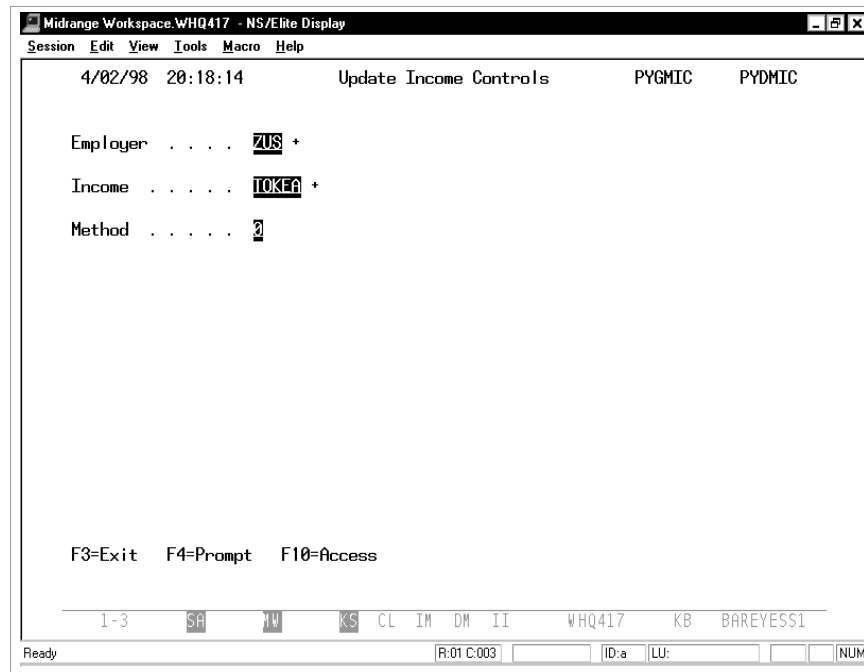


Figure 18-1: Update Income Controls prompt screen

- 4 Use the following information to complete the fields on this screen:

Employer

Type the value that identifies your employer.

Income

Type up to a five-character code to identify this accumulator.

Method

Type **0** to create the accumulator. You will associate all incomes used to calculate toke earnings with this accumulator in step 3.

- 5 Press Enter. The system displays the Description field as shown in Figure 18-2.

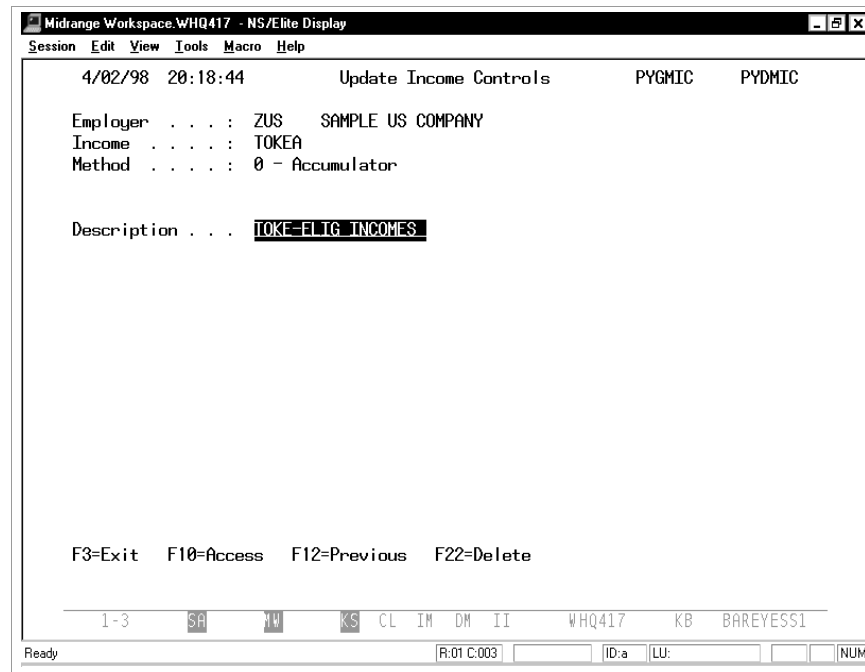


Figure 18-2: Update Income Controls screen 2

- 6 Type a description for this accumulator.
- 7 Press Enter. The system returns you to the Update Income Controls screen 1 shown in Figure 18-1.
- 8 Press F3 to save the information and exit from the screen.

Creating the *TOKE Income Control

For the system to recognize toke income during cycle processing, you must use the special naming convention ***TOKE** when you set up the income control. You can define a unique income summarization code to identify toke income separately on employee pay stubs or you can assign an existing income summarization code to include the toke income with other incomes.

Follow the steps below to create the *TOKE income control.

- 1 From the Infinium PY main menu select *Master Files*.
- 2 Select *Update Master Files*.
- 3 Select *Update Income Controls [UIC]*. The system displays the screen shown in Figure 18-3.

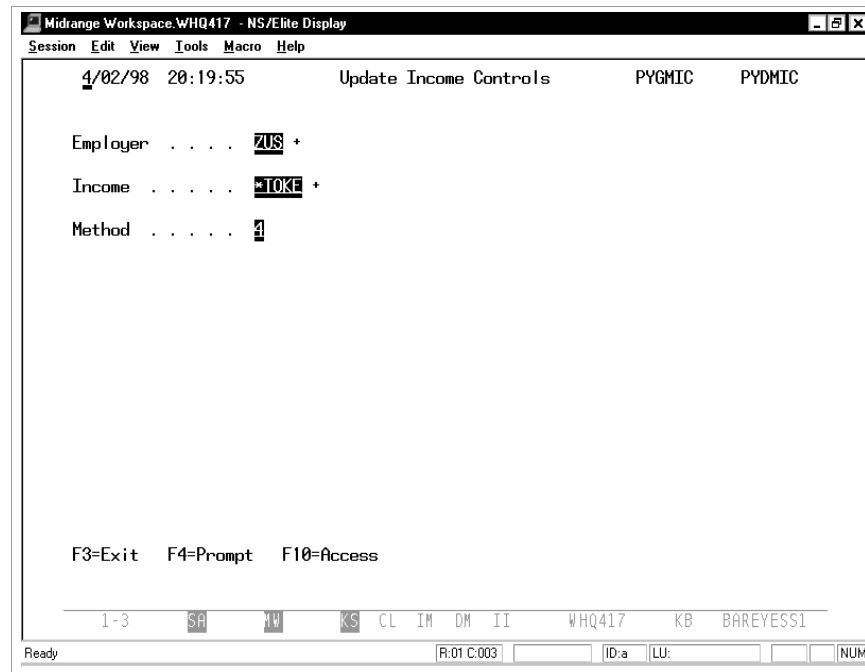


Figure 18-3: Update Income Controls prompt screen

4 Complete the fields below.

Employer

Type the value that identifies your employer.

Income

Type *TOKE to identify this income.

Method

Type 4 to create an income control using the Base Hours Extension method.

5 Press Enter. The system displays the screen shown in Figure 18-4.

```

7/27/04 14:12:39      Update Income Controls      PYGMIC      PYDMIC
                                           Page 1 of 4
Employer . . . . : ZUS  SAMPLE US COMPANY
Income . . . . . : *TOKE
Method . . . . . : 4 - Base Hours Extension

Description . . . TOKE EARNINGS  Starting Date . . _____
Priority . . . . . 9000           Ending Date . . . . _____
Summ. Code . . . 51 +           Distribute Labor. 0 (0=No 1=Yes)
Frequency . . . . 8             Workers Comp. . . 0
Special Tax . . . -             Segments Required - (0=No 1=Yes)
                                           Calculate Segment - (0=No 1=Yes)

Income Basis . . -
Accumulator . . . BTOKE
Income Factor . . _____      Shift Calc Method -
Hourly Rate . . . 2.0000       Residual Hours . . -
Income Matrix . . _____ +   Shift Diff Income _____ +
Matrix Column . . _____ +   1099-R Dist. Code _____
Matrix Row . . . . _____ +   NQP 457 Plan . . . -
Labor Expense . . _____ +
Rev. Hierarchy . - (Blank=No)   Allow Pay Msg? . 0 (0=No 1=Yes)

F3=Exit  F4=Prompt  F10=Access  F12=Previous  F22=Delete

```

Figure 18-4: Update Income Controls screen 1

- 6 Use the information below to complete the fields on this screen that are specific to toke processing.

To complete other fields on this screen, you can refer to detailed income control field descriptions contained in the “Setting Up Accumulators and Controls for Hourly Incomes” chapter in the *Infinium PY Guide to Controls*.

Priority

Type a value that is higher than the priority assigned to toke-eligible incomes. The system must process toke-eligible incomes before it processes the *TOKE income.

For example, if you assign a priority of 500 to toke-eligible regular pay, overtime pay and holiday pay, you must assign a priority of at least 501 to the *TOKE income.

Special Tax

Leave this field blank to tax the toke income at normal income tax rates. Type a value in this field to tax the income at supplemental rates or to include the toke income in federal, state and/or local income tax wage bases without withholding income tax from the employee during cycle processing. Press Help to display valid values for this field.

Income Basis

Leave this field blank.

Accumulator

Type the name of the toke accumulator you created in the “Creating an Accumulator for Tokes” section: for example, **TOKEA**.

Hourly Rate

Type the hourly rate you calculated for the current pay period. Because this value changes each pay period, you must update this field before processing the cycle each pay period.

Labor Expense

Type part or all of the general ledger expense account for toke earnings. The system includes toke income and hours in the general ledger interface file when you run the *Close to General Ledger* function.

- 7 When you are finished, press Enter twice to display the Update Income Controls screen 3. Include the *TOKE income in the appropriate accumulators for tax and other deductions.
- 8 Press Enter to display the Update Income Controls screen 4. Complete the fields as appropriate.
- 9 Press Enter to save your information and exit from the screen.

Setting Up Toke-eligible Incomes

Create controls for toke-eligible incomes using the appropriate income method, usually the hourly method (method 2). You can set up toke-eligible income types to capture hours worked for regular pay, overtime and holiday pay.

For the system to calculate the correct toke dollar amount for each employee, you must assign each toke-eligible income code to the toke accumulator. During cycle processing the system adds the hours from each toke-eligible income to the toke accumulator. It then multiplies the accumulated hours by the hourly rate specified on the *TOKE income control to calculate the *TOKE income amount for each employee.

Follow the steps below to assign each toke-eligible income code to the toke accumulator.

- 1 From the Infinium PY main menu select *Master Files*.
- 2 Select *Update Master Files*.
- 3 Select *Update Income Controls* [UIC]. The system displays the screen shown in Figure 18-1.
- 4 Complete the *Employer* and *Income* fields on this screen. Specify a token-eligible income in the Income field.
- 5 Press Enter twice to advance to the screen shown in Figure 18-5.

```

10/22/02 17:13:30      Update Income Controls      PYGMIC      PYDMIC
                                           Page 3 of 4
Employer . . . . : ZUS  SAMPLE US COMPANY
Income . . . . . : THOUR
Method . . . . . : 2 - Hours Extension

```

A c c u m u l a t o r C o n t r o l s							
Accum.	+/-H/A	Maximum	Accumulator	Accum.	+/-H/A	Maximum	Accumulator
Code	Op.Op.	Amount	Percentage	Code	Op.Op.	Amount	Percentage
BGROS	+ +	.00	.0000		+ -	.00	.0000
BTX	+ +	.00	.0000		+ -	.00	.0000
BTXKG	+ +	.00	.0000		+ -	.00	.0000
BTOKE	+ +	.00	.0000		+ -	.00	.0000
	+ -	.00	.0000		+ -	.00	.0000
	+ -	.00	.0000		+ -	.00	.0000
	+ -	.00	.0000		+ -	.00	.0000
	+ -	.00	.0000		+ -	.00	.0000
	+ -	.00	.0000		+ -	.00	.0000
	+ -	.00	.0000		+ -	.00	.0000
	+ -	.00	.0000		+ -	.00	.0000
	+ -	.00	.0000		+ -	.00	.0000
	+ -	.00	.0000		+ -	.00	.0000
	+ -	.00	.0000		+ -	.00	.0000

```

F3=Exit  F4=Prompt  F10=Access  F12=Previous  F22=Delete

```

Figure 18-5: Update Income Controls screen 3

- 6 Complete the fields below.

Accum. Code

Type the name of the accumulator for token-eligible incomes, such as **TOKEA**.

+/- Op

Type + in this field to add the hours from the selected income to the token accumulator.

If you leave this field blank, the system defaults + in this field when you press Enter to exit from the screen.

H/A Op

Type **H** to collect hours in the toke accumulator.

If you leave this field blank, the system collects both hours and amounts in this accumulator.

Maximum Amount, Accumulator Percentage

Leave these fields blank.

- 7 Press Enter to save your information and exit from the screen.

Automatically Generating *TOKE Income (optional)

You can include the *TOKE income in an auto pay group to automatically generate a *TOKE time entry record for employees when you begin a cycle. If you do not automatically generate *TOKE income, you must manually key a time entry record for the income for each eligible employee during cycle processing. In either case, the system calculates *TOKE earnings when you run the *Release Timesheet Data* function.

You can add the *TOKE income to an existing auto pay group you use for toke-eligible employees, or you can set up a new auto pay group.

To automatically generate *TOKE income for employees, you must perform the following steps:

- 1 Set up an auto pay group for the *TOKE income (optional).
- 2 Link the cycle and the *TOKE income to the toke auto pay group or to an existing auto pay group.
- 3 Assign the auto pay group that includes *TOKE income to the appropriate employees.
- 4 Authorize eligible employees to the *TOKE income. When you begin the cycle, the system automatically generates a *TOKE income record for only those employees who are authorized to the *TOKE income.

For detailed information on performing these steps, refer to the “Creating Auto Pay Groups” chapter in the *Infinium PY Guide to Controls*.

Authorizing Toke Incomes to Employees

Before you begin toke processing, you must identify the employees who are eligible to receive toke income and authorize them to the following:

- Toke-eligible incomes
- The *TOKE income
- An auto pay group that includes the *TOKE income (optional)

You can authorize employees to the income in two ways, depending on the number of employees affected:

- Use the *Update Income Data* function to authorize a few employees to the incomes
- Use the *Mass Change of Employee Incomes* function to instantly authorize a large number of employees to the incomes

Authorizing a Few Employees to an Income

Follow the steps below to authorize a few employees to the toke incomes.

- 1 From the Infinium PY main menu select *Employee Data*.
 - 2 Select *Update Employee Data*.
 - 3 Select *Update Income Data [UIE]*. The system displays the Employee Update prompt screen.
 - 4 Complete the *Employer* and *Employee* fields.
 - 5 Press Enter. The system displays the screen shown in Figure 18-6.
-


```

5/01/09 15:26:56      Update Employee Income Codes      PYGMIE      PYDMIE

Employer . . . . . : ZUS SAMPLE US COMPANY
Employee . . . . . :      80005
ALAN D ACCURATE
Income Code . . . . . _____ +
2=Change 4=Delete
Opt Code  Cycle Start Date End Date      Amount      Rate / %   Basis  Sum
- *EIC *AUTO .00 .0000 **
- *F@IN *AUTO .00 .0000 55
- *FMED .00 .0000 03
- *TIPC *AUTO .00 .0000 52
- *TIPS *AUTO .00 .0000 50
- *TOKE .00 .0000 51
- ADJS *AUTO 2/18/1999 9/29/2008 .00 .0000 01
- AWC15 .00 .0000 26
- BONUS *AUTO .00 .0000 30
- CBACK *AUTO 1/05/2009 .00 .0000 65
- DIFF *AUTO 9/30/2008 1/04/2009 .00 .0000 35
- DIFF2 .00 .0000 35
- DSAR .00 .0000 71
MORE...

F3=Exit F4=Prompt F10=Access F12=Cancel
    
```

Figure 18-6: Update Employee Income Codes selection screen

- 6 Type the name of the *TOKE income or one of the toke-eligible incomes in the Income Code field and press Enter. The system displays the screen shown in Figure 18-7.

```

1/02/09 14:02:10      Update Employee Income Codes      PYGMIE      PYDMIE

Employer . . . . . : ZUS SAMPLE US COMP...
Employee . . . . . :      80005
ALAN D ACCURATE
Income Code . . . . . *TOKE
Income Method . . . . . 4
Priority . . . . . 9000

Cycle . . . . . _____ +
Frequency . . . . . -
Income Basis . . . . . -
Income Factor . . . . . _____

Starting Date . . . . . _____
Ending Date . . . . . _____

Hourly Rate . . . . . _____

F3=Exit F4=Prompt F10=QuikAccess F12=Previous
    
```

Figure 18-7: Update Employee Income Codes screen

7 Complete the field listed below.

Cycle

You must type a value in this field if you are automatically generating this income using an auto pay group.

Type ***AUTO** in this field to automatically generate the income in any cycle associated with an auto pay group in which the income is included. Type the name of a specific cycle to automatically generate the income in only that cycle.

8 Press Enter to display the second Update Employee Income Codes screen similar to Figure 18-8.

```

1/02/09 14:11:05      Update Employee Income Codes      PYGMIE      PYDMIE

Employer . . . . . : ZUS SAMPLE US COMPANY
Employee . . . . . :      80005
ALAN D ACCURATE
Income Code . . . . . *TOKE
Income Method . . . . . 4
Base Type . . . . . BTOKE
Minimum Wage Override Rate . . . . . .00
Minimum Wage Override Category _____ +
Minimum Wage Ending Check Date _____
Income Matrix . . . . . _____ +
Row . . . . . _____ +
Column . . . . . _____ +
Labor Expense . . . . . _____ +
Self Service Time Entry . . . . . 0 (0=No 1=Yes)
1099/Other Miscellaneous . . . . . _____

F3=Exit F4=Prompt F10=QuikAccess F12=Previous

```

Figure 18-8: Update Employee Income Codes screen

- 9 Complete this screen as you normally would.
- 10 Press Enter to save the information and return to the Update Employee Income Codes selection screen.
- 11 Press F3 to exit from the screen.

Authorizing a Large Number of Employees to the *TOKE Income

Follow the steps below to instantly authorize a large number of employees to the *TOKE income and toke-eligible incomes. In this example you assign the *TOKE income to selected employees.

- 1 From the Infinium PY main menu select *System Operations*.
- 2 Select *Payroll Init. Functions*.
- 3 Select *Income and Deduction Data*.
- 4 Select *Mass Change of Employee Incomes [MCIE]*. The system displays the screen shown in Figure 18-9.

MASS CHANGE EMPLOYEE INCOME CODES

Actions PY 11.0 QA-113

Employer: ZUS Income Code: *TOKE

Transaction Type: A Replace Dups? Check for Yes

Include Term? 0 Reactivate? Check for Yes

Selection Criteria (all are optional - use "N" for negation)

Levels: [] [] [] [] [] []

Job Code: [] [] [] [] [] []

Union Code: [] [] [] [] [] []

Shift Code: [] [] [] [] [] []

Marital Status: [] [] [] [] [] []

Current State: [] [] [] [] [] []

Curr. County Loc: [] [] [] [] [] []

Curr. City Loc: [] [] [] [] [] []

Curr. Sch. Dist: [] [] [] [] [] []

Curr. Misc. Loc: [] [] [] [] [] []

Current Province: [] [] [] [] [] []

Auto Pay Group: [] [] [] [] [] []

Pay Type: [] [] [] [] [] []

Pay Frequency: [] [] [] [] [] []

Pay Cycle: [] [] [] [] [] []

Home State: [] [] [] [] [] []

SUTA State: [] [] [] [] [] []

Home County Loc: [] [] [] [] [] []

Home City Loc: [] [] [] [] [] []

Home Sch. Dist: [] [] [] [] [] []

Home Misc. Loc: [] [] [] [] [] []

Country: [] [] [] [] [] []

PY Auth Group: [] [] [] [] [] []

Additions Changes Deletions Deactivations

Figure 18-9: Mass Change Employee Income Codes screen

The system instantly authorizes the specific income to employees based on the selection criteria you specify on this screen. Use the fields on this screen to identify the employees to whom the system should authorize the income. You can also use these fields to exclude employees from being authorized to the income.

- 5 Use the following information to complete the key fields on this screen:

Employer

Type the code that identifies the employer.

Income Code

Type ***TOKE** in this field.

Transaction Type

Type **A** in the *Transaction Type* field to add the *TOKE income to the records of selected employees.

You can use the fields in the Selection Criteria section of the screen in three ways:

- To authorize all employees of the specified employer to the *TOKE income, leave all of the fields blank
- To authorize a specific group of employees to the *TOKE income, type a value in one or more of the fields
- To restrict a specific group of employees from being authorized to the *TOKE income, type **N** in the short line that precedes a field and then complete the field

For example, to exclude all employees assigned to a particular job from being authorized to the *TOKE income, type **N** followed by the job code in the two fields adjacent to the *Job Code* field. The system does not authorize the *TOKE income to employees assigned to the specified job.

- 6 Press Enter. The system displays the second Mass Change Employee Income Codes screen shown in Figure 18-10.

MASS CHANGE EMPLOYEE INCOME CODES

Actions PY 11.0 QA-113

Employer	ZUS	Income Code	*TOKE
Transaction Type	A	Replace Dups?	<input type="checkbox"/> Check for Yes
Include Term?	0 (0, 1, 2)	Reactivate?	<input type="checkbox"/> Check for Yes
Employee Income Data (for duplicates & changes - use "X" to exclude field)			
Starting Date	<input type="text"/>	Ending Date	<input type="text"/>
Cycle	<input type="text"/>	Std. Hours	<input type="text"/>
Amount	<input type="text"/>	Rate Ext %	<input type="text"/>
Hours Limit	<input type="text"/>	Basis	<input type="text"/>
Factor	<input type="text"/>	Matrix	<input type="text"/>
Column	<input type="text"/>	Row	<input type="text"/>
Labor Exp Acct	<input type="text"/>		

Additions Changes Deletions Deactivations

Figure 18-10: Mass Change Employee Income Codes screen

The system transfers information you type in fields on this screen to the income authorization record of each employee who is assigned the income.

Cycle

Type ***AUTO** in this field to automatically generate the *TOKE income in any cycle associated with an auto pay group in which the income is included. Type the name of a specific cycle to automatically generate the income in only that cycle.

You must type a value in this field if you are automatically generating the *TOKE income using an auto pay group.

- 7 Press F15 to generate a trial update and report that shows the information that is updated when you submit the mass change employee income codes, or

press F16 to authorize the specified employees to the bonus income. The system generates a report that lists the changes.

- 8 Repeat steps 5 through 8 to authorize another income to groups of employees or press F3 to exit the screen.

The system immediately authorizes the specified employees to the *TOKE income and displays a confirmation message indicating the number of employees processed at the bottom of the screen.

- 9 Repeat steps 5 through 8 to authorize another income to groups of employees or press F3 to exit the screen.
-

Processing Toke Income

After you have set up the necessary controls, you can process *TOKE income in a pay cycle. Because the total amount of toke earnings, the number of toke hours worked and the number of toke-eligible employees vary each pay cycle, you must manually re-calculate the toke hourly rate each pay period. Update the *TOKE income control before running the *Release Timesheet Data* function.

Updating the *Hourly Rate* Field

Before you execute the *Release Timesheet Data* step of cycle processing, you must update the *Hourly Rate* field on the *TOKE income control with the hourly rate that you calculated for the current pay period.

Follow the steps below to update the *Hourly Rate* field on the *TOKE income control.

- 1 From the Infinium PY main menu select *Master Files*.
 - 2 Select *Update Master Files*.
 - 3 Select *Update Income Controls* [UIC]. The system displays the Update Income Controls prompt screen shown in Figure 18-1.
 - 4 Enter the appropriate values in the *Employer* and *Income* fields and press Enter. The system displays the Update Income Control screen shown in Figure 18-11.
-

```

7/27/04 14:12:39      Update Income Controls      PYGMIC      PYDMIC
                                           Page 1 of 4
Employer . . . . : ZUS  SAMPLE US COMPANY
Income . . . . . : *TOKE
Method . . . . . : 4 - Base Hours Extension

Description . . . TOKE EARNINGS  Starting Date . . _____
Priority . . . . . 9000           Ending Date . . . . _____
Summ. Code . . . . 51 +          Distribute Labor. 0 (0=No 1=Yes)
Frequency . . . . . 8           Workers Comp. . . . 0
Special Tax . . . . -             Segments Required - (0=No 1=Yes)
                                           Calculate Segment - (0=No 1=Yes)

Income Basis . . . -
Accumulator . . . BTOKE
Income Factor . . _____
Hourly Rate . . . . 2.0000      Shift Calc Method -
                                           Residual Hours . . -
Income Matrix . . _____ +    Shift Diff Income _____ +
Matrix Column . . _____ +    1099-R Dist. Code -
Matrix Row . . . . _____ +    NQP 457 Plan . . . -
Labor Expense . . _____ +
Rev. Hierarchy . . - (Blank=No)   Allow Pay Msg? . . 0 (0=No 1=Yes)

F3=Exit  F4=Prompt  F10=Access  F12=Previous  F22=Delete

```

Figure 18-11: Update Income Controls screen 1

5 Complete field below.*Hourly Rate*

Type the new hourly toke rate for this pay period.

6 Press Enter twice to save the information and exit from the screen.**7** Continue with normal cycle processing.

Notes

Chapter 19 Using the Infinium Payroll Interface with Infor ERP_{LX} General Ledger

This chapter describes the process for setting up Infinium PY system for use with Infor ERP_{LX} General Ledger and for using Infinium PY with Infor ERP_{LX} General Ledger.

When Infor ERP_{LX} is used as the general ledger interface, the definition for building account numbers is stored in the Infor ERP_{LX} product, not in Infinium PY. Information in the account number fields on the various employer control files and in employee files is ignored by Infinium PY. Instead, the Infor ERP_{LX} configuration files are used when the Infor ERP_{LX} system builds the account number for each payroll transaction.

The chapter consists of the following topics:

Topic	Page
Overview of the Interface between Infinium Payroll and Infor ERP _{LX} General Ledger	19-2
Setting up Infinium Payroll for the Infor ERP _{LX} Interface	19-3

Overview of the Interface between Infinium Payroll and Infor ERP_{LX} General Ledger

To process payroll information with the Infor ERP_{LX} General Ledger system, you must indicate on either the payroll entity control or employer control that Infor ERP_{LX} is the general ledger system you are using.

You process payroll transactions as described throughout the appropriate Infinium PY guides.

When you complete your payroll processing for a period, you close the payroll to general ledger. Closing to general ledger initiates the generation of general ledger transactions in Infor ERP_{LX}.

Setting up Infinium Payroll for the Infor ERP_{LX} Interface

Specifying the Infor ERP_{LX} General Ledger Interface on the Entity Control

Follow the steps below to set up the entity control for the Infor ERP_{LX} interface. When you set up the entity control for the Infor ERP_{LX} interface, all employers in the entity can process payroll with Infor ERP_{LX}.

- 1 From the Infinium PY main menu select *Master Files*.
- 2 Select *Update Master Files*.
- 3 Select *Update Entity Controls* [UEN]. The system displays the Update Entity Controls screen similar to Figure 19-1.

```

7/07/06 13:37:07      Update Entity Controls      PRGMEN  PRDMEN
Description . . .  INFINIUM SOFTWARE
Next Employee # .  000016231      Next Non-Employee # .  167
Date Format . . .  MDY      Next Pref. Provider#:  20
HR/400 Releas      .3
PY/400 Releas      .3
PA Interface Active?  2 (0, 1, 2)      PL/400 Installed?    1 (0=No 1=Yes)
GL Interface Opt.    0 (0, 1, 2, 3)      Shop Floor Interface? 1 (0=No 1=Yes)
Self Service Installed? 1 (0=No 1=Yes)      Shop Fl. Clock# Used  5
FB/400 Installed?   1 (0=No 1=Yes)      Shop Fl. Cl# Exit Pgm  _____
TR/400 Installed?   1 (0=No 1=Yes)      Last Shop Fl. Clock#  00000158
TM Interface Active? 1 (0=No 1=Yes)
F3=Exit  F10=Access
    
```

Figure 19-1: Update Entity Controls screen

- 4 Type **2** in the *GL Interface Opt.* field to indicate that the Infor ERP_{LX} general ledger system should be used with payroll information for the employers associated with this entity when you close payroll to general ledger.
- 5 Complete the other fields on the screen as you normally would. See the “Setting Up the Entity Control” chapter in the *Infinium PY Guide to Controls* for more information.
- 6 Press Enter.

Specifying the Infor ERP_{LX} General Ledger Interface on the Employer Control

Follow the steps below to set up the employer control for the SSA ERP_{LX} interface. When you set up the employer control for the SSA ERP_{LX} interface, the specified employers can process payroll with SSA ERP_{LX} while other employers in the entity can process payroll with a different general ledger system.

- 1 From the Infinium PY main menu select *Master Files*.
 - 2 Select *Update Master Files*.
 - 3 Select *Update Employer Controls [UCO]*. The system displays the Update Employer Controls prompt screen.
 - 4 Specify the employer. Press Enter. The system displays the first Update Employer Controls screen.
 - 5 Complete the fields on the first Update Employer Controls screen as appropriate and press Enter. The system displays the second Update Employer Controls screen similar to Figure 19-2.
-

7/19/04 13:28:20	Update Employer Controls	PYGNCO	PYDNCO
			Page 2 of 4
Employer . . . :	ZUS	SAMPLE US COMPANY	
<u>Employer Details</u>			
Proof on Cycles .	<u>1</u> (0=No 1=Yes)	Timesheet Alpha .	<u>1</u> (0=No 1=Yes)
Proof on Levels .	<u>0</u> (0=No 1=Yes)	Register Alpha .	<u>1</u> (0=No 1=Yes)
Pay EEs on Leave.	<u>1</u> (0=No 1=Yes)	Updt User Inc/Ded	<u>1</u> (0=No 1=Yes)
Edit Accruals . .	<u>1</u> (0=No 1=Yes)	Prt \$0 Checks . .	<u>2</u> (0->2)
PE Updt Pay Rates	<u>1</u> (0=No 1=Yes)	Tax ID for EE# .	<u>0</u> (0=No 1=Yes)
Date Format . . .	<u>MDY</u>	Check for Dup ID?	<u>2</u> (0->2)
Curr Calendar Mth	<u>12</u>	Curr Calendar Yr.	<u>2003</u>
Excl Accum Hist .	<u>0</u> (0=No 1=Yes)	Self-Adjust FICA.	<u>3</u> (0->3)
<u>General Ledger Information</u>			
Curr.Fiscal Year.	<u>2003</u>	GL Company . . .	<u> </u> +
		Organization. . .	<u> </u> +
Close by ER/LVL .	<u>E</u>	GL Interface Ovr.	<u> </u>
Labor Dist Ledger	<u>S</u>	Cash Disb. Ledger	<u>S</u>
Deductions Ledger	<u>S</u>	Exp. Liab. Ledger	<u>S</u>
Accrued PY Acct .	<u> </u>		<u> </u> +
Labor Exp. Acct .	<u> </u>		<u> </u> +
F3=Exit F4=Prompt F10=Access F12=Previous			

Figure 19-2: Update Employer Controls screen 2

- 6 Type the appropriate company code in the *GL Company* field. The value entered into this field must be a valid Infor ERP_{LX} company.
- 7 Type **2** in the *GL Interface Ovr* field to indicate that the Infor ERP_{LX} general ledger system should be used with payroll information for this employer when you close payroll to general ledger.
- 8 Complete the remaining fields on this screen as appropriate. See the “Setting Up Employer Controls” chapter in the *Infinium PY Guide to Controls*.
- 9 Press Enter. The system displays the third Update Employer Controls screen.
- 10 Complete the fields on this screen as appropriate.
- 11 Press Enter. The system returns to the Update Employers prompt screen.
- 12 Press F3 to exit to the main menu.

Processing Payroll Transactions

Process your payroll transactions as described in the appropriate guides. These include:

- *Infinium PY Guide to Controls*
- *Infinium PY Guide to Processing*
- *Infinium PY Guide to Management Functions*
- *Infinium HR/PY Technical Guide*

Processing Information Specific to the Infor ERP_{LX} Interface

Calculation of Incomes

The system calculates incomes as described in the appropriate guides. The system does not build general ledger account numbers or generate error and warning messages for general ledger information during cycle processing.

Payroll Trial Register

The system prints a message on the trial register if you enter a value into an *Account* field during payroll transaction processing. The system does not use these values when Infor ERP_{LX} is being used.

Closing to General Ledger

The system accesses Infor ERP_{LX} when you use the *Close to General Ledger* function. If a general ledger transaction is not generated due to errors, the detailed payroll record that was being processed is not posted. You can correct the error and rerun the closing process to obtain the transaction that was in error.

Follow the steps below to close to general ledger.

- 1 From the Infinium PY main menu select *Period Ending Operations*.
 - 2 Select *Monthly Functions*.
 - 3 Select *Close to General Ledger [CGL]*. The system displays the Close to General Ledger screen similar to Figure 19-3.
-

```
7/08/03 12:07:20          Close to General Ledger          PYGMEGL  PYDMEGL

Employer . . . .  ____ +
Accounting Year .  ____0
Accounting Month.  ____0

Report Date . . .  ____0

Incl. Unprocessed  ____ (0=No 1=Yes)

INFINIUM GL INTERFACE PROCESSING          BPCS/CEA INTERFACE PROCESSING

Enter Print Selection:                      Cycle Code . . .  ____ +
D=Detail  S=Summary
EE Labor Expense.  _
Cash Disbursement  _
EE Deductions . .  _
ER Liabilities . .  _

Ded. Substitution  _

F3=Exit  F4=Prompt
```

Figure 19-3: Close to General Ledger screen

- 4 Use the information below to complete the fields on this screen.

Employer

Type the code that represents your employer.

Accounting Year

Type the accounting or fiscal year of the data you are closing to general ledger.

Accounting Month

Type the accounting or fiscal month of the data that you are closing to general ledger.

Report Date

Type the date you want to print on the ledger reports. This date is for informational purposes only.

Incl. Unprocessed

Specify whether to generate the Unprocessed GL Transactions report. This report lists all general ledger transactions that have not yet been posted to general ledger for accounting periods prior to the one that you selected.

Valid values are:

- 0** Do not generate the Unprocessed GL Transactions report.
- 1** Generate the Unprocessed GL Transactions report.

Cycle Code

Specify the cycle code for which you are processing records.

Your entry in this field is valid only when the specified employer is using the Infor ERP_{LX} interface to general ledger.

EE Labor Expense
Cash Disbursement
EE Deductions
ER Liabilities

The values that you enter in these fields are not processed when you use the Infor ERP_{LX} General Ledger interface.

Ded. Substitution

The value that you enter in this field is not processed when you use the Infor ERP_{LX} General Ledger interface.

- 5** Press Enter. The system initiates the Infor ERP_{LX} process.
-

Chapter 20 Setting Up and Processing 401(k) Operations

This chapter discusses the setup requirements and processing of 401(k) operations.

The chapter consists of the following topics:

Topic	Page
Overview	20-2
Setting Up Payroll for 401(k) Deductions	20-5
Processing 401(k) Operations	20-25

Overview

Infinium PY provides the ability to generate 401(k) processing information to assist in projecting maximum employee and employer contributions and performing the actual contribution percent (ACP) and average deferral percent (ADP) tests.

Setup

Before you can generate 401(k) information you must perform certain setup tasks including defining:

- Accumulators
- Incomes
- An income reporting group
- Deductions
- A deduction reporting group
- Code values for code type EXC, exclusion

Processing

After you perform the setup tasks, you can perform the following processing activities:

- Update participant information
- Classify employees for testing
- Perform tests: ACP, ADP
- Run reports

Some of the tests and reports that you generate may contain sensitive information. For information that includes sensitive data such as the employee's tax ID, you may need to change the restriction level. If you have the proper authority, you can override the restriction level and specify a higher restriction level for access to the sensitive information.

The appropriate screens include the F7 = Override function key. When you press F7, the system displays the Override Masking Defaults window. If you have the proper level of authority, you can specify an access level that is higher than the default access level.

You use the *Update Entity Controls* function to specify the level of access required to view the sensitive information. You use the *Update User Security* function to associate an access level with an employee.

Processing Overview

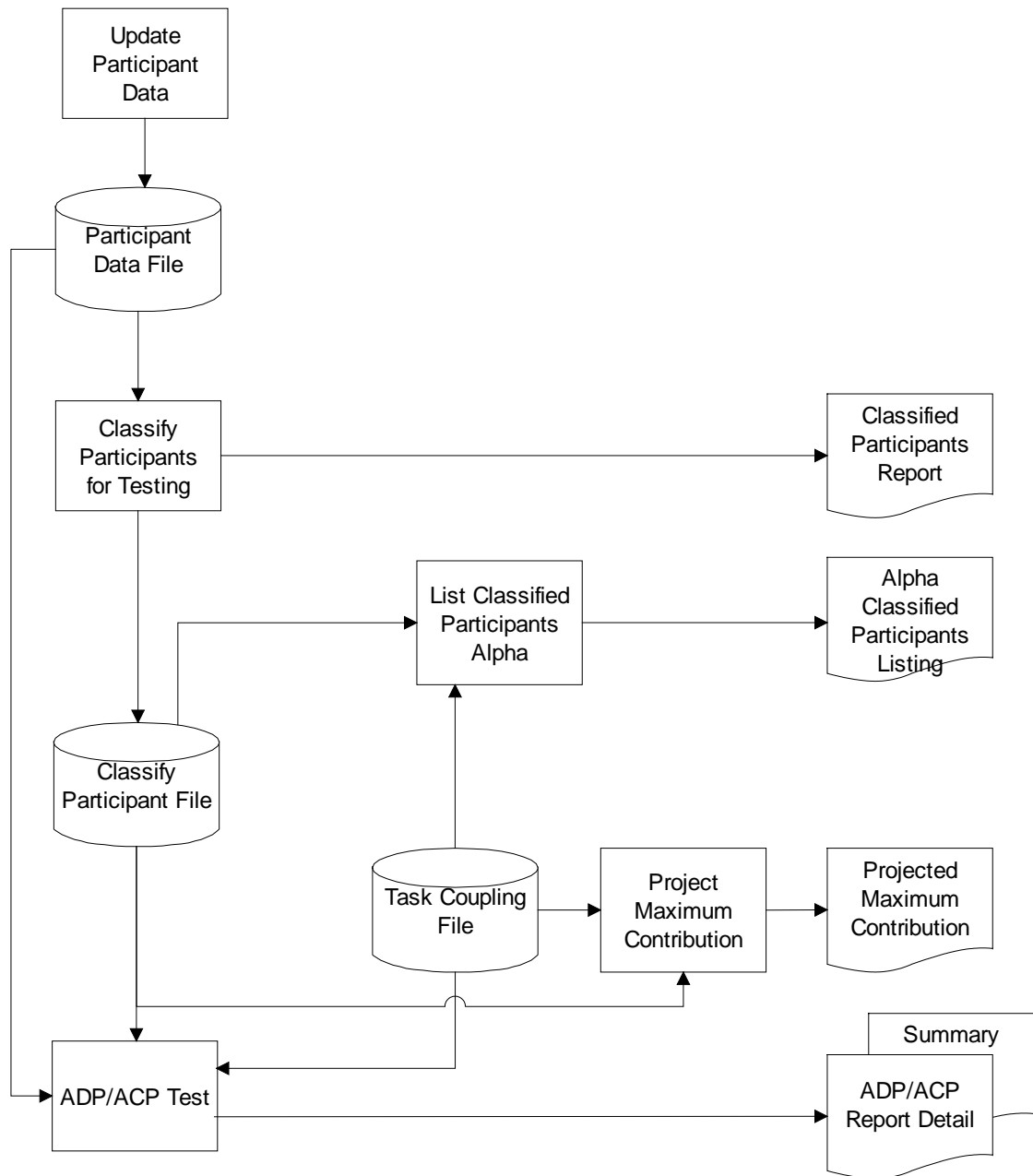


Figure 20-1: Overview of 401(k) Processing

Setting Up Payroll for 401(k) Deductions

Overview

Before processing 401(k) information, you must set up information in Infinium PY including:

- An accumulator
- Income
- An income reporting group
- 401(k) deductions which can be a flat amount or amount extension deduction
- Code values for code type EXC, exclusion

Setting Up a User-defined Accumulator

You must create a user-defined accumulator if the 401(k) deduction is an amount extension deduction and you are excluding specific incomes from the 401(k) calculation.

The Accumulator and the Wage Base

Since certain incomes are eligible for calculating contributions to 401(k) plans, use the accumulator to establish the wage base to calculate contributions to 401(k) plans. To calculate the wage base for 401(k) earnings, you can set up an accumulator called **401K** and include all eligible incomes such as salary, hourly, vacation and sick pay. You can exclude incomes such as fringe or bonus if they are not considered 401(k) eligible compensation. The accumulator captures 401(k) wages during each pay cycle and uses the wage base to perform calculations of employee and employer contributions, which are a percentage of eligible compensation.

Using the Accumulator with Incomes

To include all of the appropriate incomes in an accumulator, you type the accumulator name on the third screen of the income control for each income you want included in the accumulator. You create user-defined accumulators

when you use the *Update Income Controls* function and specify income method **0**.

See the “Setting Up Accumulators and Controls” chapter in the *Infinium PY Guide to Controls* for more information.

Using the Accumulator with an Amount Extension Deduction

If the 401(k) deduction is an amount extension (method 3) deduction, you must assign an accumulator to your 401(k) deduction control on the first Update Deduction Controls screen. During payroll cycle processing the system uses the incomes in the accumulator to calculate the employee and employer 401(k) contributions.

See the “Setting Up Controls for Percentage and Hourly Deductions” chapter in the *Infinium PY Guide to Controls* for more information.

Establishing the Accumulator

Use income method **0** to create an accumulator. To create the accumulator, you specify a code name and a description for the accumulator. You are establishing an empty accumulator for use on an income and deduction control.

Follow the steps below to create an accumulator.

- 1 From the Infinium PY main menu select *Master Files*.
- 2 Select *Update Master Files*.
- 3 Select *Update Income Controls* [UIC] to display the Update Income Controls prompt screen.
- 4 Use the following information to complete this screen:

Employer

Type the value that identifies your employer.

Income

Type up to a five-character value to identify this accumulator, for example, **401K**.

Method

Type **0**.

- 5 Press Enter to display the Update Income Controls screen.
- 6 Type a description for this accumulator, for example **401K**.
- 7 Press Enter to display the Update Income Controls prompt screen.
- 8 Press F3 to exit this option.

See the “Setting Up Accumulators and Controls” chapter in the *Infinium PY Guide to Controls* for more information about accumulators.

Assigning the Accumulator to an Income

If several incomes such as hourly, salary, holiday and sick pay are used for 401(k) calculations, the accumulator used for 401(k) processing must be assigned to each of those incomes. Follow the steps below to assign the 401(k) accumulator to the salary income.

- 1 From the Infinium PY main menu select *Master Files*.
 - 2 Select *Update Master Files*.
 - 3 Select *Update Income Controls* [UIC] to display the Update Income Controls prompt screen.
 - 4 Specify the employer and the income, for example **SAL** for salary, and press Enter to display the first Update Income Controls screen.
 - 5 Complete the fields on this screen and press Enter to display the second Update Income Controls screen.
 - 6 Complete the fields on this screen and press Enter to display the third Update Income Controls screen similar to Figure 20-2.
-

```

3/01/04 09:34:39      Update Income Controls      PYGMIC      PYDMIC
                                           Page 3 of 4
Employer . . . . : ZUS  SAMPLE US COMPANY
Income . . . . . : SAL
Method . . . . . : 3 - Amount Extension

```

A c c u m u l a t o r C o n t r o l s							
Accum. Code	+/-H/A Op.Op.	Maximum Amount	Accumulator Percentage	Accum. Code	+/-H/A Op.Op.	Maximum Amount	Accumulator Percentage
BTX	+ + -	.00	.0000		+ - -	.00	.0000
BTXG	+ + -	.00	.0000		+ - -	.00	.0000
BTXK	+ + -	.00	.0000		+ - -	.00	.0000
BTXKG	+ + -	.00	.0000		+ - -	.00	.0000
BGROS	+ + -	.00	.0000		+ - -	.00	.0000
401K	+ + -	.00	.0000		+ - -	.00	.0000
BDSPE	+ + -	.00	.0000		+ - -	.00	.0000
	+ - -	.00	.0000		+ - -	.00	.0000
	+ - -	.00	.0000		+ - -	.00	.0000
	+ - -	.00	.0000		+ - -	.00	.0000
	+ - -	.00	.0000		+ - -	.00	.0000
	+ - -	.00	.0000		+ - -	.00	.0000
	+ - -	.00	.0000		+ - -	.00	.0000

F3=Exit F4=Prompt F10=Access F12=Previous F22=Delete

Figure 20-2: Update Income Controls screen

- 7 Type **401K** in the *Accum. Code* field.
- 8 Type **+** in the *Op* field.
- 9 You can specify the maximum amount to be accumulated for this income in the *Maximum Amount* field or the percentage of the income to be accumulated in the *Accumulator Percentage* field, or you can leave these fields blank.
- 10 Press Enter to display the fourth Update Income Controls screen.
- 11 Complete the fields on this screen as you normally would and press Enter to save your changes and return to the Update Income Controls prompt screen.
- 12 Repeat steps 4 through 11 to associate another accumulator with this income.

See the “Setting Up Controls for Incomes” chapter in the *Infinium PY Guide to Controls* for more information about working with the *Update Income Controls* function.

Income Reporting Group

You need an income reporting group that contains the incomes included in 401(k) compensation. The system uses the income information from the income reporting group for discrimination testing and for extracting appropriate 401(k) information from the system.

Follow the steps below to set up an income reporting group.

- 1 Assign a code value to the IRG (income reporting group) code type.
- 2 Assign incomes to the appropriate IRG code type.

Defining an IRG Code Value

Follow the steps below to set up an income reporting group code value.

- 1 From the Infinium PY main menu select *Master Files*.
 - 2 Select *Update Master Files*.
 - 3 Select *Update Employer Codes [UCD]*. The system displays the Update Employer Codes prompt screen.
 - 4 Specify the employer, type **IRG** in the *Code Type* field and type the code value to be used for the income reporting group, for example **401KD**. Press Enter. The system displays the Update Employer Codes screen similar to Figure 20-3.
-

```

10/10/03  16:41:22      Update Employer Codes      PRGMCD  PRDMCD
-----
Employer . . . . . : ZUS  SAMPLE US COMPANY
Code type . . . . . : IRG  INCOME REPORTING GROUP
Code value . . . . . : 401KD
Description . . . . . _____
Active/Inactive . . . 0      (0=Act./1=Inact)

-----
F3=Exit  F4=Prompt  F10=QuikAccess  F12=Cancel  F24=More keys

```

Figure 20-3: Update Employer Codes screen

- 5 Type a description of the code value such as **401K Discrimination Tests** and press Enter.

See the “Setting Up and Maintaining Employer Code Values” chapter in the *Infinium PY Guide to Controls* for more information about working with the *Update Employer Codes* function.

Assigning Incomes to an Income Reporting Group

Follow the steps below to set up an income reporting group.

- 1 From the Infinium PY main menu select *Master Files*.
- 2 Select *Update Master Files*.
- 3 Select *Update Income Reporting Group [UIRG]*. The system displays the Update Income Reporting Groups prompt screen.
- 4 Complete the *Employer* field, type the code value for the *Inc. Report Group* field such as **401KD**, and press Enter. The system displays the Update Income Reporting Groups screen similar to Figure 20-4.

```

10/10/03 16:47:22      Update Income Reporting Groups      PYGMIR      PYDMIR

Employer . . . : ZUS      SAMPLE US COMPANY
Reporting Group : 401KD    401K DISCRIMINATION TESTS

X=Include
Option  Employer  Group      Income Code
=       ZUS       401KD     *EIC      EARNED INC. CREDIT
-       ZUS       401KD     *F0IN     LIFE INS IMP INC.
-       ZUS       401KD     *FCAR     AUTO IMPUTED INC.
-       ZUS       401KD     *FMED     MEDICAL INS PREM
-       ZUS       401KD     *FTIP     TIP COMPLIANCE INC
-       ZUS       401KD     *TIPC     TIP CREDIT
-       ZUS       401KD     *TIPS     REPORTED TIPS
-       ZUS       401KD     *TOKE     TOKE EARNINGS
X       ZUS       401KD     ADJS      SALARY ADJUSTMENT
-       ZUS       401KD     AWC15     AVG WAGE OT 1.5
-       ZUS       401KD     AWC20     AVG WAGE OT 2.0
X       ZUS       401KD     BONUS     BONUS
-       ZUS       401KD     CBACK     CASH BACK - FLEX
-       ZUS       401KD     COMM      COMMISSIONS
+

F3=Exit  F10=Access

```

Figure 20-4: Update Income Reporting Groups screen

- 5 Type **X** next to each income to be included in the income reporting group and press Enter.

See the “Setting Up Controls for Incomes” chapter in the *Infinium PY Guide to Controls* for more information about working with the *Update Income Controls* function.

Setting Up a Deduction with the Accumulator

Follow the steps below to create a deduction control for 401(k) processing by using the amount extension deduction method.

- 1 From the Infinium PY main menu select *Master Files*.
- 2 Select *Update Master Files*.
- 3 Select *Update Deduction Controls* [UDC]. The system displays the screen shown in Figure 20-5.

```
10/13/03 10:41:57      Update Deduction Controls      PYGMDC      PYDMDC

Employer . . . .  ==  +
Deduction . . . .  ____  +
Method . . . . .  _

F3=Exit  F4=Prompt  F10=Access
```

Figure 20-5: Update Deduction Controls prompt screen

- 4 Use the following information to complete this screen.

Employer

Type the value that identifies your employer.

Deduction

Type up to a five-character value to identify this deduction.

Method

Type **3** to create a deduction control using the amount extension method.

- 5 Press Enter. The system displays the screen shown in Figure 20-6.

```

6/26/12 19:03:11      Update Deduction Controls      PYGMDC      PYDMDC
                                                    Page 1 of 4
Employer . . . . : ZUS  SAMPLE US COMPANY
Deduction . . . . : 401KB
Method . . . . . : 3 Amount Extension  EE/ER Limit Type.  _
Description . . . : EE SAVINGS PLAN BW  EE/ER Limit Amt .  _____
Priority . . . . . : 1200                Starting Date . .  _____
Summ. Code . . . . : 30 +                Ending Date . . .  _____
Frequency . . . . . : 8                  Must Take . . . . 0 (0, 1, 2, 3)
Accumulator . . . . : B401 +            Limit Group . . . 401K +

      Employee Data
Deduction Type . . 4                    Direct Deposit . . 0 (0=No 1=Yes)
Limit Type . . . . 3                    Limit Amount . . . 765,434,564.00
Arrears Type . . . 1                    Arrears Recovery. 1
Arrears Amount . . 123456787.13        Arrears Percent . . . .0000
Deduction Basis . . -                    Deduction Matrix.  _____ +
Deduction Amount. 100000000.12        Matrix Column . .  _____ +
Deduction Factor.  _____          Matrix Row . . . .  _____ +
Extension % . . . . _____          W2 Code . . . . . -
Payables related. 0 (0=No 1=Yes)        401K-Pro ER/Lim?. 1 (0, 1, 2)
Allow Pay Msg? . . 0 (0=No 1=Yes)      401K-Pro ER Arr?. 1 (0, 1, 2)
Deduction Account 001-***-***-3200-100 +
F3=Exit F10=Access F12=Previous F22=Delete
    
```

Figure 20-6: Update Deduction Controls screen 1

- 6 To complete the information on this screen you can refer to detailed deduction control field descriptions contained in the “Setting Up Controls for Percentage and Hourly Deductions” chapter in the *Infinium PY Guide to Controls*.

The information below describes how to complete certain fields on this screen that you use for 401(k) plan deductions.

EE/ER Limit Type

Specify whether to activate combined employer and employee limits on deductions. Valid values:

- 3** Annual limit. The system takes the deduction until the year-to-date amount reaches the limit amount. The system resets the limit totals when you use the *Close Employer for Calendar Year* function.

- Blank** Leave this field blank if you are not using combined employer and employee limit processing.

EE/ER Limit Amt

Type the employer and employee combined limit amount for this deduction.

Priority

Type a value that is lower (a higher priority) than that assigned to the tax deductions affected by this deduction. For example, if you specify a priority of **500** for your *FWT deduction, you must type a value of **499** or less for the system to reduce wages in the tax deduction's accumulator by the amount of the 401(k) deduction.

Accumulator

Type a value that identifies the accumulator that contains incomes subject to the 401(k) deduction. During cycle processing, the system multiplies the dollar amount in each employee's accumulator by an extension percentage.

Deduction Type

The value you type in this field determines which fields the system displays on the employee's deduction authorization record.

Valid values are:

- 2** Savings deduction. The system displays a screen for savings plan information.
- 4** Fund split. The system displays a screen that allows you to track employee investment choices associated with savings plan deductions such as 401(k), 403(b) or RPP.
- Blank** Other. The system displays a screen for generic deduction information.

Limit Group

Type the value that identifies a group of deductions that are subject to a shared limit. If your employer offers more than one 401(k) plan, the system must combine the employee's contributions to all plans to determine when the employee has reached the annual limit.

You define values for this field by using code type **DRG**; you use the *Update Deduction Reporting Groups* function to associate deductions with the group.

Limit Amount

Type the total amount that the system can withhold from employees for deductions in the specified limit group. If you leave the *Limit Group* field blank, the system applies this limit to only the deduction you are defining.

Limit Type

For 401(k) plans subject to an annual employee contribution limit, type **3**.

Arrears Type

Specify the value that identifies the method to be used for arrears processing of 401(k) deductions. Select the appropriate value.

- 0** Do not allow arrears processing for this deduction. If a check does not contain enough money for the full deduction, the system does not take this deduction.
- 1** Allow arrears processing for this deduction. If the system cannot take this deduction, it places the entire amount of the deduction in arrears.
- 2** Do not allow arrears processing for this deduction. The system takes the deduction to the extent possible.
- 3** Allow arrears processing for this deduction. The system takes as much of the deduction as possible and places the remainder in arrears.

Arrears types **0** and **1** are not valid when *Must Take* is **3**.

Arrears types **2** and **3** are not valid for renewable limit deduction types.

Extension %

If most or all employees contribute at the same rate, type the default percentage for the employee's contribution. For example, type **100** for 100% or **50** for 50%. To calculate the employee deduction amount, the system multiplies the amount in the accumulator specified on this screen by this percentage.

You normally store this percentage on the employee's deduction authorization record. The *Benefits Administration* function in Infinium HR feeds employee and employer percentages directly to the deduction authorization records of employees who enroll in the savings plan.

401K Pro ER/Lim?

Use this field to indicate that you want to change the employer amount of a 401(k) deduction to match any reductions in the employee amount when the employee reaches a limit.

Valid values are:

- 1 Force the employer amount to zero when the employee amount goes to zero due to limits, and reduce the wage base if the income limit is reached.
- 2 Prorate the employer amount to maintain the starting relationship with the employee amount.

401K Pro ER/Arr?

Use this field to indicate that you want to change the employer amount of a 401(k) deduction to match any changes in the employee amount due to arrears processing.

Valid values are:

- 1 Force the employer amount to zero when the employee amount goes to zero due to arrears processing.
- 2 Prorate the employer amount to maintain the starting relationship with the employee amount, when arrears are recovered.

7 Press Enter when you have completed all the necessary fields on this screen. The system displays the screen shown in Figure 20-7.

```

6/26/12 19:03:48          Update Deduction Controls          PYGMDC  PYDMDC
                                                                    Page 2 of 4
Employer . . . . : ZUS  SAMPLE US COMPANY
Deduction . . . . : 401KB  EE SAVINGS PLAN BW
Method . . . . . : 3  Amount Extension

Special Reports                      Level Restrictions
Cycle Report . . . . . +          Area . . . . . +
Monthly Report . . DM002 +      Division . . . . . +
Quarterly Report . . . . . +      Department . . . . . +
Annual Report . . . . . +         Cost Centr . . . . . +
On Demand Report . . . . . +
                                     Exclude From GL Accrual A (A,X,C,N)

Employer Data
Limit Type . . . . 3            Income Limit Group . . . . . +
Employer Limit . . 34,567,890.34 Use *FWT for Income. 1 (0=No 1=Yes)
Employer Amount . . . . .        Income Limit Amount. 999,546,543.99
Extension % . . . . .           Income Limit Type . 3
Employer Tax ID . . . . .
Debit Account . . . 001-***-***-2200-001 +
Credit Account . . . 001-***-***-3200-001 +

F3=Exit  F4=Prompt  F10=Access  F12=Previous
    
```

Figure 20-7: Update Deduction Controls screen 2

- 8 To complete the information on this screen, refer to detailed deduction control field descriptions contained in the “Setting Up Controls for Percentage and Hourly Deductions” chapter of the *Infinium PY Guide to Controls*.

Employer Limit

Leave this field blank to direct the system to stop the employer contribution to a 401(k) plan when the employee’s contributions have reached the specified limit.

Extension %

If the employer contribution for most or all employees is the same, type a percentage in the *Extension %* field. To calculate the employer deduction amount, the system multiplies the wage amount in the accumulator specified on the Update Deduction Controls screen 1 by this percentage.

You normally store this percentage on the employee’s deduction authorization record. The *Benefits Administration* function in Infinium HR feeds employer and employee percentages directly to the deduction authorization records of employees who enroll in the savings plan.

*Income Limit Group, Use *FWT for Income, Income Limit Amount, Income Limit Type*

Refer to the “Setting Up Controls for Percentage and Hourly Deductions” chapter in the *Infinium PY Guide to Controls* for detailed information on how to use these fields to stop the employer and employee deduction contributions when the employee’s earnings reach a specified limit.

For 401(k) plans, you can use these fields to stop the employer contribution to the plan when the employee’s annual compensation reaches the statutory limit.

- 9 Press Enter. The system displays the Update Deduction Controls screen 3 similar to Figure 20-8.
-


```

10/13/03  10:47:20      Update Fund Allocation Controls      PYGMDC4      PYDMDC4

Employer. . . . : ZUS      SAMPLE US COMPANY
Deduction . . . : 401KB    EE SAVINGS PLAN BW

Fund Description                Default      Default
                                Employee %   Employer %
COMPANY STOCK                   50          50
LONG TERM FIXED IN              50          50
_____                        _____
_____                        _____
_____                        _____
_____                        _____
_____                        _____
_____                        _____
_____                        _____
_____                        _____
_____                        _____
_____                        _____
_____                        _____

F3=Exit  F5=Unlock  F10=Access
    
```

Figure 20-9: Update Fund Allocation Controls screen

13 Use the following information to complete this screen:

Fund Description

Type the names of the investment choices associated with the 401(k) plan you are defining. After you define these choices and press Enter to save your deduction control, the system does not let you update these descriptions in the same way that you normally update other fields.

To update your fund descriptions after you define them, you must press F5 on this screen to unlock the original fund descriptions. You can then make changes to them or delete them. When you change or delete a fund description, you must press F21 to override the warning message the system displays at the bottom of this screen.

The system displays these fund descriptions on the deduction records of employees whom you authorize to the 401(k) plan deduction. It also displays these descriptions in a pop-up window on the Employee Benefit Enrollment screen in Infinium HR when you enroll an employee in a 401(k) plan that is associated with the Infinium PY 401(k) plan deduction.

Entering Contribution Percentages

You use the *Default Employee %* and *Default Employer %* fields to specify a typical allocation among investment choices for employee and employer contributions to a 401(k) plan. The percentages you specify are the default in

each employee's record when you authorize the employee to the 401(k) plan deduction or when you enroll the employee in the corresponding 401(k) plan by using the *Update Employee Enrollments* function in Infinium HR. You can override these percentages on each employee's deduction authorization record or benefit enrollment record. The percentages you enter for the employee and employer must each total 100.

For example, you offer five investment choices in your 401(k) plan including company stock and a mutual fund. If most employees specify that 50% of their contribution and 50% of the employer matching contribution should be invested in company stock and the other half of each should be invested in the mutual fund, type **50** adjacent to each description for both the employee and employer.

You can use the *Calculate Fund Allocations* option within the *401K Operations* function to print a report of the dollar amounts the employee and employer contribute to the selected investments. The system uses the year-to-date information in the employee's deduction record and the percentage to determine the total employee and employer contributions to the 401(k) plan, and then uses the employee and employer percentages to compute the amount of money allocated to each investment choice.

Default Employee %

Specify a typical allocation of employee contributions to the 401(k) plan. You can enter a percentage value adjacent to one or more of the fund descriptions. The employee percentages you enter must total 100.

Default Employer %

Specify a typical allocation of employer contributions to the 401(k) plan. You can enter a percentage value adjacent to one or more of the fund descriptions. The employer percentages you enter must total 100.

- 14 Press Enter. The system displays the fourth Deduction Control screen. Complete this screen as you normally would.
 - 15 Press Enter. The system returns you to the Update Deduction Controls prompt screen.
 - 16 Press F3 to exit this option.
-

Setting Up a Deduction Reporting Group

You need a deduction reporting group to project maximum employee contributions. The deduction reporting group includes the employees who are included in 401(k) compensation. Set up a deduction reporting group by:

- 1 Assigning a code value to the DRG (deduction reporting group) code type.
- 2 Assigning deductions to the appropriate DRG code type.

Defining a DRG Code Value

Follow the steps below to set up an income reporting group code value.

- 1 From the Infinium PY main menu select *Master Files*.
 - 2 Select *Update Master Files*.
 - 3 Select *Update Employer Codes [UCD]*. The system displays the Update Employer Codes prompt screen.
 - 4 Specify the employer, type **DRG** in the *Code Type* field and type the code value to be used for the income reporting group, for example **401K**. Press Enter. The system displays the Update Employer Codes screen similar to Figure 20-10.
-

```

10/13/03  11:00:58      Update Employer Codes      PRGMCD  PRDMCD
-----
Employer . . . . . : ZUS  SAMPLE US COMPANY
Code type . . . . . : DRG  DEDUCTION REPORTING GROUP
Code value . . . . . : 401K
Description . . . . . : 401K LIMIT GROUP

Active/Inactive . . . 0      (0=Act./1=Inact)

-----
F3=Exit  F4=Prompt  F10=QuikAccess  F12=Cancel  F24=More keys

```

Figure 20-10: Update Employer Codes screen

- 5 Type a description of the code value such as **401K Limit Group** and press Enter.

See the “Setting Up and Maintaining Employer Code Values” chapter in the *Infinium PY Guide to Controls* for more information about working with the *Update Employer Codes* function.

Assigning Deductions to a Deduction Reporting Group

Follow the steps below to set up a deduction reporting group.

- 1 From the Infinium PY main menu select *Master Files*.
- 2 Select *Update Master Files*.
- 3 Select *Update Deduction Reporting Group [UDRG]*. The system displays the Update Deduction Reporting Groups prompt screen.
- 4 Complete the *Employer* field, type the code value for the *Ded. Report Group* field such as **401K** and press Enter. The system displays the Update Deduction Reporting Groups screen similar to Figure 20-11.

```

10/13/03 11:08:00 Update Deduction Reporting Group PYGMDR PYDMDR

Employer . . . : ZUS SAMPLE US COMPANY
Ded. Report Group 401K 401K LIMIT GROUP

X=Include
Option Employer Group Deduction Code
  X ZUS 401K 401KB EE SAVINGS PLAN BW
  X ZUS 401K 401KW EE SAVINGS PLAN WK

F3=Exit F10=Access

```

Figure 20-11: Update Deduction Reporting Group screen

- 5 Type **X** next to each deduction to be included in the deduction reporting group and press Enter.

Assigning Code Values for Exclusion Codes

You must assign code values to code type EXC, exclusion codes. When you use the *Update Participant Data* function, the system uses the exclusion codes to identify exceptions to the general employee population. The exclusion codes are defined by the IRS.

Follow the steps below to assign code values for exclusion groups.

- 1 From the Infinium PY main menu select *Master Files*.
- 2 Select *Update Master Files*.
- 3 Select *Update Employer Codes [UCD]*. The system displays the Update Employer Codes prompt screen.
- 4 Specify the employer, type **EXC** in the *Code Type* field and type the code value such as **A** to be used for the exclusion code. Valid IRS codes are:

A Employees under age 21

- B** Employees who complete fewer than six months of service
- C** Employees who work fewer than 17.5 hours per week
- D** Employees who work fewer than six months per year (seasonal employees)
- E** Employees who are in a collective bargaining unit
- F** Non-resident alien

5 Press Enter. The system displays the Update Employer Codes screen similar to Figure 20-12.

```

10/13/03  12:11:59      Update Employer Codes      PRGMCD  PRDMCD
-----
Employer . . . . . : ZUS  SAMPLE US COMPANY
Code type . . . . . : EXC  EXCLUSION CODE
Code value . . . . . : A
Description . .      -          _____

Active/Inactive . . . @      (0=Act./1=Inact)

-----
F3=Exit  F4=Prompt  F10=QuikAccess  F12=Cancel  F24=More keys
    
```

Figure 20-12: Update Employer Codes screen

6 Type a description of the code value such as **EMPLOYEES UNDER AGE 21** and press Enter.

Processing 401(k) Operations

Use the *401(k) Operations* functions to complete the activities listed below.

- Update participant information
- Display participant information
- List participant information
- Classify participants for testing
- List classified participants - alphabetically
- Perform tests
 - Actual Contribution Percent (ACP)
 - Average Deferral Percentage Test (ADP)
- Extract 401(k) data
- Generate 401(k) deduction group balances
- Project maximum contributions
- Calculate fund allocations

Updating Participant Information

Use the *Update Participant Data* function to update 401(k) participant information and identify exceptions to the general population before classifying employees.

The exceptions are:

- Highly compensated employees if the income was not entered into Infinium PY
- The employee who is a five-percent owner
- The employee who is the company officer
- Employees associated with an exclusion code
- Employees who are related to a highly compensated employee or officer

The system estimates current year compensation for all employees when you use the *Classify Participants for Tests* function.

Follow the steps below to update participant information.

- 1 From the Infinium PY main menu select *401K Operations*.
- 2 Select *Update 401K Data*.
- 3 Select *Update Participant Data [UPI]*. The system displays the Update Participant Data prompt screen similar to Figure 20-13.

```
10/13/03 16:19:26      Update Participant Data      PYGMPD      PYDMPD
Employer . . . .  _  +
Employee . . . .  _____ + -or- Last Name . . . .  _____ +

F3=Exit  F4=Prompt  F10=Access
```

Figure 20-13: Update Participant Data prompt screen

- 4 Complete the *Employer* and *Employee* or *Last Name* fields and press Enter. The system displays the Update Participant Data screen similar to Figure 20-14.
-

```

10/13/03 16:21:48      Update Participant Data      PYGMPD      PYDMPD

Employer . . . : ZUS      SAMPLE US COMPANY

Employee . . . :      80005      ACCURATE,ALAN N

Compensation
-----
Current Year . .  _____      Prior Year . . .  _____

5% Owner Curr. Yr  0  (0=No 1=Yes)
5% Owner Prior Yr  0  (0=No 1=Yes)

Company Officer?.  0  (0=No 1=Yes)
Exclusion Code .   _  +

Family Aggregation
-----
Related to ER . .  ___  +
Related to EE . .  _____  +
Related to Name .  _____  +

F3=Exit  F4=Prompt  F10=Access  F12=Previous  F22=Delete

```

Figure 20-14: Update Participant Data screen

On this screen, you can:

- Update participant data by completing the fields on the screen and pressing Enter
 - Delete participant data by pressing F22
- 5 Use the information below to complete the fields on this screen.

Current Year

Type the employee's compensation for the current year if the wages were not entered into Infinium PY for this period.

Prior Year

Type the employee's compensation for the prior year if the wages were not entered into Infinium PY for this period.

5% Owner Curr Yr

Specify yes if the employee is a five-percent owner of the company in the current year. Otherwise, specify no.

5% Owner Prior Yr

Specify yes if the employee was a five-percent owner of the company in the prior year. Otherwise, specify no.

Company Officer

Specify yes if the employee is an officer of the company. Otherwise, specify no.

Exclusion Code

Specify the exclusion code value associated with this employee. Otherwise, leave blank.

Valid values are:

- A** Employees under age 21; associate employees with exclusion code A to exclude them regardless of their age on the basic data record. Using this code here is optional as the system automatically excludes employees whose age at the end of the test year is less than the age you enter in the *Age* field on the Classify Participants for Tests screen.
- B** Employees who complete fewer than six months of service
- C** Employees who work fewer than 17.5 hours per week. Using this code here is optional as the system automatically excludes employees whose scheduled weekly hours are fewer than the number of hours you enter in the *Hours Per Week* field on the Classify Participants for Tests screen.
- D** Employees who work fewer than six months per year (seasonal employees)
- E** Employees who are in a collective bargaining unit
- F** Non-resident alien

Related to ER

If this employee is related to a highly compensated employee, specify the highly compensated employee's employer.

Related to EE

If this employee is related to a highly compensated employee, specify the highly compensated employee's employee number.

Related to Name

If the employee is related to a highly compensated employee, type the highly compensated employee's name.

- 6 Press Enter. The system saves the employee information and returns you to the Update Participant Data prompt screen.
- 7 Enter another employee's participant information or press F3 to return to the main menu.

Displaying Participant Information

After you use the *Update Participant Data* function to enter information, you can display that information by using the *Display Participant Data* function.

Follow the steps below to display an employee's 401(k) information.

- 1 From the Infinium PY main menu select *401K Operations*.
 - 2 Select *Display 401K Data*.
 - 3 Select *Display Participant Data [DPI]*. The system displays the Display Participant Information prompt screen.
 - 4 Complete the *Employer* and *Employee* or *Last Name* fields.
 - 5 Press Enter. The system displays the Display Participant Information screen similar to Figure 20-15.
-

```

2/16/04 17:06:32  Classify Participants for Tests  PYG4K50  PYD4K50

Employer . . . . . ZUS +      -or-  Employer Group . . . . . +
Test Year . . . . . 2003      Income Group. . . . . 401KD +

Number of Pay Periods YTD
Weekly . . . . . 40      Semimonthly . . . . . 20
Biweekly . . . . . 20      Monthly . . . . . 10

Compensation      Current      Compensation      Prior
Earnings . . . . . 100,000      Earnings . . . . . 95,000

Exclude From Test
Age . . . . . 0      All Unions? . . . . . 1 (0=No 1=Yes)
Months of Service 0      Union Code 1 . . . . . +
Months Per Year . . . . .      Union Code 2 . . . . . +
Hours Per Week . . . . . .0      Union Code 3 . . . . . +
Non-Res. Alien? . . . . . 1 (0=No 1=Yes)      Union Code 4 . . . . . +

F3=Exit  F4=Prompt  F10=Access
    
```

Figure 20-15: Display Participant Information screen

Listing Participant Data

Use the *List Participant Data* function to generate a printed, alphabetical list of 401(k) participants.

- 1 From the Infinium PY main menu select *401K Operations*.
- 2 Select *List 401K Data*.
- 3 Select *List Participants Data* [LPI]. The system displays the List Participant Data screen.
- 4 Specify the employer or employer group for whom you are generating the report.
- 5 Press Enter. The system generates the report and returns you to the main menu.

Classifying Participants for Testing

You must classify participants to be sure that the projections are current before you use the *Project Maximum Contributions*, *Average Deferral Percent (ADP)* and *Actual Contribution Percent (ACP)* functions. Use the *Classify Participants for Tests* function to classify employees as highly compensated, non-highly compensated or excluded from 401(k) testing.

Caution: To calculate current year compensation, you must process a minimum of one payroll cycle before you use the *Classify Participants for Tests* function.

The system uses information in the income reporting group by adding all of the employee incomes for those in the group and multiplying the total by the number of pay periods.

The system retrieves the pay frequency from the employee's basic data record to determine the number of pay periods. The system then determines the number of pay periods year-to-date that have been processed by using the information in the number of pay periods year-to-date fields on the *Classify Participants for Testing* screen. The system calculates compensation on a calendar year basis.

Follow the steps below to classify participants for testing.

- 1 From the Infinium PY main menu select *401K Operations*.
 - 2 Select *Update 401K Data*.
 - 3 Select *Classify Participants for Tests* [CPT]. The system displays the *Classify Participants for Tests* screen similar to Figure 20-16.
-

```

2/16/04 17:06:32  Classify Participants for Tests  PYG4K50  PYD4K50

Employer . . . . . ZUS +      -or-  Employer Group . . . . . +
Test Year . . . . . 2003      Income Group . . . . . 401KD +

Number of Pay Periods YTD
Weekly . . . . . 40           Semimonthly . . . . . 20
Biweekly . . . . . 20        Monthly . . . . . 10

Compensation      Current      Compensation      Prior
Earnings . . . . . 00         Earnings . . . . . 00

Exclude From Test
Age . . . . . 0           All Unions? . . . . . 1 (0=No 1=Yes)
Months of Service 0           Union Code 1 . . . . . +
Months Per Year . . . . . Union Code 2 . . . . . +
Hours Per Week . . . . . 0   Union Code 3 . . . . . +
Non-Res. Alien? . 1 (0=No 1=Yes) Union Code 4 . . . . . +

F3=Exit  F4=Prompt  F10=Access
    
```

Figure 20-16: Classify Participants for Tests screen

4 Use the information below to complete the fields on this screen.

Employer or Employer Group

Specify the employer or employer group for whom you are classifying participants for testing.

Test Year

Type the year for which you are classifying participants for testing.

Income Group

Specify the income group associated with the participants you are classifying for testing.

Weekly

Type the number of weekly pay periods paid year to date.

Semimonthly

Type the number of semi-monthly pay periods paid year to date.

Biweekly

Type the number of biweekly pay periods paid year to date.

Monthly

Type the number of monthly pay periods paid year to date.

Earnings Current

Type the current year earnings for highly compensated employees. This amount is used to identify highly compensated employees in the current year.

Earnings Prior

Type the prior year earnings for highly compensated employees. This amount is used to identify highly compensated employees in the prior year.

Age

Type the minimum age for participants to be excluded from 401(k) testing. The system excludes employees whose age at the end of the test year is less than this age. The system bases the employee's age on the date of birth on the employee's basic data record. If you associate employees with exclusion code A on the Update Participant Data screen, the system excludes the employees from testing regardless of their age on the basic data record.

All Unions?

Specify yes if employees in all unions should be excluded from 401(k) testing.

Months of Service

Type the minimum number of months of employment to be used to exclude employees from the ADP or ACP tests. Only employees for whom you specify exclusion code B (months of service) in the *Exclusion Code* field on the Update Participant Data screen are excluded for months of service.

Union Code 1

Specify the first union to be excluded from the ADP or ACP tests.

Months Per Year

Type the minimum number of months worked per year to be used to determine if an employee should be excluded from 401(k) testing. Only employees for whom you specify exclusion code D (months per year) in the *Exclusion Code* field on the Update Participant Data screen are excluded as seasonal employees.

Union Code 2

Specify the second union to be excluded from the ADP or ACP tests.

Hours Per Week

Type the minimum number of scheduled weekly hours to exclude from 401(k) tests. The data in the regular hours and scheduled periods fields on the employee basic data record are used for this calculation. Employees for whom you specify exclusion code C (hours per week) in the *Exclusion Code* field on the Update Participant Data screen or employees whose scheduled weekly hours are fewer than the number of hours specified here are excluded from testing.

Union Code 3

Specify the third union to be excluded from the ADP or ACP tests.

Non-Res. Alien?

Specify yes to exclude non-resident aliens from the ADP or ACP tests. You must associate non-resident aliens with exclusion code F.

Union Code 4

Specify the fourth union to be excluded from the ADP or ACP tests.

Listing Classified Participants

Use the *List Classified Participants – Alpha* function to generate a printed, alphabetical list of classified 401(k) participants.

Follow the steps below to generate the classified participants report.

- 1 From the Infinium PY main menu select *401K Operations*.
 - 2 Select *List 401K Data*.
 - 3 Select *List Classified Participants [LCPA]*. The system displays the Classified Participants screen.
 - 4 Specify the employer or employer group for whom you are generating the report.
 - 5 Press Enter. The system generates the report and returns you to the main menu.
-

Generating the Actual Contribution Percent (ACP)

Use the *Actual Contribution Percent (ACP)* function to provide the actual percentage contributed by employees in the specified deduction group. The system uses information in the summarized deduction history file, PYPDQ, for the ACP calculations. You use the ACP test when using employee contributions and employer matching contributions to determine if the requirements of a qualified plan are satisfied.

To satisfy requirements, you determine the ACP by calculating the actual contribution ratio and the average actual contribution ratio for highly compensated employees and employees in the general population.

The ACP for highly compensated employees may not exceed certain defined limits. Check the IRS regulations for limit information.

ACP processing identifies the following:

- Employees to be included in the tests
- Employees who are highly compensated
- Employees who are not highly compensated
- Criteria to be used for determining compensation

ACP processing calculates the following:

- The actual deferral ratio
- The ACP test
- The ADP test

Follow the steps below to generate ACP statistics.

- 1 From the Infinium PY main menu select *401K Operations*.
 - 2 Select *List 401K Data*.
 - 3 Select *Actual Contribution Percent (ACP) [ACP]*. The system displays the Actual Contribution Percent (ACP) screen similar to Figure 20-17.
-

Number of Pay Periods YTD			
Weekly	52	Semimonthly	24
Biweekly	26	Monthly	12

Figure 20-17: Actual Contribution Percent (ACP) screen

- 4 Use the information below to complete the fields on this screen.

Employer or Employer Group

Specify the employer or employer group for whom you are performing the ACP test.

Test Year

This is the test year you specified when you used the *Classify Participants for Tests* function.

Deduction Group

Specify the deduction reporting group for which you are running the test. Leave blank to include all deduction reporting groups.

Income Limit

Type the indexed income limit to be used for ADP or ACP ratio calculations.

Print detail?

Specify yes to include employee details on the report. Specify no to print only summary information on the report.

Weekly

This is the number of weekly pay periods paid year to date.

Semimonthly

This is the number of semimonthly pay periods paid year to date.

Biweekly

This is the number of biweekly pay periods paid year to date.

Monthly

This is the number of monthly pay periods paid year to date.

- 5 Press Enter. The system generates the actual percentage compensation (ACP) report and returns you to the Infinium PY main menu.

Average Deferral Percent (ADP)

Use the *Average Deferral Percent* function to generate deferral information. The ADP test provides information that allows you to determine the extent that elective contributions of highly compensated employees can exceed elective contributions of employees who are not exceptions to the general population.

If the criteria for the ADP test are satisfied, the cash or deferred arrangement (CODA) satisfies the code prohibiting discrimination in contributions and benefits for the amount of elective contributions.

To calculate the ADP, you must determine the actual deferral ratio and the average of the actual deferral ratio for both highly compensated employees and those in the general population.

ADP processing identifies the following:

- Employees to be included in the tests
- Employees who are highly compensated
- Employees who are not highly compensated
- Criteria to be used for determining compensation

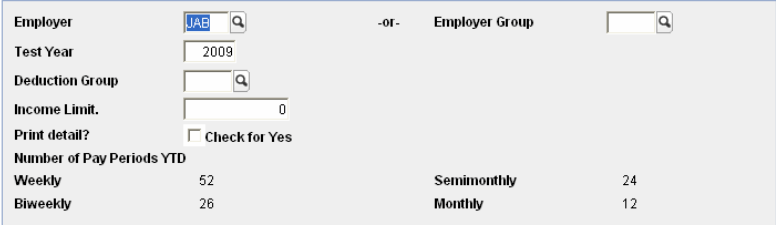
ADP processing calculates the following:

- The actual deferral ratio
- The ACP test
- The ADP test

Follow the steps below to generate ADP statistics.

- 1 From the Infinium PY main menu select *401K Operations*.
 - 2 Select *List 401K Data*.
-

- 3 Select *Average Deferral Percent (ADP)* [ADP]. The system displays the Average Deferral Percent (ADP) screen similar to Figure 20-18.



Number of Pay Periods YTD			
Weekly	52	Semimonthly	24
Biweekly	26	Monthly	12

Figure 20-18: Average Deferral Percent (ADP) screen

- 4 Use the information below to complete the fields on this screen.

Employer or Employer Group

Specify the employer or employer group for whom you are performing the ADP test.

Test Year

This is the test year you specified when you used the *Classify Participants for Tests* function.

Deduction Group

Type the deduction reporting group for which you are running the test. Leave blank to include all deduction reporting groups.

Income Limit

Type the indexed income limit to be used for ADP or ACP ratio calculations.

Print detail?

Specify yes to include employee detail on the report. Specify no to print only summary information on the report.

Weekly

This is the number of weekly pay periods paid year to date.

Semimonthly

This is the number of semimonthly pay periods paid year to date.

Biweekly

This is the number of biweekly pay periods paid year to date.

Monthly

This is the number of monthly pay periods paid year to date.

- 5 Press Enter. The system generates the average deferral percentage test (ADP) report and returns you to the Infinium PY main menu.

Extracting 401(k) Data

Use the *Extract 401K Data* function to create a data file that contains 401(k) contributions and that your organization's actuaries can use. The system uses information in the employee deductions file, PYPDE, to calculate the percentage contributed based on the employee amount divided by the wage base for the specified time period.

Follow the steps below to extract 401(k) data.

- 1 From the Infinium PY main menu select *401K Operations*.
 - 2 Select *List 401K Data*.
 - 3 Select *Extract 401K Data* [E4K]. The system displays the Extract 401K Data screen similar to Figure 20-19.
-

```

10/14/03 10:10:35          Extract 401K Data          PYG4K50  PYD4K50

Employer . . . .  __ +    -or-    Employer Group .  ____ +

Deduction Amt . .  0 (0->3)

Earnings . . . .  0 (0->7)          Income Group. . .  ____ +

Deduction Code 1  ____ +          Deduction Code 2  ____ +
Deduction Code 3  ____ +          Deduction Code 4  ____ +
Deduction Code 5  ____ +          Deduction Code 6  ____ +
Deduction Code 7  ____ +          Deduction Code 8  ____ +
Deduction Code 9  ____ +          Deduction Code 10 ____ +
Deduction Code 11 ____ +         Deduction Code 12 ____ +

F3=Exit  F4=Prompt  F10=Access
    
```

Figure 20-19: Extract 401K Data screen

4 Use the information below to complete the fields on this screen.

Employer or Employer Group

Specify the employer or employer group for whom you are extracting 401(k) data.

Deduction Amt

Specify the deduction amount to use for the 401(k) extract. Valid values are:

- 0 Month-to-date amount
- 1 Quarter-to-date amount
- 2 Year-to-date amount
- 3 User-defined amount

Earnings

Specify the type of earnings to include in the 401(k) extract. Valid values are:

- 0 Prior fourth quarter
- 1 First quarter

- 2 Second quarter
- 3 Third quarter
- 4 Fourth quarter
- 5 User-defined field
- 6 Current month to date
- 7 Prior month

Income Group

Specify the income reporting group for which you are extracting 401(k) information. The system bases the amount of gross wages stored in the extract work file on the information for this income reporting group.

Deduction Code 1

Specify the deduction code value for which you are extracting 401(k) information. You must specify at least one deduction code value.

Deduction Code 2 through 12

Specify additional deduction code values for which you want to extract 401(k) information.

- 5 Press Enter. The system extracts the 401(k) information, generates a report that lists 401(k) participants and a report that shows extracted information and returns you to the Infinium PY main menu.

Listing 401(k) Group Balances

Use the *List Deduction Group Balances* function to list 401(k) deduction group balances.

Follow the steps below to generate a list of deduction group balances.

- 1 From the Infinium PY main menu select *401K Operations*.
 - 2 Select *List 401K Data*.
 - 3 Select *List Deduction Group Balances* [DGB]. The system displays the List Deduction Group Balances screen similar to Figure 20-20.
-

```

10/14/03 11:32:20      List Deduction Group Balances      PYG4K50      PYD4K50

Employer . . . . .  ___ +      -or-      Employer Group .  ___ +
Level 1 . . . . .  ___ +
Level 3 . . . . .  ___ +
Deduction Group .  ___ +

Print By Levels ?  0  (0=No 1=Yes)
Include Term? . .  1  (0=No 1=Yes)
Include Deact? . .  1  (0=No 1=Yes)

F3=Exit  F4=Prompt  F10=Access

```

Figure 20-20: List Deduction Group Balances screen

- 4 Use the information below to complete the fields on this screen.

Employer or Employer Group

Specify the employer or employer group for whom you are listing deduction group balances.

Level 1, 2, 3, 4

Specify the value that represents the level for which you want to generate deduction group information. Leave blank to include all levels.

Deduction Group

Specify the deduction group for which you want to generate deduction group information. Leave blank to include all deduction groups.

Print By Levels

Specify yes to generate the information by levels. Specify no to generate the information by employee number.

Include Term?

Specify yes to include terminated employees in the deduction group balance information. Otherwise, specify no.

Include Deact?

Specify yes to include deactivated deductions in the deduction group balance information. Otherwise, specify no.

- 5 Press Enter. The system generates the deferred compensation balances report and returns you to the Infinium PY main menu.

Projecting Maximum Contributions

Use the *Project Maximum Contributions* function to project employee contributions based on current annualized compensation and the amount percentage of the 401(k) deduction. The report information is more accurate when you run the report at the end of the year.

Follow the steps below to project maximum contributions.

- 1 From the Infinium PY main menu select *401K Operations*.
- 2 Select *List 401K Data*.
- 3 Select *Project Maximum Contributions [PMC]*. The system displays the Project Maximum Contributions screen similar to Figure 20-21.

The screenshot shows a software window titled "PROJECT MAXIMUM CONTRIBUTIONS". At the top, there is a search bar containing "PY 11.0 Fixes QA-123". Below this, there are several input fields for data entry: "Employer" and "Employer Group" (separated by "-or-"), "Test Date", "Deduction Group", and "401K Limit" (with a value of ".00"). Each field has a magnifying glass icon for search.

Figure 20-21: Project Maximum Contributions screen

- 4 Use the information below to complete the fields on this screen.

Employer or Employer Group

Specify the employer or employer group for whom you are projecting 401(k) information. You must specify either an employer or employer group.

Test Date

Specify the date for this projection.

Deduction Group

Specify the deduction reporting group for which you are making projections.

401K Limit

Type the indexed 401(k) limit to be used for the projections.

Calculating Fund Allocations

Use the *Calculate Fund Allocations* function to generate the 401(k) fund allocations report. For each participant who meets the selection criteria, this report shows the deduction code associated with the contributions to the fund, the fund description and the percent and amount of both the employee's and employer's contribution.

Follow the steps below to generate the 401(k) fund allocations report.

- 1 From the Infinium PY main menu select *401K Operations*.
- 2 Select *List 401K Data*.
- 3 Select *Calculate Fund Allocations* [C4K]. The system displays the Calculate Fund Allocations screen similar to Figure 20-22.

The screenshot shows a software window titled "CALCULATE FUND ALLOCATIONS" with a version number "PY 11.0 Fixes QA-123". The window contains a form with the following fields and options:

- Employer**: Input field with a search icon.
- Employer Group**: Input field with a search icon.
- Level 1**: Input field with a search icon.
- Level 2**: Input field with a search icon.
- Level 3**: Input field with a search icon.
- Level 4**: Input field with a search icon.
- Deduction Group**: Input field with a search icon.
- From Check Date**: Date input field.
- To Check Date**: Date input field.
- Include Term?**: Check for Yes
- Print By Levels?**: Check for Yes
- Employee Sequence?**: Input field with value "0" and a range "(0->2)".

Figure 20-22: Calculate Fund Allocations screen

- 4 Use the information below to complete the fields on this screen.

Employer or Employer Group

Specify the employer or the employer group for which you are generating the 401(k) fund allocations report.

Levels 1 through 4

Specify the value that represents the level whose information you want to include on the report. Leave blank to include all levels.

Deduction Group

Specify the deduction group whose information you want to include on the report.

From Check Date

- 5 Specify the earliest date whose information you want to include on the report.

To Check Date

- 6 Specify the latest date whose information you want to include on the report.

Include Term?

- 7 Specify yes to include terminated employees on the report. Otherwise, specify no.

Print by Levels

- 8 Specify yes to print the information by level.

Employee Sequence

- 9 Specify the sequence in which you want employee information on the report. Valid values are:

- 0** Print by employee last name
- 1** Print by employee number
- 2** Print by employee tax ID

- 10 Press Enter. The system generates the 401(k) fund allocations report.
-

Notes

Chapter 21 Using the Infinium Payroll Interface with Infor FMS Masterpiece

21

This chapter describes the process for setting up Infinium PY for use with Infor FMS Masterpiece and for using Infinium PY with Infor FMS Masterpiece.

The chapter consists of the following topics:

Topic	Page
Overview of the Interface between Infinium Payroll and Infor FMS Masterpiece	21-2
Setting Up Infinium Payroll for the Infor FMS Masterpiece	21-3
Creating a General Ledger Organization	21-7
Sending Journal Entries to Infor FMS Masterpiece General Ledger	21-10
Sending Journal Entries to Infor FMS Masterpiece Accounts Payable	21-13

Overview of the Interface between Infinium Payroll and Infor FMS Masterpiece

To process payroll information with the Infor FMS Masterpiece system, you must indicate on the payroll entity control that Infor FMS Masterpiece general ledger and accounts payable are the general ledger and accounts payable system you are using.

You set up general ledger organizations by using the *General Ledger Organizations* function.

You use the *Update Payables Data* function to specify your payables information.

You process payroll transactions as described throughout the appropriate Infinium PY guides.

When you complete your payroll processing for a period, you close payroll to general ledger and to payables and then send the appropriate information to Infor FMS Masterpiece General Ledger or Infor FMS Masterpiece Accounts Payable.

Setting Up Infinium Payroll for the Infor FMS Masterpiece

Specifying the Infor FMS Masterpiece General Ledger Interface on the Entity Control

Follow the steps below to set up the entity control for the Infor FMS Masterpiece interface. When you set up the entity control for the Infor FMS Masterpiece interface, all employers in the entity can process payroll with Infor FMS Masterpiece.

- 1 From the Infinium PY main menu select *Master Files*.
- 2 Select *Update Master Files*.
- 3 Select *Update Entity Controls [UEN]*. The system displays the Update Entity Controls screen similar to Figure 21-1.

The screenshot displays the 'UPDATE ENTITY CONTROLS' window. The title bar shows 'UPDATE ENTITY CONTROLS' and the window content includes a toolbar with 'Actions' and a search field containing 'HR 11.0 QA-113'. The main area contains the following fields:

Description	INFINIUM SOFTWARE		
Next Employee #	000011098	Next Non-Employee #	183
Date Format	MDY	Next Pref. Provider#	65
HR/400 Release#	11.0		
PY/400 Release#	11.0		
PA Interface Active?	2 (0, 1, 2)	PL/400 Installed?	<input checked="" type="checkbox"/> Check for Yes
GL Interface Opt	0 (0, 1, 2, 3)	Shop Floor Interface?	<input checked="" type="checkbox"/> Check for Yes
Self Service Installed?	<input checked="" type="checkbox"/> Check for Yes	Shop Fl. Clock# Used	8
FB/400 Installed?	<input checked="" type="checkbox"/> Check for Yes	Shop Fl. Cl# Exit Pym	
TR/400 Installed?	<input checked="" type="checkbox"/> Check for Yes	Last Shop Fl. Clock#	00000139
TM Interface Active?	<input checked="" type="checkbox"/> Check for Yes	New Hire Cust Fields?	<input checked="" type="checkbox"/> Check for Yes

Figure 21-1: Update Entity Controls screen

- 4 Type **3** in the *GL Interface Opt.* field to indicate that the Infor FMS Masterpiece should be used with payroll information for the employers associated with this entity when you close payroll to general ledger or to payables.
- 5 Complete the other fields on the screen as you normally would. See the “Setting Up the Entity Control” chapter in the *Infinium PY Guide to Controls* for more information.
- 6 Press Enter.

Specifying the Infor FMS Masterpiece Interface Information on the Employer Control

Follow the steps below to set up the employer control for the Infor FMS Masterpiece interface. When you set up the employer control for the Infor FMS Masterpiece interface, the specified employers can process payroll with Infor FMS Masterpiece while other employers in the entity can process payroll with a different general ledger system.

- 1 From the Infinium PY main menu select *Master Files*.
 - 2 Select *Update Master Files*.
 - 3 Select *Update Employer Controls [UCO]*. The system displays the Update Employer Controls prompt screen.
 - 4 Specify the employer.
 - 5 Press Enter. The system displays the first Update Employer Controls screen.
 - 6 Complete the fields on the first Update Employer Controls screen as appropriate and press Enter. The system displays the second Update Employer Controls screen similar to Figure 21-2.
-

```

7/19/04 13:28:20 Update Employer Controls PYGNCO PYDNCO
Page 2 of 4
Employer . . . : ZUS SAMPLE US COMPANY
Employer Details
Proof on Cycles . 1 (0=No 1=Yes) Timesheet Alpha . 1 (0=No 1=Yes)
Proof on Levels . 0 (0=No 1=Yes) Register Alpha . 1 (0=No 1=Yes)
Pay EEs on Leave. 1 (0=No 1=Yes) Updt User Inc/Ded 1 (0=No 1=Yes)
Edit Accruals . . 1 (0=No 1=Yes) Prt $0 Checks . . 2 (0->2)
PE Updt Pay Rates 1 (0=No 1=Yes) Tax ID for EE# . 0 (0=No 1=Yes)
Date Format . . . MDY Check for Dup ID? 2 (0->2)
Curr Calendar Mth 12 Curr Calendar Yr. 2003
Excl Accum Hist . 0 (0=No 1=Yes) Self-Adjust FICA. 3 (0->3)

General Ledger Information
Curr.Fiscal Year. 2003 GL Company . . . ___ +
Organization . . . _____ +
Close by ER/LVL . E GL Interface Ovr. -
Labor Dist Ledger S Cash Disb. Ledger S
Deductions Ledger S Exp. Liab. Ledger S
Accrued PY Acct . _____ +
Labor Exp. Acct . _____ +

F3=Exit F4=Prompt F10=Access F12=Previous

```

Figure 21-2: Update Employer Controls screen 2

- 7 Type the appropriate organization code value in the *Organization* field. The value entered into this field must be a valid Infor FMS Masterpiece organization.
- 8 Type 3 in the *GL Interface Ovr.* field to indicate that the Infor FMS Masterpiece system should be used with payroll information for this employer when you close payroll to general ledger and accounts payable. You must type 3 here if you close employers to different financial management systems. If you type 3 in the *GL Interface Opt.* on the Update Entity Controls screen, leave this field blank.
- 9 Complete the remaining fields on this screen as appropriate. See the “Setting Up Employer Controls” chapter in the *Infinium PY Guide to Controls*.
- 10 Press Enter. The system displays the third Update Employer Controls screen.
- 11 Complete the fields on this screen as appropriate.
- 12 Press Enter. The system returns to the Update Employers prompt screen.
- 13 Press F3 to exit to the main menu.

Defining the General Ledger Account Format

You can define only one account structure for each organization. An employer can close to only one general ledger organization.

The value that you use to identify your general ledger organization can either be the same or different from the value that you use to identify your employer. However, if you use Infor FMS Masterpiece with Infinium PY, you must use the same value to identify the general ledger organization in both applications.

The Infinium PY general ledger account format allows for a maximum of 45 characters. You can use a maximum of ten blocks to create the account number.

All accounts in each general ledger organization must use the same account format that is specified in the account breakdown table in Infor FMS Masterpiece General Ledger.

Creating a General Ledger Organization

Follow the steps below to set up your general ledger organization:

- 1 From the Infinium PY main menu select *General Ledger Controls*.
- 2 Select *General Ledger Organizations*.
- 3 Select *Update General Organization* [UGLO]. The system displays the screen shown in Figure 21-3.

```
7/19/04 16:02:29      Update General Ledger Org.      PYGMGO      PYDMGO

Organization . . . _____ +

F3=Exit  F4=Prompt  F10=Access
```

Figure 21-3: Update General Ledger Org prompt screen

- 4 Type the value to represent your general ledger organization.

If you are using Infor FMS Masterpiece with Infinium PY, you must use the same value to identify the general ledger organization in both applications.

- 5 Press Enter. The system displays the screen shown in Figure 21-4.

```

7/20/04 08:45:46      Update General Ledger Org.      PYGMGO      PYDMGO

Organization . : INST2

Organization Name SSA FINANCIAL MANAGEMENT
Acct. Periods . : 12

General Ledger Account Number Coding Information:
Acct Num. Length. 45
Break Character : -
Block Number Start Position
1.           1
2.           5
3.           —
4.           —
5.           —
6.           —
7.           —
8.           —
9.           —
10.          —

F3=Exit F10=Access F22=Delete

```

Figure 21-4: Update General Ledger Org screen 2

6 Use the information below to complete this screen.

Acct. Periods

The accounting periods are defined in Infor FMS Masterpiece General Ledger and are displayed here.

Acct Num. Length

Type the total character length of the general ledger account.

You can use up to 45 characters and up to ten blocks.

Break Character

The break character is defined in Infor FMS Masterpiece General Ledger and is displayed here.

Block Number Start Position

Type the starting position for each block. The values that you type here must match the account breakdown table in Infor FMS Masterpiece General Ledger.

7 Press Enter. The system records your account structure and returns to the Update General Ledger Organizations prompt screen.

- 8 Press F3 to exit this function.

Account Resolution

Labor expense, employee deduction and employer liability accounts are built according to the applicable hierarchies. See the “Building General Ledger Accounts” section in the *Closing to General Ledger* chapter in this guide.

Processing Payroll Transactions

Process your payroll transactions as described in the appropriate guides. These include:

- *Infinium PY Guide to Controls*
 - *Infinium PY Guide to Processing*
 - *Infinium PY Guide to Management Functions*
 - *Infinium HR/PY Technical Guide*
-

Sending Journal Entries to Infor FMS Masterpiece General Ledger

Closing to General Ledger

The system creates an external feed file for journal entry in Infor FMS Masterpiece when you use the *Close to General Ledger* function. If a general ledger transaction is not generated due to errors, the detailed payroll record that was being processed is not posted. You can correct the error and rerun the closing process to obtain the transaction that was in error.

You must record the name of the external feed file before you can transfer general ledger transactions to Infor FMS Masterpiece General Ledger. To obtain the name of the file follow the steps below.

- 1 At a command line, type the command below.

WRKOBJ (YOURDATABASELIBRARYNAME/GLXXXMMYY*)

where xxx is your employer, mm is the month you are closing and yy is the two-digit accounting year.

- 2 Record the external feed file name. The last file in the list is the most recently generated file.
- 3 Follow the steps for closing to general ledger that are described in the “Closing to General Ledger” chapter in this guide.

After you use the *Close to General Ledger* function in Infinium PY, you must perform several steps to send the payroll information to Infor FMS Masterpiece General Ledger.

External Feed File

The system creates the external feed file when you close to general ledger. This file is named **GLEMPMMYY** where the first two letters are **GL** to indicate the destination application and the next three characters are the employer ID. If the employer code value has fewer than three characters, the blank is represented by underscore (**_**), **MM** is the month for the closing period and

YY is the two-digit accounting year. For example, for employer **XX**, the file name is **_XXMMYY**.

If you run the close more than one time for the same employer, accounting month and year, the system appends the **GLEMPMMYY** file name with digits 1 through 9 in sequence and then A through Z in sequence. For example, if you already ran the close and created the **GLEMPMMYY** file, the next time you close for the same employer, accounting month and year, the file name is **GLEMPMMYY1**.

Sending General Ledger Journal Entries to Infor FMS Masterpiece General Ledger

Follow the steps below to send your general ledger information to Infor FMS Masterpiece General Ledger.

- 1 Access a command line.
- 2 On the command line, type the following:

MPEDIT ADHOC

or, replace **ADHOC** with the name of an existing general ledger template. See the Infor FMS Masterpiece technical documentation for information about creating templates.

Caution: If you are using **ADHOC** as your template, process only general ledger or accounts payable at one time. Otherwise, use a separate template for general ledger and accounts payable.

The system displays the Job Editor screen.

- 3 Use the information below to complete the fields in the File Overrides section of the Job Editor screen.

File ID

Type **SEQ1**.

To Library

Type the name of your Infinium PY database library, for example **HRDBFA102**.

To File

Type the name of the file that you recorded in the “Closing to General Ledger” section above, for example, **GLEMPMMYY**.

To Member

Type **PYPSEQGL**.

- 4 Press F6.
 - 5 Access Infor FMS Masterpiece General Ledger.
 - 6 On the Infor FMS Masterpiece General Ledger main menu select *General Ledger*.
 - 7 Select *Schedule External Feeds*.
 - 8 Select *Schedule General Journals External File*.
 - 9 Accept the default values on the Schedule General Journals - External File screen (GL360A) in Infor FMS Masterpiece General Ledger to schedule the processing of the external file containing journal entry transactions.
 - 10 Press F8. The system submits a batch job and displays the name of the batch job, GLJ3503 XXX ADHOC where XXX is the number of the ad hoc report.
 - 11 Sign off Infor FMS Masterpiece General Ledger.
 - 12 Review the spool files associated with the batch job.
 - 13 When the journal entry job is complete, you can delete the external file.
-

Sending Journal Entries to Infor FMS Masterpiece Accounts Payable

Closing to Payables

The system creates an external feed file for voucher entry in Infor FMS Masterpiece Accounts Payable when you use the *Close to Payables* function in Infinium PY. If a payables transaction is not generated due to errors, the detailed payroll record that was being processed is not posted. You can correct the error and rerun the closing process to obtain the transaction that was in error.

You must record the name of the external feed file before you can transfer payables transactions to Infor FMS Masterpiece Accounts Payable. To obtain the name of the file follow the steps below.

- 1 At a command line, type the command below.

WRKOBJ (YOURDATABASELIBRARYNAME/APXXXMMYY*)

where xxx is your employer, mm is the month you are closing and yy is the two-digit accounting year.

- 2 Record the external feed file name. The last file in the list is the most recently generated file,

See the “Closing to Payables” chapter in this guide for more information on closing to payables. Follow the steps for closing to payables that are described in the “Closing to Payables” chapter.

After you use the *Close to Payables* function in Infinium PY, you must perform several steps to send the payroll information to Infor FMS Masterpiece Accounts Payable.

Sending Journal Entries to Infor FMS Masterpiece Accounts Payable after Closing to Payables in Infinium PY

After you use the *Close to Payables* function in Infinium PY, you must perform several steps to send the payroll information to Infor FMS Masterpiece Accounts Payable.

Voucher External Feed File

The system creates the voucher external feed file when you close to payables. This file is named **APEMPMMYY** where the first two letters are **AP** to indicate the destination application and the next three characters are the employer ID. If the employer code value has fewer than three characters, the blank is represented by underscore (**_**), **MM** is the month for the closing period and **YY** is the two-digit accounting year. For example, for employer **XX**, the file name is **_XXMMYY**.

If you run the close more than one time for the same employer, accounting month and year, the system appends the **APEMPMMYY** file name with digits 1 through 9 in sequence and then A through Z in sequence. For example, if you already ran the close and created the **APEMPMMYY** file, the next time you close for the same employer, accounting month and year, the file name is **APEMPMMYY1**.

Sending Accounts Payable Journal Entries to Infor FMS Masterpiece Accounts Payable from Infinium PY

Follow the steps below to send your accounts payable information to Infor FMS Masterpiece Accounts Payable.

- 1 Access a command line.
- 2 On the command line, type the following:

MPEDIT ADHOC

or, replace **ADHOC** with the name of an existing accounts payable template. See the Infor FMS Masterpiece technical documentation for information about creating templates.

Caution: If you are using **ADHOC** as your template, process only general ledger or accounts payable at one time. Otherwise, use a separate template for general ledger and accounts payable.

The system displays the Job Editor screen.

- 3 Use the information below to complete the fields in the File Overrides section of the Job Editor screen.

File ID

Type **SEQ3**.

To Library

Type the name of your Infinium PY database library, for example **HRDBFA102**.

To File

Type the name of the file that you recorded in the “Closing to Payables” section above, for example, **APemppmyy**.

To Member

Type **PYPSEQAP**.

- 4 Press F6.
- 5 Access Infor FMS Masterpiece Accounts Payable.
- 6 On the Infor FMS Masterpiece Accounts Payable menu select *Accounts Payable*.
- 7 Select *Schedule External Feeds*.
- 8 Select *Voucher External Feed*.
- 9 In the *Distribution Date* field, type the same date that you entered in the *Report Date* field on the Close to Payables screen.
- 10 Press F8. The system submits a batch job and displays the name of the batch job, APJ9203 XXX ADHOC where xxx is the number of the ad hoc report.
- 11 Sign off Infor FMS Masterpiece Accounts Payable.
- 12 Review the spool files associated with the batch job.

13 When the voucher entry job is complete, you can delete the external file.

This chapter describes the process for setting up Infinium HR/PY for use with Infor ERP_{LX}.

The chapter consists of the following topics:

Topic	Page
Overview of the Interface between Infinium Payroll and Infor ERP _{LX}	22-2
Setting Up the Interface between Infinium PY and Infor ERP _{LX}	22-7
Infor ERP _{LX} Library	22-8
Activating and Deactivating the Trigger Program	22-9
Specifying the Infor ERP _{LX} Interface Information on the Entity Control	22-12
Specifying Infor ERP _{LX} Interface Information on the Employer Control	22-15
Identifying an Employee as an Infor ERP _{LX} Employee	22-18
Specifying a Maximum Check Amount	22-23
Defining Income Controls to Use with Infor ERP _{LX}	22-25
Defining the Income Priorities for an Employer	22-28
Identifying Income Resolution Definitions	22-31
Displaying the Infor ERP _{LX} Audit File	22-39
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Overview of the Interface between Infinium Payroll and Infor ERP_{LX}

You can use Infinium Payroll to process pay checks for employees whose labor information you track in Infor ERP_{LX}. You set up employee information in Infinium HR and Infinium PY that is sent to Infor ERP_{LX}. You record labor information such as hours worked in Infor ERP_{LX} and send that information to Infinium PY where it is used to process the employee's pay information.

Infinium HR/PY passes information from the basic data file, PRPMS, to the Infor ERP_{LX} employee/clock number file, CEM. Labor information passes from Infor ERP_{LX} Shop Floor to Infinium PY for payroll processing.

Clock Number Generation

On the entity control, you identify the clock number field to use when processing payroll with Infor ERP_{LX}, the *PY Clock Number* field or the *ERP LX Clock Number* field. The *PY Clock Number* field has been available in Infinium PY, while the *ERP LX Clock Number* field was introduced with the interface to Infor ERP_{LX}. The *PY Clock Number* field was the *Clock Number* field prior to Infinium HR/PY Release 10.2.0.1. You may already be using the *PY Clock Number* field.

Regardless of the clock number field you use, the system generates unique clock numbers for new records in the Infinium basic data file, PRPMS.

You can also specify that you are using a custom exit program to generate clock numbers instead of using system generating unique clock numbers.

Entity Level Payment Priorities

At the entity level, you must define the priority sequence for paying shop floor employees. At the entity level, the pay is based on the income code value associated with the following shop floor information that is located in the Infor ERP_{LX} application:

- Employee clock number
 - Work center
-

- Class
- Item

The value 1 represents the highest priority and 4 represents the lowest priority. For example, if the pay for most of the employees in your enterprise is based on the work center, assign 1 to *Work center* when you define the entity priorities.

You must use the *Upd. ERP LX Inc. Resolution* function to define income resolution records. You associate an income code value with the appropriate shop floor information. The system uses the income code resolution records with the established payment priorities to identify the specific income code values that are used to calculate payroll for shop floor employees.

Employer Payment Priorities

Optionally, at the employer level, you can define the priority sequence for payment of shop floor employees. For the specified employer, the pay is based on the income code associated with the following shop floor information that is located in the Infor ERP_{LX} application:

- Employee clock number
- Work center
- Class
- Item

The value 1 represents the highest priority and 4 represents the lowest priority. For example, if the pay for most of the employees in your employer is based on the item produced, assign 1 to *Item* when you define the employer priorities.

You must use the *Upd. ERP LX Inc. Resolution* function to define income resolution records. You associate an income code value with the appropriate shop floor information. The system uses the income code resolution records with the established payment priorities to identify the specific income code values that are used to calculate payroll for shop floor employees.

Employer Income Resolution Definitions

Use the *Upd. ERP LX Inc. Resolution* function to define income resolution definitions for each employer. You define income resolution definitions by information on the labor ticket and by employee information.

You must specify a default income code value and indicate whether the pay is based on piecework. If you specify that the pay is based on piecework, you can define the income code values associated with each piecework quantity threshold that you define. You can also assign an income code value for the quantity of pieces that is greater than the highest defined threshold and an income code value for rejected pieces.

Paying by Piecework

You must indicate whether you pay shop floor employees by piece. Use the *Upd. ERP LX Inc. Resolution* function to indicate whether you pay by piece, and if so, how to calculate that pay. You can calculate pay by piece in the following ways:

- Use the total quantity of pieces
- Use incremental quantities, each of which is associated with a different income code value
- Use the total quantity of pieces and an hourly payment

When you pay by piece, you must specify an income code value for additional pieces that are produced and for rejected pieces.

No Pay by Piece

If you specify no, you do not pay by piece, the system bases the pay on the hours worked and uses the income code value you specify as the default income when you use the *Upd. ERP LX Inc. Resolution* function.

Pay by Piece by Using the Total Quantity

When you use the *Upd. ERP LX Inc. Resolution* function and you specify **1** in the *Pay by Pieces* field, you can enter up to five quantity thresholds in the *Pieces Threshold* fields and a corresponding income code value for each threshold. The system uses the income code value associated with the threshold whose range contains a number that equals the total quantity of pieces produced.

For example, if you enter **100** in the *Threshold 1* field and **200** in the *Threshold 2* field, the system uses the income associated with income code value 1 for up to **100** pieces produced; however, if between 101 and 200 pieces are produced, the system uses the income code value associated with the quantity in the *Pieces Threshold 2* field.

Pay by Piece by Using an Incremental Quantity

When you specify **2** in the *Pay by Pieces* field, you can enter up to five quantity thresholds in the *Pieces Threshold* fields and a corresponding income code value for each threshold. The number you enter in the *Pieces Threshold* fields represents the greatest quantity of pieces that are associated with a specified income code value.

For example, if you enter **100** in the *Threshold 1* field and **200** in the *Threshold 2* field, the system uses the income associated with income code value 1 for up to 100 pieces produced and for the number of pieces between 101 and 200, the system uses the income code value associated with the quantity in the *Pieces Threshold 2* field.

Pay by Piece by Using the Total Quantity and Hours Worked

When you specify **3** in the *Pay by Pieces* field, you can enter up to five quantity thresholds in the *Pieces Threshold* fields and a corresponding income code value for each threshold. The system uses the income code value associated with the threshold whose range contains a number that equals the total quantity of pieces produced and the default income code value to pay by hours.

For example, if you enter **100** in the *Threshold 1* field and **200** in the *Threshold 2* field, the system calculates the pay by using income code value 1 for up to **100** pieces produced; however, if between 101 and 200 pieces are produced, the system uses the income code value associated with the *Pieces Threshold 2* field. The system also calculates pay for the hours worked based on the income code value entered in the *Default Income Code* field. The system then calculates the pay by using amounts from the pieces threshold income and the hours worked income.

Adjustments to Piecework Quantities

To ensure accurate calculation of payroll, if you need to adjust the quantity of the pieces you enter, we recommend that you remove the total quantity you entered and then enter the correct quantity on a new labor ticket. For example, if the total number of pieces is 40 and you enter **400**, enter a negative **400** and then, on a new labor ticket, enter the correct number, **40**.

Generating Income Authorization Records from Infor ERPLX

You can specify whether to allow the creation of income authorization records in Infor ERP_{LX}. If you do allow creation of income records in Infor

ERP_{LX}, that income authorization record contains only the following information:

- Employer
- Employee
- Income code
- Whether the income is active

When you create income authorization records in Infor ERP_{LX}, the system generates a list of the records. Review this list to ensure that the information is correct.

Generating Reports

You can generate several reports that contain information associated with processing payroll with Infor ERP_{LX}. These reports include:

- Income code resolution listing
- Income payment priority listing
- Employee/Clock maintenance audit report, SFC1600

You use the *List ERP LX Inc. Resolution* function to generate the income code resolution listing. You can generate the list by employee, work center, class or item. The list shows each income resolution definition for the specified employer.

You use the *List ERP LX Income Priority* function to generate the income payment priority listing. The list shows the income priority definition for the specified employer.

The employee/clock maintenance audit report is generated each time the employee root master file, PRPMS, is updated with information about Infor ERP_{LX} shop floor employees. This report is generated by the Infor ERP_{LX} shop floor application and is found in the list of submitted jobs on your System i.

Setting Up the Interface between Infinium PY and Infor ERP_{LX}

To process Infinium payroll information with Infor ERP_{LX}, you must complete the following setup steps.

- 1 Ensure that the Infor ERP_{LX} library is in your library list.
 - 2 Use the *Activate ERP LX Trigger* function to activate the trigger program PRGBTRG on your system.
 - 3 Use the *Update Entity Controls* function to specify the following at the entity level:
 - Infinium HR/PY interfaces with Infor ERP_{LX}
 - The clock number field to use
 - A user exit program to generate clock numbers, optional
 - Payment priorities
 - 4 Use the *Update Employer Controls* function to specify for an employer whether to allow Infor ERP_{LX} to create income authorization records.
 - 5 Use the *Enter New Hire* function or the *Update Basic Data* function to specify whether an employee is an Infor ERP_{LX} shop floor employee.
 - 6 Use the *Update Payroll Data (USA)* function to specify a maximum check amount for the shop floor employee.
 - 7 Use the *Update Income Controls* function to define income controls.
 - 8 Use the *Update ERP LX Inc. Priority* function to define payment priorities for an employer. Optional.
 - 9 Use the *Upd. ERP LX Inc. Resolution* function to define the income resolution.
-

Infor ERP_{LX} Library

The Infinium Application Manager versions of Infinium HR and Infinium PY must have the following types of Infor ERP_{LX} (BPCS) libraries in the library list. You must add the libraries in the order listed.

- A character-based mixed mode environment control library that contains the INLIBL data area.
- A mixed mode-based object library that contains the SYS550W service program

Consult your technical staff for information about your library list and see the *Infinium HR/PY Technical Guide* for more information.

Activating and Deactivating the Trigger Program

Before you can use Infinium PY with Infor ERP_{LX} shop floor, you must activate the trigger program, PRGBTRG. Each time you install an upgrade release of Infinium HR/PY, you must deactivate this trigger program before you begin the installation and then reactivate this trigger program when you complete the upgrade installation.

The system uses the trigger program to transfer Infinium PY information to Infor ERP_{LX} shop floor and to bring payroll information from Infor ERP_{LX} shop floor to Infinium PY.

Activating the Trigger Program

Follow the steps below to activate the trigger program, PRGBTRG.

- 1 From the Infinium PY main menu select *System Operations*.
 - 2 Select *Trigger Functions*.
 - 3 Select *Activate ERP LX Trigger* [ACTBPCS]. The system displays the Activate ERP LX Trigger screen shown in Figure 21-1.
-

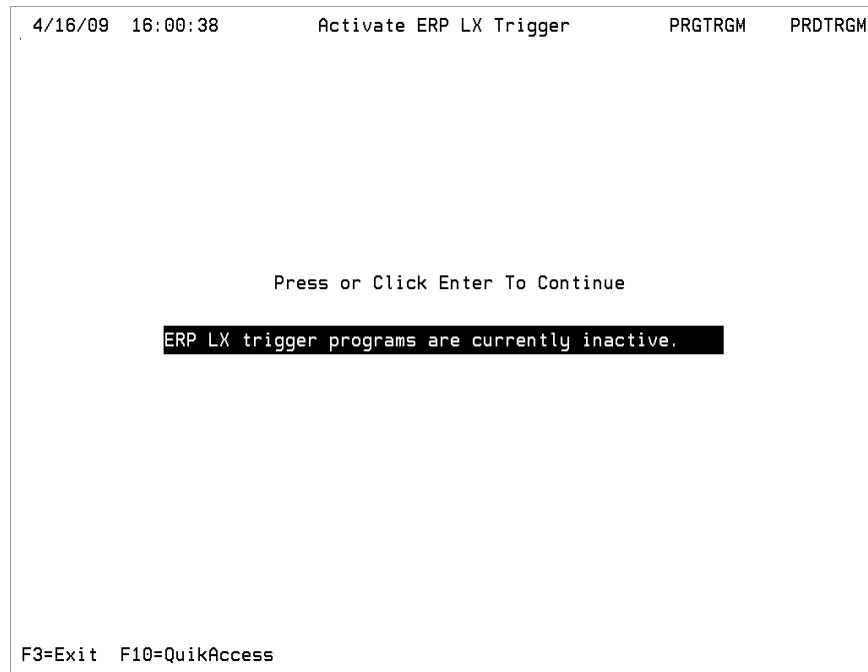


Figure 21-1: Activate ERP LX Trigger screen

- 4 Press Enter to activate the Infor ERP_{LX} trigger program.

Deactivating the Trigger Program

Follow the steps below to deactivate the trigger program, PRGBTRG.

- 1 From the Infinium PY main menu select *System Operations*.
- 2 Select *Trigger Functions*.
- 3 Select *Deactivate ERP LX Trigger* [DEABPCS]. The system displays the Deactivate ERP LX Trigger screen shown in Figure 21-2.

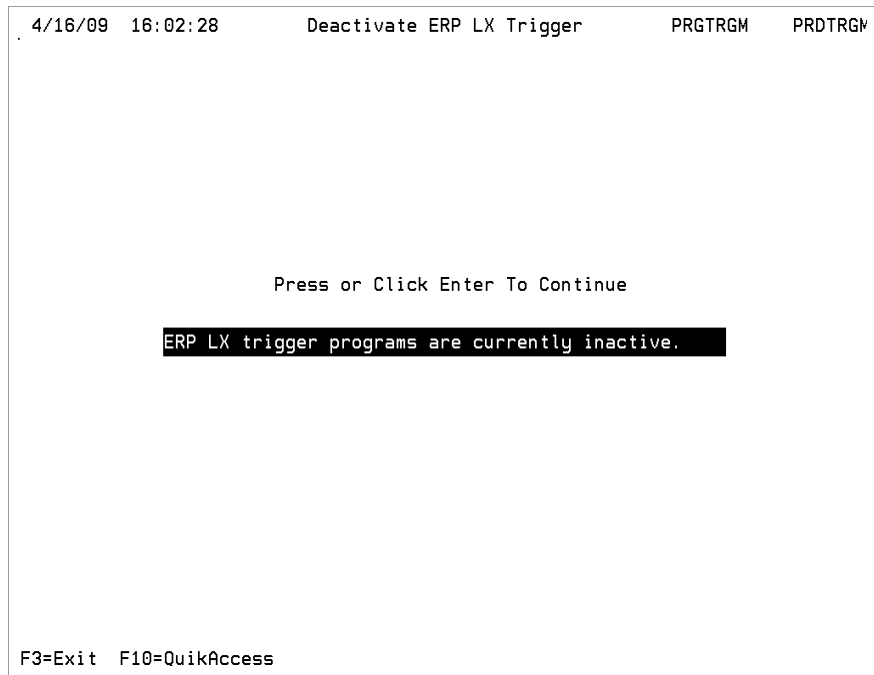


Figure 21-2: Deactivate ERP LX Trigger screen

- 4 Press Enter to deactivate the Infor ERP_{LX} trigger program.

Specifying the Infor ERP_{LX} Interface Information on the Entity Control

Follow the steps below to set up the entity control for the Infor ERP_{LX} interface. When you set up the entity control for the Infor ERP_{LX} interface, all employers in the entity can process payroll with Infor ERP_{LX}.

- 1 From the Infinium PY main menu select *Master Files*.
- 2 Select *Update Master Files*.
- 3 Select *Update Entity Controls* [UEN]. The system displays the Update Entity Controls screen similar to Figure 21-3.

The screenshot shows the 'UPDATE ENTITY CONTROLS' window. The title bar includes 'UPDATE ENTITY CONTROLS' and a window control bar with 'Actions', a search field containing 'HR 11.0 QA-113', and help icons. The main content area is a form with the following fields and values:

Description	INFINIUM SOFTWARE		
Next Employee #	000011098	Next Non-Employee #	183
Date Format	MDY	Next Pref. Provider#	65
HR/400 Release#	11.0		
PY/400 Release#	11.0		
PA Interface Active?	2 (0, 1, 2)	PL/400 Installed?	<input checked="" type="checkbox"/> Check for Yes
GL Interface Opt	0 (0, 1, 2, 3)	Shop Floor Interface?	<input checked="" type="checkbox"/> Check for Yes
Self Service Installed?	<input checked="" type="checkbox"/> Check for Yes	Shop Fl. Clock# Used	8
FB/400 Installed?	<input checked="" type="checkbox"/> Check for Yes	Shop Fl. Cl# Exit Pgm	
TR/400 Installed?	<input checked="" type="checkbox"/> Check for Yes	Last Shop Fl. Clock#	00000139
TM Interface Active?	<input checked="" type="checkbox"/> Check for Yes	New Hire Cust Fields?	<input checked="" type="checkbox"/> Check for Yes

Figure 21-3: Update Entity Controls screen

- 4 Use the information below to complete the fields on this screen.

Shop Floor Interface?

Type 1 to indicate that the system is using labor information from Infor ERP_{LX} to process payroll.

Shop Fl. Clock# Used

Specify whether the system uses the clock number information in the *PY Clock Number* field or the *ERP LX Clock Number* field in the *Update Basic Data* function for processing shop floor employee's payroll information. Valid values are:

- P** Use the value in the *PY Clock Number* field.
- S** Use the value in the *ERP LX Clock Number* field.
- Blank** You are not using the ERP_{LX} interface.

The *PY Clock Number* field was the *Clock Number* field in *Update Basic Data* prior to Infinium HR/PY Release 10.2.0.1. If you used the *Clock Number* field for employees' clock numbers and you are now using Infor ERP_{LX}, you can use the *PY Clock Number* field by typing **P** here. If you use the *Clock Number* field (now the *PY Clock Number* field) for another purpose and you are using the Infor ERP_{LX} interface, type **S** here.

If you specify yes in the *Shop Floor Interface?* field, you must type **P** or **S** here. After you enter **P** or **S** here, you cannot change it.

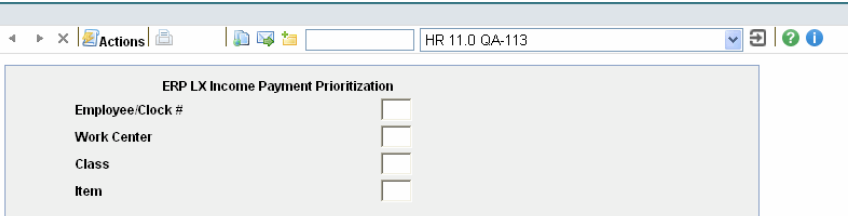
Shop Fl. Cl# Exit Pgm

If you use a custom program to generate clock numbers, enter the custom program name in this field. The program must already exist. You can use the programs provided by Infinium PY or customize one of them to meet your needs.

Last Shop Fl. Clock#

This is the most recently system-generated clock number.

- 5 Complete the other fields on the screen as you normally would. See the "Setting Up the Entity Control" chapter in the *Infinium PY Guide to Controls* for more information.
- 6 Press Enter. The system displays the ERP_{LX} Income Prioritization window shown in Figure 21-4.



ERP LX Income Payment Prioritization

Employee/Clock #	<input type="text"/>
Work Center	<input type="text"/>
Class	<input type="text"/>
Item	<input type="text"/>

Figure 21-4: ERP LX Income Payment Prioritization window

- 7 Specify the priority sequence for incomes associated with the employee's clock number and shop floor information. Priority sequence determines the shop floor information the system uses to calculate pay. Use the information below to complete the fields on this window. The lower the number in the sequence, the higher the priority.

Employee/Clock #

Type the priority level, **1 to 4**, for incomes associated with the employee's clock number.

Work Center

Type the priority level, **1 to 4**, for incomes associated with the work center in Infor ERP_{LX}.

Class

Type the priority level, **1 to 4**, for incomes associated with the class of items produced in Infor ERP_{LX}.

Item

Type the priority level, **1 to 4**, for incomes associated with the item that is produced in Infor ERP_{LX}.

Specifying Infor ERP_{LX} Interface Information on the Employer Control

Follow the steps below to set up the employer control for the Infor ERP_{LX} interface.

- 1 From the Infinium PY main menu select *Master Files*.
 - 2 Select *Update Master Files*.
 - 3 Select *Update Employer Controls* [UCO]. The system displays the Update Employer Controls prompt screen.
 - 4 Specify the employer.
 - 5 Press Enter. The system displays the first Update Employer Controls screen.
 - 6 Complete the fields on the first Update Employer Controls screen as appropriate and press Enter.
 - 7 Complete the fields on the second Update Employer Controls screen as appropriate and press Enter.
 - 8 The system displays the third Update Employer Controls screen similar to Figure 21-5.
-

```

8/30/04 14:40:25          Update Employer Controls  PYGMCO  PYDMCO
                                           Page 3 of 4
Employer . . . : ZUS  SAMPLE US COMPANY

Accrual Category Names
Category 1 . . . Vacation          Category 2 . . . Sick
Category 3 . . . Personal         Category 4 . . . Category 4
Category 5 . . . Category 5       Category 6 . . . Category 6

Additional Employer Flags
Chg Wks Wrk to 0? 1              Use Tip Comp/TRDA 1
Ed EE only in ER? 0              Use Multi. Pos? . 1
PE Upd PY Auth Gp? 1            Position Prompt . 2
Prt $0 Vouchers . 2 (0->2)      PA Close. . . . -
Pay Message Code . _____ +   Dir. Dep. ID. . . A
Prt All YTD on Rg? 1            Chk. Record Lcks? 0 (0=No 1=Yes)
Position Default. 0 (0->2)      NAICS Code. . . . 713990 +
Crt Shop Floor IE  _ (0=No 1=Yes)

F3=Exit  F10=Access  F12=Previous

```

Figure 21-5: Update Employer Controls screen 3

- 9 Use the information below to complete the fields on this screen.

Crt Shop Floor IE

Specify whether Infor ERP_{LX} can create income authorization records for an employee when the employee is not authorized to the income specified in Infor ERP_{LX}. Valid values are:

- 0** Do not automatically create an income authorization for the employee. You must specify **0** if you are not using the Infor ERP_{LX} shop floor interface
 - 1** Automatically create an income authorization for the employee if the income code value associated with the employee's labor ticket in Infor ERP_{LX} is not an income code value to which the employee is authorized in Infinium PY.
- 10 Complete the remaining fields on this screen as appropriate. See the "Setting Up Employer Controls" chapter in the *Infinium PY Guide to Controls*.
- 11 Press Enter. The system displays the fourth Update Employer Controls screen.
- 12 Complete the fields on this screen as appropriate.

- 13 Press Enter. The system returns to the Update Employers prompt screen.
- 14 Press F3 to exit to the main menu.

Identifying an Employee as an Infor ERP_{LX} Employee

You can identify each employee whose payroll information is generated by the Infor ERP_{LX} system.

- For new employees, use the *Enter New Hire* function to specify that the new employee is a shop floor employee.
- For existing employees, use the *Update Basic Data* function to specify that the employee is a shop floor employee and to enter the appropriate clock number.

Using Enter New Hire to Identify a Shop Floor Employee

Follow the steps below to identify a new employee as an Infor ERP_{LX} shop floor employee.

- 1 From the Infinium PY main menu select *Employee Data*.
 - 2 Select *Update Employee Data*.
 - 3 Select *Enter New Hire* [ENH]. The system displays the Enter New Hire prompt screen.
 - 4 Specify the employer and applicant name, if applicable.
 - 5 Press Enter. The system displays the first Enter New Hire screen.
 - 6 Complete the fields on this screen as you normally would.
 - 7 Press Enter. The system displays the second Enter New Hire screen shown in Figure 21-6.
-

Field	Value	Field	Value
Employer	ZUS	SAMPLE US COMPANY	
Employee	11101	SMITH, MARY	
Position	WRITER	WRITER	
Area	100	Division	
Department		Cost Centr	
Status	FULL	Personnel Rate	40.0000
Scheduled Pay Pds	26	Base Frequency	B
Regular Hours	40.00	Ethnicity/Race	0
Pay Grade		Shift Code	
ERP LX Shop Fl	<input type="checkbox"/> Check for Yes	Next Review	
Job Code 1	210	Next Review Date	0
Job Rate 1	.0000	PE Benefit Group	
Or Payroll Rate 1	.0000	Job Code 2	
Job Code 2		Job Rate 2	.0000
Job Code 3		Or Payroll Rate 2	.0000
Job Rate 3	.0000		
Or Payroll Rate 3	.0000		

Figure 21-6: Enter New Hire screen

- 8 In the *ERP LX Shop Fl* field, type 1 to indicate that this employee's payroll information is generated from Infor ERP_{LX}.
- 9 Complete the remaining fields on this screen as you normally would.
- 10 Press Enter. The system displays the third Enter New Hire screen.
- 11 Complete the fields on this screen as you normally would.
- 12 Press Enter.
- 13 Complete the fields and press Enter on each of the remaining Enter New Hire screens.

For additional information about using the *Enter New Hire* function, see the "Entering New Hires Overview," "Hiring New Employees into US Employers," and "Hiring New Employees into Canadian Employers" parts in the *Infinium HR Guide to Processing* or the *Infinium PY Guide to Processing*.

Using Update Basic Data to Identify Shop Floor Employees

Follow the steps below to identify an employee as an Infor ERP_{LX} shop floor employee.

- 1 From the Infinium PY main menu select *Employee Data*.

- 2 Select *Update Employee Data*.
 - 3 Select *Update Basic Data* [UPR]. The system displays the Employee Update prompt screen.
 - 4 Specify the employer and employee.
 - 5 Press Enter. The system displays the first Update Employee Basic Data screen.
 - 6 Complete the fields on this screen as you normally would.
 - 7 Press Enter. The system displays the second Update Employee Basic Data screen.
 - 8 Complete the fields on this screen as you normally would.
 - 9 Press Enter. The system displays the third Update Employee Basic Data screen.
 - 10 Complete the fields on this screen as you normally would.
 - 11 Press Enter. The system displays the fourth Update Employee Basic Data screen.
 - 12 Complete the fields on this screen as you normally would.
 - 13 Press Enter. The system displays the fifth Update Employee Basic Data screen shown in Figure 21-7.
-

UPDATE EMPLOYEE BASIC DATA

HR 11.0 QA-113

Employer: ZUS SAMPLE US COMPANY Page: 5 of 5
Employee: 80005 ACCURATE, ALAN D

Break in Service Information

Leave: [] Length of Break: []
 Leave Date: [] Layoff?: Check for Yes
 Date of Return: [] FMLA Leave?: Check for Yes
 FMLA Start Year: []

Termination: [] Rehire: []
 Termination Date: [] Rehire Date: 3012006
 Last Day Worked: []
 Keep Permanently?: 0

Retirement Information

Retirement Plan?: Check for Yes Retirement Code: NORM
 Eligibility Date: 1012000 Retirement Age: 55.00

Time Clock Information

ERP LX Shop FI?: Check for Yes
 PY Clock Number: 12345 ERP LX Clock#: 20

Figure 21-7: Update Employee Basic Data screen 5

- 14 Use the information below to complete the fields in the Time Clock Information section of this screen.

ERP LX Shop FI?

Specify yes if this employee is a shop floor employee.

PY Clock Number

If you specify that you are using this field for the employee's clock number when you use the *Update Entity Controls* function, the system-generated clock number is displayed in this field.

You use the *Update Entity Controls* function to specify whether you are using this field or the *ERP LX Clock#* field for the employee's clock number. If you specify that you are using the *ERP LX Clock#* field for the employee's clock number, you can use this field for another purpose.

ERP LX Clock#

If you specify that you are using this field for the employee's clock number when you use the *Update Entity Controls* function, the system-generated clock number is displayed in this field.

You use the *Update Entity Controls* function to specify whether you are using this field or the *PY Clock Number* field for the employee's clock number. If

you specify that you are using the *ERP LX Clock#* field for the employee's clock number, you can use the *PY Clock Number* field for another purpose.

- 15 Complete the remaining fields as you normally would.
- 16 Press Enter. The system returns to the Employee Update prompt screen.
- 17 Enter information for another employee or press F3 to exit to the main menu.

For additional information about using the *Update Basic Data* function, see the "Working with Employee Basic Data," section of the "Updating Employee Data" chapter in the *Infinium PY Guide to Processing* or the "Updating Employee Basic Data" chapter in the *Infinium HR Guide to Processing*.

Specifying a Maximum Check Amount

We recommend that you specify a maximum check amount for your shop floor employees.

Follow the steps below to define a maximum check amount.

- 1 From the Infinium PY main menu select *Employee Data*.
- 2 Select *Update Employee Data*.
- 3 Select *Update Payroll Data [UPY]*. The system displays the Employee Update prompt screen.
- 4 Specify the employer and employee name.
- 5 Press Enter. The system displays the first Update Employee Payroll Data screen shown in Figure 21-8.

```

10/26/07 15:09:16      Update Employee Payroll Data      PYGMMS      PYDMMS
                                                    Page 1 of 2
Employer . . . . : ZUS      SAMPLE US COMPANY
Employee . . . . : 80005 ALAN ACCURATE
Tax ID . . . . . : 234-56-7890
Payroll Cycle . . BW +      Auto Pay Group . MONTH +
Time Card . . . . 0 (0=No 1=Yes)  Country . . . . . USA +
Pay After Term . . 1 (0=No 1=Yes)  PY Auth Group . . AK-SALARY +
Prt ID on Check . . 1 (0, 1, 2)    Multi-State . . . 1 (0=No 1=Yes)
Prt Rates on Chk. . 0 (0=No 1=Yes)
Suppress Address. . 0 (0=No 1=Yes)  1st Pay Rate . . . 2,571.4286
Pay Rate Basis . . -              2nd Pay Rate . . . .0000
Matrix . . . . . _____ +      3rd Pay Rate . . . .0000
Matrix Row . . . . _____ +      Maximum Check Amt 1,234,567.00
Matrix Column . . _____ +      Date Last Paid . . 7192005
Pay Factor . . . . _____      Project Code . . . _____
Labor Exp Acct. . . _____ +
Check Sequence . . _____ +      Pay Message Code. _____ +
Check Name . . . . TEST
Check Address . . . _____
_____
_____
F3=Exit  F4=Prompt  F10=Access  F12=Previous  F16=Update/End  F22=Delete
    
```

Figure 21-8: Update Employee Payroll Data screen 1

- 6 In the *Maximum Check Amt* field type the maximum check amount for this employee.
- 7 Complete the remaining fields on this screen as you normally would.

- 8** Press Enter. The system displays the second Update Employee Payroll Data screen.
 - 9** Complete the fields on this screen as you normally would.
 - 10** Press Enter. The system returns to the Employee Update prompt screen.
 - 11** Enter information for another employee or press F3 to exit to the main menu.
-

Defining Income Controls to Use with Infor ERP_{LX}

You must define income controls to use for processing Infinium PY with Infor ERP_{LX}. If you are defining an income control to use for the income resolution default income control, use the hours extension, method 2, income. If you are defining an income control to use for the income resolution income control associated with a pieces threshold, use the units extension, method 7, income.

Hours Extension Income Control

Follow the steps below to define an hours extension income.

- 1 From the Infinium PY main menu select *Master Files*.
- 2 Select *Update Master Files*.
- 3 Select *Update Income Controls* [UIC]. The system displays the Update Income Controls prompt screen shown in Figure 21-9.

```
9/15/04 10:28:09          Update Income Controls          PYGMIC          PYDMIC

Employer . . . . . ZUS +
Income . . . . . HOURS +
Method . . . . . 2

F3=Exit  F4=Prompt  F10=Access
```

Figure 21-9: Update Income Controls prompt screen

Use the information below to complete the fields on this screen.

Employer

Specify the employer for whom you are creating the income control.

Income

Type a description of the income.

Method

Type **2** for an hours extension income.

- 4 Press Enter. Complete the fields as you normally would and press Enter on each of the remaining Update Income Controls screens. The system returns to the Update Income Controls prompt screen.
- 5 Complete another income control record or press F3 to exit to the main menu.

See the “Setting Up Controls for Incomes” chapter in the *Infinium PY Guide to Controls* for information about income controls.

Units Extension Income Control

Follow the steps below to define a units extension income.

- 1 From the Infinium PY main menu select *Master Files*.
 - 2 Select *Update Master Files*.
 - 3 Select *Update Income Controls* [UIC]. The system displays the Update Income Controls prompt screen shown in Figure 21-10.
-

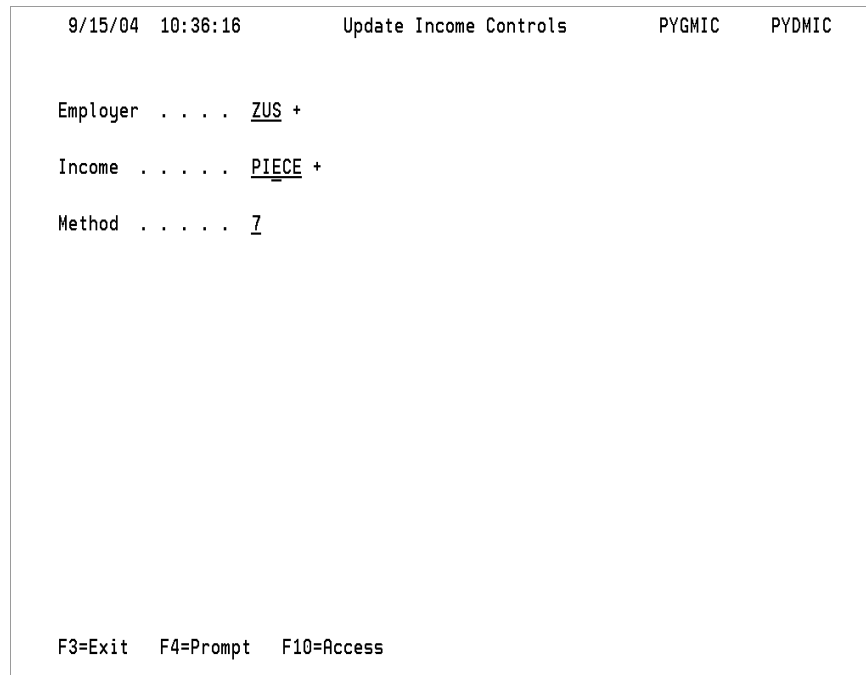


Figure 21-10: Update Income Controls prompt screen

Use the information below to complete the fields on this screen.

Employer

Specify the employer for whom you are creating the income control.

Income

Type a description of the income.

Method

Type **7** for a units extension income.

- 4 Press Enter. Complete the fields as you normally would and press Enter on each of the remaining Update Income Controls screens. The system returns to the Update Income Controls prompt screen.
- 5 Complete another income control record or press F3 to exit to the main menu.

See the “Setting Up Controls for Incomes” chapter in the *Infinium PY Guide to Controls* for information about income controls.

Defining the Income Priorities for an Employer

You can define income priorities for an employer. By leaving the *Employer* field blank, you can also update the income priorities for all employers. When you define the income priorities for all employers, the entity, you cannot delete the income priority record. You can delete income priority records for individual employers.

Follow the steps below to establish income priorities for an employer.

- 1 From the main menu select *ERP LX Interface Options*.
- 2 Select *Interface Update Options*.
- 3 Select *Update ERP LX Inc. Priority [UIRP]*. The system displays the Income Priority Definition prompt screen similar to Figure 21-11.

```
9/09/04 09:57:27      Income Priority Definition      PYGNZI10  PYDNZI10
Employer . . . .  _ + SAMPLE US COMPANY

F3=Exit  F4=Prompt  F10=Access
```

Figure 21-11: Income Priority Definition prompt screen

- 4 Specify the employer in the *Employer* field. Leave the *Employer* field blank to update the income payment priority for all employers.
- 5 Press Enter. The system displays the Income Priority Definition screen shown in Figure 21-12.

```

9/09/04 09:58:14      Income Priority Definition      PYGMZI10  PYDMZI10
Employer . . . . ZUS  SAMPLE US COMPANY      NEW RECORD

Employee/Clock# .   _
Work Center . . .  _
Class . . . . .   _
Item . . . . .    _

F3=Exit  F10=Access  F12=Previous  F22=Delete

```

Figure 21-12: Income Priority Definition screen

6 Use the information below to complete the fields on this screen.

Employee/ Clock#

Type the priority level, 1 to 4, for incomes associated with the employee or clock number in Infor ERP_{LX}. Use the *Upd. ERP LX Inc. Resolution* function to define income code values for an employee or clock number, work center, class or item. A lower number is a higher priority.

For example, a labor ticket includes a work center, class and item. The priority for the item is 1, for the class the priority is 2 and for the work center the priority is 3. The system uses the income code value associated with the item since the item has a higher priority than the class or work center.

Work Center

Type the priority level, 1 to 4, for incomes associated with the work center in Infor ERP_{LX}. Use the *Upd. ERP LX Inc. Resolution* function to define income code values for an employee or clock number, work center, class or item. A lower number is a higher priority.

For example, a labor ticket includes a work center, class and item. The priority for the item is 1, for the class the priority is 2 and for the work center the priority is 3. The system uses the income code value associated with the item since the item has a higher priority than the class or work center.

Class

Type the priority level, **1 to 4**, for incomes associated with the class in Infor ERP_{LX}. Use the *Upd. ERP LX Inc. Resolution* function to define income code values for an employee or clock number, work center, class or item. A lower number is a higher priority.

For example, a labor ticket includes a work center, class and item. The priority for the item is 1, for the class the priority is 2 and for the work center the priority is 3. The system uses the income code value associated with the item since the item has a higher priority than the class or work center.

Item

Type the priority level, **1 to 4**, for incomes associated with the item in Infor ERP_{LX}. Use the *Upd. ERP LX Inc. Resolution* function to define income code values for an employee or clock number, work center, class or item. A lower number is a higher priority.

For example, a labor ticket includes a work center, class and item. The priority for the item is 1, for the class the priority is 2 and for the work center the priority is 3. The system uses the income code value associated with the item since the item has a higher priority than the class or work center.

Identifying Income Resolution Definitions

You can define income resolution definitions and associate them with specific income code values. You can define income resolution definitions by labor ticket or by employee. You can specify a default income code value and whether to pay by piece. If you specify that you are paying by piece, you can define quantity thresholds and associate each with an income code value.

For example, the employer is a stationery manufacturer with one plant in Mexico and several plants in the US. You must specify an employer for each income resolution definition.

Pay Scenario	Income Resolution Definition	Note
Pay all employees in all plants that produce the stationery equipment class at the same rate.	Define one income resolution definition for class.	
Pay all employees who produce pens at a rate that is different from the rate paid for other stationery supplies.	Set up two income resolution definition records: one for the item, pens, and one for the class, stationery.	You must assign a higher priority to the item than to the class.
Pay employees in the Mexico plant at one rate and the US employees at a different rate.	Set up two income resolution definition records: one for the work center; Mexico, and one for the class, stationery equipment.	The income code value for the work center income must be set at a higher payment priority than the income code value associated with the class.
Pay a particular employee at a different rate from other employees who produce stationery equipment.	Set up one income resolution definition record for the employee. Set up one income resolution definition record for the work class, stationery.	You must set the income resolution definition record for the employee higher than the income resolution definition record for the class.

Pay Scenario	Income Resolution Definition	Note
Pay based on piecework.	<p>Type the appropriate value in the <i>Pay by Pieces</i> field:</p> <p>1 Use one income code value associated with the total quantity produced.</p> <p>2 Use the income code values associated with incremental quantities.</p> <p>3 Use the income code value associated with the total quantity of pieces plus an hourly rate.</p>	You can further refine pay based on piecework by specifying an income code value for additional pieces and rejected pieces.

The table below provides pay by piece examples. For this example, the values below are in the *Pieces Threshold* fields. Additional pieces are greater than the number entered in the highest *Pieces Threshold* field. In this example, the additional pieces quantity is greater than 500.

<i>Pieces Threshold 1</i>	100
<i>Pieces Threshold 2</i>	00
<i>Pieces Threshold 3</i>	300
<i>Pieces Threshold 4</i>	400
<i>Pieces Threshold 5</i>	500

Labor Ticket Quantity	Pay-by-Piece Total Quantity	Pay-by-Piece Incremental Quantity	Pay-by-Piece Total Quantity plus Hours	Comments
Zero	Use the default income code value and base pay on hours worked.	Use the default income code value and base pay on hours worked.	Use the default income code value and base pay on hours worked.	You might use a piece quantity of zero for setup time or down time.
Greater than zero and less than or equal to 100	Use the income code value that corresponds to threshold 1.	Use the income code value that corresponds to threshold 1.	Use the default income code value to pay by hours and use the income code value that corresponds to threshold 1.	If more than one income code value is needed, the system creates multiple records in the Infinium HR/PY time and attendance file, PYPWK.
175	Use the income code value that corresponds to threshold 2.	Use the income code value that corresponds to threshold 1 for the first 100 pieces; use the income code value that corresponds to threshold 2 for the remaining 75 pieces.	Use the default income code value to pay by hours and use the income code value that corresponds to threshold 2.	If more than one income code value is needed, the system creates multiple records in the Infinium HR/PY time and attendance file, PYPWK.

Labor Ticket Quantity	Pay-by-Piece Total Quantity	Pay-by-Piece Incremental Quantity	Pay-by-Piece Total Quantity plus Hours	Comments
720	Use the income code value that corresponds to additional pieces.	Use the income code value that corresponds to threshold 1 for the first 100 pieces, threshold 2 for the next 100 pieces, and so on. Then, use the income code value that corresponds to additional pieces for the last 220 pieces.	Use the default income code value to pay by hours and use the income code value that corresponds to additional pieces.	If more than one income code value is needed, the system creates multiple records in the Infinium HR/PY time and attendance file, PYPWK.
Quantity greater than zero and less than or equal to 100	Use the income code value that corresponds to additional pieces.	Use the income code value that corresponds to additional pieces.	Use the default income code value to pay by hours and use the income code value that corresponds to additional pieces.	If more than one income code value is needed, the system creates multiple records in the Infinium HR/PY time and attendance file, PYPWK.
No threshold 1 information is in the income resolution definition				

Follow the steps below to define income resolution definitions.

- 1 From the main menu select *ERP LX Interface Options*.

- 2 Select *Interface Update Options*.
- 3 Select *Upd. ERP LX Inc. Resolution [UIRD]*. The system displays the first Income Resolution screen similar to Figure 21-13.

```

9/08/04 16:22:10      Income Resolution Definition      PYGMZC10  PYDMZC10

Employer . . . .  _  +

Income Code Resolution by Labor Ticket
Work Center . . .  _____ +
-or-
Class . . . . .  _  +
-or-
Item . . . . .  _____ +

Income Code Resolution by Employee
Employee . . . .  _____ + -or- Last Name . . . .  _____ +
-or-
Shop Floor Clock# _____ +

F3=Exit  F4=Prompt  F10=Access
    
```

Figure 21-13: Income Resolution Definition screen 1

Use the information below to complete the fields on this screen. You must enter a value in only one of these fields: *Work Center*, *Class*, *Item*, *Employee*, *Last Name* or *Shop Floor Clock#*.

Employer

Specify the employer for whom you are creating the income resolution definition.

Work Center

Specify the work center to be used as the basis for this income resolution definition.

Class

Specify the class to be used as the basis for this income resolution definition.

Item

Specify the item to be used as the basis for this income resolution definition.

Employee

Specify the employee for whom you are creating the income resolution definition.

Last Name

Specify the last name of the employee for whom you are creating the income resolution definition.

Shop Floor Clock #

Specify the shop floor clock number to be used as the basis for this income resolution definition.

- 4 Press Enter. The system displays the second Income Resolution Definition screen shown in Figure 21-14.

```

8/30/04 16:00:08      Income Resolution Definition      PYGMZC10  PYDMZC10

Employer . . . . : ZUS SAMPLE US COMPANY                NEW RECORD
Employee . . . . :      80005  ACCURATE                  Shop Floor Clock#  20
Work Center . . . : 000000
Class . . . . . :
Item . . . . . :

Default Income Cd  ____ +          Pay by Pieces . . 0 (0->3)

Pay by Piece Income Definitions

Pieces Threshold 1  _____ .000      Income Code 1 . . ____ +
Pieces Threshold 2  _____ .000      Income Code 2 . . ____ +
Pieces Threshold 3  _____ .000      Income Code 3 . . ____ +
Pieces Threshold 4  _____ .000      Income Code 4 . . ____ +
Pieces Threshold 5  _____ .000      Income Code 5 . . ____ +

Add. Pieces Income  ____ +
Rej. Pieces Income  ____ +

F3=Exit  F4=Prompt  F10=Access  F12=Previous
    
```

Figure 21-14: Income Resolution Definition screen 2

- 5 Use the information below to complete the fields on this screen.

Default Income Cd

Specify the default income code value to be used for this income resolution definition if income payment is based on hours worked, not pieces. If you specify to pay by pieces but the system cannot resolve to an income code value, the system uses this income code value. For example, if no quantity is on the labor ticket, the system uses this income code value.

This income code value must be an hours extension type income, method 2.

If you specify an employee number or clock number on the previous display, the employee must be authorized to this income.

Pay by Pieces

Specify whether the pay for work associated with this income resolution definition is based on piece work. Valid values are:

- 0** No, pay by pieces is not used. Income payment is based on hours worked. The income code value defined for this income resolution definition is always the default income code value.
- 1** Pay by pieces by basing the pay on the total number of pieces and use the income code value associated with the quantity specified in the *Pieces Threshold* field.
- 2** Pay by pieces by basing the pay on income code values associated with incremental quantities.
- 3** Pay by pieces by basing the pay on the income code value associated with the number of pieces and an hourly rate using the default income code value.

If you enter **1**, **2** or **3** in this field, you must enter a value in the *Add. Pieces Income* and *Rej. Pieces Income* fields.

Pieces Threshold 1

Type the greatest quantity of pieces on which pay is based for the income code value specified in the *Income Code 1* field.

Income Code 1

Specify the income code value associated with the quantity of pieces in the *Pieces Threshold 1* field.

Pieces Threshold 2

Type the greatest quantity of pieces on which pay is based for the income code value specified in the *Income Code 2* field.

Income Code 2

Specify the income code value associated with the quantity of pieces in the *Pieces Threshold 2* field.

Pieces Threshold 3

Type the greatest quantity of pieces on which pay is based for the income code value specified in the *Income Code 3* field.

Income Code 3

Specify the income code value associated with the quantity of pieces in the *Pieces Threshold 3* field.

Pieces Threshold 4

Type the greatest quantity of pieces on which pay is based for the income code value specified in the *Income Code 4* field.

Income Code 4

Specify the income code value associated with the quantity of pieces in the *Pieces Threshold 4* field.

Pieces Threshold 5

Type the greatest quantity of pieces on which pay is based for the income code value specified in the *Income Code 5* field.

Income Code 5

Specify the income code value associated with the quantity of pieces in the *Pieces Threshold 5* field.

Add. Pieces Income

Specify the income code value to associate with quantities that exceed the quantity entered at the highest threshold or if no pieces thresholds are defined.

Rej. Pieces Income

Specify the income code value to associate with rejected pieces.

- 6 Press Enter. The system returns to the first Income Resolution Definition screen.
 - 7 Enter another income resolution definition or press F3 to exit to the Infinium PY main menu.
-

Displaying the Infor ERP_{LX} Audit File

Infinium HR/PY records changes to the employee root master file that are sent to the Infor ERP_{LX} shop floor employee/clock file, CEM. The information in the audit file includes both before and after values for information that changes. Use the *Display ERP LX Audit File* function to view employee changes in the audit file.

Follow the steps below to view the audit file.

- 1 From the main menu select *ERP LX Interface Options*.
- 2 Select *Interface Display Options*.
- 3 Select *Display ERP LX Audit File* [DSELAF]. The system displays the Display ERP LX Audit File selection screen shown in Figure 21-15.

```

9/08/04 16:27:20   Display SSA ERP LX Audit File-Select  PYGDZA10  PYDDZA10
                  Sorted By ER,EE,Descend Date
Employer . . . .  _  +
Employee . . . .  _____ +

Type options and press Enter
5=Display

Op ER Employee#  Clock # Name                               Evt  Chg Date Sts
_ AA2  21111      25 ACE,  BRENDA                               Chg  8/31/2004
_ AA2  21111      0 ACE,  BRENDA                               Chg  8/31/2004 F
_ AA2  17167 35    ALMEIDA, ADELINE W                               Chg  9/01/2004
_ AA2  17167 35    ALMEIDA, ADELINE W                               Add  9/01/2004
_ AA2  17167 30    ALMEIDA, ADELINE W                               Chg  9/01/2004
_ AA2  17167 30    ALMEIDA, ADELINE W                               Chg  9/01/2004
_ AA2  17167 30    ALMEIDA, ADELINE W                               Chg  9/01/2004
_ AA2  17167 30    ALMEIDA, ADELINE W                               Chg  9/01/2004
_ AA2  17167 30    ALMEIDA, ADELINE W                               Chg  9/01/2004
_ AA2  17167 30    ALMEIDA, ADELINE W                               Chg  9/01/2004
_ AA2  17167 30    ALMEIDA, ADELINE W                               Chg  9/01/2004
_ AA2  17166      25 ALLARD, GEORGE J                               Chg  9/01/2004 F
More...
F3=Exit F4=Prompt F10=QuikAccess F12=Cancel F14=Asc Order F15=Dsc Order
    
```

Figure 21-15: Display ERP LX Audit File selection screen

- 4 Type **5** next to the employee record you want to display.
- 5 Press Enter. The system displays the Display ERP LX Audit Detail screen shown in Figure 21-16.

```
_ 9/08/04 16:28:10   Display SSA ERP LX Audit Detail   PYGDZA20   PYDDZA20

Employer . . . . : ZUS       SAMPLE US COMPANY
Clock # . . . . : 34

Date Changed . . : 9/01/2004
Time Changed . . : 11:46:38
User who changed: PA0
Comment . . . . : Update operation on CEM File is succeeded.

Before - - - - -
Name . . . . . : ALMEIDA,ADELINE W
Employee Number : 17167
Record ID . . . : EM
EE Number Format: 1

After - - - - -
Name . . . . . : ALMEIDA,ADELINE W
Employee Number : 17167
Record ID . . . : EZ
EE Number Format: 1

F3=Exit F10=QuikAccess F12=Cancel
```

Figure 21-16: Display ERP LX Audit Detail screen

- 6 When you finish viewing the specified record, press F3 to exit to the Display ERP LX Audit File selection screen.
- 7 Select another record to view or press F3 to exit to the main menu.

Purging Infor ERP_{LX} Records

You can purge the information in the Infor ERP_{LX} audit file. Follow the steps below to purge the information in the Infor ERP_{LX} audit file.

- 1 From the main menu select *System Operations*.
- 2 Select *ERP LX Operations*.
- 3 Select *Purge ERP LX Audit File* [PSELAF]. The system displays the Purge ERP LX Audit File screen shown in Figure 21-17.

```

8/30/04 16:04:50      Purge SSA ERP LX Audit File      PYGZZ50  PYDZZ50
-----
Employer . . . . . __ +   -or-   Employer Group . . ____ +
Purge through date . _____
List/Purge option . . _ 1=List only, 2=List and purge

-----
F3=Exit  F4=Prompt  F10=QuikAccess      F16=Submit

```

Figure 21-17: Purge ERP LX Audit File screen

- 4 Use the information below to complete the fields on this screen.

Employer

Specify the employer whose Infor ERP_{LX} audit records you are purging. You must specify an employer or an employer group.

Employer Group

Specify the employer group whose Infor ERP_{LX} audit records you are purging. You must specify an employer or an employer group.

Purge through date

Specify the date through which you want to purge the audit records. The system checks the date records changed and purges all records that were changed on or before this date.

List/Purge option

Specify whether to generate a list that shows the records that will be purged or to purge the records and generate a list of purged records. Valid values are:

- 1** Generate a list only, but do not purge the audit records.
 - 2** Purge the records and print a list of purged audit records.
- 5** Press F16 to purge the specified information. The system performs the specified action and returns to the Infinium PY main menu.
-

Chapter 23 Applying and Extracting Tax Table Updates

23

This chapter discusses the process of applying tax table updates to your payroll application.

The chapter consists of the following topics:

Topic	Page
Overview	23-2
Applying Tax Table Updates	23-3
Extracting Tax Table Updates	23-8

Overview

You can use Infinium PY to incorporate tax table updates into your Infinium PY application. These tax table updates are Tax Update Bulletins (TUBs) and are available from Customer Support as files that you must download to your iSeries machine before you run your update process.

You can also use Infinium PY to extract certain tax table information into tax table work files. Generally, only Infinium uses the extract functions to package TUBs for distribution of the new tax tables by Customer Support.

The menu options discussed in this chapter are restricted. You can view these menu options only if you have an Infinium Application Manager authority level of 1 on your AM user profile or if you sign on as supervisor profile PY2000. See the “Working with User Profiles” chapter in the Platform Products *Guide to Application Manager*.

Applying Tax Table Updates

Use the *Apply Tax Table Updates – Trial* and the *Apply Tax Table Updates – Final* functions to update your tax tables with tax table changes that exist in a Tax Update Bulletin (TUB) work file. Use the *Apply Tax Table Updates – Trial* function to generate a list of tax tables the system updates when you use the *Apply Tax Table Updates – Final* function. The *Apply Tax Table Updates – Trial* function provides you the ability to review the records that you are updating. If you find incorrect or unsatisfactory information, you can re-run the *Apply Tax Table Updates – Trial* until the information is satisfactory.

When you use the *Apply Tax Table Updates – Trial* function, you can specify the Tax Update Bulletin (TUB) to apply or you can apply all TUBs that meet the criteria you specify. You can specify whether to replace modifications that you made manually to tax tables after a previous update. You also specify one or a combination of the following the tax tables to update:

- US federal tax
- US federal wage
- US state tax
- US state wage
- US home state reciprocity
- US locality tax
- Canadian federal tax
- Canadian provincial tax

You can also specify whether to update tax authorities and tax methods.

The system generates a list of the tax table updates that are available, prints messages if table records were modified by someone at your site after a previous update was applied, and indicates whether these modified records will be replaced.

After you use the *Apply Tax Table Updates – Final* function, the system prints a list of the updated tables that includes the following information:

- Federal or state code
 - Effective date of the table
 - A warning if the record exists or was replaced
-

The system updates the specified tax tables and includes the TUB ID, the date of the update, and the user who ran the *Apply Tax Table Updates – Final* function.

Applying Tax Table Updates in Trial Mode

Follow the steps below to apply tax table updates in trial mode.

- 1 From the Infinium PY main menu select *Tax Operations*.
- 2 Select *Tax Table Functions*.
- 3 Select *Update Tax Tables*.
- 4 Select *Apply Tax Table Updates – Trial (ATTUT)*. The system displays the Apply Tax Table Updates – Trial screen similar to Figure 23-1.

```

6/01/05 16:29:46      Apply Tax Table Updates-Trial      PYGTL50      PYDTL50

Tax Update ID . . ____

Replace User Mod.? _ (0=No 1=Yes)

Select tables to update:
US Federal Tax . . 0 (0=No 1=Yes)
US Federal Wage. . 0 (0=No 1=Yes)
US State Tax . . . 0 (0=No 1=Yes)
US State Wage . . . 0 (0=No 1=Yes)
US Home St. Recip. 0 (0=No 1=Yes)
US Locality Tax . . 0 (0=No 1=Yes)
Canada Fed. Tax . . 0 (0=No 1=Yes)
Canada Prov. Tax . 0 (0=No 1=Yes)
Tax Authority . . . 0 (0=No 1=Yes)
Tax Methods . . . 0 (0=No 1=Yes)

-----
F3=Exit  F10=Access

```

Figure 23-1: Apply Tax Table Updates – Trial screen

- 5 Use the information below to complete the fields on this screen.

Tax Update ID

Type the value for the ID of the tax update records to apply. Leave blank to apply changes from all TUB IDs for the specified criteria.

Replace User Mod?

Specify yes to replace tax table records with the same effective date as tax table records in the TUB work file that were last modified by a user ID other than the system, which is indicated by the value ***SYSTEM**.

Specify no to leave unchanged all user-modified records that have the same effective date as the tax table records in the TUB work file but that were last modified by a user ID other than the system. The user ID is indicated by a value other than ***SYSTEM**.

Valid values are:

- 0** No, do not replace existing user-modified records with the same effective date as records in the TUB work file.
- 1** Yes, replace existing user-modified records with the same effective date as records in the TUB work file.

The system automatically replaces all records that were last changed by the system, user ID ***SYSTEM**, for both old and new records with the same effective date, regardless of the value in this field.

US Federal Tax

Specify yes to process available US federal tax table changes. Otherwise, specify no.

US Federal Wage

Specify yes to process available US federal wage table changes. Otherwise, specify no.

US State Tax

Specify yes to process available US state tax table changes. Otherwise, specify no.

US State Wage

Specify yes to process available US state wage table changes. Otherwise, specify no.

US Home St. Recip

Specify yes to process available US home state reciprocity tax table changes. Otherwise, specify no.

US Locality Tax

Specify yes to process available US locality tax table changes. Otherwise, specify no.

Canada Fed. Tax

Specify yes to process available Canadian federal tax table changes. Otherwise, specify no.

Canada Prov. Tax

Specify yes to process available Canadian provincial tax table changes. Otherwise, specify no.

Tax Authority

Specify yes to process available tax authority changes. Otherwise, specify no.

Tax Methods

Specify yes to process available tax method changes. Otherwise, specify no.

- 6 Press Enter. The system generates a trial listing that shows the changes that will occur when you use the *Apply Tax Table Updates – Final* function.

Applying Tax Table Updates in Final Mode

Follow the steps below to apply tax table updates in final mode.

- 1 From the Infinium PY main menu select *Tax Operations*.
 - 2 Select *Tax Table Functions*.
 - 3 Select *Update Tax Tables*.
 - 4 Select *Apply Tax Table Updates – Final* (ATTUF). The system displays the Apply Tax Table Updates – Final screen similar to Figure 23-2.
-

```
6/01/05 16:59:02      Apply Tax Table Updates-Final      PYGTL50      PYDTL50

Tax Update ID . . ____

Replace User Mod.? _ (0=No 1=Yes)

Select tables to update:
US Federal Tax . . 0 (0=No 1=Yes)
US Federal Wage. . 0 (0=No 1=Yes)
US State Tax . . . 0 (0=No 1=Yes)
US State Wage . . 0 (0=No 1=Yes)
US Home St. Recip. 0 (0=No 1=Yes)
US Locality Tax . 0 (0=No 1=Yes)
Canada Fed. Tax . 0 (0=No 1=Yes)
Canada Prov. Tax . 0 (0=No 1=Yes)
Tax Authority . . 0 (0=No 1=Yes)
Tax Methods . . . 0 (0=No 1=Yes)

-----
F3=Exit  F10=Access
```

Figure 23-2: Apply Tax Table Updates – Final screen

- 5 Use the field information in the “Applying Tax Table Updates in Trial Mode” section to complete the fields on this screen.
- 6 Press Enter. The system updates the specified tax tables and generates a listing of the changes.

Extracting Tax Table Updates

WARNING! Normally, the *Extract Tax Table Updates – Trial* and *Extract Tax Table Updates – Final* functions are run by Infinium. Use these functions with caution.

Use the *Extract Tax Table Updates – Trial* function to generate a list of the tax table updates that meet your selection criteria and can be copied into Tax Update Bulletin (TUB) work files. The system only creates a listing and makes no changes to the files.

You can process records based on starting and ending effective dates and starting and ending entry dates. You can run this function for one table or for multiple tables. You can also indicate whether the system should extract records for only one state, locality, province, tax authority ID, or tax method value.

Use the *Extract Tax Table Updates – Final* function to generate a list of the tax table records that meet your selection criteria and to copy the records into Tax Update Bulletin (TUB) work files. You can specify that the system does the following when you use this function:

- Clear each work file before extracting new records or add records to existing records in the file
- Process records based on starting and ending effective dates
- Process records based on starting and ending entry dates
- Extract the records in one table or multiple tables
- Extract records for one or all of the following tax entities:
 - US federal
 - State
 - Locality
 - Canadian federal
 - Province
 - Tax authority ID
 - Tax method value

You can extract tax updates to a work file in trial and final mode. Use trial mode to generate a list of the tax tables that will be updated in final mode. Review the listing to ensure the updates are correct.

Applying Tax Table Updates in Trial Mode

Follow the steps below to apply tax table updates in trial mode.

- 1 From the Infinium PY main menu select *Tax Operations*.
- 2 Select *Tax Table Functions*.
- 3 Select *Update Tax Tables*.
- 4 Select *Apply Tax Table Extract – Trial (ETTUT)*. The system displays the Extract Tax Table Updates – Trial screen similar to Figure 23-3.

```

6/02/05 13:02:41   Extract Tax Table Updates-Trial   PYGTL50   PYDTL50

Tax Update ID . . . _____

From Eff. Date . . . _____           To Eff. Date . . . _____
From Entry Date . . . _____           To Entry Date . . . _____

Select tables to extract:
US Federal Tax . . . 0 (0=No 1=Yes)
US Federal Wage . . . 0 (0=No 1=Yes)
US State Tax . . . 0 (0=No 1=Yes)      State . . . . . _____ +
US State Wage . . . 0 (0=No 1=Yes)      State . . . . . _____ +
US Home St. Recip. 0 (0=No 1=Yes)      State . . . . . _____ +
US Locality Tax . . . 0 (0=No 1=Yes)    Locality . . . . . _____ +
Canada Fed. Tax . . . 0 (0=No 1=Yes)
Canada Prov. Tax . . . 0 (0=No 1=Yes)   Province . . . . . _____ +
Tax Authority . . . 0 (0=No 1=Yes)      Tax Authority ID . 0000 + 0000 +
Tax Methods . . . 0 (0=No 1=Yes)        Method Type/Code . _____ +

-----
F3=Exit  F4=Prompt  F10=Access
    
```

Figure 23-3: Extract Tax Table Updates – Trial screen

- 5 Use the information below to complete the fields on this screen.

Tax Update ID

Type the value for the ID to assign to the extracted tax update records.

Clear File?

Specify yes to clear each tax update work file before extracting any records. Otherwise, specify no.

For example, several records are in a tax table file with the same effective date but for different state or provincial codes, and you want to extract only some of the state or provincial records. You clear the file before the first

extract of the first state or province, but do not clear the file for each additional extract of additional states or provinces.

Valid values are:

- 0** No, do not clear the work file before extracting records
- 1** Yes, clear all records from the work file before extracting records.

From Eff. Date

Specify the earliest date for the records to process. The system processes only records whose effective date is on or after this date and on or before the date in the *To Eff. Date* field.

Leave this field blank to select only the records that are on or before the value in the *To Eff. Date* field, or to select records based on the dates in the *From Entry Date* and *To Entry Date* fields.

You must specify at least one date.

You must enter dates in MMDDYY format.

To Eff. Date

Specify the latest effective date to process records. The system processes only records whose effective date is on or before this date and on or after the date in the *From Eff. Date* field.

Leave this field blank to select all records that are on or after the value in the *From Eff. Date* field, or to select records based on the dates in the *From Entry Date* and *To Entry Date* fields.

You must specify at least one date.

You must enter dates in MMDDYY format.

From Entry Date

Specify the earliest entry date for which to process records. The system processes only records whose entry date is on or after this date and on or before the date in the *To Entry Date* field.

Leave this field blank to select all records that are on or before the date in the *To Entry Date* field, or to select records based on the dates in the *From Eff. Date* and *To Eff. Date* fields.

You must specify at least one date.

You must enter dates in MMDDYY format.

To Entry Date

Specify the latest entry date for which to process records. The system processes only records where the entry date is on or before this date and on or after the date in the *From Entry Date* field.

Leave this field blank to select all records that are on or after the value in the *From Entry Date* field, or to select records based on the dates in the *From Eff. Date* and *To Eff. Date* fields.

You must specify at least one date.

You must enter dates in MMDDYY format.

US Federal Tax

Specify yes to process available US federal tax table changes. Otherwise, specify no.

US Federal Wage

Specify yes to process available US federal wage table changes. Otherwise, specify no.

US State Tax

Specify yes to process available US state tax table changes. Otherwise, specify no.

State

Specify a state code value to extract state tax table records for only this state. Leave this field blank to process records for all states that satisfy the other selection criteria.

US State Wage

Specify yes to process available US state wage table changes. Otherwise, specify no.

State

Specify a state code value to extract state tax table records for only this state. Leave this field blank to process records for all states that satisfy the other selection criteria.

US Home St. Recip

Specify yes to process available US home state reciprocity tax table changes. Otherwise, specify no.

State

Specify a state code value to extract state tax table records for only this state. Leave this field blank to process records for all states that satisfy the other selection criteria.

US Locality Tax

Specify yes to process available US locality tax table changes. Otherwise, specify no.

Locality

Specify a locality code value to extract locality tax table records for only this locality. Leave this field blank to process records for all localities that satisfy the other selection criteria.

Canada Fed. Tax

Specify yes to process available Canadian federal tax table changes. Otherwise, specify no.

Canada Prov. Tax

Specify yes to process available Canadian provincial tax table changes. Otherwise, specify no.

Province

Specify a provincial code value to extract provincial tax table records for only this province. Leave this field blank to process records for all provinces that satisfy the other selection criteria.

Tax Authority

Specify yes to process available tax authority changes. Otherwise, specify no.

Tax Authority ID

In the first *Tax Authority ID* field, type a valid authority 1 (state) number to extract tax authority records for only this state tax authority. Leave this field blank to process all authority 1 records.

In the second *Tax Authority ID* field, type a valid authority 2 (local) number to extract tax authority records for only this local tax authority. Leave this field blank to process all authority 2 records.

Tax Methods

Specify yes to process available tax method changes. Otherwise, specify no.

Method Type/Code

In the *Method Type* field type the value that identifies the single method whose tax records you want to extract. Leave blank to process records for all method types.

Valid values are:

CAT	Tax category
EX1	Exemption allowance method
FST	Filing status
RD1	Rounding method
SD1	Standard deduction method
SP1	Special processing method
SU1	Supplemental method
TC1	Tax calculation method
WP1	Wage proration method

Specify the code value associated with the method type for which you are processing tax records. Leave this field blank to process records for all code values associated with this method type.

- 6 Press Enter. The system generates a trial listing that shows the changes that will occur when you use the *Apply Tax Table Updates – Final* function and prints warning messages that indicate whether the TUB extract files are cleared before new records are extracted.

Applying Tax Table Updates in Final Mode

Follow the steps below to apply tax table updates in final mode.

- 1 From the Infinium PY main menu select *Tax Operations*.
-

- 2 Select *Tax Table Functions*.
- 3 Select *Update Tax Tables*.
- 4 Select *Apply Tax Table Extract – Final* (ETTUF). The system displays the Extract Tax Table Updates – Final screen similar to Figure 23-4.

```

6/02/05 13:06:17      Extract Tax Table Updates-Final      PYGTL50      PYDTL50

Tax Update ID . . . ____
Clear File? . . . _ (0=No 1=Yes)
From Eff. Date . . . _____      To Eff. Date . . . _____
From Entry Date . . . _____      To Entry Date . . . _____

Select tables to extract:
US Federal Tax . . . 0 (0=No 1=Yes)
US Federal Wage. . . 0 (0=No 1=Yes)
US State Tax . . . 0 (0=No 1=Yes)      State . . . . . ____ +
US State Wage . . . 0 (0=No 1=Yes)      State . . . . . ____ +
US Home St. Recip. 0 (0=No 1=Yes)      State . . . . . ____ +
US Locality Tax . . 0 (0=No 1=Yes)      Locality . . . . . ____ +
Canada Fed. Tax . . 0 (0=No 1=Yes)
Canada Prov. Tax . . 0 (0=No 1=Yes)      Province . . . . . ____ +
Tax Authority . . . 0 (0=No 1=Yes)      Tax Authority ID . 0000 + 0000 +
Tax Methods . . . . 0 (0=No 1=Yes)      Method Type/Code . ____ +

-----
F3=Exit  F4=Prompt  F10=Access
    
```

Figure 23-4: Apply Tax Table Updates – Final screen

- 5 Use the field information in the “Extracting Tax Table Updates in Trial Mode” section to complete the fields on this screen.
- 6 Press Enter. The system updates the specified tax tables and generates a listing of the changes.

Chapter 24 Restricting Updates to W-4 Information

24

You can restrict updates to employee federal withholding W-4 information by restricting a user from updating the federal withholding tax and exemptions in the employee's payroll record.

The chapter consists of the following topics:

Topic	Page
Overview	24-2
Updating Employee Payroll Information	24-4
Updating Employee Deduction Information	24-3
Displaying and Listing Employee Information	24-6

Overview

You can restrict updates to employee federal withholding information that an employee may submit through the *W-4* form. To restrict employee updates to federal withholding tax and exemptions, you can prevent a user from updating the federal withholding tax and exemptions in the employee's payroll record.

To restrict updates to employee federal withholding and exemptions, you specify that the *Fed. Filing* and *Fed. Exemptions* fields are locked on the third Update Employee Payroll Data screen. When you specify yes in the *Filing Locked* field, the following occurs:

- You cannot update the *Fed. Filing* or *Fed. Exemptions* field on the Update Employee Payroll Data screen.
- The system displays LOCKED in the *Claiming Status* field on the Update Employee Deduction Codes screen. The message reminds you that although you can change the value in the *Claiming Status* field, restrictions are placed on the employee's federal withholding and exemptions.

You can restrict entry of withholding information by using field level security. See the "Establishing Field Level Security" topic in the "Using System Operations Functions" chapter in the *Infinium HR Guide to Management Functions* or the "Establishing Field Level Security" topic in the "Implementing User Security" chapter in the *Infinium PY Guide to Management Functions* for more information.

Displaying and Listing Employee Information

You can use the *Display Employee Data* function to display payroll data. The employee's information includes whether the employee's federal withholding and exemption information is locked.

You can use the *List Employee Data* function to display deduction information. The employee's information includes whether the employee's federal withholding and exemption information is locked.

You can use the *List Employee Data* function to generate a list of employees that includes information that shows whether a lock is placed on an employee's data.

You can use the *List Employee Deductions* function to generate a list of employees that includes information that shows whether a lock is placed on an employee's deduction data.

New Hire Information

If you need to indicate that an employee's federal withholding is locked in during the new hire process, you can access the PY - Fed/State/Provincial topic from the *Employee Topic List*.

Rehire Information

If you rehire an employee whose federal withholding was locked when the employee was terminated, the employee's information remains locked after you rehire the employee.

Updating Employee Deduction Information

To update an employee's claiming status on the locked *FWT deduction, you must first remove the locked restriction. Do this by changing the value in the *Filing Locked* field on the Update Employee Payroll Data screen to no. After you change the *Claiming Status* field on the employee's deduction, you can again lock the *Claiming Status* field by changing the *Filing Locked* field on the Update Employee Payroll Data screen back to yes.

Infor Infinium HCM Self Service

If you are using Infor Infinium HCM Self Service (SHCM), you allow employees to update W-4 information in SHCM, and you specify that you want to lock an employee's federal withholding and exemption amounts, the employee whose federal withholding is restricted cannot update the *Filing Status* and *Exemption* fields on the Update W-4 Information page in SHCM.

Updating Employee Payroll Information

Use the *Update Payroll Data (USA)* function to specify that the employee's federal withholding amount and exemptions are locked.

Complete the steps below to lock the employee's federal withholding amount and exemptions:

- 1 From the Infinium PY main menu select *Employee Data*.
 - 2 Select *Update Employee Data*.
 - 3 Select *Update Payroll Data (USA)* [UPY]. The system displays the Employee Update prompt screen.
 - 4 Specify the employer and employee.
 - 5 Press Enter. The system displays the first Update Employee Payroll Data screen.
 - 6 Complete this screen as you normally would and press Enter. The system displays the second Update Employee Payroll Data screen.
 - 7 Complete this screen as you normally would and press Enter. The system displays the third Update Employee Payroll Data screen similar to Figure 24-1.
-

UPDATE EMPLOYEE PAYROLL DATA

Actions PY 11.0 QA-113 Page 3 of 3

Employer	ZUS	SAMPLE US COMPANY
Employee	80005	ALAN D ACCURATE
Fed. Filing	<input checked="" type="radio"/> Married <input type="radio"/> Single	Current State <input type="text" value="NY"/>
Fed. Exemptions	<input type="text" value="2"/>	Home State <input type="text" value="NY"/>
Filing Locked	<input type="checkbox"/> Check for Yes	Current Misc Loc. <input type="text"/>
State Exemptions.	<input type="text" value="0"/>	Home Misc. Loc. <input type="text"/>
Local Exemptions.	<input type="text" value="0"/>	Current County <input type="text"/>
Home Tax Co	<input type="text"/>	Home County <input type="text"/>
PrYr.Strt.Tax Co		Current City <input type="text" value="NYC"/>
Tax Co XVR	0	Home City <input type="text" value="NYC"/>
Tax Co.Pr.Yr.XVR	0	Curr School Dist. <input type="text"/>
MOGE Employee	<input type="checkbox"/> Check for Yes	Home School Dist. <input type="text"/>
EIC Employee	<input type="text" value="0"/>	Nonres. Alien? <input type="checkbox"/> Check for Yes
Wage Plan Code	<input type="text"/>	F.L.S.A. <input type="text"/>
1099R:Exempt EE	<input type="text"/>	Tipped EE - Prev. <input type="text" value="0"/>
Tipped Employee	<input type="text" value="1"/>	TEPA - Prv Yr? <input type="checkbox"/> Check for Yes
TEPA - Curr Yr?	<input type="checkbox"/> Check for Yes	TEPA End Date <input type="text"/>
TEPA Start Date	<input type="text"/>	

Figure 24-1: Update Employee Payroll Data screen

- 8 Use the information below to complete the fields on this screen.

Filing Locked

Specify yes to prevent updates to the *Fed. Filing* and *Fed. Exemptions* fields.

- 9 Complete the remaining fields as you normally would.
- 10 Press Enter to save your entries and return to the Employee Update prompt screen.
- 11 Press F3 to exit to the main menu.

Displaying and Listing Employee Information

You can display payroll data that includes whether the employee's federal withholding and exemption information is locked. You can also display deduction information, which includes whether the employee's federal withholding and exemption information is locked.

You can generate a list of employees that includes information that shows whether a lock is placed on employees' data. You can generate a list of employees that includes information that shows whether a lock is placed on employees' data.

Displaying Employee Withholding Information

Use the *Display Employee Data* function to display payroll data that includes whether the employee's federal withholding and exemption information is locked.

Complete the steps below to display employee payroll data.

- 1 From the Infinium PY main menu select *Employee Data*.
 - 2 Select *Display Employee Data*.
 - 3 Select *Display Employee Data* [DEED]. The system displays the Display Employee Data prompt screen.
 - 4 Specify the employer and employee and press Enter. The system displays the Display Employee Data selection screen.
 - 5 Select Payroll Master Data and press Enter. The system displays the first Display Employee Payroll Data screen.
 - 6 Press Enter to display the second Display Employee Payroll Data screen.
 - 7 Press Enter to display the third Display Employee Payroll Data screen similar to Figure 24-2.
-

DISPLAY EMPLOYEE PAYROLL DATA			
Employer	ZUS	SAMPLE US COMPANY	
Employee	80005	ALAN D ACCURATE	
Fed. Filing	M	Current State	NY
Fed. Exemptions	2	Home State	NY
Filing Locked	1	SUTA State	NY
State Exemptions	0	Current Misc Loc	
Local Exemptions	0	Home Misc. Loc.	
Home Tax Co		Current County	
PrYr.Strt.Tax Co		Home County	
Tax Co XVR	0	Current City	NYC
Tax Co.Pr.Yr.XVR	0	Home City	NYC
MOGE Employee	0	Curr School Dist	
EIC Employee	0	Home School Dist	
Wage Plan Code		Nonres. Alien?	0
1099R Exempt EE		F.L.S.A.	
Tipped Employee	1	Tipped EE - Prev	0
TEPA - Curr Yr?	0	TEPA - Prv Yr?	0
TEPA Start Date		TEPA End Date	

Figure 24-2: Display Employee Payroll Data screen

- 8 Press Enter to return to the Display Employee Payroll Data selection screen.
- 9 Press F3 twice to exit to the main menu.

Displaying Deduction Information

You can use the *Display Employee Data* function to display deduction information, the employee's information includes whether the employee's federal withholding and exemption information is locked.

Complete the steps below to display employee payroll data.

- 1 From the Infinium PY main menu select *Employee Data*.
- 2 Select *Display Employee Data*.
- 3 Select *Display Employee Data* [DEED]. The system displays the Display Employee Data prompt screen.
- 4 Specify the employer and employee and press Enter. The system displays the Display Employee Data selection screen.
- 5 Select Employee Deduction Data and press Enter. The system displays the first Display Employee Deduction Data selection screen.

- 6 Select the *FWT deduction and press Enter. The system displays a screen similar to Figure 24-3.

Code	Start Date	End Date	Deduction Amt.	Limit Amt.	Basis	Opt
*FWT			.00	.00	01	<input type="checkbox"/>
*LI01			.00	.00	17	<input type="checkbox"/>
*LPHI			.00	.00	16	<input type="checkbox"/>

Figure 24-3: Federal Income Tax employee deduction screen

- 7 Press Enter to display the second Federal Income Tax screen.
- 8 Press F3 three times to exit to the main menu.

Listing Employee Withholding Information

Use the *List Employee Data* function to generate a list of employees that includes information that shows whether a lock is placed on employees' data.

Complete the steps below to generate an employee list.

- 1 From the Infinium PY main menu select *Employee Data*.
- 2 Select *List Employee Data*.
- 3 Select *List Employee Data* [LEED]. The system displays the List Employee Data prompt screen.
- 4 Specify the employer and the levels to include on the list.

The system generates a list that includes whether an employee's federal withholding and exemptions are locked.

Listing Employee Deduction Information

Use the *List Employee Deductions* function to generate a list of employees that includes information that shows whether a lock is placed on employees' data.

Complete the steps below to generate an employee list.

- 1 From the Infinium PY main menu select *Employee Data*.
- 2 Select *List Employee Data*.
- 3 Select *List Employee Deductions* [LEDE]. The system displays the List Employee Deductions prompt screen.
- 4 Specify the employer, the levels to include on the list, and the deduction code to include on the list.

The system generates a list that includes whether an employee's claiming status is locked.

Notes