



# Infor Infinium HCM Payroll Guide to Controls

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## About This Guide

This section focuses on the following information:

- Intended audience
- Purpose of this guide
- Conventions used in this guide
- Related documentation

### Intended Audience

This guide is for the Infinium Payroll (Infinium PY) users who are responsible for creating and maintaining the Infinium PY controls.

### Purpose of This Guide

This guide is task oriented. We have grouped related tasks into parts. Each part contains overview information and step-by-step instructions to lead you through the tasks.

### Organization of This Guide

This guide is task oriented. We have grouped related tasks into parts. Each part contains overview information and step-by-step instructions to lead you through the tasks.

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## Conventions Used in This Guide

This section describes the following conventions we use in this guide:

- Fonts and wording
- Function keys
- Character-based and graphical-based screens
- Prompt and selection screens
- Promptable fields
- Infinium applications and abbreviations

### Fonts and Wording

Convention	Description	Example
<i>Italic typeface</i>	Menu options and field names  The guide uses the same abbreviations as the screen.	<i>Master Files</i>  Use <i>Max Lnth</i> to specify the maximum length of alpha user fields.
<b>Bold standard typeface</b>	Used for notes, cautions and warnings	<b>Caution:</b> You must ensure that all Infinium PY users are signed off before reorganizing and purging. If there are jobs in the queue, those files will not be reorganized.
<b>Bold monospaced typeface</b>	Characters that you type and messages that are displayed	Type <b>Infinium PY</b> in the <i>System</i> field.  The following message is displayed:  <b>Company not found</b>
F2 through F24	Keyboard function keys used to perform a variety of commands.	Press F2 to display a list of available function keys.
F13 through F24	Function keys higher than F12 require you to hold down the Shift key and press the key that has the number you require minus 12.	Press F16 to update the journal.

---

Convention	Description	Example
Select	Choose a menu option or choose a record or field value after prompting.	Select <i>Employer Controls</i> . Select a record. From the <i>List</i> menu, select <i>Display</i> .
Press Enter	Provide information on a screen and when you have finished, press Enter to save your entries and continue.	Press Enter to save your changes and continue.
Exit	Exit a screen or function, usually to return to a prior selection list or menu. May require exiting multiple screens in sequence.	Press F3 to return to the main menu.
Cancel	Cancel the work at the current screen or dialog box, usually to return to the prior screen.	Press F12 to cancel your entries.
Help	<p>To access online help for the current context (menu option, screen or field), press Help (or the function key mapped for help).</p> <p>To move through the other applicable levels of help, press Enter at each help screen. To return directly to the screen from which you accessed help, exit the help screen by clicking Exit or by pressing F3.</p>	Press Help for more information about the current field.

Convention	Description	Example
[Quick Access Code]	Quick access codes provide direct access to functions. Most quick access codes in Infinium Payroll consist of the first letter of each word of the menu option name.  Quick access codes are listed on the Menu Tree and in the path for each task next to the executable function.	Select <i>Update Employer Controls</i> [UCO].
Publication and course titles	Unless otherwise stated, titles refer to Infinium applications and use standard name and abbreviations.	<i>Infinium Training Administration Guide to Setup and Processing</i> is referred to as <i>Infinium TR Guide to Setup and Processing</i> .

## Function Keys

Infinium AM function keys and universal Infinium PY function keys for the IBM System i are described in the following table. All Infinium PY function keys are identified at the bottom of each screen.

Function Key	Name	Description
F1	Help	Displays help text
F2	Function keys	Displays window of valid function keys
F3	Exit	Returns you to the main menu
F4	Prompt	Displays a list of values from which you can select a valid entry
F10	Quick Access	Enables you to access another function from any screen
F12	Cancel	Returns you to the previous screen

Function Key	Name	Description
F22	Delete	Deletes selected item(s)
F24	More keys	Displays additional function keys at the bottom of the screen

## Character-based and Graphical-based Screens

The sample screens in this guide may be either character-based or graphical-based. Samples of both are included below.

```

2/17/98 13:01:49      Personnel Actions Update      PEGMTR      PEDMTR
Employer . . . . : ZUS      SAMPLE US COMPANY
Employee . . . . : 80038      GREEN,KELLY
SC
Salary Change
-----
SC Effective Date _____ Position . . . . 110140 +
SC Reason . . . . _____ + Job Code . . . . 140 +
SC Base Rate . . _____,0000 -or- Increase % . . . . _____,0000
Updt Payroll Rate 1 (0->4) Payroll Rate . . _____,0000
Pay Grade . . . . _____ + Scheduled Pay Pds 26
Regular Hours . . _____,00
Pay Type . . . . S Bonus? . . . . 0 (0=No 1=Yes)
SC Base Frequency A_ Comp Ratio . . : 23.8000
Pay Frequency . . B_ Salary Quintile : 1
Prev. Frequency . A_ Prev. Base Rate . _____,0000,0000
Comment . . . . . Description . . . _____

2=Change 4=Delete
Opt Date Reasn Positn Job Base Rate Incr% Incr. Amt. Comp
- 1/01/1998 MERIT 110140 S 140 50,000.0000 6.0220 2,840.0000 23.80
- 8/20/1995 ADJUST 110140 S 140 47,160.0000 13.3653 5,560.0000 23.58

F3=Exit F4=Prompt F8=Calculate F10=Access F12=Previous

```

Figure 1: Sample character-based screen for Infinium HR suite

Infinium Desktop Manager Session A - [Personnel Actions Update]

File Edit List Commands Help

Employer: ZUS SAMPLE US COMPANY  
Employee: 80038 GREEN, KELLY

Salary Change

SC Effective Date: [ ] Position: 110140  
SC Reason: [ ] Job Code: 140  
SC Base Rate: [ ] .0000 -or- Increase %: [ ] .0000  
Upldt Payroll Rate: (0-4) 1 Payroll Rate: [ ] .0000  
Pay Grade: [ ] Scheduled Pay Pds: 26  
Regular Hours: 80.00  
Pay Type: S ☐ Bonus?  
SC Base Frequency: A Comp Ratio: 23.8000  
Pay Frequency: B Salary Quartile: 1  
Prev. Frequency: A Prev. Base Rate: 50,000.0000  
Description: [ ]  
Comment: [ ]

Right mouse click to select from list

Opt	Date	Reasn	Positn	Job	Base Rate	Incr%	Incr. Amt	Comp	
1	1/01/1998	MERIT	110140	S	140	50,000.0000	6.0220	2,840.0000	23.80
2	8/20/1995	ADJST	110140	S	140	47,160.0000	13.3653	5,560.0000	23.58
3									
4									

OK Exit Cancel

MW ?

Figure 2: Sample graphical-based screen for Infinium HR suite

## Prompt and Selection Screens

A prompt screen, similar to Figure 3, is the screen in which you type information to access a record or a subset of records in a file.

A selection screen, similar to Figure 4, is the screen from which you select a record or records to perform an action.

When we first explain a task in this guide, we fully document how you access a prompt and selection screen. If a related task uses that prompt or selection screen, we include the prompt and selection steps in that task. However, we do not include the screen(s) again.

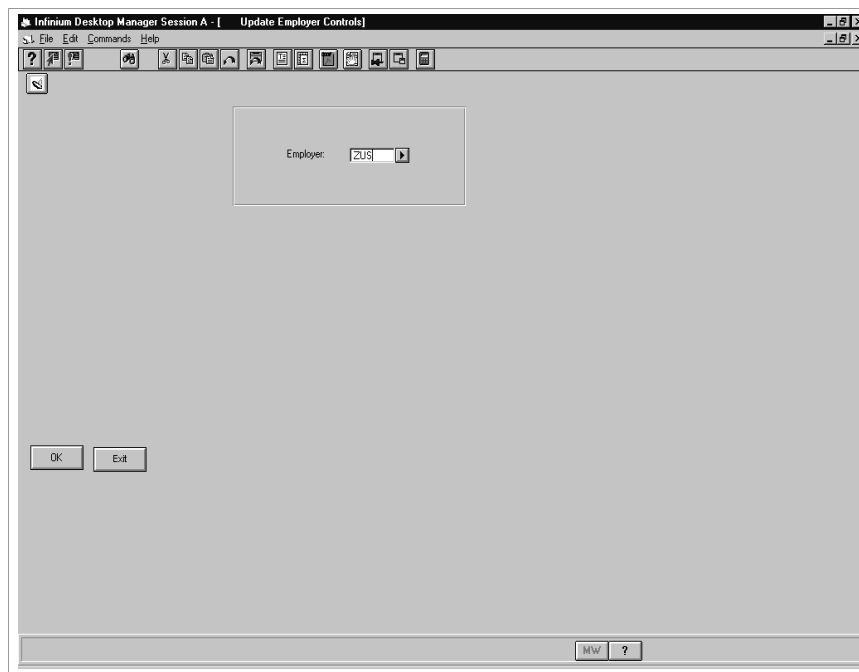


Figure 3: PY prompt screen

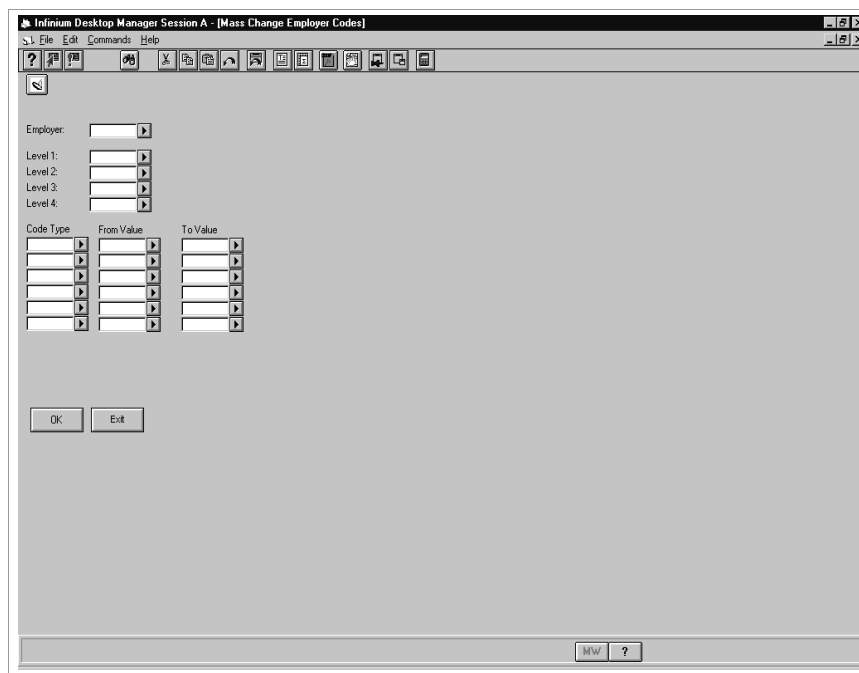


Figure 4: PY selection screen

## Promptable Fields

A plus sign displayed next to a field indicates that you can choose your entry from a list of possible values. Place the cursor in the field and press F4 to display a list of values.

To select an entry perform one of the following:

- Position the cursor at the desired value, type 1 and press Enter.
- Type the value in the appropriate field.

## Infinium Applications and Abbreviations

The following table lists Infinium names and the corresponding product abbreviations that are associated with this product.

Application	Abgreivation
Infinium Application Manager	Infinium AM
Infinium Application Manager Extended	Infinium AM/X
Infinium Query	Infinium QY
Infinium Query Extended	Infinium QY/X
<b>Infinium Financial Management Suite</b>	<b>Infinium FM</b>
Infinium General Ledger	Infinium GL
Infinium Payables Ledger	Infinium PL
Infinium Project Accounting	Infinium PA
<b>Infinium Human Resources Suite</b>	<b>Infinium HR</b>
Infinium Flexible Benefits	Infinium FB
Infinium Human Resources	Infinium HR
Infinium Human Resources/Payroll	Infinium HR/PY
Infinium Payroll	Infinium PY
Infinium Training Administration	Infinium TR

## Related Documentation

For additional information about Infinium PY, refer to the following:

- *Infinium Payroll Guide to Processing*
  - *Infinium Product Guide to Management Functions*
-

- *Infinium Human Resources/Payroll Technical Guide*
- *Infinium Payroll Menu Tree*
- *Infinium Payroll Guide to US Year End Processing*
- *Infinium Payroll Guide to Canadian Year End Processing*
- *Infinium Payroll Guide to Federal and State Reporting*
- *Infinium Payroll Guide to Multiple Tax ID Processing*
- *Program Reference Guide*
- *File/Field Descriptions*
- *Database Relations*
- Online help

Installation instructions and release notes are available on Infinium WebLink.

## Notes

Infinium PY provides you with the ability to customize your system to meet your payroll processing needs.

- Through control file functions, you define system-wide and company specific values that help you manage and process your payroll.
- You can update, enter and maintain employee information either through Infinium PY or through Infinium HR.
- Through Infinium PY's various grouping functions you can:
  - Establish incomes and deductions for employees
  - Group employees that have pay similarities
- During cycle processing, the system gathers employee groups you specify and processes their pay.

The chapter consists of the following topics:

Topic	Page
Understanding Infinium HR/PY	1-2
Terminology and Concepts	1-4

---

## Understanding Infinium HR/PY

The diagram on the following page illustrates an overview of the Infinium HR/PY system and shows areas where Infinium PY and Infinium HR share information.

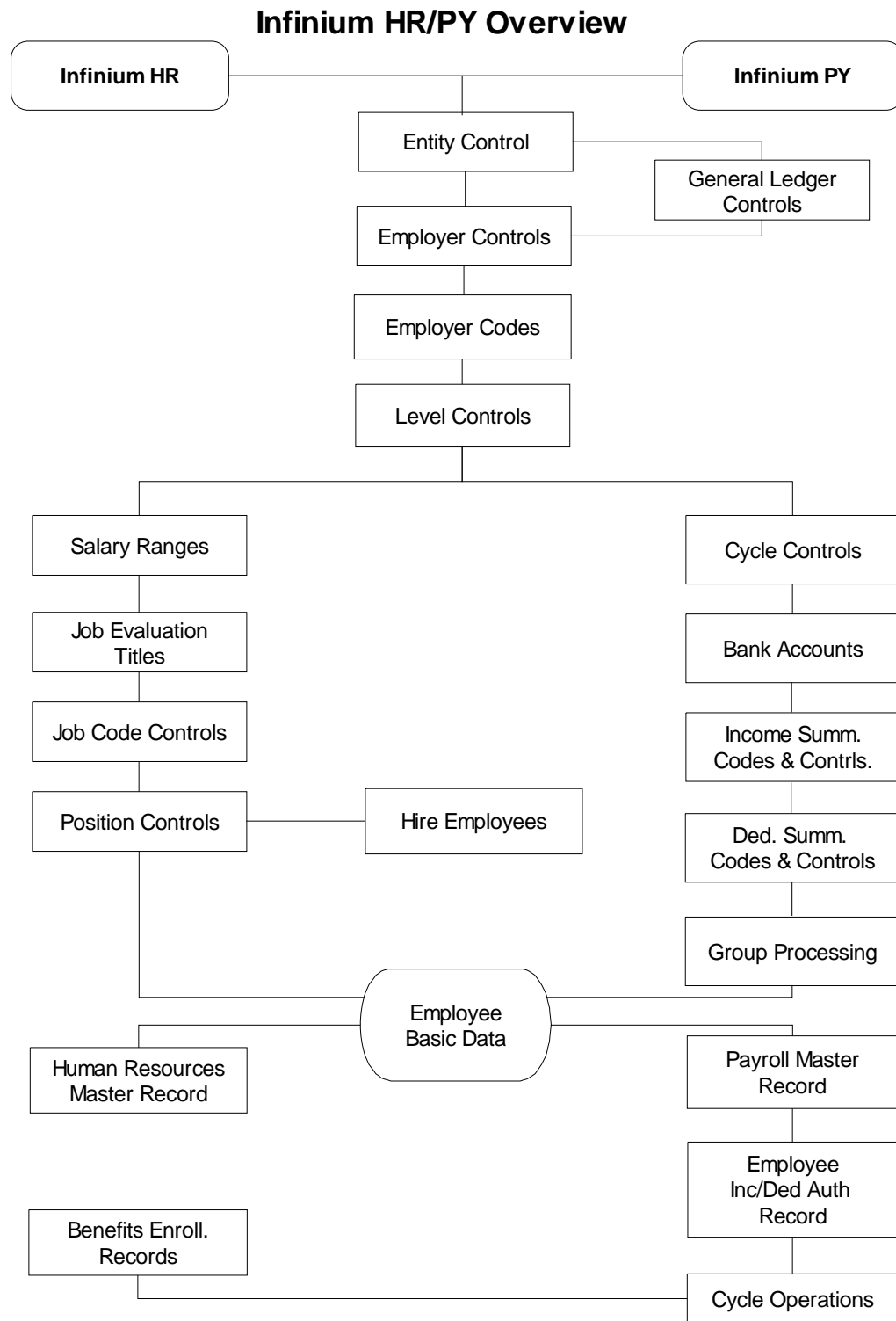


Figure 1-1: Infinium HR/PY Overview

## Terminology and Concepts

This section contains Infinium and Infinium PY terminology you should understand before you continue to the detailed parts. The instructor uses these concepts throughout the entire system and course.

### Help and Function Keys

You can use Help to find out more about some fields within Infinium Payroll. For example, within your system you set up many controls by using a number to indicate how you want your information processed. Press Help within the field and the system provides you with a description of the field and a listing of any valid values.

You can use a variety of function keys within Infinium Payroll system. For a list of keys and their functions refer to the bottom of any screen throughout the system.

The function key you use most frequently is F4. When you set up your system you specify values for all the different code types that you use. When you need to type one of these codes in a field, you can press F4 to bring up a list from which to choose. You can prompt the system for choices only when a field has a plus sign (+) to the right of it.

### More Information Symbol +

Many functions and lists within your system contain more information than you can view on one screen. If there is additional information to display, you see a small plus sign (+) in the bottom right corner of that screen. Press Shift and Roll Up to view the next screen of information.

### Display

The display feature allows you to view data directly on your computer monitor. The display functions do not allow you to update fields.

### List

The list feature allows you to generate system reports. You cannot display or update data through any of the list functions.

---

In Infinium PY, a cycle is a means of processing payroll for groups of employees. You can restrict cycles by pay type (for example, hourly or salary), pay frequency (for example, weekly or monthly) or even by levels.

## Entity

The entity control contains high-level information and controls that are applicable to the entire Infinium HR/PY system. For example, you can use the entity control to specify how you assign numbers to employees. Because this control is at the highest level of system controls, all companies will use the same method unless you override this decision when you set up each employer. You define only one entity control record for your Infinium HR system, regardless of the number of employers you define.

## Default

A default is a value automatically assigned or an action automatically taken unless another is specified. Default values can be system or user-defined.

## Employer

Each employer controls various processing and reporting features. Typically, you create one employer for each federal tax identification number assigned to your organization. If you are setting up a U.S. employer with more than one federal tax identification number, you can also use the multiple tax identification processing function on Infinium PY. See the *Infinium Payroll Guide to Multiple Tax ID Processing* for more information.

## Code Types and Code Values

A code type is a three-character designator defined by the system. For each code type, you assign a list of values; these values are called code values. You use code types and code values to establish pre-defined values that the system uses to validate information the user enters throughout the Infinium PY system. You can use code type **STA** to define the states where employees within your organization live. You define code values for this code type, such as MA for Massachusetts and GA for Georgia.

## Levels

You define the structure of your organization by creating level controls. For example, an organization can group its employees geographically, by department, by cost center or by reporting group.

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You can define a minimum of one level and up to a maximum of four levels within each employer.

## Incomes

You create incomes, or earnings, for each employee within your organization. There are twelve methods that allow the system to calculate incomes. We discuss each of these methods in the “Setting Up Accumulators and Controls for Hourly Incomes” and the “Setting Up Controls for All Other Incomes” parts of this guide.

## Deductions

You create deductions, or withholdings, for employees and employers within your organization. The deductions you create can include both voluntary and involuntary deductions. Voluntary deductions include health insurance and savings bonds. You create involuntary deductions for all applicable federal, state and local taxes. There are five methods that allow the system to calculate deductions. These methods are discussed in the “Setting Up Controls for Flat Amount Deductions,” “Setting Up Controls for Percentage and Hourly Deductions,” “Setting Up U.S. Tax Deductions” and “Setting up Canadian Tax Deductions” parts of this guide.

---

Infinium PY uses cycles to process payroll checks. A cycle is made up of any number of employees, grouped for payroll processing by a common criteria. For example, a typical cycle consists of employees who all receive paychecks on a weekly basis. Another cycle can consist of employees who receive paychecks on a monthly commission basis.

You specify the criteria for a cycle and assign employees the cycle. Then, you can run the cycle and produce paychecks for those employees included in the cycle.

The chapter consists of the following topics:

Topic	Page
Overview of Cycle Operations	2-2
Understanding the Steps in a Cycle	2-3

---

## Overview of Cycle Operations

Cycle processing, also referred to as cycle operations, is the key to generating paychecks through Infinium PY. Throughout this book you learn to set up many different controls. These controls are the directions and specifications that the system uses to run your cycles and generate pay for your employees.

### Objectives

After completing this chapter, you should be familiar with:

- Terminology associated with cycle operations
  - Steps to complete cycle operations
-

## Understanding the Steps in a Cycle

In Infinium PY you use cycle processing to generate all checks and direct deposit vouchers. Infinium PY cycle processing is comprised of six necessary steps and four optional steps illustrated in the flowchart on the following page. The six steps you must follow to run a cycle and generate pay for your employees are as follows:

- 1 Begin cycle operations
- 2 Enter timesheet data
- 3 Proof timesheet data
- 4 Release timesheet data
- 5 Print trial register
- 6 Post cycle and print checks

## Cycle Operations

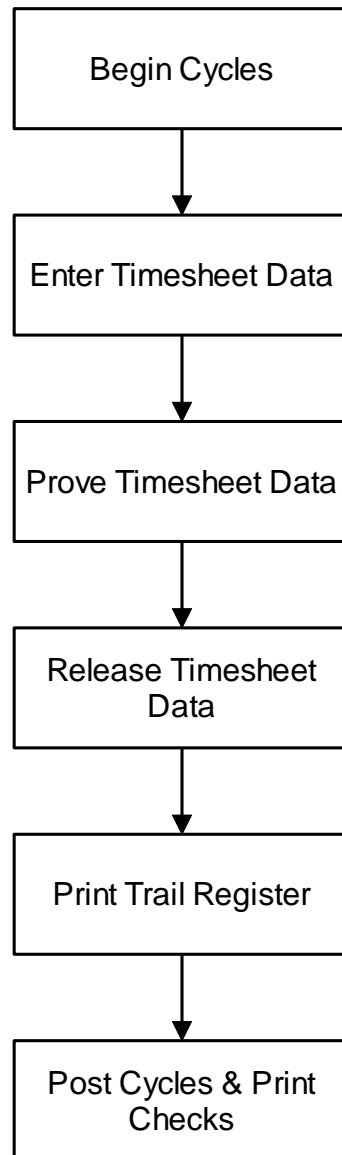


Figure 2-1: Infinium PY Cycle Operations

## Begin Cycle Operations

In this first step you select the cycles for which you want to generate paychecks. At this time, you can suppress any deductions or auto pay

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incomes that you do not want generated during this particular run of the cycle.

When you begin a cycle, Infinium PY creates a work record that stores payroll history for each employee assigned to the cycle.

## Enter Timesheet Data

In this step, you introduce timesheet information into the system for each employee in the cycle. You can also use this option to:

- Add, change, or delete hours or amounts from checks within a cycle
- Add a second check for an employee within the cycle
- Add an employee to the cycle being processed
- Delete an employee from the cycle being processed
- Modify auto pay incomes for employees assigned to auto pay groups that are assigned to the cycle

## Proof Timesheet Data

In this step, you generate the Timesheet Proof Report that you use to verify the timesheet entries and auto pay information for the cycle. You must run the proof in order to continue to the next step.

## Release Timesheet Data

During the release of timesheet data, the system uses the incomes and deductions in the cycle to calculate the gross and net amounts of each paycheck in the cycle. The system also resolves the labor expense accounts during this step.

## Print Trial Register

If you chose not to automatically generate the Payroll Trial Register during the release, you must generate it before you post the cycle and print the checks. If you use the *Update Checks* option, you must also produce the Payroll Trial Register before you post cycles and print checks.

---

## Post Cycles and Print Checks

In this step, you post the cycle to the employee's history records and print the payroll checks and direct deposit vouchers

The chapter consists of the following topics:

Topic	Page
Overview of the Entity Control	3-2
Assigning Employee Numbers	3-3
Setting Up the Entity Control	3-6

---

# Overview of the Entity Control

## Objectives

After completing this chapter, you should be familiar with:

- Methods of assigning employee numbers
- How to create an entity control record

## Understanding the Entity Control

The entity control governs how you assign employee numbers. It also displays current release numbers and allows you to identify which related Infinium products are installed on your system. You can also establish sensitive data access levels for employee tax ID and bank information. It is the first control you define when you implement Infinium HR/PY.

You use the entity control record to enter high level information that affects all of the employers you establish in Infinium HR/PY. You define only one entity control record regardless of how many employers you define on your system.

The most significant choice you make using the entity control concerns the way you want to assign employee numbers in Infinium HR/PY. The three options are described in this section.

The entity control record also has system-related information. You use the entity control record to indicate which other Infinium products are installed on your system and the interface used when payroll information is closed to general ledger. The entity control record automatically displays the number of the most current major release of Infinium HR/PY installed on your system.

---

## Assigning Employee Numbers

One of the controls you establish on your entity control is how you want to assign employee numbers. You can choose from three methods to assign and track employee numbers within Infinium Human Resources/Payroll.

You can use multiple methods to assign employee numbers depending upon the requirements of your individual employers. The three methods of assigning employee numbers are:

- System-Defined
- Tax Identification Number

Only employers who used this method before Release 11.0 can use this method. This method is not supported for new employers as of Release 11.0.

- User-Defined

You use the entity control to indicate that you are using the system-assigned method of assigning employee numbers. You use the employer control to indicate that you are using tax identification number as employee number. You do not specify that you are using the user-defined method on any particular control record; you simply type the employee number when you use the *Enter New Hire* function.

The employee number must be unique within each employer. However, you can assign the same number to more than one employee if each employee works for a different employer. For example, you can assign number **100** to only one employee in company ABC. However, you can also assign employee number **100** to one employee in company DEF and one employee in company GHI. You use the *Ed EE only in ER?* field on the employer control to specify whether you will allow the system to assign the same number to employees in different employers after you go live on Infinium HR/PY.

If you frequently transfer employees between employers, it is preferable to assign each employee a unique number. When you transfer an employee from one employer to another and his or her number has already been assigned to someone else in the new employer, the system requires you to change the transferring employee's number as chapter of the transfer transaction.

For example, you try to transfer employee number 100 from company A to company B. When you press Enter to complete the transfer transaction, the

---

system immediately checks to see if there is an employee whose number is 100 in company B. If there is, you must assign a new number to the transferring employee or you cannot complete the transfer transaction.

When an employee's information is stored under more than one employee number, you cannot easily view or print the employee's complete history across employers using standard system options. If you completed the transfer described in the preceding paragraph, the system would store the transferring employee's history under different employee numbers in two different employers. If it was stored under the same employee number, you could use the *Display Employee History* function to display cross-employer information.

## Using System-Assigned Numbers

When you use this method, the system assigns the employee number based on the value you enter on the entity control record. The system tracks and assigns employee numbers when you type the next employee number in the *Next Employee #* field on the entity control screen. Once the system assigns a number to an employee, it increments the value in the *Next Employee #* field by one.

The system assigns only sequential numeric employee numbers; it cannot automatically assign employee numbers that include blanks or alphabetical characters. To use numbers that include blanks or alphabetical characters, you must assign employee numbers manually during the *Enter New Hire* function.

Because you specify controls for your employee numbers on the entity control, the system assigns numbers across all employers. Even if more than one employer within your organization uses this method, the system does not duplicate numbers among employers. For example, if the *Next Employee #* field is set to **2192**, the next employee hired is assigned employee number **2192**. When the next employee is hired, he or she is assigned employee number **2193**, regardless of the employer. The system never assigns the same number twice and checks for duplicate numbers before assigning a number to a new employee.

Allowing Infinium HR/PY to assign employee numbers is especially helpful in organizations where employees transfer between employers.

---

## Using Tax Identification Numbers

The tax identification number is the social security number in the United States and the social insurance number in Canada.

This method uses the employee's social security or social insurance number as the employee number. You type the employee's tax identification number in the *Employee* field in the *Enter New Hire* option and leave the *Next Employee #* field blank on the entity control.

The system copies this number to the *Tax ID #* field found on the employee's Basic data record. The system inserts dashes in the number, as appropriate. The system can also edit for duplicate tax identification numbers if you type 1 in the *Check for Duplicate ID?* field on your employer control record.

To provide enhanced security for employee tax ID numbers, as of Release 11.0, you can no longer change the value in the *Tax ID for EE#?* field. If, when you defined your employer control you specified 1 in the *Tax ID for EE#?* field, the system continues to process the value, but the system places 0 in this field for all new employer controls.

## Using User-Defined Numbers

This method allows you to assign your own number to each new employee. To assign your own number, leave the *Next Employee #* field blank on the entity control. When you hire an employee, you manually type the employee number into the *Employee* field on the Enter New Hire prompt screen.

The system-assigned method is explained in this section. Refer to the "Setting up Employer Controls" chapter in this guide and the *Entering New Hires* chapter in the *Infinium Payroll Guide to Processing* for additional information on the other methods.

---

## Setting Up the Entity Control

Follow the steps below to set up your entity control.

- 1 From the Infinium PY main menu select *Master Files*.
- 2 Select *Update Master Files*.
- 3 Select *Update Entity Controls* [UEN] to display the Update Entity Controls screen. The system displays the screen shown below in Figure 3-1.

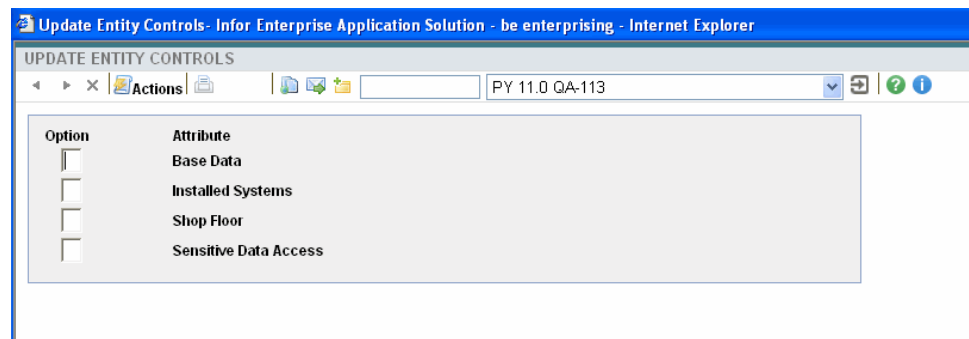


Figure 3-1: Update Entity Controls selection screen

- 4 Type **2** next to the attribute to update and press Enter. The system displays the appropriate screen.

## Update Base Data

6/22/12 11:45:36		Update Entity Controls Base Data	PRGMEN	PRDMEN
Description . . . . .	INFINIUM SOFTWARE INC			
Next Employee Number . . . .	000034837			
Next Non-Employee Number . .	233			
Date Format . . . . .	MDY			
New Hire Custom Fields? . .	1 (0=No 1=Yes)			
Next Preferred Provider Num:	80			
HR/400 Release . . . . .	11.0			
PY/400 Release . . . . .	11.0			
Calculate Deduction Maximum: 10				
F3=Exit F10=QuikAccess F12=Cancel				

Figure 3-2: Update Entity Controls Base Data screen

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

### *Description*

Type a description of your overall organization. The system does not print this description on any standard reports. The system uses the description for informational purposes only. This is a 30-character alpha-numeric field.

### *Next Employee #*

If you want the system to assign employee numbers, type the number that the system should assign to the next employee whom you hire on the system. You cannot type letters in this field nor can you type spaces between the numbers. The system increments this field by one after it assigns the number to an employee. You can update this field manually at any time.

Leave this field blank to:

- Allow users to manually assign employee numbers, or
- Use the employee's tax identification number as the employee number

If you converted employee numbers from your previous system during your implementation of Infinium HR, be sure to update this field before you begin using Infinium as your production system. You can enter a starting number

that immediately follows converted employee numbers or is different from your old employee numbers.

#### *Next Non-Employee #*

Type the number for the system to assign to the next non-employee whom you add to the system. The system increments this field by one for each subsequent non-employee whom you add to the system. You can update this field manually at any time.

You cannot type letters in this field nor can you type spaces between the numbers.

Leave blank to allow users to assign non-employee numbers manually.

#### *Date Format*

To ensure that the system can access Infinium PY tax tables during pay cycle processing, you must type **MDY** in this field. **MDY** designates the month, day, year date format (MMDDYYYY). The system does not use this field to verify the way you enter dates into the system, it uses the date format you specify for each employer.

You specify the date format for each employer on the employer control. In addition to the **MDY** format, there are two other date formats available on the employer control:

**DMY**      Day, Month, Year (DDMMYYYY)

**YMD**      Year, Month, Day (YYYYMMDD)

The system uses the date format you specify on the employer control to verify that you enter information correctly into date fields in Infinium HR. You can select a different date format for each employer. For example, you can use the **YMD** format for a Canadian employer and the **MDY** format for a U.S. employer, or you can select the **YMD** format for both employers.

The system automatically converts all dates to an eight digit format (MM/DD/YYYY) even though you can enter them using only six digits (MM/DD/YY).

#### *New Hire Custom Fields*

Use this field only when processing for localized situations, for example, Macau. See the *Guide to Localized Setup and Processing* for more information.

---

*Next Preferred Provider Num*

The number displayed here is the next number to be assigned to a preferred provider record when you create it by using *Update Preferred Providers*.

*HR/400 Release #, PY/400 Release #*

The system automatically updates these fields with the Infinium HR (formerly Infinium HR 2000) and Infinium PY (formerly Payroll 2000) release numbers when you install a new release. These fields are protected; you cannot change the information displayed in these fields. Both fields should display the same release number.

*Calculate Deduction Maximum*

The system displays the maximum number of times that deduction amounts are recalculated when a check contains insufficient funds.

- 6 Press F3 to exit and save your updates and return to the Update Entity Control selection screen.

## Update Entity Controls Installed Systems Screen

The screenshot shows a window titled "UPDATE ENTITY CONTROLS". At the top, there is a toolbar with icons for navigation and actions, and a text field containing "PY 11.0 QA-113". Below the toolbar, there is a table with two columns: "Installed Systems" and "Options".

Installed Systems	Options
Self Service Installed?	<input checked="" type="checkbox"/> Check for Yes
FB/400 Installed?	<input checked="" type="checkbox"/> Check for Yes
TR/400 Installed?	<input checked="" type="checkbox"/> Check for Yes
TM Interface Active?	<input checked="" type="checkbox"/> Check for Yes
PA Interface Active?	<input type="radio"/> No <input type="radio"/> PA 11.2 <input checked="" type="radio"/> PA 12.0 and later
PL/400 Installed?	<input checked="" type="checkbox"/> Check for Yes
GL Interface Option	<input type="radio"/> Unspecified <input checked="" type="radio"/> Infinium GL <input type="radio"/> ERP LX CEA <input type="radio"/> FMS Masterpiece

Figure 3-3: Update Entity Controls Installed Systems screen

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

*Self Service Installed?, FB/400 Installed?, TR/400 Installed?, PL/400 Installed?*

Specify yes if the Infinium application is installed on your system. Leave the field blank or type 0 next to the Infinium applications that are not installed. Some of these fields affect interfaces between Infinium HR and the other Infinium applications.

*TM Interface Active?*

Specify yes to activate the Infor HCM Talent Management interface, which allows the transfer of employee data from Infinium HR/PY to Infor HCM Talent Management. Otherwise, specify no.

*PA Interface Active?*

Use this field to activate the project accounting interface, which allows the transfer of project-related timesheet data from Infinium PY to Infinium PA.

Valid values are:

- 0** Do not activate the PA Interface.
- 1** Activate the PA Interface for Infinium PA Release 11.2 APC-A or earlier.
- 2** Activate the PA Interface for Infinium PA Release 12.0 or later.

*GL Interface Option*

Specify the GL interface the system uses when payroll information is closed to general ledger. Valid values are:

- 0** General ledger interface is not specified.
- 1** Use the Infinium General Ledger interface.
- 2** Use the Infor ERP<sub>LX</sub> General Ledger interface.
- 3** Use the Infor FMS Masterpiece General Ledger interface.

- 8** Press F3 to exit and save your updates and return to the Update Entity Control selection screen.
-

## Update Entity Control Shop Floor Screen

Figure 3-4: Update Entity Controls Shop Floor screen

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

### *Shop Floor Interface?*

Specify yes if you are using the Infor ERP<sub>LX</sub> shop floor interface. Otherwise, specify no.

**Caution:** After you specify that you are using the Infor ERP<sub>LX</sub> shop floor interface, you cannot change the value in the *Shop Floor Interface?* field from **1** to **0**.

### *Shop Floor Clock Number 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 to process a 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 Infor ERP<sub>LX</sub> interface.

If you previously used the *PY Clock Number* field for employees' clock numbers and you are now using Infor ERP<sub>LX</sub>, you can use the *PY Clock Number* field by typing **P** in this field. If you use the *PY Clock Number* field for another purpose and you are using the Infor ERP<sub>LX</sub> interface, type **S**.

If you specify yes in the *Shop Floor Interface?* field, you must type **P** or **S** in this field. After you enter **P** or **S** here, you cannot change that value.

*Shop Floor Clock 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.

*Last Shop Floor Clock Number*

This is the most recently system-generated clock number.

- 10 If you specify yes in the *Shop Floor Interface?* field, press Enter to display the Income Payment Prioritization window. Otherwise, press F3 to exit and save your updates and return to the selection screen.

If you specify yes in the *Shop Floor Interface?* field, the system displays a message informing you that you cannot change 1 to 0 in the *Shop Floor Interface?* field after you exit the Update Entity Controls screen.

The system also displays the ERP <sub>LX</sub> Income Payment Prioritization window shown in

The screenshot shows a software window titled "ERP LX Income Payment Prioritization". Inside the window, there are four text input fields arranged vertically, each with a label to its left: "Employee/Clock #", "Work Center", "Class", and "Item". The window is set against a light gray background. Above the input fields, there is a title bar with the text "ERP LX Income Payment Prioritization". The window is part of a larger application interface, with a menu bar at the top showing "Actions" and a status bar at the bottom showing "HR 11.0 QA-113".

Figure 3-5: ERP <sub>LX</sub> Income Payment Prioritization window

- 11 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 Infor ERP <sub>LX</sub>.

*Class*

Type the priority level, **1 to 4**, for incomes associated with the class of items produced in Infor ERP <sub>LX</sub>.

*Item*

Type the priority level, **1 to 4**, for incomes associated with the item that is produced in Infor ERP <sub>LX</sub>.

- 12 Press F3 to exit and save your updates and return to the Update Entity Control Shop Floor screen. Press F3 to exit to the Update Entity Controls selection screen.

## Update Entity Controls Sensitive Data Access Screen

Figure 3-6: Update Entity Controls Sensitive Data Access screen

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

*Tax ID Access*

Specify the code that identifies the access allowed for the *Tax ID* field when viewing or changing employee data. This is an Infinium AM code. Valid values:

<b>SHOWALL</b>	Show all characters
<b>MASKALL</b>	Hide all characters
<b>LASTFOUR</b>	Show the last four characters only
<b>FIRSTFOUR</b>	Show the first four characters only
<b>FANDLFOUR</b>	Show the first and last four characters and show asterisks for all characters in between

*Tax ID Print Default*

Specify the code that identifies the access allowed for the *Tax ID* field when you print employee data.

*Bank Account Access*

Specify the code that identifies the access allowed for the *Bank Account* field when you view or change employee data.

*Bank Account Print Default*

Specify the code that identifies the access allowed for the *Bank Account* field when you print employee data.

- 14 Press F3 to exit and save your updates and return to the Update Entity Controls Sensitive Data Access screen.
  - 15 Press F3 to exit to the main menu.
-

---

## Chapter 4 Establishing General Ledger Controls

# 4

In this chapter you learn about setting up controls that define your organization's general ledger account structure and payroll chart of accounts.

To establish your general ledger company controls, you describe the structure of your general ledger accounts. This includes the accounting periods and the length of the account number.

To set up your payroll chart of accounts, you build all of the accounts that you use to process payroll.

The chapter consists of the following topics:

Topic	Page
Overview of General Ledger Accounts	4-2
Using Multiple General Ledger Companies	4-4
Creating a General Ledger Company	4-5
Building the Payroll Chart of Accounts	4-8

---

# Overview of General Ledger Accounts

## Objectives

After completing this chapter, you should be familiar with:

- Defining the format of your chart of accounts in the system
- Building a sample payroll chart of accounts

## Defining the General Ledger Account Format

All accounts in the general ledger must begin with the alphanumeric value that you use to identify your general ledger company. You can use an alphanumeric value that is up to three characters in length.

The value you use to identify your general ledger company can either be the same or different from the value that you use to identify your employer. However, if you use Infinium GL in conjunction with Infinium PY, you must use the same value to identify the general ledger company in both applications.

Infinium PY's general ledger account format allows for a maximum length of 36 characters. You specify the break characters that separate the components by choosing from a slash (/), a period (.), or a dash (-). You can use a maximum of nine components to create the account number.

The length of the account includes the following:

- Three-character alphanumeric value that identifies your general ledger company
- Alphanumeric characters within the account
- Break characters

All accounts in each general ledger company must use the same account format although you can leave off the ending components to make a shorter number, if necessary. If you have accounts that require a different format, then you must create another general ledger company. Please refer to the "Using Multiple General Ledger Companies" section for additional information.

---

## Using the Fill and Justify Features

Two convenient features of the Infinium PY system are the fill characters and left/right justification. These features save you time when using general ledger accounts that:

- Contain repeating characters, such as 0, or
- Do not completely fill the maximum component length

The following example illustrates the purpose of the fill and justify features.

For the general ledger company ABC you type:

- The Fill Character as:                   **0**
- The *Adjust L/R* justification as:    **>** (right justify )
- Your account number as:               **ABC-3-2-1234**

The system expands the number to:   **ABC-03-002-1234**  
by inserting zeroes to the left of the values you typed.

---

## Using Multiple General Ledger Companies

If your organization uses more than one general ledger company per employer or if you use accounts that have different account structures, you must create multiple general ledger companies. To do so, you build a separate general ledger company and payroll chart of accounts for each general ledger company you require.

As you set up your Infinium PY controls, you can mask the general ledger company number on some controls, such as incomes and deductions and specify the number on other controls, such as levels. To mask the general ledger company, you need to define a generic general ledger company using the masking characters \*\*\*.

You do not need to define a chart of accounts for this generic general ledger company.

When you mask the general ledger component, the system can fill in the missing account component by searching your system controls. The system follows a hierarchy when searching controls for components or pieces of the account number. When you set up your system controls, you can assign components to appropriate locations within the hierarchy so that the system can resolve the account numbers during posting.

You learn about levels and hierarchy in the “Setting up Level Controls” chapter of this guide.

---

# Creating a General Ledger Company

Follow the steps below to set up your general ledger company:

- 1 From the Infinium PY main menu select *General Ledger Controls*.
- 2 Select *General Ledger Companies*.
- 3 Select *Update General Ledger Company [UGLC]*. The system displays the screen shown in Figure 4-1.

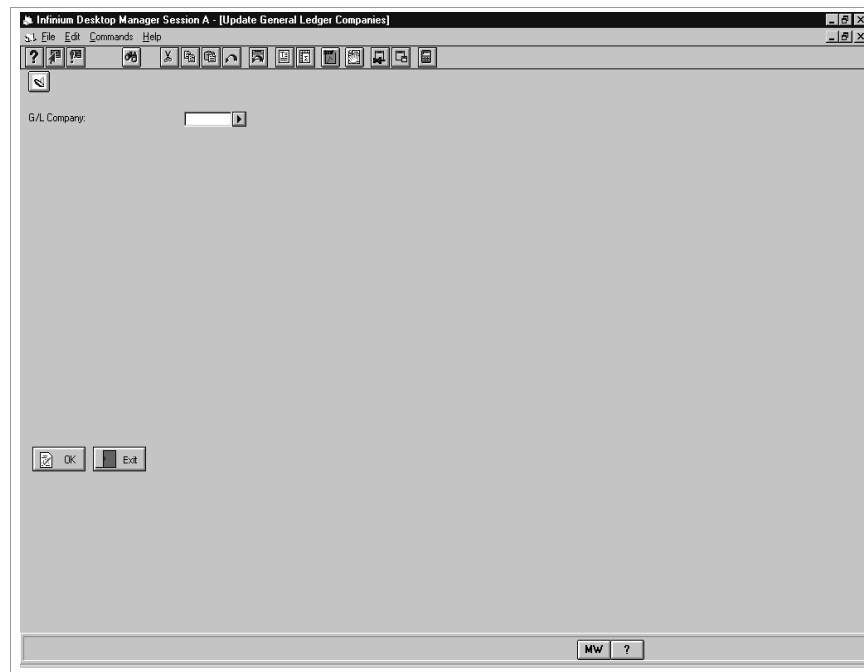


Figure 4-1: Update General Ledger Companies screen 1 of 2

- 4 Type up to a three-character alphanumeric value to represent your general ledger company. This value can be the same as the value with which you identify your employer, but it does not have to be.

Set up your general ledger structure to satisfy your business needs. A single employer can have more than one general ledger company. Multiple employers can share the same general ledger company.

If you are using Infinium GL with Infinium PY, you must use the same value to identify the general ledger company in both applications.

- 5 Press Enter. The system displays the screen shown in Figure 4-2.

**Infinium Desktop Manager Session A - (Update General Ledger Companies)**

G/L Company: ZUS

Company Name: SAMPLE GL COMPANY

Acct. Periods: 12

General Ledger Account Number Coding Information

Acct Num. Length: 23

Break Character: /

Break Position	Fill Character	Adjust L/R (</>)
1:		
2:	4	>
3:	9	>
4:	14	>
5:	19	>
6:		>
7:		>
8:		>
9:		>

OK Exit

MW ?

Figure 4-2: Update General Ledger Companies screen 2 of 2

## 6 Use the information below to complete this screen.

### *Acct. Periods*

Type the number of accounting periods in your general ledger company's fiscal year. You type either **12** or **13**.

### *Acct Num Length*

Type the total character length of the general ledger account. Include the one, two or three-digit value that identifies your general ledger company and all break characters.

You can use up to 36 characters and up to nine components. The first component must always represent your general ledger company.

### *Break Character*

Type the break character that you want to use to separate each component. You type either: slash (/), dash (-), or period (.).

### *Break Position*

Type the numerical position of each break character you use in your account number. For example, as you look at your account number the first character on the left is in position one, the second character is in position two and so

on. Therefore, an account number with the format **ABC-333-1312** has break characters in positions four and eight.

The first break position must always follow your general ledger company code, therefore it will be positioned in position 2, 3 or 4. Your last break position cannot be greater than the total number of characters in the account number.

#### *Fill Character*

Type the fill character you want to use for each component. You can choose from the following values:

- Any alpha character
- Any numeric character
- Blank

To use a blank space as your break character, place the cursor at the beginning of the field and press the Space bar.

#### *Adjust L/R*

Use this field to indicate how you want each component to justify. Choose from the following values:

- > Adjusts the value or component to the right
- < Adjusts the value or component to the left

You can use a different justification for each component, as appropriate.

- 7 Press Enter. The system records your account structure and returns you to the General Ledger Controls screen 1 of 2.
  - 8 Repeat steps 4 through 7 to create additional general ledger companies.
  - 9 Exit this option.
-

## Building the Payroll Chart of Accounts

To build your payroll chart of accounts, you must type all account numbers that you use to process payroll.

You should consider the following before building your chart of accounts:

- You need to build only those accounts that you use during payroll processing. You do not need to build the entire chart of accounts that your organization uses.
- It might be possible to convert existing payroll accounts from your organization's complete chart of accounts. Speak with your organization's MIS Department regarding conversions.
- When building the chart of accounts, you must type the complete account number. If you are using Infinium GL, do not use the short name feature because Infinium PY does not recognize short names.
- You can download account information from Infinium GL to Infinium PY in three ways:
  - Use the Infinium GL menu option *Load chart of accounts to PY*
  - Select and copy specific accounts from Infinium GL to Infinium PY using the Infinium GL option *Work with chart of accounts*
  - Request that your MIS Department make custom changes to allow Infinium PY to use the Infinium GL chart of accounts

**Note:** Your Infinium professional services representative can provide guidance on these custom changes.

Follow the steps below to set up your payroll chart of accounts.

- 1 From the Infinium PY main menu select *General Ledger Controls*.
  - 2 Select *Chart of Accounts*.
  - 3 Select *Update Chart of Accounts [UCOA]*. The system displays the screen shown in Figure 4-3.
-

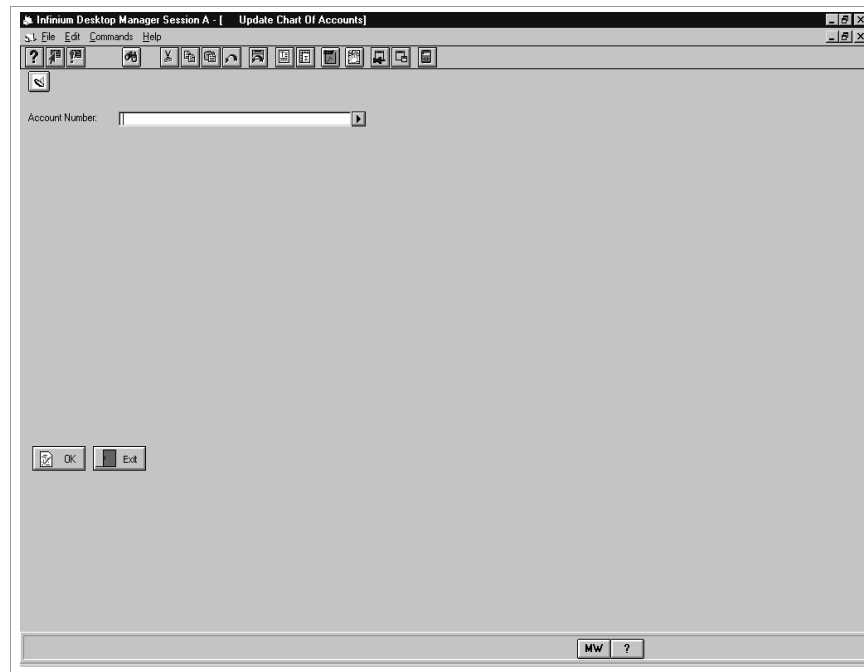


Figure 4-3: Update Chart of Accounts screen 1 of 2

- 4 Type your payroll account numbers in the *Account Number* field. Ensure that you type the full account number, including the three-character value that identifies your general ledger company and all break characters.

Type only one account number each time you use this screen.

You can substitute a period for your break character when you are building your chart of accounts. Once you press Enter, the system replaces the periods with the break characters you defined in your general ledger controls. You can use this feature to quickly type your account numbers without leaving the numeric keypad.

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

Account Number: ZUS-1010-0101-1000-0002

Acct Description: SALARY PAY

Account Type: M

G/L Company: ZUS

OK Exit

MW ?

Figure 4-4: Update Chart of Accounts screen 2 of 2

6 Use the following information to complete this screen:

*Acct Description*

Type a description that further identifies this account.

*Account Type*

Specify the type of account this is. Valid account types are:

- |          |   |
|----------|---|
| <b>M</b> | Monetary accounts pass hours and dollars to the general ledger.   |
| <b>S</b> | Statistical accounts pass headcounts to the general ledger. The system bases headcounts on levels, jobs and/or positions. |
| <b>B</b> | Both monetary and statistical accounts pass hours, dollars and headcounts to the general ledger.                          |

If you leave this field blank, the system automatically designates this account as monetary.

*G/L Company*

The system uses the value you typed on your general ledger control record. You cannot override the value in this field.

- 7 Press Enter. The system returns you to the Chart of Accounts screen 1 of 2, shown in Figure 4-3.
- 8 To add more accounts, repeat steps 4 through 7.
- 9 When you have completed building accounts, exit this option.

## Notes

This chapter contains information about setting up your employer control. You use the employer control to define information about your company such as how you want the system to handle and process data for your company.

The chapter consists of the following topics:

Topic	Page
Overview of Employer Controls	5-2
Creating an Employer Control	5-3

---

# Overview of Employer Controls

## Objectives

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

- Establish an employer control
- Change employer information

## Understanding Employer Controls

You create one employer for each federal tax identification number assigned to your organization. If you are using multiple tax ID processing, you follow a different procedure. An Infinium Professional Services Consultant can assist you with this type of setup. Refer to the *Infinium Payroll Guide to Multiple Tax ID Processing* for additional information.

Before you create an employer, consult with the Infinium HR users in your company to agree upon level descriptions. Level descriptions work best when you consider the needs of both human resources and payroll users.

Levels describe and define the organization of your employer. You can also use levels to:

- Distribute labor expense and liability accounts to the general ledger (payroll needs to consider for costing employees to the general ledger)
  - Group employees for reporting purposes
  - Generate subtotals in standard reports
  - Restrict users to specific areas in your organization
  - Extract information
-

# Creating an Employer Control

Follow the steps below to create an employer control:

- 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 Type a value to identify your employer. You can use from one to three characters to represent an employer. You use this code each time you access data pertaining to this employer.

## Update Employer Controls General Information

- 5 Press Enter. The system displays the Update Employer Controls screen 1 shown in Figure 5-1.

UPDATE EMPLOYER CONTROLS

Page 1 of 4

Employer	ZUS	
Name	SAMPLE US COMPANY	
Address Line 1	2010 MAIN STREET	
Address Line 2	HTTP://INFO.INFINIUM.COM	
City/Town	ANYTOWN	
State/Province	MA	Postal Code 92111
Telephone	714-555-1212	Canada SBRN
Federal Tax ID	10-12121234	Other EIN Tax ID 23-33333333
State/Local 69#		Use Reciprocity? 1
Tax Company Dflt		Mult.Tax Id 0 (0->2)
Pr.Yr.Tax Co Dft		Pr.Yr.Mult.Tax Id
Level Descriptions		
Level 1	Area	Level 2 Division
Level 3	Department	Level 4 Cost Centr
Employer Defaults		
Country	USA	State/Province MA
Tax Locality		Can.T-4A Only 0
Shift Code		Shift Calc.Meth 1
Pay Cycle		Pay Frequency

Figure 5-1: Update Employer Controls screen 1

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

***Name, Address Line 1, Address Line 2, City/Town, State/Province***

Type information that identifies your employer in these fields.

***Postal Code***

Type the zip code (US) or postal code (Canada) for your employer's location.

***Telephone***

Type the telephone number for your employer.

***Canada SBRN***

If you process payroll in Canada, you can use this field to record or update the Canadian SBRN number.

To type a value in this field, use a numeric sequence followed by one or more of the appropriate alpha codes.

Alpha codes for this field are:

<b>RT</b>	Goods and Services tax
<b>RC</b>	Corporate Income tax
<b>RP</b>	Payroll deductions
<b>RH</b>	Import and Export

***Federal Tax ID***

Type the current federal tax identification number for this employer. The system uses this number on various tax forms and tapes. This is a required 11-character free-form field. Type the number exactly as it should print on tax forms and reports.

Effective as of 1998, this number is no longer required for Canadian employers. Instead you should enter the SBRN number in the *Canada SBRN* field.

***Other EIN Tax ID***

If an employer uses another employer identification number during the reporting year, type that number here. For example, you might use another EIN if an employer merged with another company during the year. The system uses the information you type in this field when processing various tax forms and tapes. Leave this field blank if the EIN number has not changed.

---

This field is not applicable for Canadian employers.

*State/Local 69#*

If you have a state/local 69 number, type it here. The 69 number is typically used by municipal and county employers.

*Use Reciprocity?*

Type 1 (Yes) or 0 (No) to indicate whether state tax reciprocity processing will be included in the calculation of an employee's check.

If you type 0 (No), the system does not display the *Use Reciprocity?* and *Home State Rec Ovr* fields, described below, and does not use these fields during payroll processing.

The *Use Reciprocity?* field value on page 1 of the individual state deduction controls record indicates whether a specific state should use the standard reciprocity table.

The *Home State Rec Ovr* field value on page 2 of the employee deduction record indicates whether you want to override the standard value from the reciprocity table for a single employee state tax deduction.

For information about reciprocal state tax processing and the standard reciprocal table, refer to the *Infinium PY Guide to Federal and State Reporting*.

*Tax Company Dflt.*

Leave this field blank unless you are using Infinium PY multiple tax ID processing feature. For information on multiple tax processing refer to the *Infinium PY Multiple Tax ID Processing Guide*.

*Mult. Tax Id.*

Leave this field blank unless you are using Infinium PY's multiple tax ID processing feature. For information on multiple tax processing refer to the *Infinium Payroll Multiple Tax ID Processing Guide*.

*Pr. Yr. Tax Co. Dflt., Pr. Yr. Mult. Tax Id.*

These fields can contain multiple tax ID default information. For information on multiple tax processing refer to the *Infinium Payroll Multiple Tax ID Processing Guide*.

---

## Level Descriptions

You can use a maximum of four levels for each employer. You must type at least one level description for each employer you set up.

The level descriptions you type in this field become the level headings for this employer on screens throughout the system. You can use both upper and lower case letters to complete this field.

## Employer Defaults

Employer default entries you type on this screen are automatically added to new employee records. You can override these defaults at the level or employee controls, if necessary.

### *Country*

The value you type in this field tells the system which tax tables to use. Type the employer default country for your payroll. Valid entries are **USA** and **CAN**. If you pay in only the United States, you can leave this field blank.

If you pay in Canada, you must type **CAN** in this field. This information enables the system to automatically display Canadian specific fields on various screens.

### *State/Province*

If you want to use the same state or province default value each time you hire new employees, type a valid state or provincial code in this field. Otherwise leave this field blank.

The first time you use this screen, you cannot type a value in this field because you have not set up your employer codes. You establish your employer codes through the *Update Employer Codes* option using code type **STP**.

For additional information on setting up and using employer codes, refer to the "Setting up Employer Codes" chapter of this guide.

### *Tax Locality*

If you want to use the same tax locality default value each time you hire a new employee, type a valid tax locality code in this field. Otherwise, leave this field blank. Any value you type in this field must be established through the option *Update Employer Codes*, using code type **LCN**. Refer to the

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“Setting up and Maintaining Employer Codes” chapter in this guide for additional information.

#### *Can. T-4A only*

You use this field to identify whether a Canadian employer contains only T4A or both T4 and T4A employees for retirement and pension processing purposes. Type either of the following values:

- 0** This employer contains both T4 and T4A employees.  
  
When you run T4A year end processing, all \*CF (income tax) information for a T4A employee comes from the T4A checks issued to the employee during the reporting year.
- 1** This employer contains T4A employees only.

When you run T4A year end processing, all \*CF (income tax) information from the T4A employee comes from the employee's \*CF deduction.

#### *Shift Code*

Use this field to establish a default shift code for use whenever a new employee is hired into this employer. You must establish the code value using the option *Update Employer Codes* and code type **SFT**. Refer to the “Setting up and Maintaining Employer Codes” chapter in this guide for additional information on setting up your codes.

Leave this field blank if you do not want to establish a default shift code for this employer.

#### *Shift Calc Meth*

The value you type in this field identifies where the system obtains the shift premium. You can specify a shift calculation method either on the Income Control record, by typing **1**, or on the Shift Differential table, by typing **3**.

Leave this field blank if you do not want to establish a default shift calculation method.

#### *Pay Cycle*

To establish a default pay cycle for use whenever a new employee is hired into this employer, type a pay cycle code in this field.

You must first establish the pay cycle code and code value using the *Update Cycle Controls* option. Refer to the “Creating Cycle and Checking Account Controls” chapter in this guide for additional information on setting up your codes.

Leave this field blank if you do not want to establish a default pay cycle for this employer.

### *Pay Frequency*

You use this field to establish a default pay frequency for use whenever you hire a new employee into this employer.

You select from one of the following values:

<b>D</b>	Daily
<b>W</b>	Weekly
<b>B</b>	Biweekly
<b>S</b>	Semimonthly
<b>M</b>	Monthly
<b>10</b>	Ten pay periods per year
<b>13</b>	Thirteen pay periods per year
<b>22</b>	Twenty-two pay periods per year
<b>27</b>	Twenty-seven pay periods per year
<b>53</b>	Fifty-three pay periods per year

Leave this field blank if you do not want to establish a default pay frequency for this employer.

## Update Employer Controls Payroll and General Ledger Information

- 7 Press Enter. The system displays the Update Employer Controls screen 2 shown in Figure 5-2.
-

Figure 5-2: Update Employer Controls screen 2

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

### *Proof on Cycles*

You can use this field to specify whether you want the system to proof your cycle totals. Specify yes in this field if you want the system to display a summary screen that enables you to check your cycle totals against the system calculated totals. To use the summary screen to check your totals, you can either:

- Type your manually calculated totals in the *Manual Tape* field on the summary screen to allow the system to compare the totals.

If you choose to allow the system to check your totals, you cannot continue until all totals are in agreement.

- Use the summary screen to view the system calculated totals and manually compare them to your own totals.

Specify no in this field if you do not want to use this feature.

**Note:** You can use the proof feature on levels and on cycles. If you use this feature on both levels and cycles, you can adversely impact processing time on the system. Therefore, Infinium recommends that you choose only one feature, not both.

### *Timesheet Alpha*

Use this field to specify whether you want to view employee time entry records numerically by employee number or alphabetically by employee last name when you use the *Enter Timesheet Data* function. Additional sequencing options are available within cycle controls. The system sorts the duplicate employee name numerically by employee number.

The system also uses this field to determine the sort order of the Daily Time Proof report, which it generates when you use the *Prove Daily Time Data* function.

When you specify that you want to view employee records numerically, the system displays the *Locate* field on the Enter Timesheet Data screen to allow you to search for employees by employee number.

When you specify that you want to view employee records alphabetically, the system displays the *Last Name* field on the Enter Timesheet Data screen to allow you to search for employees by employee name.

### *Proof on Levels*

You can use this field to specify whether you want the system to proof dollars and hours by levels. Specify yes in this field if you want the system to display a summary screen with which you can check your level totals against the system calculated totals.

To use the summary screen to check your totals, you can either:

- Type your manually calculated totals in the *Manual Tape* field on the summary screen to allow the system to compare the totals.

If you choose to allow the system to check your totals, you cannot continue until all totals are in agreement.

- Use the summary screen to view the system calculated totals and manually compare them to your own totals.

Specify no in this field if you do not want to use this feature.

**Note:** You can use the proof feature on levels and on cycles. If you use this feature on both levels and cycles, you can adversely impact processing time on the system. Therefore, Infinium recommends that you choose only one feature, not both.

### *Register Alpha*

Specify yes in this field if you want the Payroll Register to print alphabetically by employee last name. If you specify no in this field, the Payroll Register prints numerically by employee number.

---

When you specify that you want to view employee records numerically, the system displays the *Locate* field on the Update Checks screen to allow you to search for employees by employee number.

When you specify that you want to view employee records alphabetically, the system displays the *Last Name* field on the Update Checks screen to allow you to search for employees by employee name.

### *Pay EEs on Leave*

Specify yes in this field to automatically include on-leave employees in this cycle.

If you generally pay employees who are on leave, you might want to include them in their normal cycles. You establish on-leave status for employees through status changes within Infinium HR's *Personnel Actions* functions.

If you do not pay employees on leave, you can exclude them from being selected automatically for the cycle during the Begin part of the cycle. If necessary, you can add an employee to the cycle either at timesheet entry or during the update checks part of the cycle.

Specify no if you do not want to automatically pay any employees on leave.

**Note:** If you specify yes in the *Pay EEs on Leave* field and you do not want the employee to receive his/her normal auto pay incomes (you only want to process arrears), you must remove the auto pay group code from the employee's payroll data record. Refer to the "Creating Auto Pay Groups" chapter in this guide for additional information.

### *Updt User Inc/Ded*

The system automatically stores employee income and deduction balances on a monthly, quarterly, and yearly basis. You can use this field to track incomes and deductions for other time periods.

If you specify yes, the system accumulates income and deduction amounts processed through pay cycles in a *User Data* field on every income and deduction record for employees in this employer. The system accumulates incomes and deductions until you clear the user fields using the *Clear User Defined Data Field* option on the *On Request Reporting* menu. You can use the List User Data Payroll Register to review the accumulated amounts before you clear them.

For example, you want to track employee incomes for pension plan purposes each year. If the pension plan year begins in May and ends the following April, you could use this field to track employee earnings from May to April.

---

At the end of the pension year, you generate the User Data Payroll Register and then clear the user fields in preparation for the next pension year.

#### *Edit Accruals*

Use this field to indicate if you want the system to notify you if the paid-time-off hours you type during timesheet entry exceed the employee's amount of paid-time-off remaining. The system prints either a warning message on your Timesheet Proof Report.

Valid values are:

- |          |  |
|----------|--|
| <b>0</b> | No. Do not indicate if PTO hours exceed the PTO remaining. |
| <b>1</b> | Yes. Indicate if PTO hours exceed the PTO remaining.       |

If the system prints a warning message and you do not adjust the employee's hours, the system still pays the employee for time taken. In this case, you see a negative paid-time-off accrual balance for the employee. If the system print an error message, you cannot continue cycle processing until you correct the error.

#### *Prt \$0 Checks*

Use this field to indicate whether you want the system to print zero dollar checks. An employee can receive a zero dollar check for either of two reasons.

- The employee was not credited with dollars or hours during the pay period.
- The amount of deductions equals or exceeds the amount of income(s) earned during the pay period.

Valid values are:

- |          |   |
|----------|---|
| <b>0</b> | Do not print any zero dollar checks.  |
| <b>1</b> | Print a void check and check stub for zero dollars.   |
| <b>2</b> | Print a zero dollar check and stub only if the gross earnings in a check are greater than zero. |

#### *PE Updt Pay Rates*

Indicate whether you want to allow payroll pay rates to be automatically changed by salary change and rehire transactions entered using the *Enter Personnel Actions* function in Infinium HR.

---

If you type **0**, Infinium PY users must change the Infinium PY pay rates directly on the employee's payroll master. You may want to discuss this control with the personnel users. Making changes directly to the employee's payroll master does not build a file of payroll history.

Another option you may want to consider when updating the payroll rate is to place the Infinium HR *Enter Personnel Actions* menu on the payroll user's menu. Adding this option assures the integrity of the payroll data and provides you with a history record of the transactions.

#### *Tax ID for EE #*

Use this field to indicate if you use the tax ID (social security or social insurance number) for the employee number.

You can specify one of three methods to assign employee numbers. Refer to the "Setting up Entity Controls" chapter of this guide for more information.

#### *Date Format*

Type the date format for this employer. The date format controls the way you must type dates on each screen. This field also controls the way the system prints dates on reports and stores dates in files.

For example, if you type **YMD** (year/month/day) when the system prompts you for a date, you must type the date in the year-month-day format. To avoid inconsistencies in reports and in files, do not change the date format once you begin processing functions within an employer.

The value you enter in this field overrides the date format you type on the Entity Control record.

#### *Check for Dup. ID?*

Use this field to indicate whether you want the system to check for duplicate employee tax identification numbers within or across employers.

#### *Curr Calendar Mth*

Type the number that represents the current calendar month. The system increments the value in this field by one when you run the *Close Employer Calendar Month* option. Depending upon how you define your cycle controls, the system may use this field to edit for the current calendar month.

Make sure that you type the current calendar month in this field. Do not type the current fiscal month.

---

***Curr Calendar Yr***

Type the current calendar year. When you run the *Close Employer Calendar Year* option, the system increments the value in this field by one.

Make sure you type the current calendar year in this field. Do not type the current fiscal year.

***Excl Accum Hist***

Type the value that represents whether you want the system to save or exclude user-defined accumulators separately in payroll history. User-defined accumulators help the system calculate incomes and deductions based on specific wages. The system automatically maintains accumulators in the incomes and deductions history files.

Valid values are:

- 1**            Exclude the accumulator(s) in the history files.
- 0**            Include the accumulator(s) in the history files.

***Self-Adjust FICA***

For U.S. employers only, indicate whether you want the system to round the Social Security (FICA) and Medicare (FMHI) taxes to the nearest penny for each pay period.

This field does not affect Canadian processing. Type **0** in this field for Canadian employers.

For U.S. employers, when you release the timesheet information to the cycle the system verifies the FICA and FMHI tax deductions against a calculation amount using the year-to-date FICA and FMHI wages. If the current year-to-date FICA and FMHI amounts are over or under the correct FICA and FMHI tax deductions, the system adjusts the amount taken.

Consider the following information before typing a value in this field.

- Typically, employee and employer amounts for FICA and FMHI should be the same. Therefore, it is a good idea to adjust neither or both employee and employer amounts.
  - You should not use the self-adjust and the arrears processing features on the FICA and FMHI deductions at the same time. Under certain circumstances, this could cause the system to deduct more from an employee than necessary.
  - If you are going live on Infinium PY in the middle of the year, depending on the data converted from your previous system, the self-adjust feature
-

can cause an immediate adjustment of the employee's FICA or Medicare obligation to be deducted from his or her first check issued by Infinium PY. The system looks at the year-to-date wages for FICA and Medicare on each employee's Deduction Authorization record and multiplies by the current FICA and Medicare percentages. If the total is not sufficient, the system will round up and take the correct amount. If the employee has been overwithheld, the system waits to deduct FICA and Medicare until the employee's wages catch up to the withheld amounts.

Valid values for this field are:

- 0** Do not automatically adjust the employee or employer FICA and Medicare amounts
- 1** Automatically adjust only the employee FICA and Medicare deductions
- 2** Automatically adjust only the employer liability for FICA and Medicare
- 3** Automatically adjust both employee and employer FICA and Medicare amounts

#### *Curr Fiscal Year*

Type the current fiscal or general ledger year.

When you begin your payroll cycles, the system prompts you to type an accounting year and month. The accounting year must equal the current fiscal year.

#### *GL Company*

Type the value that identifies your general ledger company.

If you use more than one general ledger company, type one of the companies in this field. Do not type \*\*\* general ledger company in this field.

When you are using the general ledger interface to BPCS CEA, the value in this field must be a valid value in the associated BPCS CEA system.

#### *Close by ER/LVL*

Use this field to specify whether employer or level 1 payroll information will close to the accrued payroll account in general ledger. For example, if an employer has only one accrued payroll account, you can close to general ledger by employer. If the employer has an accrued payroll account for each level 1, then you can close to general ledger by each level 1.

- E** Close by employer. Enter the accrued payroll account in the *Accrued PY Acct* field on the Update Employer Controls screen.
- L** Close to general ledger by each level 1. Enter the accrued payroll account in the *Accrued PY Acct* field found on each level 1 control.

### *Organization*

If you interface Infinium PY with Infor FMS Masterpiece, specify the organization that represents your GL company. This value must be a valid organization in Infor FMS Masterpiece.

### *GL Interface Ovr*

Specify whether to override the value in the *GL Interface Opt* field on the entity control and to indicate the general ledger interface the system uses when payroll information for this employer is closed to general ledger.

Valid values are:

- Blank** Use the value specified on the entity control.
- 1** Use the Infinium General Ledger interface.
- 2** Use the BPCS LX General Ledger interface.
- 3** Use the Infor FMS Masterpiece interface

When the BPCS CEA interface is used, the general ledger company code is validated against the company control in the BPCS CEA system.

### *Labor Dist. Ledger*

### *Cash Disb. Ledger*

### *Deductions Ledger*

### *Exp. Liab. Ledger*

The values you enter into the *Labor Dist Ledger*, *Cash Disb Ledger*, *Deductions Ledger*, and *Exp Liability Ledger* fields control how the system sends information to the general ledger. You can send entries either in detail or in summary when you run the *Close to General Ledger* option. In each field enter either:

- D** This entry specifies detailed information. The system sends entries by employees, account number (including project code if you track costs by projects) and by cycle.
-

- S** This value specifies summary information. The system sends one entry for each general ledger account you use in the cycle. Entries are by account and by cycle.

You can run general ledger reports in detail even if you close in summary.

*Accrued PY Acct*

If you close to general ledger by employer, type the complete accrued payroll account in this field. The accrued payroll account is the balancing account for the labor expense account.

If you close to general ledger by level 1, leave this field blank.

The account you type in this field must already exist in the payroll chart of accounts. Refer to the “Establishing General Ledger Controls” chapter of this guide for additional information.

*Labor Exp Acct*

If your company expenses all payroll labor costs to one general ledger account, type that account in this field. This account can also serve as a default or suspense account.

If you have more than one labor expense account, you will type them on other controls such as the income controls. Refer to the “Setting up Level Controls” chapter in this guide for additional information.

- 9 Press Enter. The system displays the Update Employer Controls screen 3 shown in Figure 5-3.
-

6/10/22 11:13:16	Update Employer Controls	PYGMCO	PYDMCO
Employer . . . : ZUS SAMPLE US COMPANY		Page 3 of 4	
<u>Accrual Category Names</u>			
Category 1 . . .	<u>Vacation</u>	Category 2 . . .	<u>Sick</u>
Category 3 . . .	<u>Personal</u>	Category 4 . . .	<u>FMLA</u>
Category 5 . . .	<u>Category 5</u>	Category 6 . . .	<u>Category 6</u>
FMLA Category . .	<u>4</u> (0->6)	FMLA Leave Year .	<u>1</u> (1->5)
<u>Additional Employer Flags</u>			
Chg Wks Wrk to 0?	<u>1</u> (0=No 1=Yes)	Use Tip Comp/TRDA	<u>1</u>
Ed EE only in ER?	<u>1</u> (0=No 1=Yes)	Use Multi. Pos?	<u>1</u>
PE Upd PY Auth Gp?	<u>1</u>	Position Prompt	<u>0</u>
Prt \$0 Vouchers .	<u>2</u> (0->2)	PA Close . . . .	<u>-</u>
Prt Voucher Def .	<u>1</u> (0=No 1=Yes)	Dir. Dep. ID. . .	<u>A</u>
Pay Message Code .	<u>+</u>	Chk. Record Lcks?	<u>0</u> (0=No 1=Yes)
Prt All YTD on Rg?	<u>1</u> (0=No 1=Yes)	NAICS Code . . .	<u>713990</u> +
Position Default.	<u>2</u> (0->2)	Audit Upd Checks?	<u>1</u> (0=No 1=Yes)
Crt Shop Floor IE?	<u>0</u> (0=No 1=Yes)	Reqr Postal Code?	<u>0</u> (0->2)
No.Nonprnt vouchr	<u>0</u> (0=No 1=Yes)	Inact Lvl Rpt Dft	<u>0</u> (0, 1)
Prt. Rates on Chk?	<u>0</u> (0=No 1=Yes)	Cycle Exc Rehires	<u>0</u> (0=No 1=Yes)
F3=Exit F4=Prompt F10=Access F12=Previous			

Figure 5-3: Update Employer Controls screen 3

**10** Use the information below to complete the fields on this screen.

### Accrual Category Names

You can track up to six categories of paid-time-off for each employee. Type a description for each accrual category you use. The system displays the names you type on this screen when you update employee accruals.

Using the *Update Employer Codes* option you can set up the specific paid-time-off codes using the code type **ACR**. Use the *Update Accrual Controls* option to further define these codes.

### Using Additional Employer Flags

You use the three fields in the lower portion of the Update Employer Controls screen 3 of 3 to specify processing options for both US and Canadian employers.

#### *Chg Wks Wrk to 0?*

Specify whether you want the system to record zero weeks worked for employees without gross pay or hours in a pay period. If you type **0** in this field, the system updates the records of all employees processed in a cycle with the weeks worked value specified for that cycle and pay period. If you type **1** in this field, the system changes the weeks worked specified for the

pay period and cycle to zero for selected employees during the *Release Timesheet Data* and *Post Cycles and Print Checks* functions of cycle processing.

Valid values are:

- 0** Do not change the standard weeks worked specified in a cycle to zero for any employees included in that cycle.
- 1** Change the standard weeks worked specified in a cycle to zero for employees whose gross pay and hours in that cycle are zero.

#### *Use Tip Comp/TRDA*

Specify whether the employer participates in the IRS tip compliance program and has an active Tip Rate Determination Agreement (TRDA). Valid values are:

- 0** No, the employer does not participate in the tip compliance program.
- 1** Yes, the employer participates in the tip compliance program, has established hourly tip rates for tipped employees, and has assigned the tip rates to jobs/positions.

#### *Ed EE only in ER?*

Type a value that indicates whether you can assign the same number to employees in different employers. If you type **1** in this field, when you use the *Enter New Hire* function the system allows you to assign to a new employee a number that has already been assigned to an existing employee in a different employer.

The system generates a warning message during the *Enter New Hire* function when you type a number that has already been assigned to another employee. If you type **0** in this field, you cannot proceed with the hire transaction unless you assign a different number to the new employee; if you type **1** in this field, you can override the warning message and proceed with the hire transaction using the duplicate employee number.

Valid values are:

- 0** Edit the number for a new employee across all employers on your system.
-

- 1** Edit the number for a new employee only within the employer to which the employee is being assigned.

*Use Multi Pos?*

Specify whether the employer uses multiple position processing within the payroll cycle.

- 0** The employer does not use multiple position processing
- 1** The employer uses multiple position processing within the payroll cycle.

*PE Upd PY Auth Gp?*

Indicate whether you want Infinium HR users to automatically update the value in the *PY Auth Group* field on the employee Payroll Data record and make corresponding changes to the employee's income and deduction authorizations based on the employee's new payroll authorization group assignment. The updating can occur when Infinium HR users enter the following four transactions using the *Enter Personnel Actions* and *Mass Update PE Actions* functions in Infinium Human Resources:

- Demotion
- Promotion
- Rehire
- Transfer

The system updates the payroll authorization group code value only when:

- the employee is assigned to a new position using one of the transactions listed above and
- the value in the *PY Auth Group* field on the new position differs from the value in the *PY Auth Group* field on the employee's Payroll Data screen 2 of 2.

If you type **1** or **2** in this field, the system automatically updates the value in the employee's *PY Auth Group* field when personnel users enter one of the above transactions using an effective date that is the same as or before the date on which they type the transaction.

When Infinium HR users enter a transaction with an effective date that is after the date on which they type the transaction, the system updates the value in the employee's *PY Auth Group* field. The system also updates the corresponding income and deduction authorizations when users run the *Mass Update PE Actions* function to process future-dated transactions.

---

If you type **0**, Infinium PY users must manually change the value in the *PY Auth Group* field when an employee is assigned to a new position and review the changes that Infinium Payroll automatically makes to income and deduction authorizations based on the new authorization group value.

Regardless of whether Infinium PY users manually maintain the employee *PY Auth Group* field and corresponding income and deduction changes or Infinium HR users automatically maintain them, the system automatically generates an audit report of the changes it makes to employee income and deduction authorizations when the payroll authorization group value changes.

The system generates the audit report using interactive processing and assigns printer file name **PYTMBGAU**. You can access this report from the Work with All Spooled Files screen. You can have the technical member of your staff set up a special printer control override to specify where the audit report prints.

Infinium PY users should carefully review the information on this report to ensure that the employee's income and deduction authorizations are correct before they process the next payroll cycle for that employee.

Valid values are:

- 0**      Infinium HR users cannot automatically update the employee *PY Auth Group* field and make corresponding changes to employee income and deduction authorizations.
- 1**      Infinium HR users can automatically update the employee *PY Auth Group* field and make corresponding changes to employee income and deduction authorizations.

The system uses the effective date of the personnel action transaction as the starting date for incomes and deductions only in the new group; it uses one day prior to the effective date of the personnel action transaction as the ending date for employee incomes and deductions only in the old group. The system does not update starting and ending dates for incomes and deductions that are common to both groups.

---

- 2** Infinium HR users can automatically update the employee *PY Auth Group* field and make corresponding changes to employee income and deduction authorizations.

The system activates incomes and deductions that are only in the new group and deactivates incomes and deductions that are only in the old group. The system does not activate or deactivate incomes and deductions that are common to both groups nor does it update starting and ending dates.

#### *Position Prompt*

Specify which positions to display when you prompt on *Position* during the payroll cycle.

- 0** Display only the positions assigned to the employee in basic data.
- 1** Display positions in the position control file.
- 2** Display only positions assigned to the employee in the additional positions file and in basic data. The basic data position is in reverse image. You can only select a position from the displayed list.

When you specify **2**, warning messages are printed on the Daily Time Proof and Trial Register reports and displayed on processing screens if the date range for the position is not within the pay period or the selected position is unauthorized.

You can use option **2** only when you set the value in the *Use Multi Pos?* field to **1**.

Depending upon your entry in *Position Prompt*, prompting on the *Position* field is allowed under the conditions described below.

The employer...	When you specify...
Is not using multiple position or tip compliance processing	<b>0</b>
Is using multiple position processing but not tip compliance processing	<b>0, 2</b>
Is using tip compliance processing but not multiple position processing	<b>0, 1</b>

---

The employer...	When you specify...
Is using tip compliance and multiple position processing	0, 1, 2

#### *Prt \$0 Vouchers*

Use this field to indicate whether the system prints zero and/or negative income direct deposit vouchers.

Valid values are:

- blank** Print direct deposit vouchers with zero or negative incomes.
- 0** Do not print direct deposit vouchers with zero incomes.
- 1** Do not print direct deposit vouchers with negative incomes.
- 2** Do not print direct deposit vouchers with zero or negative incomes.

#### *PA Close*

Use this field to specify the type of payroll information to be sent to project accounting.

Type one of the following:

- D** Close to Infinium PA in detail. When you run the *Create Project Accounting Work File* function, the system writes one labor transaction to the work file for each income for which a project code was entered during time entry processing.
- S** Close to Infinium Project Accounting in summary. When you run the *Create Project Accounting Work File* function, the system writes only one labor transaction to the work file for each unique combination of period end date, project, work breakdown structure, cost code, and labor account. The labor transaction contains the total income amount for that unique combination. All employee related information will be blank.
- blank** You do not use Infinium PA or you do not use the *Create Project Accounting Work File* function.

***Prt Voucher Def***

Specify the default value for printing the employee's *Print Voucher* field.

Valid values are:

- |          |   |
|----------|---|
| <b>0</b> | Do not print the employee's bank voucher. |
| <b>1</b> | Print the employee's bank voucher.        |

***Dir. Dep. ID***

Specify the ANSI one-character identification code designator to be used as part of the company identification code on the company/batch header record of the NACHA direct deposit extract.

Valid values are:

- |                   |   |
|-------------------|---|
| <b>Blank</b>      | The employer is not using the NACHA format for direct deposits.   |
| <b>1-9 or A-Z</b> | Type a value from <b>1</b> to <b>9</b> or <b>A</b> to <b>Z</b> to be used as the ANSI identification code for the NACHA direct deposit extract. |

This value is placed in the leftmost position of the company ID (position 41-50), which is on the company/batch header record (5 record) of the NACHA direct deposit extract file, TRISAC.

***Pay Message Code***

Type a pay message code value representing a standard pay message that you want the system to print on a paycheck or direct deposit voucher for every employee in this employer.

***Chk. Record Lcks?***

Specify whether to prevent a user access to employee records in certain functions when one of the functions below is running.

- Infinium PY *Post Cycles and Print Checks*
- Infinium PY *Post Prior Year Adjustment Cycle*
- Infinium FB *Post / Print Reimbursement Checks*
- Infinium FB *Post / Print Prior Year Reimb Cks*

If you specify yes, a message is displayed to indicate that posting is running and that the user is prevented from accessing employee records. For functions that require the user to enter only an employer code, such as

---

*Update Income Controls*, the user cannot access any of that employer's records while a payroll cycle is being posted.

Valid values are:

- 0**            Do not prevent access to employee and/or employer records locked by a payroll cycle.
- 1**            Prevent access to employee and/or employer records locked by a payroll cycle.

If you type **1** in this field, access to employee and/or employer records in the functions listed below is not allowed while a payroll cycle is being posted.

- Infinium HR and Infinium PY
    - *Change Employee Number*
    - *Employee Topic List*
    - *Update Basic Data*
    - *Update Employee Accruals*
    - *Update Employee Data*
  - Infinium HR
    - *Update (COBRA) Enrollments*
    - *Update (COBRA) Participants*
    - *Update Eligibility Data*
    - *Update Employee Enrollments*
    - *Update Job Controls*
    - *Update Pay Component Data*
    - *Enter Personnel Actions*
    - *Update Position Data*
    - *Update Salary Ranges*
  - Infinium PY
    - *Correct Employee Data* - all functions under this sub-menu
    - *Enter Reclassifications (PY)*
    - *Enter Tax Liability Amounts*
    - *Enter Tax Liability Amounts - MTAX*
    - *Enter Tax Liability Amounts - WRLP (Canadian)*
    - *Enter Tax Liability Payments*
-

- *Enter Tax Liability Payments - MTAX*
- *Enter Tax Liability Payments - WRLP (Canadian)*
- *Mass Change Employee Deductions*
- *Mass Change Employee Incomes*
- *Mass Change PY Master*
- *Update Deduction Controls*
- *Update Deduction Data*
- *Update Employee Pay Messages*
- *Update Income Controls*
- *Update Income Data*
- *Update Multiple Distributions*
- *Infinium FB*
  - *Update Employee Benefits*

#### *Prt All YTD on Rg?*

Use this field to indicate that all incomes and deductions with a non-zero YTD amount should print on the final payroll register generated when you post checks. After you release the cycle, the system always includes incomes and deductions on the current check even when the current amount is zero.

Valid values are:

- |          |  |
|----------|--|
| <b>0</b> | Do not print incomes and deductions unless they were included on the current check.  |
| <b>1</b> | Print all incomes and deductions with a non-zero YTD amount regardless of whether they were included on the current check. |

#### *NAICS Code*

Specify the value that represents the NAICS code (North American Industry Classification Code System) associated with this employer control. This value is used only for Wyoming unemployment reporting. The system uses the following hierarchy to retrieve the NAICS code for Wyoming unemployment reporting:

- a** Position control
  - b** Level 4 control
  - c** Level 3 control
-

- d Level 2 control
- e Level 1 control
- f Employer control

#### *Position Default*

Specify how you want the system to use the position defaults file, PRPDF, for the *Enter New Hire* and *Enter Personnel Actions* functions. Valid values are:

- 0 Do not use position defaults.
- 1 Use position defaults only for the *Enter New Hire* function.
- 2 Use position defaults for both the *Enter New Hire* function and the *Enter New Hire* function when you process hire (HI), transfer (TR), promotion (PR), demotion (DM), rehire (RH) and personal change (PC) transactions.

#### *Audit Upd Chks?*

Specify yes to require auditing of changes made when the *Update Checks* function is used. This auditing option tracks all of the changes made to employee pay checks when you use the *Update Checks* function. The system automatically produces an audit report of the changes. The report shows the before and after values of the changes, as well as additions, and deletions and includes the user who made the changes, the date, the time, and the workstation.

You can also display the audit details from *Employee Check History*, from the Check Analysis screen.

#### *Crt Shop Floor IE?*

Specify whether Infor ERP<sub>LX</sub> can create income authorization records for an employee when the employee is not authorized to the income specified in Infor ERP<sub>LX</sub>. 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<sub>LX</sub> shop floor interface.
  - 1 Automatically create an income authorization for the employee if the income specified on the employee's labor ticket in Infor ERP<sub>LX</sub> is not an income to which the employee is authorized in Infinium PY.
-

***Req Postal Code?***

Specify whether the postal code is required for the employee address when you use *Update Basic Data*, *Enter New Hire*, or the *Enter Personnel Actions* Personal Change transaction.

Valid values are:

- 0**            Show an error message with no override allowed.
- 1**            Show an error message with override allowed.
- 2**            Do not show an error message.

***No. Nonprnt vouchr***

This field indicates if the system stores a check number in the database for any unprinted vouchers.

Valid values are:

- 0**            Do not store a check number. Restart sequencing of unprinted vouchers in the spool file with 1 for each cycle.
- 1**            Store a check number in the database. Use this check number for sequencing unprinted vouchers in the spool file.

When this field is set to 1, a special account starting with \*NP must be created and linked to each direct deposit to store a separate next check number unique from the one used for printed vouchers. Create this by accessing the \*DD account and completing the additional fields. The additional fields are not displayed when this field is set to 0.

***Inact Lvl Rpt Dft***

Specify the default value that you want to use for reports to indicate that you want to include inactive levels. Valid values are:

- 0**            Do not include inactive levels on the report.
- 1**            Include inactive levels on the report.

You can override the default value by pressing F15 when you run a report that allows you to include or omit inactive levels.

***Prt. Rates on Chk?***

Type a default value to indicate whether you want to print the employee's rate/units on the pay stub.

---

Valid values are:

- 0** No. Do not print the rate/units on the pay stub.
- 1** Yes. Print the employee's rate/units on the pay stub.

The value entered on the employer controls is used as a default for entering a new hire unless a position default record exists for the position into which the employee is being hired. Then, the value within the position default record is used and sent to the employee payroll master file.

If you access this field in display mode, you can only view information.

#### *Cycle Exc Rehires*

Specify if you want to exclude rehired employees from a payroll cycle if the rehire date is after the cycle period ending date.

Valid values are:

- 0** No. Do not exclude employees from payroll cycles if the rehire date is after the cycle period ending date. A message is printed on the Begin Cycle exceptions report indicating the employee has a rehire date after the period ending date of the cycle but was included in the cycle.
- 1** Yes. Exclude employees from payroll cycles if the rehire date is after the cycle period ending date. A message is printed on the Begin Cycle exceptions report indicating the employee has a rehire date after the period ending date of the cycle and was not included in the cycle.

**Note:** Employees are always excluded from a payroll cycle when the hire date is after the period ending date of the cycle.

- 11** Press Enter. The system displays Update Employer Controls screen 4 shown in Figure 5-4.

UPDATE EMPLOYER CONTROLS

PY 11.0 QA-113 Page 4 of 4

Employer ZUS SAMPLE US COMPANY

Custom Exit Programs

T4 Pension Adj  'U Custom Wks Hrs

T4A Pension Adj  Additional Pos

ROE Extract

Figure 5-4: Update Employer Controls screen 4

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

### Custom Exits for Canadian Processing

You use the three fields in the middle of the Update Employer Controls screen 3 of 3 only for Canadian employers. You use them to specify the names of custom programs that the system should run when you generate T4, T4A and Record of Employment (ROE) forms.

#### *T4 Pension Adj*

Specify the name of the custom program that the system should run when you use the *Create T4 Workfile* function for this employer. You use this program to determine the correct pension adjustment amount for the employee's T4 record.

Infinium provides sample program PYGT4CU2 as a model for your technical staff to use.

#### *T4A Pension Adj*

Specify the name of the custom program that the system should run when you use the *Create T4A Workfile* function for this employer. You use this program to determine the correct pension adjustment amount for the employee's T4A record.

Infinium provides sample program PYGTACU2 as a model for your technical staff to use.

#### *ROE Extract*

Specify the name of a custom program that the system should run when you use the *Extract ROE Information* function. You use this program to maintain information in the ROE work file that is not updated by standard Infinium PY ROE extract programs. Refer to the "Generating Records of Employment for

Canadian Employees” chapter in the *Infinium PY Guide to Processing* for more details.

Infinium provides sample program PYGBEEX as a model for your technical staff to use.

## Custom Exit for US Weeks/Hours Worked Processing

### *\*U Custom Wks/Hrs*

Use this field to specify the name of the custom program that the system should use when you use the following functions:

- *Post Cycles and Print Checks*
- *Post Prior Year Adjustment Cycle*
- *Enter On-Demand Checks*

Infinium provides the sample program PYGDUEX1.

If special weeks worked or hours worked processing is required for your employer in a particular state, the system calls the custom program at the end of posting check information for each employee.

## Custom Exit for Multiple Position Processing

### *Additional Pos*

Specify the name of the custom program that the system should run when you use the *Update Additional Position* function.

The system calls the custom program whenever a record is added, deleted or changed.

Infinium provides sample program PRGOPEX1.

- 13 Press Enter to update this control. The system returns you to the Update Employer Controls prompt screen.
  - 14 Repeat steps 4 through 13 to set up additional employers.
  - 15 Exit the Update Employer Controls prompt screen.
-

## Notes

Infinium HR/PY user-defined data options provide you with the ability to create and record various types of user-defined information. This functionality allows you to track information specific to your organization that is not included in the standard Infinium HR/PY. Infinium provides the following menu options where you can create user-defined data:

- *Update User-defined Titles*
- *Update User Field Controls*

The system does not automatically update information you store in your user-defined data fields, however, you can manually update your data or automate updates through a custom program.

The chapter consists of the following topics:

Topic	Page
Overview of User-defined Titles	6-2
Using User-defined Titles	6-4
Assigning User-defined Titles	6-5
Establishing User-defined Code Values	6-8
Entering User-defined Titles for Employees	6-9
Updating User Field Controls	6-12
Displaying User Field Controls	6-19
Printing User Field Controls	6-21

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## Overview of User-defined Titles

### Objectives

After you complete this chapter, you should be familiar with the three steps involved in creating and using user-defined data.

- Assign user-defined titles
- Establish code values for user-defined codes
- Assign appropriate values to employees

### Understanding User-defined Titles

Infinium HR/PY has seven categories of user-defined fields as shown in the following table. You must assign specific descriptions or titles to user-defined fields before you can use them to enter employee information. You use the *Update User Defined Titles* function to assign descriptions and the *Update User Defined Data* function to enter employee information into the fields that you described.

The Figure No. column below indicates on which screen within the *Update User Defined Titles* and *Update User Defined Data* functions each category of user-defined information is found.

User-defined Data Category	Description of Fields	Figure No.
User-defined Codes	Ten fields that validate against Code Types <b>UC1, UC2, UC3, UC4, UC5, UC6, UC7, UC8, UC9, UCX.</b>	6-1
User-defined Dates	Ten fields that accept dates.	6-1
User-defined Amounts	Ten 10-character numeric fields with two decimal places that accept numbers up to 9,999,999.99	6-1

---

User-defined Data Category	Description of Fields	Figure No.
User-defined Hours	Ten 8-character numeric fields with two decimal places that accept numbers up to 99,999.99	6-2
User-defined Character Fields	Twenty 20-character fields that accept any combination of letters or numbers	6-2
User-defined Numeric Fields	Ten 11-character numeric fields without decimal places that accept numbers up to 99,999,999,999	6-3
User-defined Comment Field	One 100-character free-form field that accepts letters or numbers	6-3

## Using User-defined Titles

You create and implement the use of user-defined data in three steps.

### 1 Assign user-defined titles.

You assign a title or label to one or more of the 71 user fields that you want to use to track employee information that is unique to your organization.

You can assign up to ten titles each for the code, amount, date, hours, and numeric categories and up to twenty titles for the character description category, in addition to a single large comment field.

### 2 Establish code values for user-defined codes.

For each title you describe in the user-defined code category, you must establish corresponding code values. For example, if you create a user-defined code title called safety equipment, you can establish code values to represent safety shoes, hard hats and goggles.

You must define code values only for the 10 fields in the user-defined code category. You do not need to predefine code values to enter information in the other 61 user-defined fields found in the amounts, dates, hours, numbers, or free form character categories.

### 3 Assign the appropriate values to employees through the *Update Employee Data* option. You can enter information for each employee using the user-defined titles and values you created.

---

## Assigning User-defined Titles

Complete the following steps to update the user-defined title fields for each employer.

- 1 From the Infinium PY or Infinium HR main menu select *Master Files*.
- 2 Select *Update Master Files*.
- 3 Select the *Update User Defined Titles* [UUDTO for Infinium PY or UDT for Infinium HR]. The system displays the Employer Titles Update prompt screen.
- 4 Type the value that identifies your employer. Press Enter.

The system displays the first Employer Titles Update screen shown in Figure 6-1.

8/01/02 15:36:16		Employer Titles Update		PRGMOU	PRDMOU
				Page 1 of 3	
Employer . . . : ZUS SAMPLE US COMPANY					
User Defined Codes					
Type 1 Name . . .	SAFETY EQUIPMENT	Type 2 Name . . .	UNIFORMS		
Type 3 Name . . .	STOCK OPTION . . .	Type 4 Name . . .			
Type 5 Name . . .		Type 6 Name . . .			
Type 7 Name . . .		Type 8 Name . . .			
Type 9 Name . . .		Type 10 Name . . .			
User Defined Dates					
Date 1 Name . . .	111	Date 2 Name . . .	222		
Date 3 Name . . .		Date 4 Name . . .	444		
Date 5 Name . . .	555	Date 6 Name . . .	666		
Date 7 Name . . .	777	Date 8 Name . . .	888		
Date 9 Name . . .	999	Date 10 Name . . .	101010		
User Defined Amounts					
Amount 1 Name . .	FSE TEST	Amount 2 Name . .			
Amount 3 Name . .		Amount 4 Name . .			
Amount 5 Name . .		Amount 6 Name . .			
Amount 7 Name . .		Amount 8 Name . .			
Amount 9 Name . .		Amount 10 Name . .			
F3=Exit F10=Access F22=Delete					

Figure 6-1: Employer Titles Update screen 1 of 3

- 5 Assign a unique title or label to as many of the user-defined fields as you require.

*User Defined Codes*

Create a title for each user-defined code you want to utilize. Later, you can define code values for each title you created.

*User Defined Dates*

Create a title for each type of date information you want to record.

*User-defined Amounts*

Create a title for each type of information you want to record that can be represented by a dollar amount. This field accommodates a two-decimal format.

- 6 Press Enter once you complete creating user-defined titles on this screen. The system displays the screen shown in Figure 6-2.

You can exit and save your entries on this screen without proceeding to the next screen, by pressing F3.

8/01/02 15:37:01	Employer Titles Update	PRGMOU	PRDMOU
		Page 2 of 3	
Employer . . . : ZUS SAMPLE US COMPANY			
User Defined Hours			
Hours 1 Name . . .	UNION HOURS	Hours 2 Name . . .	
Hours 3 Name . . .		Hours 4 Name . . .	
Hours 5 Name . . .		Hours 6 Name . . .	
Hours 7 Name . . .		Hours 8 Name . . .	
Hours 9 Name . . .		Hours 10 Name . .	
User Defined Character Fields			
Character 1 Name		Character 2 Name	
Character 3 Name		Character 4 Name	
Character 5 Name		Character 6 Name	
Character 7 Name		Character 8 Name	
Character 9 Name		Character 10 Name	
Character 11 Name		Character 12 Name	
Character 13 Name		Character 14 Name	
Character 15 Name		Character 16 Name	
Character 17 Name		Character 18 Name	
Character 19 Name		Character 20 Name	
F3=Exit F10=Access F12=Previous			

Figure 6-2: Employer Titles Update screen 2 of 3

- 7 Assign a unique title or label to as many user-defined fields as you require.

*User Defined Hours*

Create a title for each type of information you want to record that can be represented in hours.

### *User Defined Character Fields*

Create a title for each type of information you want to record that can be represented by alpha numeric characters.

- 8 Press Enter once you complete creating user-defined titles on this screen. The system displays the screen shown in Figure 6-3.

You can exit and save your entries on this screen, without proceeding to the next screen, by pressing F3.

```

8/01/02 15:37:26      Employer Titles Update      PRGMOU      PRDMOU
                                           Page 3 of 3

Employer . . . : ZUS SAMPLE US COMPANY

User Defined Numeric Fields
Numeric 1 Name . . TEST 2      Numeric 2 Name . . UNION DUES
Numeric 3 Name . .             Numeric 4 Name . .
Numeric 5 Name . .             Numeric 6 Name . .
Numeric 7 Name . .             Numeric 8 Name . .
Numeric 9 Name . .             Numeric 10 Name . .

User Defined Comment Field
Large Field Name .

F3=Exit  F10=Access  F12=Previous

```

Figure 6-3: Employer Titles Update screen 3 of 3

- 9 Assign a unique title or label to as many user fields as you require.

### *User-defined Numeric Fields*

Create a title for each type of information you want to record that can be represented numerically.

### *User-defined Comment Field*

Create a title for this field that indicates the type of comments or memo text you want to record in this field.

- 10 Press Enter once you complete creating user-defined titles on this screen. The system returns you to the Employer Titles Update prompt screen.

## Establishing User-defined Code Values

You must establish code values for only the user-defined codes to which you assigned titles. You do not establish code values for the other user-defined types such as dates, amounts or hours.

To establish code values for a user-defined code title, you specify the user-defined code type that corresponds to the field you want to use and create as many code values as you require.

Each of the ten fields in the user-defined codes category corresponds to a standard Infinium HR/PY code type. When you want to use fields in the user-defined codes category, you first type a description for the user-defined code field, and then use the corresponding Infinium HR/PY code type to set up code values.

The following table shows the relationship between field names associated with your user-defined code titles and the standard Infinium HR/PY code types.

User-defined Code Field Name	Infinium HR Code Type
<i>Type 1 Name</i>	<b>UC1</b>
<i>Type 2 Name</i>	<b>UC2</b>
<i>Type 3 Name</i>	<b>UC3</b>
<i>Type 4 Name</i>	<b>UC4</b>
<i>Type 5 Name</i>	<b>UC5</b>
<i>Type 6 Name</i>	<b>UC6</b>
<i>Type 7 Name</i>	<b>UC7</b>
<i>Type 8 Name</i>	<b>UC8</b>
<i>Type 9 Name</i>	<b>UC9</b>
<i>Type 10 Name</i>	<b>UCX</b>

For detailed steps on establishing code values, refer to the “Setting Up and Maintaining Employer Codes” chapter in this guide.

---

## Entering User-defined Titles for Employees

Once you create user-defined titles and any applicable user-defined code values, you can use these fields to record and track information about your employees.

The user-defined titles you created display as field names on the *Employee User Data* screen. To enter information in these fields for an employee:

- For user-defined code fields, you can press F4 to select a code value or type a code value directly into the field;
- For other categories of user-defined data, you can type a date, dollar amount, number of hours, characters, numbers or alpha numeric comments as appropriate.

Complete the following steps to update user-defined data for an employee.

- 1 From the Infinium PY or Infinium HR main menu select *Employee Data*.
  - 2 Select *Update Employee Data*.
  - 3 Select *Update Employee Data* [UZZ]. The system displays the Employee Update prompt screen.
  - 4 Type the value that identifies your employer and the number that represents the employee for whom you want to record user-defined data. Press Enter. The system displays the screen shown in Figure 6-4.
-

```

      8/01/02 15:38:23      Employee Update      PYGM22      PYDM22

Employer . . . : ZUS  SAMPLE US COMPANY
Employee . . . : 80005  ALAN N ACCURATE
Address . . . : 1500 CAPE WAY LANE, APT. 120
City/Town . . . : HYANNIS
State/Province : MA              Postal Code . . : 05803

Area . . . : 200  CENTRAL AREA
Division . . : ADMIN  ADMINISTRATION
Department . . :
Cost Centr . . :

      Opt      Available options
      -      -
      -      Basic Data
      -      PTO Accrual Data
      -      Payroll Master Data
      -      Employee Income Data
      -      Employee Deduction Data
      -      Employee Direct Deposit
      -      Multiple Distributions
      -      Job Authorizations
      -      User Defined Data
      -      +

F3=Exit  F10=Access

```

Figure 6-4: Employee Update screen

- From the available options, double-click *User Defined Data* (or type any character next to *User Defined Data*. Press Enter. The system displays the Employee User Data screen shown in Figure 6-5.

```

      8/01/02 15:39:08      Employee User Data      PRGUDM2      PRDUDM
                                           Page 1 of 3

Employer . . . : ZUS  SAMPLE US COMPANY
Employee . . . : 80005  ACCURATE,ALAN N

Code Description      Value      Code Description      Value
1. SAFETY EQUIPMENT  HAT      +      2. UNIFORMS      _____ +
3. STOCK OPTION . . .      _____ +

Amount Description      Amount
1. FSE TEST      _____ .00

Date Description      Date      Date Description      Date
1. 111      2011998      2. 222      2011998
5. 555      2011998      4. 444      2011998
7. 777      2011998      6. 666      2011998
9. 999      2011998      8. 888      2011998
10. 101010      2011998

F3=Exit  F4=Prompt  F10=Access  F22=Delete

```

Figure 6-5: Employee User Data screen 1 of 3

**6** Use the following information to work with this screen:

Type the appropriate information in the entry field next to each title or description that applies to this employee.

For fields in the user-defined code section at the top of the screen, you can press F4 to view a list of valid code values. You can select a value from this list and return to the Employee User Data screen, or you can type a code value directly into this field.

You need only enter information into fields that are applicable to this employee, although the system displays all of the user-defined titles that you created for your employer.

**7** When you have completed the applicable information on this screen, press Enter to proceed to the next Employee User Data screen.

Complete the information that is applicable to this employee on each of the two remaining Employee User Data screens. Press Enter each time you complete a screen.

**8** When you press Enter from the Employee User Data screen 3 of 3, the system returns you to the Employee Update prompt screen.

To exit immediately and save your data from any of the Employee User Data screens, exit the screen, display the Exit Options window and select saving your data.

---

# Updating User Field Controls

## Overview

*User Field Controls* provides a centralized function for configuring user fields. It is not used for all user fields. For example, those user fields in Employee User Defined Data must be maintained using *Update User Defined Titles*.

Use *Update User Field Controls* to establish user-defined titles or label text for your company's user fields. These controls are based upon Infinium-supplied user field controls for the files below.

- Employee benefits enrollment (PRPBE)
- Benefit enrollment history of changes (PRPBL)
- Codes master file (PRPCD)
- Employee root master file (PRPMS)
- Additional position information (PRPOP)
- The project accounting workfile (PYPPA)

## Employee Benefits Enrollment

Use *Update User Field Controls* to define the text for the *User Flag Field* field on the second Employee Benefit Enrollment screen under *Update Employee Enrollments* under *Update Benefit Data* under *Benefits Administration* in Infinium HR.

## Benefit Enrollment History of Changes

Use *Update User Field Controls* to define the text for the *User Flag Field* field on the second Employee Benefit Enrollment screen, which is accessed when you press F8 or select **History** from **Actions** on the Web on the Update Benefit Enrollment screen and then type **5** next to the record to display. Access the Employee Benefit Enrollment screen in Infinium HR by selecting *Benefits Administration*, *Update Benefit Data* and *Update Employee Enrollments*.

---

## Codes Master File

Use *Update User Field Controls* in Infinium HR or Infinium PY to define the text for the user fields on the Update Employer Codes screen under *Update Employer Codes* under *Update Master Files* under *Master Files*. You can define text for *User Field 1*, *User Flag 1*, *User Field 2* and *User Flag 2*.

## Employee Root Master File

Use *Update User Field Controls* in Infinium HR or Infinium PY to define the text for the user fields on the first Update Employee Basic Data screen under *Update Basic Data* under *Update Employee Data* under *Employee Data*. You can define text for *User Field 1* and *User Field 3*.

## Additional Position Information

Use *Update User Field Controls* to define the text for the user fields on the second Update Additional Positions page under *Update Add'l Positions* under *Update Employee Data* under *Employee Data*. You can define text for *User Code 1*, *User Amount 1* and *2*, *User Rate 1* and *2*, *User Hours 1* and *2* and *User Date 1* and *2*.

## Project Accounting Workfile

Use *Update User Field Controls* to define the text used on reports for the information in these user fields:

- *User Code*
- *User Data*
- *User Amount*

These fields are on the pages below and are sent to Infinium PA when you use *Close to Project Accounting* under *Project Accounting Operations*:

- *Timesheet Entry – Incomes*
- *On-Demand Checks – Incomes*
- *Update Daily Time*
- *Update Checks*

These fields are sent to the user fields below in Infinium PA.

- *Alpha User Field 1*
  - *Date User Field 1*
  - *Numeric User Field1*
-

Infinium provides standard text that is displayed on the appropriate page for each of these user-defined fields. The standard text, such as *User Amount 1*, may not be meaningful for your company. To create meaningful text for your company's user fields, you can either copy or change information related to the user-defined control.

When you copy information you can specify the employer, display or printer file, format and field label which is displayed on the screen for the field. This provides you with the ability to use different field label text for a field for different employers or to use a different field label when printing the field than when displaying the field on the page.

When you change information, you can specify the field label that is displayed on the screen for the field.

You can only delete those user field controls that you create or copy for your company. You cannot delete the Infinium-supplied user field controls. You cannot create new user field controls.

Use the menu path below.

- ▶ Infinium PY or Infinium HR
- ▶ *Master Files*
- ▶ *Update Master Files*
  - ▼ *Update User Field Controls [USERFLDUPD]*

## Selecting the User Field File

On the Select User Field File page, you can select the file with user-defined field information to display. Only files with user fields are available for selection.

---

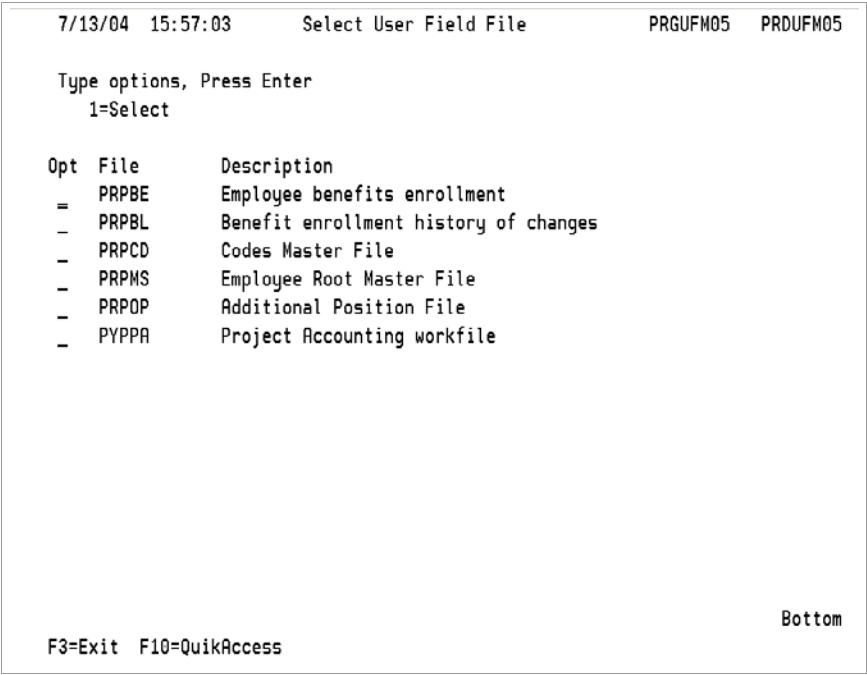


Figure 6-6: Select User Field File page

How Do I...

Select the user field file to display	Type 1 in <i>Opt</i> and press Enter.
---------------------------------------	---------------------------------------

Selecting the User Field to Update

On the Update User Field Controls page, you can select the field information to copy, change or delete. You can only delete user fields that were entered by your company. You cannot delete the Infinium-defined user fields.

```

5/31/02 13:02:51   Update User Field Controls      PRGUFM10  PRDUFM10

File Description . : Additional Position File

Search . . . . . (Enter word or known characters)
Type options, Press Enter
    2=Change 3=Copy 4=Delete

Opt File      Field      Er Text                      Reqd? DSPF/PRTF  Format
-  PRPOP      OPUA01      User Amount 1 . .      0
-  PRPOP      OPUA01      User Amt 1              0 PYTPOP
-  PRPOP      OPUA01      AM1 Call-in Bonus      0
-  PRPOP      OPUA01      AM1 Call Bonus          0 PYTPOP
-  PRPOP      OPUA01      BAT user test           0 PYTPOP
-  PRPOP      OPUA01      COB my amount           0
-  PRPOP      OPUA02      User Amount 2 . .      0
-  PRPOP      OPUA02      User Amt 2              0 PYTPOP
-  PRPOP      OPUA02      AM1 Sunday Bonus        0
-  PRPOP      OPUA02      AM1 Sun.Bonus           0 PYTPOP
-  PRPOP      OPUC01      User Code 1 . . .      0
-  PRPOP      OPUC01      User Code 1              0 PYTPOP

More...

F3=Exit F6=Create F10=QuikAccess F12=Cancel

```

Figure 6-7: Update User Field Controls page

**How Do I...**

Select the user field to change	Type <b>2</b> in <i>Opt</i> next to the information to change and press Enter.
Select the user field to copy	Type <b>3</b> in <i>Opt</i> next to the information to change and press Enter.
Select the user field to delete	Type <b>4</b> in <i>Opt</i> next to the information to change and press Enter.

## Changing or Copying User Field Information

Depending upon whether you specified to copy or change user field controls on the Update User Field Controls page, you can copy or change user field information. If you are copying a user field control, you can specify the employer, the display file and printer file that will use the new label and the label to be used on the appropriate page. If you are changing the user field information, you can specify the label for the field on the appropriate page.

```

5/28/02 15:57:52      Update User Field Controls      PRGUFM20  PRDUFM20

File Name . . . . . : PRPOP
Field Name . . . . . : OPUA01
Employer Code . . . . . ____ +      (leave blank for all employers)
Display/Printer File . _____
Format Name . . . . . _____
Maximum Text Length . . 17
Standard Text for Label User Amount 1 . . . _____
User Text for Label . . _____
Required Entry? . . . . 0 (0=No, 1=Yes)
Employer Code Type. . . ____ +
F3=Exit F4=Prompt F10=QuikAccess F12=Cancel F16=Last Update

```

Figure 6-8: Update User Field Controls copy page

Use the information below to complete this page.

#### *Employer Code*

For copying user field information, specify the employer to whom you are copying this user field information. Leave blank for all employers.

For updating user field controls, this is the employer whose information you are updating.

#### *Display/Printer File*

If you are copying this user field control, specify the display or printer file to be used only for this user field for the specified display or report. Leave blank to use for all display file or printer file formats.

For updating user field controls, this is the display or printer file whose information you are updating. For Infinium-supplied controls, this field is blank. if this applies to all displays and reports.

#### *Format Name*

If you are copying this user field control, specify the format of the display or printer file. Leave blank to use for all display file or printer file formats.

For updating user field controls, this is the format whose information you are updating. For Infinium-supplied controls, this field is blank if this applies to all displays and reports.

*Maximum Text Length*

This is the maximum size for this field.

*Standard Text for Label*

This is the Infinium-defined text for this field.

*User Text for Label*

Specify the text to be used for this field on the appropriate page. The system uses this text for this field.

*Required Entry?*

This indicates whether this field is required.

*Employer Code Type*

This is the code type associated with this user field. This is for information only.

**How Do I...**

---

Copy user field controls to another employer	Complete this page and press Enter.
Change user field controls	Complete this page and press Enter.
View information about the last update to this page	Press F16.

---

# Displaying User Field Controls

## Overview

Use *Display User Field Controls* to view user field information.

Use the menu path below.

- ▶ Infinium PY or Infinium HR
- ▶ *Master Files*
- ▶ *Display Master Files*
  - ▼ *Display User Field Controls* [USERFLDDSP]

## Selecting the User Field File to Display

On the Select User Field File page, you can select the file to display.

### How Do I...

Select the user field file to update	Type 1 in <i>Opt</i> and press Enter.
--------------------------------------	---------------------------------------

## Selecting the User Field to Display

On the Display User Field Controls page, you can select the file and text to display.

### How Do I...

Select the user field to display	Type 5 in <i>Opt</i> next to the information to change and press Enter.
----------------------------------	---

## Displaying User Field Information

On the Display User Field Controls page, you can view information about the specified user control.

### How Do I...

---

View information about the last update to this page	Press F16.
---	------------

---

# Printing User Field Controls

## Overview

Use *Print User Field Controls* to generate a list of user field information.

Use the menu path below.

- ▶ Infinium PY or Infinium HR
- ▶ *Master Files*
- ▶ *List Master Files*
  - ▼ *List User Field Controls* [USERFLDLST]

## Generating the User Field File List

On the List User Field Controls page, you can generate the User Field Controls Report.

### How Do I...

---

Generate the User Field Controls Report	Press Enter.
---	--------------

---

## Notes

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## Chapter 7 Setting Up and Maintaining Employer Code Values

# 7

The chapter consists of the following topics:

Topic	Page
Overview of Employer Codes	7-2
Understanding Required Code Types and Standard Code Values	7-8
Entering Code Values	7-14
Mass Changing Code Values	7-19
Copying Employer Code Values	7-21

---

# Overview of Employer Codes

## Objectives

After you complete this topic, you should be familiar with the following:

- How employer code types and code values work
- What code types are required to implement Infinium HR and Infinium PY
- What standard code values are
- How to set up user defined code types
- How to enter code values
- How to change code values
- How to delete code values
- How to change code values from active to inactive
- How to mass change code values
- How to copy code values from one employer to another

## Understanding Employer Code Values

Infinium uses employer code types and their associated values to validate information for accuracy and consistency while processing and reporting information.

You use employer code types to categorize and maintain information in Infinium HR and Infinium PY. A code type is a three-character designator assigned by Infinium.

For each code type, you can define an unlimited number of code values that address your business and reporting requirements. Code values allow you to customize Infinium HR and Infinium PY to comply with requirements and terminology specific to your organization. Code values ensure that all users enter valid, consistent field information when setting up controls, entering employee information into the system, and processing and reporting information.

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Infinium HR and Infinium PY define many code types, but to perform basic processing, you can define values for as few as 20 code types. You must define values for several code types, such as state, province and country code values, to set up essential controls on Infinium HR and Infinium PY. Refer to the “Understanding Required Code Types and Standard Code Values” section in this chapter for information about required code types.

You use the *Update Employer Codes* function to define and maintain code values. For each code type, you build a separate table of code values. You access this table from any number of functions whenever you are completing fields that require consistently maintained information. For each code value that you define, you enter a description that the system uses on displays and reports.

You can use the *Display Employer Codes* function to view existing code values, and you can use the *List Employer Codes* function to generate a report of existing employer code values and descriptions.

## Sharing Code Types

The employer code tables are shared by Infinium HR and Infinium PY. Some code types such as **GRP** for job evaluation group are used exclusively for Infinium HR functions, and some code types such as code type **APG** for auto pay group are used only in Infinium PY functions. Other code types such as **STA** for home state/province are used by both systems. Infinium HR and Infinium PY users must agree upon the code values that meet the needs of both departments.

Some code types in Infinium HR are also shared with Infinium TR and Infinium FB. These code types are used primarily in Infinium TR or Infinium FB. Users of these applications normally set up their own code values. You can press F4 in Infinium HR to display and select code values for shared code types that have been established by users of other systems.

## Developing Code Values

Define code values that are easy to understand. Use any combination of up to ten letters and numbers to define the code values. The maximum number of characters permitted for a code value varies for each code type.

One code type for which you must set up values when you implement Infinium HR and Infinium PY is **STS**, representing employment status. You

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use this code type to identify each employee's active employment situation. The table below illustrates sample code values for this code type.

Code Value - Example	Code Description - Example
<b>FULL</b>	Full time employee
<b>PART</b>	Part time employee
<b>SEAS</b>	Seasonal employee
<b>TEMP</b>	Temporary employee

## Entering Code Values in Fields

After you build code values for a code type, you can select from the values to enter information in fields that reference the code type. The system displays + after all code-validated fields. After you place your cursor in the code-validated field, you can press F4 to display the Code Values screen shown in Figure 7-1.

```

5/10/02 10:11:18          Code Values          PRGDCCD  PRDDCCD
                                     Include Inactive? 0
Employer . . . : ZUS  SAMPLE US COMPANY
Type . . . . : STA  PERSONNEL STATES/PROVINCES
Search For . . . : _____ (Enter word or known characters)
Value   Opt Description      Value   Opt Description
AB      _ ALBERTA           GU      _ GUAM
AK      _ ALASKA            HI      _ HAWAII
AL      _ ALABAMA           IA      _ IOWA
AR      _ ARKANSAS          ID      _ IDAHO
AS      _ AMERICAN SAMOA    IL      _ ILLINOIS
AZ      _ ARIZONA           IN      _ INDIANA
BC      _ BRITISH COLUMBIA  KS      _ KANSAS
CA      _ CALIFORNIA        KY      _ KENTUCKY
CO      _ COLORADO          LA      _ LOUISIANA
CT      _ CONNECTICUT       MA      _ MASSACHUSETTS
DC      _ DISTRICT OF COLUMBIA MB      _ MANITOBA
DE      _ DELAWARE          MD      _ MARYLAND
DS      _ DREAM STATE        ME      _ MAINE
FL      _ FLORIDA           MI      _ MICHIGAN
GA      _ GEORGIA           MN      _ MINNESOTA
                                     +
F3=Exit

```

Figure 7-1: Code Values screen

This sample screen displays a table of values defined for code type **STA**. To select a value, type any character in the *Opt* field next to the value and press Enter. The system enters the value in the field on the screen from which you pressed F4.

On the Code Values screen you can also specify whether to include inactive code values with the active values in the table. Refer to the “Changing Code Values from Active to Inactive” section in this chapter for information about inactive code values.

## Setting up Code Values for Multiple Employers

If you are setting up more than one employer, consider your cross-employer reporting requirements as you establish code values. When you include employees from different employers on a standard system report or in a report that you develop in Infinium QY, set up code values that are consistent for all employers.

For example, as you implement Infinium PY, you must set up code values for code type **STS**, which represents status, for all employers. If you set up the code value **FTR** to represent full time regular employees in all companies, you can easily select and group employees of similar status together on reports.

You can set up code values for each employer separately, set them up using employer groups, or use the *Copy Employer Codes* function to copy code values from one employer to another. Refer to the “Setting up Employer Groups” section in this chapter for details on how to establish employer groups. Refer to the “Copying Employer Codes” section in this chapter for more information on copying codes from one employer to another.

## Assigning Default Code Values on the Employer Control

Infinium HR and Infinium PY allow you to use default code values for the fields listed below to ensure consistency and efficiency when you create new employee records during the hiring process.

Field Name	Associated Code Type
<i>Country</i>	<b>CTR</b>
<i>State/Province</i>	<b>STA</b>
<i>Shift</i>	<b>SFT</b>

After you define values for these code types, you can use the *Update Employer Controls* function to enter a default value for each associated field.

Refer to the “Setting up Entity and Employer Controls” chapter for details on how to update the employer control record.

## Using Code Values in Infinium QY

You can plan your code values to take advantage of the wild card feature in Infinium QY that allows you to select information for reports. You use an asterisk (\*), which is the designated wildcard character, to mask a part of a code value to select employees who have similar but not identical code values.

For example, to identify all full time employees on Infinium QY reports, you set up the code values listed below for the Status code type.

<b>FTR</b>	Full time regular employee
<b>FTT</b>	Full time temporary employee
<b>PTR</b>	Part time regular employee
<b>PTT</b>	Part time temporary employee

You can use the wild card feature to select employees whose code value for code type **STS** is **FT\***. The system selects all employees whose code values begin with **FT**.

## Understanding User-Defined Code Types

Infinium HR and Infinium PY allow you to use user-defined fields to track information that the system does not otherwise maintain. You set up your own titles or labels for these fields. After you set up a title for a user-defined code type, you must set up one or more code values before you can enter employee information into the user-defined code type fields. The system validates information that you enter in these fields against code values you set up with user-defined code types.

The user-defined code types are listed below.

Code Type	Code Type
<b>UC1</b>	<b>UC6</b>

---

Code Type	Code Type
UC2	UC7
UC3	UC8
UC4	UC9
UC5	UCX

Refer to the “Creating and Using User-defined Data” chapter in this guide for information on how to set up and use user-defined codes.

## Understanding Required Code Types and Standard Code Values

When you use Infinium HR or Infinium PY to hire an employee, you use code values to identify an employee's ethnicity, employment status, home and work state or province, and home and work country. Therefore, when implementing Infinium HR and Infinium PY, you must define at least one value for each of the code types listed below. When you later define your job and position controls and assign a new employee a position during the hiring process, the system assigns the employee the required code values associated with the position.

Code Type	Code Description	Comments
<b>CTR</b>	Country	Valid values for payroll processing are <b>USA</b> and <b>CAN</b> . Define additional values to track the home countries of employees or ex-employees not living in the US or Canada. Country code values are also used for US W-2 tape reporting. Refer to the federal reporting specifications for standard values used for W-2 tape reporting.
<b>EEO</b>	Equal Employment Opportunity Category	Groups employees for EEOC reporting in the US or Employment Equity reporting in Canada. Standard values, established by the US and Canadian federal governments, are listed on the following pages.
<b>ETH</b>	Ethnic Identification	Groups employees by ethnicity for EEO or Employment Equity reporting. Standard values, established by the US and Canadian federal governments, are listed on the following pages.
<b>LOC</b>	Personnel Location	Groups employees by physical work location for EEO-1 reporting only, for example, code value <b>CLIN</b> for employees located in a clinic separate from a main hospital building.  Use the <i>Update EEO Location Address</i> function to set up addresses for location code values for EEO and EEA reporting. Refer to the <i>Infinium HR Guide to Management Functions</i> for details.

Code Type	Code Description	Comments
<b>STA</b>	Personnel State/Province	Specifies the state or province where an employee lives. Use the two-character postal code for the state or province, such as <b>OH</b> for Ohio or <b>ON</b> for Ontario.
<b>STP</b>	Payroll State/Province	Specifies the state or province where an employee works. Use the two-character postal code for the state or province, such as <b>OH</b> for Ohio or <b>ON</b> for Ontario.
<b>STS</b>	Status	Represents the active employment status of an employee, for example, code value <b>FULL</b> for a full-time employee.

## Working with Standard Code Values

Standard code values are mandatory values that you must define to generate statutory reports. For the required code types below, you must define specific standard code values.

- **CTR** - Country
- **EEO** - Equal Employment Opportunity Category
- **ETH** - Ethnic Identification
- **STA** - Personnel State/Province
- **STP** - Payroll State/Province

The US and Canadian federal governments define standard values that you must use for statutory reporting. Infinium HR uses the **EEO** and **ETH** code types when generating Equal Employment Opportunity reports for US employers and a file of Employment Equity Act data for Canadian employers.

For Canadian EEA reporting, in addition to the **EEO** and **ETH** code types, you must set up values for the code types listed below.

- **CNT** - Census Metropolitan Area
- **HDC** - Handicap Code
- **NOC** - National Occupational Group
- **SIC** - Standard Industrial Classification
- **STS** - Status

Infinium HR includes these values in the file of data you extract for Canadian Employment Equity reporting. The values you define for code types **CNT**, **NOC**, **SIC** and **STS** must match the standard values defined by the Canadian federal government.

## Locating Information on EEO and EEA Reporting

Refer to the following parts in the *Infinium Human Resources Guide to Management Functions* for details about EEO and EEA reporting:

- For US employers, the “Producing Statutory EEO Reports” chapter describes how to generate statutory EEO reports including the EEO-1 and EEO-4 reports.
- For Canadian employers, the “Employment Equity Reporting - Canada” chapter describes how to set up standard code values and employee records for EEA reporting. This chapter also provides details on generating a file of data that you can import into a PC program for Employment Equity or Federal Contractor reporting.

## Defining Standard Values for US Employers

### Code Type EEO

The table below lists the standard values for code type **EEO** that US private sector employers must use for EEO-1 reporting and US public sector employers must use for EEO-4 reporting.

US EEO-1 Reporting		US EEO-4 Reporting	
Value	Description	Value	Description
1.1	Executive/Senior Level Officials and Managers	1	Officials and Managers
1.2	First/Mid-level Officials and Managers		
2	Professionals	2	Professionals
3	Technicians	3	Technicians
4	Sales Workers	4	Protective Services
5	Administrative Support Workers	5	Paraprofessionals

US EEO-1 Reporting		US EEO-4 Reporting	
Value	Description	Value	Description
6	Craft Workers	6	Adm/Support
7	Operatives	7	Skilled Craft
8	Laborers and Helpers	8	Service/Maintenance
9	Service Workers		

## EEO Sub-Categories

You can establish sub-categories within each standard EEO category to sort employees into smaller groupings for analysis and non-statutory reporting.

For example, to review the ethnic and gender distribution of employees in EEO category 2, professionals, by technical and non-technical job functions, set up code values **2A** for technical professionals and **2B** for non-technical professionals. The statutory EEO reports, such as the EEO-1 and EEO-4, sort only by the first character of the EEO code value. Therefore, Infinium HR sorts all professional employees into EEO category 2. The optional Infinium HR EEO reports, including EEO unit reports, sort by all five characters of the EEO code value and allow you to analyze smaller groups of employees. You can also use the full EEO code values in reports that you develop with Infinium QY.

Refer to the “Producing Affirmative Action Reports” and “Generating EEO Unit Reports” chapters in the *Infinium Human Resources Guide to Management Functions* for details on generating non-statutory EEO reports.

## Code Type ETH

The table below lists the standard values for code type **ETH** that US employers must use for EEO reporting.

Value	Description
0	White
1	Black or African American
2	Asian/Pacific Islander

Value	Description
3	American Indian/Alaskan Native
4	Hispanic or Latino
5	Native Hawaiian or other Pacific Islander
6	Two or more races (not Hispanic or Latino)

## Defining Standard Values for Canadian Employers

### Code Type EEO

The table below lists the standard values for code type **EEO** that Canadian employers must use for EEA reporting.

Value	Description
NA	Not Applicable
1	Senior Managers
2	Middle and Other Managers
3	Professionals
4	Semi-professionals and Technicians
5	Supervisors
6	Supervisors: Crafts and Trades
7	Administrative & Senior Clerical Personnel
8	Skilled Sales and Service Personnel
9	Skilled Crafts and Trades Workers
10	Clerical Personnel
11	Intermediate Sales & Service Personnel

---

Value	Description
12	Semi-Skilled Manual Workers
13	Other Sales and Service Personnel
14	Other Manual Workers

## Code Type ETH

The table below lists the standard values for code type **ETH** that Canadian employers must use for EEA reporting.

Value	Description	Visible Minority?	Aboriginal?
0	Caucasian		
1	Black	yes	
2	Asian/Arab/Pacific Islander/ Indo-Pakistani	yes	
3	Indians		yes
4	Hispanics	yes	
5	Inuits		yes
6	Metis		yes

Infinium HR uses the ethnic values to identify employees as aboriginal or visible minorities in the employment equity file. You export this file to the appropriate PC reporting program to generate employment equity or federal contractor reports.

## Entering Code Values

Follow the steps below to create code values.

- 1 From the Infinium PY main menu select *Master Files*.
- 2 Select *Update Master Files*.
- 3 Select *Update Employer Codes* [UCC]. Press Enter. The system displays the screen shown in Figure 7-2.

7/13/04	14:02:52	Update Employer Codes	PRGMCD	PRDMCD
---------	----------	-----------------------	--------	--------

---

Employer . . . . .	__ +	-or-	Employer group . . .	____ +
Code type . . . . .	__ +			
Code value . . . . .	_____ +			

---

F3=Exit F4=Prompt F10=QuikAccess F18=Message line F21=Override

Figure 7-2: Update Employer Codes prompt screen

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

### *Employer*

Specify the value that identifies the employer for which you want to define code values.

### *Employer group*

Specify the value that identifies a group of employers for which you want to define code values. The system saves the values you enter in all of the employers associated with the specified employer group.

You use code type **ERG** to name employer groups; you use the *Update Employer Groups* function to assign employers to the employer group. Refer to the “Setting Up Employer Groups” chapter in the *Infinium HR Guide to Controls* for more information. You can also use the *Copy Employer Codes* function to copy code values from one employer to another. Refer to the “Copying Employer Codes” section in this chapter for more information.

#### *Code type*

Specify the three-character code that identifies the code type for which you want to define values.

#### *Code value*

Type a value for this code type. The value can contain up to ten alphanumeric characters. You can use any combination of letters or numbers to define a code value. The maximum number of characters permitted for a code value varies for each code type. When you prompt on the *Code type* field, the resulting Code Types screen displays a column to the left of the Description column that indicates the maximum length permitted for a code value for each code type. You can define an unlimited number of code values for each code type.

If your processing and reporting circumstances do not require you set up values for a required code type, leave this field blank and continue with the steps to set up the code value. When you define a blank value for a required code type, Infinium PY does not require you to enter information in a field that otherwise validates against a required code type.

- 5 Press Enter. The system displays the screen shown in Figure 7-3.

7/13/04 14:19:56 Update Employer Codes		PRGMCD	PRDMCD
Employer . . . . .	ZUS	SAMPLE US COMPANY	
Code type . . . . .	LCN	PAYROLL TAX LOCALITIES	
Code value . . . . .	CA1		
Description . . . . .	<u>SACRAMENTO, CA</u>		
Locality type . . . . .	<u>2</u>		
Active/Inactive . . . . .	<u>0</u> (0=Act./1=Inact)		
User Field 1 . . . . .	_____	User Flag 1 . . . . .	_
User Field 2 . . . . .	_____	User Flag 2 . . . . .	_
F3=Exit F4=Prompt F10=QuikAccess F12=Cancel F24=More keys			

Figure 7-3: Update Employer Codes screen

## 6 Use the information below to complete this screen.

### *Description*

Type a description of up to thirty characters for the code value that you typed on the previous screen. The system uses this description in reports and displays.

### *Active/Inactive*

Specify **0** to indicate that the code value is active. Specify **1** to indicate that the code value is inactive.

By default, the system displays only active values when you prompt on the *Code value* field on the Update Employer Codes prompt screen shown in Figure 7-2 or when you prompt on any code validated field throughout the system. Use the *Include Inactive?* field on the Code Values screen shown in Figure 7-1 to indicate that the system should include an inactive code value in the list of valid values.

Refer to the “Changing Code Values from Active to Inactive” section in this chapter for more information about inactive code values.

### *User Field 1*

Type a value for use with custom programming.

*User Flag 1*

Type a value for use with custom programming.

*User Field 2*

Type a value for use with custom programming

*User Flag 2*

Type a value for use with custom programming.

- 7 Press Enter. The system saves the new code value and description and returns you to the Update Employer Codes prompt screen.
- 8 Repeat steps 4 through 7 to create additional values.
- 9 After you define your code values, press F3 to exit this function and return to the Infinium PY main menu.

## Changing Code Values

You can change the description associated with a code value, but you cannot change an existing code value. Using the *Update Employer Codes* function, you must delete the code value and then create a new code value. You can then use the new code value to maintain employee information, but the system does not update existing employee records with the new code value.

You can manually update the code value in the existing records, or for certain code types you can use the *Mass Change Employer Codes* function to mass update the records. Refer to the “Mass Changing Code Values” section in this chapter for more information about the *Mass Update Employer Codes* function.

## Deleting Code Values

You can delete a code value from the system by pressing F22 on the Update Employer Codes screen of the *Update Employer Codes* function, shown in Figure 7-3.

If you delete a code value currently in use by Infinium PY, when you access a record that uses the value, the system requires you to replace the invalid value.

---

## Changing Code Values from Active to Inactive

Rather than deleting a code value, you can change the status of the value from active to inactive. When a value is inactive, the system retains the value in all records that use the value. Maintaining inactive values is useful for tracking and reporting historical data.

To change a value from active to inactive, you use the *Active/inactive* field on the Update Employer Codes screen shown in Figure 7-3.

To include inactive code values in the value tables displayed when you prompt on any code-validated field, type 1 in the *Include Inactive?* field on the Code Values screen. To differentiate between active and inactive values, the system highlights the active values.

You cannot use the *Employer group* field on the Update Employer Codes prompt screen to change values to inactive for multiple employers. You must change the value to inactive within each employer that uses the code value.

---

# Mass Changing Code Values

You use the *Mass Change Employer Codes* function to change code values associated with certain code types in the employee basic data record. The *Mass Change Employer Codes* function replaces the current code values in the employee record with new code values and applies the changes to multiple employees.

Before you can use this function, you must use the Update Employer Codes function to create the new code values. Do not delete the old values until you run the *Mass Change Employer Codes* function.

To mass change employer codes, complete these steps:

- 1 From the Infinium PY main menu select *System Operations*.
- 2 Select *Payroll Init. Functions*.
- 3 Select *Employer Codes*.
- 4 Select *Mass Change Employer Codes [MCEC]*. Press Enter. The system displays the screen shown in Figure 7-4.

Code Type	From Value	To Value
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Figure 7-4: Mass Change Employer Codes screen

You use this screen to mass change code values.

- For values of up to five characters, you can change one value each for up to six different code types or six different values for one code type.
- For values from six to ten characters, you use the last row of fields to change a value for one code type.

5 Use the following information to complete the fields on this screen.

*Employer*

Specify the value that identifies the employer for whom you want to change code values.

*Level 1 through 4*

Use this field to restrict the code value change to employees assigned to specific levels.

For example, if your level 1 represents location, you could apply the code value change to only employees working at a specific location. Refer to the “Setting up Level Controls.” chapter in this guide for information on setting up and using levels.

*Code Type*

Specify the code types whose values you want to change in employee records.

*From Value*

Specify the code value that you want to replace.

*To Value*

Specify the new code value to replace the value specified in the *From Value* field.

6 Press Enter. The system returns you to the Infinium PY main menu.

Infinium PY uses batch processing to apply the specified code value changes to the appropriate employees. The system also generates a report identifying the name and number of employees with changed code values.

7 To change additional code values, repeat steps 1 through 6.

---

## Copying Employer Code Values

You use the *Copy Employer Codes* function to copy code values from one employer to a new employer or to re-use previously defined values from the existing employer. If you maintain more than one employer, sharing code values simplifies your reporting and analysis.

You can add unique values to the new employer after you use the *Copy Employer Codes* function, or you can change or delete the copied values.

To copy code values from one employer to another, complete these steps:

- 1 From the Infinium PY main menu select *System Operations*.
- 2 Select *Payroll Init. Functions*.
- 3 Select *Employer Codes*.
- 4 Select *Copy Employer Codes* [CCE]. Press Enter. The system displays the screen shown in Figure 7-5.

5/10/02 14:15:40	Copy Employer Codes	PRGCDC	PRDCDC
From Employer . . <u>ZUS</u> +			
To Employer . . . <u>ZC1</u> +			
Code Type . . . . <u>ALL</u> + Enter ALL to copy all code types.			
Copy Inactive?. . <u>0</u> (0=No 1=Yes)			
F3=Exit F4=Prompt F10=Access			

Figure 7-5: Copy Employer Codes screen

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

*From Employer*

Specify the value for the employer from which you want to copy code values.

*To Employer*

Specify the value for the employer to which you want to copy code values.

*Code Type*

Specify the code type of the values to copy. To copy values for all code types, type **ALL**.

*Copy Inactive?*

Specify **0** to copy only active values. Specify **1** to copy active and inactive values.

- 6 Press Enter.
- 7 To copy additional code values, repeat steps 5 and 6.
- 8 Press F3 to exit this function and return to the Infinium PY main menu.

The system does not generate an audit report when you copy employer code values. You can use the *Display Employer Codes* function or use the *List Employer Codes* function to generate a report for the *To Employer* field to verify the copied values.

---

Infinium HR/PY enables you to define the unique structure of your organization through the use of levels. You use levels to represent organizational, functional or geographical areas within your organization, such as division, department or cost center.

The chapter consists of the following topics:

Topic	Page
Overview of Level Controls	8-2
Understanding Levels	8-4
Building General Ledger Accounts Through Levels	8-12
Setting Up Level Controls	8-18

---

# Overview of Level Controls

## Objectives

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

- Using levels to define the structure of your organization
- Creating, deleting and displaying levels
- Building a payroll chart of accounts
- Using masking to resolve account numbers

## Using Infinium Payroll with Infor ERP<sub>LX</sub> General Ledger

If you use the Infor ERP<sub>LX</sub> general ledger interface with Infinium PY, see the “Using the Infinium Payroll Interface with Infor ERP<sub>LX</sub> General Ledger” chapter in the *Infinium PY Guide to Management Functions*. When Infor ERP<sub>LX</sub> is used as the general ledger interface, the definition for building account numbers is stored in the Infor ERP<sub>LX</sub> 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<sub>LX</sub> configuration files are used when the Infor ERP<sub>LX</sub> system builds the account number for each payroll transaction.

## Understanding Level Controls

The level controls are shared by Infinium HR and Infinium PY; therefore, both groups of users should work together to define an organizational structure that is useful for Human Resources and Payroll processing.

The system displays a somewhat different Level Control screen for personnel users than for payroll users; the Payroll Level Control screen includes fields for general ledger accounts, which are not visible on the Personnel Level Control screen. Both groups of users should review the level controls during implementation and when new levels are added after Infinium HR/PY is in production.

---

Levels describe and define the organizational structure of your employer. Each employee is assigned to a set of levels during the hiring process so that he or she can be located within the company. You also use levels to accomplish the following:

- **Processing:** You can select employees for system processing, such as when you run the *Mass Update Employee Steps* function on Infinium HR, or group employees for data entry, such as when you enter hours during cycle processing in Infinium PY.
  - **Reporting:** You can extract information for displays and reports; you can use levels to sort and group employees together on reports and to generate sub-totals in standard reports, including the Payroll Register.
  - **Security:** You can restrict user access to employee information based on specific areas in your organization.
  - **General Ledger Accounts:** In Infinium PY you can generate general ledger accounts to charge labor expense and employer liabilities to the general ledger.
-

## Understanding Levels

You must establish level controls for each employer you define in your Infinium HR/PY database. The system needs levels in order to process information about your organization and its employees.

The levels represent a hierarchical structure within an employer. You can define up to four tiers or breakdowns. You must define at least level 1 for each employer. You use level 1 to identify the broadest organizational groupings in the employer; within each level 1, you can identify level 2 groupings. Within each level 2, you can define level 3 groupings and within each level 3, you can define level 4 groupings.

For example, within a particular employer level 1 can represent divisions; level 2 can represent regions within each division; level 3 can represent departments within each region; level 4 can represent cost centers within each department. Each level 2 record is tied to a specific level 1 record; likewise, each level 3 record is tied to a specific level 2 record and each level 4 record is tied to a specific level 3 record. You use various level combinations to identify where employees work in a particular employer.

## Functions of Levels

The system uses levels for three basic functions within Infinium HR and Infinium PY: processing, reporting and security. Levels allow Human Resources and Payroll users to update records of employees based on their level assignment, generate reports for specific areas, locations or functions within an employer, group employees within reports and produce report subtotals. Levels also allow Human Resources and Payroll departments to restrict users to the records of employees assigned to one or more specified levels. For example, Human Resources and Payroll users at a particular location can be restricted to working with the records of only employees assigned to that location.

Infinium PY has a fourth use for levels: they can be used to cost payroll expenses to the general ledger. Payroll users can store part or all of a labor expense account and/or liability account number on each level control record. The system uses this information during pay cycle processing and closing to general ledger to build account numbers and pass payroll expenses to a general ledger system.

---

The definitions you assign to your levels impact both personnel and payroll activities within your system. Therefore, both groups must agree on the organizational structure of the levels prior to building them within the system.

Because so many of your system controls are based on or linked to levels, it can be time consuming to make changes to the basic level structure after you implement Infinium HR/PY. Carefully consider the type of level structure that best suits the needs of both Infinium PY and Infinium HR users.

## Level Controls for Security

You can use level controls to restrict users to accessing only the records of employees in certain parts of the organization. For example, you define two major divisions of your organization, **EAST** and **WEST**, using Level 1 controls. You then use level security to restrict Human Resources and Payroll users in the Eastern area so that they can update, display and report on only employees assigned to the Eastern area. Similarly, you restrict Western area Human Resources and Payroll users to accessing only the records of employees assigned to the Western area.

### Assigning Employees to Levels

You can use the *Enter New Hire* function on Infinium HR or Infinium PY to hire employees into positions. Positions are assigned to specific locations within the level structure. Therefore, when you hire an employee, he or she is automatically assigned to a set of levels.

For example, company ABC could be organized into 3 levels: level 1 is region, level 2 is plant and level 3 is department. If you hire a new packing clerk into company ABC and he or she is assigned to work in plant 6 in the eastern region, then the employee would be assigned to the following levels:

Level	General Level Description	Employee's Specific Level Location
Level 1	Region	Eastern
Level 2	Plant	Plant 6
Level 3	Department	Packing

### Using Levels in Infinium PY

In Infinium PY you can use levels to resolve account numbers and to cost labor expense to general ledger. You can enter portions of your payroll chart of account number onto any or all level controls. When you release employee

timesheet data to the cycle, the system builds your labor expense account numbers by searching those payroll level controls that correspond to the home or worked levels of the employees in that cycle.

Please refer to the “Building General Ledger Accounts Through Levels” section for additional information.

## Displaying inactive levels

You can include or exclude inactive levels from displaying on screens for selected functions:

### Employer controls

Use the *Edit Inact Levels* field in the *Update Employer Controls* function to indicate whether a warning or error is displayed when a user attempts to hire or transfer an employee to a position that has an inactive level set associated with it.

Use the *Inact Lvl Rpt Dft* field in the *Update Employer Controls* function to set a default value for reports to include or omit inactive levels from the reports. The user can override the default value by pressing F15 when running a report that is set up to omit inactive levels.

See the “Setting up the Entity and Employer Controls” chapter in this guide for more information.

### Functions that affect user access to inactive levels

In addition to the employer controls, you can use these functions to control user access to inactive levels:

Function	Description
<i>Update Reporting Levels</i>	In the Infinium HR <i>Update Reporting Levels</i> function, you can deactivate a level control. You can also include or omit inactive levels in the <i>Display Reporting Levels</i> and <i>List Reporting Levels</i> functions
<i>Update Level Controls</i>	In the Infinium PY <i>Update Level Controls</i> function, you can deactivate a level control. You can also include or omit inactive levels in the <i>Display Employer Levels</i> and <i>List Level Controls</i> functions

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Function	Description
Level prompt	You can include or omit inactive levels from the display when you prompt on a level.
<i>Enter New Hire</i>	The <i>Enter New Hire</i> function displays a warning or error when a user attempts to hire an employee into an inactive level set, depending on the value in the <i>Edit Inact Levels</i> field on the employer control.
<i>Enter Personnel Actions</i>	The <i>Enter Personnel Actions</i> function displays a warning or error when you move an employee into an inactive level set, depending on the value in the <i>Edit Inact Levels</i> field on the employer control.
<i>Update Basic Data</i>	The <i>Update Basic Data</i> function displays a warning or error when a user attempts to change an employee's position to one associated with an inactive level set, depending on the value in the <i>Edit Inact Levels</i> field in the <i>Update Employer Controls</i> function. The user can use <i>Update Basic Data</i> to change an employee's position only when the <i>Posit. File Used?</i> field in the <i>Update Employer Controls</i> function is 0.
<i>Update User Security Controls</i>	The <i>Include Inactive Levels?</i> field in the <i>Update User Security Controls - Defaults</i> function contains the value that the user enters in the <i>Inc Inactive Lvl</i> field the last time the prompt key is pressed on an employee number or name or the <i>Employee Locate</i> function is used.
<i>Update User Security Levels</i>	The <i>Update User Security Levels</i> function displays active levels as highlighted so you can distinguish between active and inactive levels.
<i>Display User Security Levels</i>	The <i>Display User Security Levels</i> function displays active levels as highlighted so that you can distinguish between active and inactive levels.

### Functions from which you can omit inactive levels

You can omit inactive levels from display for these functions:

- *Employee Locate* (employee prompt)
- *Display Employee Data* (PE and PY)

- *Display Open Positions by Level*
- *Display Current Positions by Level*
- *Display Workforce Levels*
- *Display Turnover Analysis*
- *Display Employee History*
- *Employee Inquiry*
- *Display Employee Work Actions*
- *Display Salary Changes*
- *Display Accident/OSHA Data*
- *Display OSHA 200 Data*
- *Display Cost Transactions*
- *Display Employee Medical Exams*

Reports from which you can omit inactive levels

You can omit inactive levels from these reports:

- *List Employee Data (PE and PY)*
  - *List Reporting Levels (PE)*
  - *List Level Controls (PY)*
  - *List Positions by Levels*
  - *List Current Positions*
  - *List Current Positions by Levels*
  - *List Overstaffing Report*
  - *List Positions with Salaries*
  - *List Turnover Analysis*
  - *List Employee Property*
  - *List Employee Dependents*
  - *List Eligibility Data*
  - *List Next Review Schedule*
  - *List PE Actions by Levels*
  - *Create Statement Workfile (Benefits Administration)*
  - *List Transfers/Promotions/Demotions*
  - *List Terminations Detail*
-

- *Seniority Date Listing*
  - *Date of Hire Anniversary Listing*
  - *List Employee Profiles (PE and PY)*
  - *List Birthdays*
  - *List Restricted Parking*
  - *List Auth/Budg/Sched Hours*
  - *List Budget/Schedule by Position*
  - *List Hours by Levels*
  - *List FTE Recap*
  - *List Accumulated Hours Worked*
  - *List Average Hours by Levels*
  - *List Average FTE Recap*
  - *List License Data – Summary*
  - *List Authority Report*
  - *List Transactions by Levels*
  - *List OSHA 301 Incident/Level EE*
  - *List Cost Analysis*
  - *List Medical Exams by Level*
  - *List Compensation by Levels*
  - *List Budget Salaries – Level*
  - *List Budget Salary vs Paid – Level*
  - *List Salary Paid – Level*
  - *List Average Salary Paid – Level*
  - *List Employee Calendar Data*
  - *List Absence Analysis Data*
  - *Trial Mass Supervisor Data*
  - *Mass Update Supervisor Data*
  - *List Employee Incomes*
  - *List Employee Deductions*
  - *List Multiple Distributions*
  - *List Base Pay Rates*
  - *List EE Cycles by Levels*
-

- *List Add'l EE Positions*
- *List Check History*
- *Selective Mailing Labels*

When you run one of the above reports, an additional submission page, PRTCPBL, is printed. This page indicates whether you selected to include inactive levels on the report.

## Assigning Level Names and Descriptions

You create levels for your organization based on geographical location, department, cost center, reporting groups or any other criteria that suits your business and reporting needs.

You establish levels for your organization in two steps:

- 1 Assign a global name or label to each level you require. For example, you can use the label Region to define your first level. You establish names for your levels through the *Update Employer Controls* option.
- 2 Define a code for each specific level in your organization's structure. This code can be up to 5 characters in length. You also type a description of each level control. You define your levels through the *Update Level Controls* option.

The following table lists code values and descriptions for each level in company ABC:

### Company ABC - Organizational Structure

Level 1 - Region		Level 2 - Plant		Level 3 – Department	
Code	Description	Code	Description	Code	Description
EAST	Eastern Region	ADM	Administration	HR	Human Resources
EAST	Eastern Region	PLT3	Plant 3	PTLMG	Plant
EAST	Eastern Region	PLT3	Plant 3	PACK	Packing
EAST	Eastern Region	PLT3	Plant 3	PROD	Production
EAST	Eastern Region	PLT4	Plant 4	PLTMG	Plant
EAST	Eastern Region	PLT4	Plant 4	PACK	Packing
EAST	Eastern Region	PLT4	Plant 4	PROD	Production

**Company ABC - Organizational Structure**

Level 1 - Region		Level 2 - Plant		Level 3 – Department	
Code	Description	Code	Description	Code	Description
EAST	Eastern Region	WAREH	Warehouse	WHMGT	Warehouse Management
EAST	Eastern Region	WAREH	Warehouse	REC	Receiving
CENTL	Central Region	ADM	Administration	FIN	Finance
CENTL	Central Region	ADM	Administration	HR	Human
CENTL	Central Region	ADM	Administration	MARK	Marketing
CENTL	Central Region	ADM	Administration	PROD	Production
CENTL	Central Region	PLT1	Plant 1	MGT	Management
CENTL	Central Region	PLT1	Plant 1	PACK	Packing
CENTL	Central Region	PLT1	Plant 1	PROD	Production
CENTL	Central Region	PLT2	Plant 2	MGT	Management
CENTL	Central Region	PLT2	Plant 2	PACK	Packing
CENTL	Central Region	PLT2	Plant 2	PROD	Production
CENTL	Central Region	PLT3	Plant 3	SHIP	Shipping
CENTL	Central Region	WAREH	Warehouse	WHMGT	Warehouse
CENTL	Central Region	WAREH	Warehouse	REC	Receiving
CENTL	Central Region	WAREH	Warehouse	SHIP	Shipping
WEST	Western	PLT5	Plant 5	PLTMG	Plant
WEST	Western	PLT5	Plant 5	PACK	Packing
WEST	Western	PLT5	Plant 5	PROD	Production
WEST	Western	PLT6	Plant 6	PLTMG	Plant
WEST	Western	PLT6	Plant 6	PACK	Packing
WEST	Western	PLT6	Plant 6	PROD	Production

## Building General Ledger Accounts Through Levels

### Building Labor Expense Account Numbers

One of the primary objectives of using levels within Infinium PY is to accurately resolve account numbers and send payroll-related expenses to your general ledger system. You can accomplish this by assigning account numbers or portions of account numbers on your level controls.

Your Accounting department uses these accounts to charge out all payroll costs including labor expense, cash, employee deductions and employer liabilities.

The following chart illustrates the controls that the system can search and the hierarchy that the system must use when building payroll-related general ledger account numbers.

#### Account Building Methods

General Ledger Accounts	Controls Searched and/or Hierarchy Used
Labor Expense	Labor Expense Hierarchy
Accrued Payroll	Employer Control or Level 1 Controls
Cash	Checking Account Control
Employee Deductions	Liability Mask Hierarchy
Employer Liability	Liability Mask Hierarchy

The labor expense, accrued payroll and liability mask accounts are discussed in further detail on the following pages.

### Using Masking to Enter Accounts

Masking is a technique that allows you to omit typing some numerical components of an account number while specifying others. You type the numerical components that you want to include and type an asterisk (\*) in place of each number in the component(s) you do not want to specify.

---

Masking general ledger accounts for labor expense and employer liability saves you time when you are setting up system controls and during processing. Through masking, you can enter a portion of an account number on various control files in the system. When you do this, the system builds the accounts for you automatically and saves you from extensive keying of labor expense accounts during timesheet entry.

To mask an account, you type:

- The general ledger company code and the applicable portion of the account on the appropriate controls.
- Asterisks (\*) in place of account components that are found in other controls within the system.

The system uses both the asterisks and the characters you type to build a valid account. The system considers an account number complete when an alphanumeric character replaces each asterisk.

For example, you use the third component in your general ledger numbers to identify chargeable departments. The account number for a particular department in company ABC is represented by **002**. To specify this account number on the level control for that department, you can type the following mask:

**ABC – \* \*– 002 - \* \* \* \***

You mask the portions of the labor expense account that represent information that is not specific to that department. In this example, the first component can represent the division to which the department reports; you type the division's account number component on the level control record for that division. The last component can represent the actual labor expense account, which varies depending on the type of income paid to employees in this department; you enter that component on various Income control records.

You can set up the system to edit for invalid accounts. If you enter an incorrect value in a labor expense account, the system can print an error or a warning message on the Trial Register during cycle processing; if you enter an incorrect employee or employer deduction account, the system prints warnings or errors on the report generated when you run the *Trial Close to General Ledger* function. Refer to the "Creating Cycle and Checking Account Controls" chapter for additional information concerning this feature.

## Labor Expense Hierarchy

The system can automatically resolve the correct labor expense account number by searching for labor expense account numbers or components when you release timesheet data to the cycle.

---

The following list represents the hierarchy of controls that the system searches to build a labor expense account. The system always searches these controls in the following order when building a labor expense account.

### Overriding Labor Expense Accounts During Timesheet Entry

- 1 Timesheet entry record
- 2 Job control
- 3 Employee income authorization
- 4 Shift table
- 5 Income control
- 6 Employee payroll data record
- 7 Level 4 control
- 8 Level 3 control
- 9 Level 2 control
- 10 Level 1 control
- 11 Employer control

### Resolving Labor Expense Accounts Using Levels

In Company ABC the general ledger account structure is:

X X X    —    X X    —    X X X    —    XXXX  
 GL Company    —    Level 1    —    Level 2    —    Account

The table below shows how the system uses the labor expense account hierarchy and level controls to resolve the labor expense account number.

Labor Expense Hierarchy	Account Component				Account Built During Release of Timesheet Data
	GL Company	Level 1	Level 2	Account	
Timesheet Entry					
Job Control					

Labor Expense Hierarchy	Account Component				Account Built During Release of Timesheet Data
	GL Company	Level 1	Level 2	Account	
Employee Income					
Shift Table					
Income Control	ABC	**	***	5001	ABC - __ - ____ - 5001
Employee Payroll Data					ABC - __ - ____ - 5001
Level 4 Control					ABC - __ - ____ - 5001
Level 3 Control					ABC - __ - ____ - 5001
Level 2 Control	ABC	**	002	****	ABC - _ _ - 002 - 5001
Level 1 Control	ABC	02	***	****	ABC - 02 - 002 - 5001
Employer Control					ABC - 02 - 002 - 5001

You can override the values stored in various control records associated with the labor expense hierarchy by typing any portion of the general ledger account number either:

- During Timesheet Entry
- On any control in the hierarchy that precedes the location of the standard value for that component

The table below shows the effect of typing an override to the account number during Timesheet Entry.

Labor Expense Hierarchy	Account Component				Account Built During Release of Timesheet Data
	GL Company	Level 1	Level 2	Account	
Timesheet Entry	ABC	01 override	***	****	ABC - 0 1 - ____ - ____
Job Control					
Employee Income		**	***		
Shift Table					
Income Control	ABC			5001	ABC - 0 1 - ____ - 5001

Labor Expense Hierarchy	Account Component				Account Built During Release of Timesheet Data
	GL Company	Level 1	Level 2	Account	
Employee Payroll Data					ABC -0 1 - _ _ _ - 5001
Level 4 Control					ABC -0 1 - _ _ _ - 5001
Level 3 Control					ABC -0 1 - _ _ _ - 5001
Level 2 Control	ABC	**	002	****	ABC - 0 1 - 002 - 5001
Level 1 Control	ABC	02 level 1 control	***	****	ABC - 0 1 - 002 - 5001
Employer Control					ABC - 0 1 - 002 - 5001 Account resolved using override component

## Building Accrued Payroll Accounts

The accrued payroll account serves as a balancing account during the *Close to General Ledger* option. The system balances the labor expenses against cash (net check amounts) and employee deduction amounts.

There are two ways to enter the accrued payroll account depending on whether you are closing (balancing) by each level 1 or by employer.

If you are closing by employer, you need only one accrued payroll account. Type your accrued payroll account number on your employer control.

If you are closing (balancing) by level 1, type the accrued payroll account on each level 1 control.

The system builds the accrued payroll account(s) when you run the *Close to General Ledger* option. The system generates ledger reports that show the balancing totals for each accrued payroll account. These totals are included in the file of information that is passed to your general ledger system.

## Building Liability Mask Accounts

You use the liability mask account to cost employee deductions and employer liabilities to the general ledger.

You can type liability mask account components on each level if you want to cost some or all deduction expenses to the general ledger by areas within your company as defined by the levels. You can cost the account to general ledger based on either:

- Employee's home levels (found in employee basic data), or
- Employee's worked levels (typed at timesheet entry)

**Note:** The system builds the liability mask accounts and links dollars to those accounts when you run the *Close to General Ledger* option.

The following list represents the hierarchy of controls that the system searches to build a liability mask account. The system always searches specified fields on these controls in the following order when building a liability mask account.

### Employer Costs

Control	Employee Deduction Fields	Employer Liability Fields	Employer Expense Fields
Employee Deduction Authorization	<i>EE Liab Acct</i>	<i>ER Ded. Liab Acct</i>	<i>ER Ded Exp Acct</i>
Deduction control	<i>Deduction Account</i> (Screen 1)	<i>Credit Account</i> (Screen 2)	<i>Debit Account</i> (Screen 2)
Job control	<i>EE Liab Mask Acct</i>	<i>ER Liab Mask Acct</i>	<i>Labor Exp Acct</i>
Level 4 control	<i>Liab. Mask Acct</i>	<i>Liab. Mask Acct</i>	<i>Labor Exp Acct</i>
Level 3 control	<i>Liab. Mask Acct</i>	<i>Liab. Mask Acct</i>	<i>Labor Exp Acct</i>
Level 2 control	<i>Liab. Mask Acct</i>	<i>Liab. Mask Acct</i>	<i>Labor Exp Acct</i>
Level 1 control	<i>Accrued Py Acct</i>	<i>Accrued Py Acct</i>	<i>Labor Exp Acct</i>
Employer control	<i>Accrued Py Acct</i>	<i>Accrued Py Acct</i>	Not used

## Setting Up Level Controls

When you create your level structure, build it from the top down.

- 1 Create all your level 1 controls.
- 2 For each level 1, create all necessary level 2 controls.
- 3 For each level 2, create all necessary level 3 controls.
- 4 For each level 3, create all necessary level 4 controls.

When you build a hierarchical structure, you assign each level 4 control to a level 3 control, each level 3 control to a level 2 and each level 2 control to a level 1 control. To select employees by levels for processing or reporting, you must type the full level combination.

The following table illustrates the level selections you can make:

To Select Employees in a Particular Level:	On the Selection Screen Type:
1	Level 1 Code Value
2	Level 1 and Level 2 Code Values
3	Level 1, 2 and 3 Code Values
4	Level 1, 2, 3, and 4 Code Values

In addition to storing payroll account components on the level controls, you can use these controls to specify default values for assigned employees. You can specify default values for country, state/province, pay cycles and shifts that apply to all or most employees within this level.

## Creating Level 1 Controls

Follow the steps below to create level 1 controls:

- 1 From the Infinium PY main menu select *Master Files*.
  - 2 Select *Update Master Files*.
-

- 3 Select *Update Level Controls* [ULV]. The system displays the Update Level Controls prompt screen.
- 4 Type the value that identifies the employer for which you want to create level controls.
- 5 Press Enter. The system displays the screen shown in Figure 8-1.

6/17/04	15:13:33	Update Level Controls	PYGMLV	PYDMLV
Employer	. . . :	ZUS	SAMPLE US COMPANY	
Area	. . .	_____	+	
Division	. . .	_____	+	
Department	. . .	_____	+	
Cost Centr	. . .	_____	+	
F3=Exit    F4=Prompt    F10=Access				

Figure 8-1: Update Level Controls screen 2

- 6 Type the level 1 control code value on the first field on this screen.

The field names you see on this screen are unique to your organization. You create the names for these fields when you name your levels through the *Update Employer Controls* option.

- 7 Press Enter. The system displays the screen shown in Figure 8-2.

6/26/12 01:21:34		Update Level Controls		PYGMLV	PYDMLV
Employer . . . .	ZUS	SAMPLE US COMPANY			
Area . . . .	300				
Division . . . .					
Department . . .					
Cost Centr . . .					
Level description	EASTERN AREA				
Active/Inactive?	0 (0=Act./1=Inact)				
Level Defaults					
Country . . . . .	___	Frequency . . . .	___		
State/Province .	___ +	Cycle . . . . .	___ +		
Locality . . . .	___ +	Shift Code . . .	___ +		
NAICS Code . . .	___ +				
Level Controls					
Accrued Py Acct.	ZUS-0000-0000-0000-0000				+
Labor Exp. Acct.					+
Reverse Hrchy. .	_ (Blank=No)				
Statistical Acct.					+
Tip Allocation %					+
Pay Message Code. ___ +					
Time Sheet Worksheet Headings					
1	2	3	4	5	
F3=Exit F4=Prompt F10=Access F22=Delete					

Figure 8-2: Update Level Controls screen 3

## 8 Use the information below to complete the fields on this screen.

### Level description

Type a description of this level code value.

### Active/Inactive?

Indicate if this level is active or inactive. Valid values are:

**0** This is an active level.

**1** This is an inactive level.

Use the fields in this section of the screen to establish values that will apply to all or most of the employees in this level. The system assigns these default values to new employees during the hire process. You can override them if necessary.

You can enter different default values into the *Country* and *State/Province* fields on the Human Resources and payroll level controls. The system uses them to update different fields during the new hire process. The value in the *Country* field on payroll level controls defaults into the *Payroll Country* field when you hire a new employee. The system uses this value to present the appropriate payroll fields during the new hire process. The value in the

*Country* field on Human Resources level controls defaults into the new employee's *Country* field, which represents his or her residence country.

The value in the *State/Province* field on payroll level controls is the default value in the employee's work state field when you hire a new employee. The value in the *State/Province* field on personnel level controls is the default value in the employee's home state field during the new hire process.

The default values you type in these fields on the level controls override the default values on the employer control. For example, if the state/province default on the employer control is **MA** but the default on the level control is **CT**, then **CT** defaults into the *Current State* field in the employee's payroll data record. The same logic applies to the defaults you enter on levels 2, 3 or 4. Defaults you enter on the lower levels (Level 4 being the lowest) override defaults you enter on higher controls such as Level 1 and the Employer control.

**Note:** You must establish code values for the *State/Province*, *Locality* and *Shift Code* fields in the option *Update Employer Codes* before you can enter them on level controls. You establish the values for the *Cycle* field in the *Update Cycle Controls* option.

#### *NAICS Code*

Specify the NAICS code (North American Industry Classification Code System) that is associated with this level control.

The NAICS code is currently used only for Wyoming unemployment reporting. The system uses the following hierarchy to retrieve the NAICS code for Wyoming unemployment reporting:

- Position control
- Level 4 control
- Level 3 control
- Level 2 control
- Level 1 control
- Employer control

## Level Controls

Use this section of the screen to establish general ledger information for employees assigned to this level.

---

### *Accrued Py Acct*

If you indicated on your employer control that you are closing to general ledger by Level 1, type the full unmasked accrued payroll account in this field.

Regardless of how you close to general ledger, you can also use this field to type part or all of a liability mask account for employee deductions and employer liability. Therefore, if you choose to close to general ledger by level 1, the *Accrued Py Acct* field on level 1 serves as both the accrued payroll account and as the liability mask account in the deduction hierarchy. If you close to general ledger by employer, the *Accrued Py Acct* field on level 1 serves only as the *Liability Mask Account* field in the deduction hierarchy. When you close by employer, the employer control holds the accrued payroll account.

### *Labor Exp Acct*

Type the labor expense account or a portion of the account for this level and mask the rest. The system resolves this account number when you release the timesheet information to the cycle. The system also uses this field to resolve the employer deduction expense accounts during the *Close to General Ledger*.

### *Reverse Hrchy*

Use this field to change the position of income controls in the labor expense account hierarchy for employees assigned to this level. When the system resolves masked characters in labor expense accounts, it normally utilizes labor expense accounts on income controls before it uses labor expense accounts on level controls. When you reverse the order, the system checks level controls before it checks the income control records.

Leave this field blank if you do not want to reverse the normal order of levels and Income controls in the hierarchy. The system searches income controls, and then level 4, level 3, level 2, and finally level 1.

Type any character if you want to reverse the order of levels and income controls in the hierarchy. The system searches level 4, and then level 3, level 2, level 1, and finally income controls.

### *Statistical Acct*

You use statistical accounts to track head counts by positions, jobs, and levels. Type the statistical account associated with a particular level.

**Note:** You must first define the statistical account in the *Update Chart of Accounts* option. You assign statistical accounts to job controls using the

---

Infinium PY *Update Job Controls* option or to position controls using the Infinium HR *Update Position Data* option.

#### *Tip Allocation %*

The U.S. federal government requires employers with tipped employees to report revenues and employee tips. The government defines 8% as a standard estimate of tip income for applicable employees, therefore Infinium provides a default value of 8% for this field. You use this field with Payroll's *Tip Allocation* function to ensure that tipped employees report the appropriate amount of tips for U.S. federal taxing and W-2 purposes.

Type an override value in this field if you want to change the default tip allocation percentage for this level.

#### *Pay Message Code*

Type a pay message code value representing a standard pay message that you want the system to print on a paycheck or direct deposit voucher for employees assigned to this combination of level values.

Press F4 to display a list from which you can select a valid entry.

## Time Sheet Worksheet Headings

If you use the system-generated time sheet feature under the option *On-Request Reporting* option, you can use this area of the screen to type headings for the system to print on your timesheets. You can type up to five headings with descriptions of up to eight alphanumeric characters in length.

You can print your timesheets through the *On-Request Reporting* option.

- 9 Press Enter. The system returns you to the *Level Controls* screen 1 of 3.
- 10 Repeat steps 4 through 9 to create additional level 1 controls.
- 11 Exit this option when you have completed creating level 1 controls.

## Creating Level 2 - 4 Controls

You can create level 2 controls for some or all of the level 1 controls that you established. The screen you complete to define level 2 controls is identical to the level 1 controls screen except that the *Liab Mask Acct* field replaces the *Accrued Py Acct* field discussed in the previous section. You use the accrued payroll account on your level 1 controls and the liability mask accounts on the

---

other level controls to generate employee deduction and employer liability accounts.

You enter liability mask accounts on level 2 through level 4 controls based on how many levels you are using to cost payroll expenses to the general ledger.

Follow the steps below to create level 2 controls. You follow the same steps to create level 3 and level 4 controls:

- 1 From the Infinium PY main menu select *Master Files*.
- 2 Select *Update Master Files*.
- 3 Select *Update Level Controls [ULV]*.
- 4 Press Enter. Type the value that identifies the employer for which you want to create level controls.
- 5 Press Enter. The system displays the Update Level Controls screen 2 of 3.
- 6 Type the level combination for which you want to create a control.
- 7 Press Enter. The system displays the screen shown below in Figure 8-3.

Figure 8-3: Update Level Controls screen 3 of 3

- 8 Complete the information on this screen using the field descriptions from the previous section of this chapter, "Creating Level 1 Controls in Infinium Payroll."

The system displays the *Liab Mask Account* field on levels 2, 3 and 4.

- 9 The system automatically displays the *Liab Mask Acct* field in place of the *Accrued Py Acct* field found on the level 1 control. Type all or a portion of the liability mask account to which you want the system to cost deductions to general ledger.
- 10 Press Enter. The system returns you to the Update Level Controls screen 1 of 3. Repeat the steps 4 through 9 to create additional level controls.

Exit this option when you have completed creating level controls.

**Note:** After you have finished typing the general ledger account numbers on the controls in the labor expense and liability mask hierarchies, you can generate an audit report through the *List Monetary Account Controls* option. You locate this option through the *General Ledger Reporting* option.

## Displaying Level Controls

It is helpful to occasionally view the employer's entire level structure as you build it to verify that you have entered all levels and connected them correctly to higher levels in the organization. After the level structure is complete, you can use the *Search For* field in the *Display Employer Levels* function as a quick and easy way to identify where a particular level code is located and to note the higher level(s) to which it is connected.

Follow these steps to display the level structure of an employer:

- 1 From the Infinium PY main menu select *Master Files*.
  - 2 Select *Display Master Files*.
  - 3 Select *Display Employer Levels* [DLC]. The system displays the Display Reporting Levels prompt screen.
  - 4 Type the code that identifies the employer for which you want to display the level structure and press Enter.
  - 5 The system displays the screen shown in Figure 8-4.
-

6/26/12	01:07:16	Display Reporting Levels			PRGDLV2	PRDDL2
Employer	: ZUS	SAMPLE US COMPANY			Inc Inactive? @ (0/1)	
Search For				(Enter word or known characters)		
Area	Division	Department	Cost Centr	Description		
200				CENTRAL AREA		
200	ADMIN			ADMINISTRATION		
200	ADMIN	ACCT		ACCOUNTING		
200	ADMIN	ACCT	101	ACCOUNTS PAYABLE		
200	ADMIN	ACCT	102	ACCOUNTS RECEIVABLE		
200	ADMIN	ACCT	103	GENERAL LEDGER		
200	ADMIN	ACCT	104	PAYROLL		
300				EASTERN AREA		
300	ADMIN			ADMINISTRATIVE		
300	ADMIN	ACCT		ACCOUNTING		
300	ADMIN	ACCT	506	VIRGIN ISLANDS -PAYROLL		
500				PACIFIC AREA		
500	ADMIN			ADMINISTRATION		
500	ADMIN	ACCT		ACCOUNTING		
500	ADMIN	ACCT	504	PAYROLL		
500	ADMIN	ACCT	505	PAYROLL- N. MARIANAS		
500	ADMIN	ACCT	506	PAYROLL - PUERTO RICO		
+						
F3=Exit F10=Access						

Figure 8-4: Display Reporting Levels screen

## 6 Use the following information to work with this screen.

The system displays each level 1 separately. For each level 1, the system displays all lower level combinations associated with it.

If all of the level combinations cannot be displayed on a screen, the system displays + in the lower right hand corner of the screen. Press PageDown to advance to the next screen. Press PageUp to return to a previous screen.

### Search For

If you want to locate a particular level location, type the code that represents that level in this field. Press Enter.

The system searches through all of the level controls; if it locates the level you specified, it displays the level code, its description and the higher levels to which it is connected on a separate screen. Press F5 to return to the full level display.

### Inc Inactive?

Indicate whether to include only active levels or both active and inactive levels in the list.

Valid values are:

- 0** Include only active levels.
  - 1** Include both active and inactive levels.
- 7** Exit to the Infinium PY main menu.

## Deleting Level Controls

When you delete levels, you must delete them from the bottom up. For example, for each level combination, delete any level 4 controls first. Then delete the controls for level 3, level 2 and finally level 1.

You cannot delete a level if it is assigned to any Infinium HR position controls and if it is linked to an employee with an active status.

When you delete a level control, the system automatically also deletes it from the level security file. You use level security to Infinium HR and Infinium Payroll users to accessing the records of only those employees assigned to one or more specified levels.

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## Notes

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## Chapter 9 Creating Cycle and Checking Account Controls

# 9

You use cycles within Infinium PY to group employees for payroll processing. This chapter focuses on the controls that define Infinium PY cycles. These controls are:

- Cycle Controls
- Checking Account Controls

The chapter consists of the following topics:

Topic	Page
Overview of Cycle Controls	9-2
Establishing Cycle Controls	9-4
Creating Future Cycle Schedules	9-21
Copying Future Cycle Schedules	9-23
Deleting Future Cycles	9-26
Changing Future Cycles	9-27
Creating Checking Account Controls	9-28

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# Overview of Cycle Controls

## Objectives

After studying this part, you should be able to:

- Create a cycle control
- Create the appropriate payroll checking account controls

You will also be familiar with the future cycle feature used in cycle operations processing.

## Understanding Cycle Controls

You use cycles to pay groups of employees who share similar pay characteristics. These characteristics include:

- Pay frequency

The pay frequency refers to how often an employee is paid, such as weekly or monthly.

- Pay type

The pay type refers to whether the employee is an hourly or salaried employee.

- Levels

Levels indicate the location of the employee within your organization's structure.

## Using Regular Cycles

You use regular cycles to pay employees who receive the same wages each pay period. You can group employees by pay frequency (weekly or monthly), by level and by pay type (hourly or salary).

---

Pay frequency is the most common method of grouping employees in a cycle. For example, you pay both hourly and salaried employees every two weeks. Therefore, you can group both pay types in one bi-weekly cycle rather than creating and running two separate cycles.

You cannot group employees with different pay frequencies in one cycle because the pay frequency determines the taxing frequency.

Many organizations use pay frequency as the determining factor when grouping employees in cycles. You are not limited to the number of employees contained in a single cycle. However, all the employees in the cycle must have a common pay frequency. You can also create multiple cycles for one pay frequency.

You assign employees to cycles through the *Enter New Hire* or *Update Payroll Data (USA)* and *Update Payroll Data (Canada)* options.

## Using Special Cycles

In addition to regular payroll cycle processing, Infinium PY provides you with several types of cycles that you can use for special processing. You can use any of the following special cycles:

- On-demand
- Void
- Bonus
- Prior year adjustment

When you hire an employee, you assign the employee to a regular cycle for normal payroll processing. You can also process an employee through a special cycle when a need arises.

For example, if you need to issue a special check for an employee outside of his or her regular cycle, you process the transaction through an on-demand check cycle. If a group of employees is entitled to bonus pay, you include all those employees in a bonus cycle.

You do not need to assign employees to special cycles. You can include any employee in a special cycle as needed. You learn about issuing on-demand checks, voiding checks and bonus processing in the *Infinium Payroll Guide to Processing*. You can find information about prior year adjustments in the *Infinium Payroll Guide to US Year End Processing* or *Infinium Payroll Guide to Canadian Year End Processing*.

---

## Establishing Cycle Controls

Prior to creating your cycle controls, consider how the controls you establish through this function will impact your processing needs.

Defaults you establish when you set up your cycle controls can impact:

- Pay period beginning and pay period ending dates the system accepts as valid for a cycle
- Check dates the system accepts as valid for a cycle
- The number of weeks worked for US state unemployment reporting
- Tax frequency the system uses for the cycle

Follow the steps below to create a cycle control:

- 1 From the Infinium PY main menu select *Master Files*.
- 2 Select *Update Master Files*.
- 3 Select *Update Cycle Controls [UCY]*. The system displays the screen shown in Figure 9-1.

```
6/26/12 16:05:29      Update Cycle Controls      PYGMCY      PYDMCY

Employer . . . . . ____ *
Cycle . . . . . ____ *

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

Figure 9-1: Update Cycle Controls prompt screen

---

- 4 You use this screen to identify the employer for whom you are creating a cycle.
- 5 Type a name for your cycle such as WEEK for a weekly pay cycle.
- 6 Press Enter. The system displays the screen shown in Figure 9-2.

```

6/26/12 16:06:16      Update Cycle Controls      PYGMCY      PYDMCY
                                                    Page 1 of 3

Employer . . . : ZUS   SAMPLE US COMPANY
Cycle . . . . : WEEK

Description . . . WEEKLY PAY CYCLE

Pay Type . . . . -      On Demand Cycle : 0
Pay Frequency . . -      Enter TS at Level 0 (0->4)
Standard Weeks . 1      Pay Pds. Remaining 50

Cycle Level Restrictions
Area . . . . . +
Division . . . . +
Department . . . +
Cost Centr . . . +

F3=Exit F4=Prompt F10=Access F12=Previous F21=Accept F22=Delete

```

Figure 9-2: Update Cycle Controls screen 1 of 3

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

#### *Description*

Type a description of the cycle. This description prints on any reports you generate for this cycle.

#### *Pay Type*

Use this field to identify the type of employees included in this cycle: either hourly employees, salaried employees or both.

The valid values for this field are:

<b>H</b>	Hourly
<b>S</b>	Salaried
<b>Blank</b>	Unrestricted, contains both hourly and salaried employees

### *On Demand Cycle*

Specify **No** in this field unless you are setting up an on-demand cycle.

Once you process a cycle, you cannot change the value in this field.

### *Pay Frequency*

Specify the pay frequency for this cycle. The pay frequency you set up for this cycle is the default in the *Tax Freq* field on your Cycle Data screen when you run the *Begin Cycle* function. The system uses the information in the *Tax Freq* field to determine how to calculate tax deductions in each pay cycle. You can override the default value when you start a special cycle, for example a bonus cycle or an on-demand cycle.

Because the tax frequency for special cycles can vary, you can leave the *Pay Frequency* field blank and manually enter the appropriate value in the *Tax Freq* field each time you start a special pay cycle.

**WARNING!** If you are using mid-year flexible spending account processing, to reduce the value in the *Pay Pds. Remaining* fields when you post the cycle, a value must exist in this field.

You can choose from the following frequencies:

<b>D</b>	Daily; when you specify a value in the <i>Pay Periods Remaining</i> field
<b>W</b>	Weekly
<b>B</b>	Bi-weekly (26 pay periods per year)
<b>S</b>	Semi-monthly (24 pay periods per year)
<b>M</b>	Monthly
<b>10</b>	Ten pay periods per year
<b>13</b>	Thirteen pay periods per year
<b>22</b>	Twenty-two pay periods per year
<b>27</b>	Twenty-seven pay periods per year
<b>53</b>	Fifty-three pay periods per year
<b>Blank</b>	Unrestricted

---

### *Enter TS at Level*

You use this field to indicate how to group employees on the prompt screen at timesheet entry.

For example, you may choose to group employees by department or division to simplify and speed up entering their time reports. Type one of the following values:

- |          |  |
|----------|--|
| <b>0</b> | All employees are placed in a single group within each employer                  |
| <b>1</b> | All employees are grouped by Level 1   |
| <b>2</b> | All employees are grouped by Level 2   |
| <b>3</b> | All employees are grouped by Level 3 within each Level 2 and Level 1 combination |
| <b>4</b> | All employees are grouped by Level 4 within each Level 3, 2 and 1 combination    |

The values you enter in the *Enter TS at Level* field in Cycle Controls and the *Timesheet Alpha* field in the Employer Control determine how the system groups and displays employees. Refer to the “Setting up Employer Controls” part in this guide for additional information.

### *Standard Weeks*

Type the number of standard weeks worked in this cycle. From this value the system determines the number of weeks worked for state unemployment and workers compensation reporting in the United States.

For example, you type 2 for semi-monthly or 4 for monthly pay cycles. The value you type in this field defaults to the *Begin Cycle* option. You can, however, change this value during the *Begin Cycle* for months that have additional weeks.

### *Pay Pds. Remaining*

The value in this field indicates the number of pay periods remaining in the calendar year. Benefits Administration functions use the value in this field to calculate projected employee flexible spending account (FSA) annual contributions.

The system places a value in this field after you complete the calendar year closing process. After you specify a value is in this field, the system reduces the value by 1 each time you post payroll for the cycle.

---

You can change this value if it is incorrect or if it was not set by the year end closing process.

**WARNING!** If you use a regular cycle to process voids or special adjustments with a different period ending date, the system decreases the remaining periods by 1 when you post the cycle. If so, the remaining periods on the cycle are 1 less than they should be. If this situation occurs, you must update the *Pay Pds. Remaining* field for the specified cycle. Otherwise, the spending account annual contributions for the remainder of the year could be incorrect. This situation does not occur if you use a void cycle.

### Using Cycle Level Restrictions

You can use cycle level restriction fields to accomplish two different tasks:

- Restrict which employees you want to include in a cycle
- Restrict which payroll users can work with this cycle

Because you assign all employees to a specific level or combination of levels when you hire them, you can restrict a cycle to include only those employees assigned to particular levels.

The levels you specify in these fields can also function as security for your payroll users. Through the *User Security Operations* function you can restrict users to access and enter data only in the levels to which they are authorized.

An example of this type of security is an Executive Pay Cycle where only executive employees are paid through this cycle and only authorized users can access this cycle.

- 8 Press Enter. The system displays the screen shown in Figure 9-3.
-

6/26/12 16:06:36		Update Cycle Controls		PYGMCY	PYDMCY
				Page 2 of 3	
Employer . . . . :	ZUS	SAMPLE US COMPANY			
Cycle . . . . . :	WEEK	WEEKLY PAY CYCLE			
<u>Cycle Defaults</u>			<u>Print Register Defaults</u>		
Batch Cycle . . .	0 (0=No 1=Yes)	Trial at Release.	1 (0=No 1=Yes)		
Check No. Prompt.	0 (0=No 1=Yes)	Suppl at Trial .	1 (0=No 1=Yes)		
Exclude at Begin.	0 (0=No 1=Yes)	Check at Posting.	1 (0=No 1=Yes)		
Mult. Timekeepers	1 (0=No 1=Yes)	Units on Register	1 (0=No 1=Yes)		
Check Sequence .	A (0->5, A->F)	Trial Summ Errs .	1 (0=No 1=Yes)		
Proof Summ Errs .	1 (0=No 1=Yes)	Sft Diff Report .	1 (0=No 1=Yes)		
Chk Date at Begin	0 (0=No 1=Yes)	Chk Audit at Post	1 (0=No 1=Yes)		
F3=Exit F10=Access F12=Previous					

Figure 9-3: Update Cycle Controls screen 2 of 3

- 9 On this screen you set up processing defaults for this cycle and you specify whether you want certain registers to automatically print during processing. Use the following information to complete these fields.

### Setting up Cycle Defaults

Use the fields on the left side of this screen to set up your cycle defaults.

The fields listed below do not follow cursor flow, but are best discussed in the following order.

#### *Batch Cycle*

In this field you indicate whether you plan to enter time for this cycle through the *Enter Batch Timesheet Data* option. Before you type a value in this field, consider that Infinium PY provides four methods of entering time.

- Batch timesheet entry allows you to type time quickly and efficiently with no editing at timesheet entry.
- Time and attendance allows you type time on a daily basis or to feed from a time capture system.
- Timesheet entry allows you to type time and have the system perform edits on the data.

- Express timesheet entry is a special display of the timesheet entry screen designed to allow rapid time entry with system edits.

Valid values:

- 1** Use the *Enter Batch Timesheet Data* option.
- 0** Do not use the *Enter Batch Timesheet Data* option.

Refer to the “Using Alternative Methods of Entering Time” part in the *Infinium Payroll Guide to Processing* for additional information.

#### *Check No Prompt*

This field controls whether the user, also known as the operator, is required to type the first check number in the cycle before the system prints the checks by answering a system operator message. You can use the operator prompt to assign check starting numbers and, as a security measure, to prevent the use of the wrong check numbers. Valid values are:

- 1** Prompt the operator to verify a check number each time you run the cycle. All jobs must wait until the message is answered.
- 0** Bypass the operator prompt with each run of the cycle.

You cannot post checks without an operator answering the message.

The system can also automatically assign check numbers based on the value in the *Next Check #* field on your checking account controls or you can also assign check numbers when you execute the *Post Cycles and Print Checks* option.

#### *Exclude at Begin*

You can exclude a cycle from appearing on the first selection screen in the *Begin Cycle* option. Specify **No** in this field if you are setting up a regular cycle so that you can access all your regular cycles on the *Begin Cycles* screen.

Usually, you specify **Yes** in this field when you are setting up an on-demand, bonus or other special cycle that you cannot or do not want to process through the *Begin Cycle* option. You exclude these cycles from the *Cycle Selection* prompt screen so you do not accidentally select them during cycle processing.

---

### *Mult Timekeepers*

You can allow more than one user to work in the *Enter Timesheet Data*, *Express Time Sheet Entry* and *Update Checks* options for the same cycle at the same time. Valid values are:

- 0** Allow only one user to access the cycle at any one time.
- 1** Allow multiple users access to the cycle at the same time.

### *Check Sequence*

You use this field to control the order in which checks and direct deposit vouchers print within a cycle. Type a check sequencing method to control the printing order of checks and vouchers within this cycle.

You can print checks and vouchers either numerically by employee number or alphabetically by employee last name within cycles or levels. You can also organize checks and vouchers within a specific level and then further define the printing order as either alpha or numeric within that level.

When you choose to organize checks by levels, the checks sequence according to the Infinium HR/PY level hierarchy. Therefore, the sequencing order you assign to a specific level applies to that level and all higher levels.

For example, if you choose to organize your checks alphabetically within level 3, your check sequence is: all level 3 controls grouped alphabetically within their level 2 controls and all level 2 controls grouped within their level 1 controls. The system organizes all this information alphanumerically as follows:

<b>Level 1 Region</b>	<b>Level 2 Division</b>	<b>Level 3 Department</b>	<b>Check Sequence Alpha by Level 3</b>
East	Manufacturing	Assembling	Anderson, Donald
East	Manufacturing	Assembling	Brown, Catherine
East	Manufacturing	Shipping	Abrams, Mark
East	Manufacturing	Shipping	Billings, Francis
East	R & D	Design	Aldren, Julian
East	R & D	Design	Bronson, Ralph
West	Manufacturing	Assembling	Albright, Peter
West	Manufacturing	Assembling	Balzotti, Arthur

To complete the check sequence field, you can select from the following values:

<b>0</b>	Numeric within the cycle
<b>1</b>	Numeric within Level 1
<b>2</b>	Numeric within Level 2
<b>3</b>	Numeric within Level 3
<b>4</b>	Numeric within Level 4
<b>5</b>	Numeric within a specified user-defined sequence code.
<b>A</b>	Alpha within the cycle
<b>B</b>	Alpha within Level 1
<b>C</b>	Alpha within Level 2
<b>D</b>	Alpha within Level 3
<b>E</b>	Alpha within Level 4
<b>F</b>	Alpha within a specified user defined Sequence code

To use a user-defined numeric or alphabetical sequence program, you must complete the following tasks:

- Type either **5** or **F** in this field.
- Set up code values for code type **CSQ** (the user-defined sequence code) and type the sequence code value on the employee's Payroll Master.
- Type the sequence code value on the employee's Payroll Master.

**Caution:** If you change the value in this field from alpha to numeric, or vice versa, the change takes effect immediately. If you change the user-defined sequencing method, methods **5** or **F**, after the cycle is released, you must recalculate the cycle.

#### *Proof Summ Errs*

Specify **Yes** in this field if you want the system to automatically print a summary report that lists the exceptions, warnings and errors found. The system prints this report in addition to the standard proof report.

If you do not want the summary report to print, specify **No** in this field.

The standard proof report the system prints depends on the time entry method you use.

---

- If you use the time and attendance method, you receive the Daily Timesheet Proof Report.
- If you use the timesheet entry method, you receive the Timesheet Proof Report.

## Printing Register Defaults

Use the fields on the right side of this screen to indicate which registers you want to print each time you process this payroll cycle.

The fields listed below do not follow cursor flow, but are best discussed in the following order.

### *Trial at Release*

Specify **Yes** in this field, if you want the system to automatically print a Payroll Trial Register when you release this cycle. Infinium Payroll requires that you print a Payroll Trial Register and resolve any outstanding errors before you can post a cycle.

If you specify **No** in this field the system does not print the Payroll Trial Register. You must run the Trial Register manually by selecting the *Print Trial Register* option before posting your cycle.

### *Suppl at Trial*

Specify **Yes** in this field if you want the system to automatically print a Supplemental Register whenever you generate a Payroll Trial Register. If you do not want to generate a Supplemental Register, specify **No** in this field.

The Supplemental Register shows the employer's portion of deductions as well as tip and fringe incomes.

**Note:** The Supplemental Register does not print with the standard reports that generate during the posting process.

### *Check at Posting*

This field allows you to choose whether you want to print a check register when you post the pay cycle. This register sorts by check number; it prints the employee's name and number along with the gross and net check amounts. The check register is in addition to the standard Payroll Register.

The system automatically generates a check register during the specified cycle if you specify **Yes** in this field; if you do not, you can use the *Check Register* field on the Post and Print screen to request the check register on an exception basis.

---

Valid values are:

- 1**            Print the check register with the cycle.
- 0**            Do not print the check register with the cycle.

#### *Units on Register*

Use this field to indicate if you want the system to print units on the Payroll Trial Register. You can use units to generate piecework types of income; the system multiplies units you enter during the timesheet entry stage of the cycle by a rate.

Valid values are:

- 1**            Include units on the Payroll Trial Register.
- 0**            Do not include units on the Payroll Trial Register.

#### *Trial Summ Errs*

To easily identify paychecks that may need to be corrected, you can print a summary report that lists the exceptions, warnings and errors found on the Payroll Trial Register.

If you want the summary report to print automatically with the Payroll Trial Register, specify **Yes** in this field. If you do not want the summary report to print, specify **No** in this field.

#### *Sft Diff Report*

This report lists all employees who received shift differential pay generated by the Infinium PY shift differential processing feature. Specify **Yes** if you want a Shift Differential Report to print automatically when you process a cycle. If you do not want the report to print, specify **No**.

#### *Chk Audit at Post?*

Specify yes to generate the Update Checks Audit report for this cycle when you complete the posting process. Otherwise, specify no.

If you also specify yes in the *Audit Upd Checks?* field on the employer control, the Update Checks Audit Report lists details of all changes made to employee pay checks in the *Update Checks* function.

#### *Chk Date at Begin*

Specify whether to use the check date of the payroll cycle as the default benefit effective date at the *Begin Cycle* stage.

---

Valid values are:

- 0** Do not use the check date. Use the period end date of the payroll cycle as the default benefit effective date.
- 1** Use the payroll cycle check date as the default benefit effective date at the *Begin Cycle* stage.

**10** Press Enter. The system displays the screen shown in Figure **Error! Reference source not found..**

6/26/12 16:06:52		Update Cycle Controls		PYGMCY	PYDMCY
				Page 3 of 3	
Employer . . . .	ZUS	SAMPLE US COMPANY			
Cycle . . . . .	WEEK	WEEKLY PAY CYCLE			
Edit Month Data .	_				
Edit Labor Acct .	I				
	<u>Days</u>		<u>Operator</u>		
Period End Edit .	___	Period End Edit .	_		
Check Date Edit .	___	Check Date Edit .	_		
Benefit Date Edit .	___	Benefit Date Edit .	_		
<u>Custom Cycle Processing Programs</u>					
	<u>AT START</u>		<u>AT END</u>		
Begin PY Cycle .	___	Begin PY Cycle .	___		
Close Daily Time.	___	Close Daily Time.	___		
Prove TS Input .	___	Prove TS Input .	___		
Rel. TS to Cycle.	___	Rel. TS to Cycle.	___		
Print Trial Reg .	___	Print Trial Reg .	___		
Post and Print .	___	Post and Print .	___		
F3=Exit F10=Access F12=Previous					

Figure 9-4: Update Cycle Controls screen 3 of 3

**11** Use the following information to complete the fields on this screen.

## Establishing Edits

The information you enter into the edit fields enables you to validate or check dates in the system against those in a cycle. Edits you establish on this screen can impact period beginning and ending dates, as well as check dates the system accepts as valid for a cycle. Setting these edits helps prevent you from processing a cycle with date inaccuracies.

You can, however, leave the edit fields blank and set up a future cycle schedule to prevent inaccuracies in the cycle dates. You learn about setting up future cycles later in this part.

### *Edit Month Data*

You can use this edit feature to prevent users from posting a cycle in the wrong calendar month. When you type one of the valid values in this field the system compares the calendar month found on the employer control with the cycle's pay period ending date or check date. If there is a discrepancy, the system displays an error message when you try to release the cycle. The system does not allow you to continue processing the cycle until you resolve the error.

Regardless of whether you use the calendar month edit, Infinium Payroll automatically uses the check date to determine the quarter in which to post earnings and deductions.

Valid values are:

- P** The system verifies that the cycle's period end date is in the calendar month when you run the *Release Timesheet Data* option. If it is not, the system displays the following error message:

Cycle cannot be released. Period end data is not in current calendar month.

- C** The system verifies that the cycle's check date is in the current calendar month when you run the *Release Timesheet Data* option. If it is not, the system displays the following error message:

Cycle cannot be released. Check date not in current calendar month.

- Blank** Do not compare the employer's calendar month against the cycle's period end date or check date. If you have pay periods that cross calendar months, this is the value you most commonly use.

**Note:** Canadian employers should type **C** in this field to ensure that the system updates employee calendar month balances accurately for federal tax reporting requirements.

### *Edit Labor Acct*

You use this field to tell the system how to report an invalid labor expense account during the Release stage of cycle processing. If you do not type a value in this field, the system defaults to **I**.

Type one of the following values:

---

- E** List any invalid labor expense accounts and the appropriate error message on the Payroll Trial Register. Interactive cycle options such as *Enter Timesheet Data*, *Update Checks*, and *Enter On-Demand Checks* also treat any invalid labor expense accounts as an error. You cannot post the cycle until you resolve the error.
- I** List an invalid labor expense account and the appropriate message warning on the Payroll Trial Register. The interactive cycle options, listed above, also treat invalid accounts as a warning. You can post the cycle even though the account is invalid.
- W** List an invalid labor expense account and the appropriate message warning on the Payroll Trial Register. If you select this method, the interactive cycle options, listed above, do not edit invalid labor expense accounts. You can post the cycle even though the account is invalid.
- N** Do not edit labor expense accounts during cycle processing.

If you have a problem with an invalid labor expense account number and you do not make a correction prior to completing your cycle processing, someone (typically the accounting department) must make journal entry corrections. Once a cycle is posted, you cannot change the labor expense accounts. You can, however, correct invalid employer liability and employee deduction account numbers after posting and prior to closing to the general ledger.

## Verifying Period End and Check Date Edits

The following four fields enable you to verify valid check dates or period end dates within the cycle. Typically, users choose to edit for valid period end dates or check dates. Rarely do users edit for both dates.

These edits take place during the *Begin Cycle* option. The system bases these edits on the system date (current date).

If you create a future cycle through the *Update Future Cycle Schedule* function, then you do not need to set up these edits.

### *Period End Edit: Days*

You can indicate the number of days from the system date that are valid days for the period end date of the cycle. For example, if you type 2 in this field, the system accepts a period end date within two days of the system date (current date) on which you run the *Begin Cycle* option.

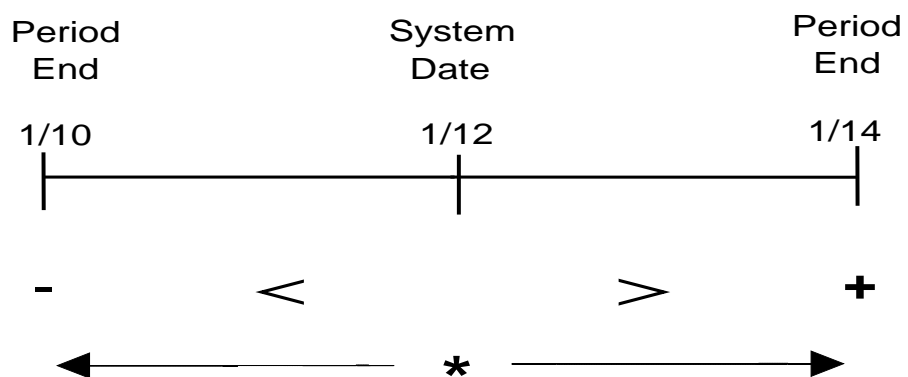
---

You type the period end date in the *Begin Cycle* option.

#### *Period End Edit: Operator*

The values you enter into this field and the *Period End Edit: Days* field enable you to control the range of days in which you can begin processing a cycle. The following charts list and illustrate the meaning of each operator, given the value of 2 in the *Period End Edit: Days* field.

Operator	Explanation	Example
+	Exactly 2 days after the system date	System date - 1/12 Period end date - 1/14
-	Exactly 2 days prior to the system date	System date - 1/12 Period end date - 1/10
>	Within 2 days after the system date	System date - 1/12 Period end date between 1/12 and 1/14
<	Within 2 days prior to the system date	System date - 1/12 Period end date between 1/10 and 1/12
*	Within 2 days of the system date, either before or after	System date - 1/12 Period end date between 1/10 and 1/14
Blank	No editing of period end date	The system accepts the dates you type



#### *Check Date Edit: Days*

Use this field to indicate the number of days from the period end date that are valid for the check date of the cycle.

For example, if you type **2** in this field, the system accepts a check date within 2 days of the period end date.

#### *Check Date Edit: Operator*

The values you enter into this field and the *Check Date Edit: Days* field enable you to control the range of days that the system accepts as a valid date for issuing a check.

The values or operators you can type in this field are the same as those you use for the *Period End Edit: Operator* field listed on the previous page.

#### *Benefit Date Edit Days*

To allow the override of the default benefit effective date, specify the number of days or a range of days, along with the value in the *Benefit Date Edit Operator* field, for the default benefit effective date, which are valid days for the override date entered at the *Begin Cycle*.

To prevent the override of the default benefit effective date at the *Begin Cycle*, leave this field and the *Benefit Date Edit Operator* field blank.

#### *Benefit Date Edit Operator*

To edit the benefit date, the value in this field and the value in the *Benefit Date Edit Days* field provide the edit control to ensure that the date is within a user-defined range of days from the default benefit date. The default benefit date can be the check date or the period end date of the payroll cycle, depending on the value in the *Chk Date at Begin* field on the previous screen.

The operators and their values are:

- +** The specified benefit date must be exactly XXX number of days greater than the default benefit date.
  - The specified benefit date must be exactly XXX number of days less than the default benefit date.
  - >** The specified benefit date must be from 0 to XXX days greater than the default benefit date.
  - <** The specified benefit date must be from 0 to XXX days less than the default benefit date.
  - \*** The specified benefit date must be within XXX days of the default benefit date.
-

## Creating Custom Cycle Processing Programs

If your MIS department creates any custom cycle processing programs, you can use this section of the screen to indicate which programs you want to use and when.

Type the program name in the field next to the option during which you want to access the program. You can execute custom programs before or after standard processing is complete.

If you want to access a custom program prior to the start of a particular processing option, type the custom program name in the *At Start* field next to the appropriate option. If you want to access a custom program when processing of a particular option finishes, type the custom program name in the *At End* field next to the appropriate option.

As an example, the user exit before post provides you an opportunity to connect with custom paid-time-off accrual processing programs.

**Note:** User exits before and after the *Release Timesheet Data* option do not function during an on-demand check cycle.

For more information regarding user exits refer to the *Infinium Human Resources/Payroll Technical Guide*.

- 12 Press Enter. The system updates this control and returns you to the Cycle Controls Prompt screen. To create additional cycle controls, repeat steps four through twelve.
  - 13 Exit this option.
-

# Creating Future Cycle Schedules

Infinium PY offers you the ability to enter cycle information in advance. You can build a list of cycle defaults for cycles you will post in the future. Planning and creating cycle default information ahead of time provides you with control over the data and minimizes the possibility of date related errors.

When you use the *Begin Cycle* option to begin a cycle, the system locates the next available cycle. Cycle information displays on the Cycle Header screen. You can override the data at that time, if necessary.

Follow the steps below to create a future cycle:

- 1 From the Infinium PY main menu select *Cycle Operations*.
  - 2 Select *Miscellaneous Functions*.
  - 3 Select *Update Future Cycle Schedule [UFC]*. The system displays the Update Future Payroll Cycles prompt screen.
  - 4 Type the values that identify the employer and cycle for which you want to create a future cycle.
  - 5 Press Enter. The system displays the Update Future Payroll Cycles screen.
  - 6 Type the period beginning date, ending date, check date, period, month, year, checking account number, direct deposit account number, week, and frequency of the future cycle. In addition, type values, if applicable, for the following fields:
    - *Sup Flg* field, to specify taxation regulations for the cycle
    - *Omit ded-addl ck* field, to omit deductions for additional checks
    - *Pay Msg* field, to print a standard message on checks
    - *Update \*F* field, to update employee fringe income amounts, for use by Canadian employers only
    - *12<sup>th</sup> of Month* field, to specify the month if the twelfth of the month is included in this cycle
    - *GL Accrual Method* field, to specify the method of general ledger entry allocation
    - *GL Accrual%* field, to specify the percentage of general ledger entry allocation
-

- 7 Press Enter. The system places this future cycle information into the subfile that displays at the bottom of the screen. Continue typing future cycle information on this screen, until you have created as many cycles as you need.

Each time you type future cycle information on this screen, you should notice that the entry fields already contain default information. The system uses the information you last typed as the default for these fields. Therefore, you can override those values you want to change and save keying on values you do not need to change.

Repeat steps 6 and 7 until you have typed all your future dates for this cycle.

- 8 Exit this option.
- 9 Use the *List Future Cycles Schedule* option to generate a report listing your cycle schedule. This report can be useful to Infinium HR users to help them enter the correct period ending dates in the various *Mass Update* functions that they need to run.

## Copying Future Cycle Schedules

Use the *Copy Future Cycles Schedule* function to copy future cycle schedule header information to another cycle or a group of cycles. You can copy all period beginning or ending dates for the cycle, or you can specify the period beginning and ending dates to copy.

After you use the *Copy Future Cycles Schedule* function, the system generates a report of the cycle entries that are copied.

Before you use the *Copy Future Cycles Schedule* function, use the *Trial Copy Fut. Cycles Schedule* function to generate a listing of the cycle information that will be copied when you use the *Copy Future Cycles Schedule* function. Use the listing to confirm that the cycle information is correct. If the information is correct, then use the *Copy Future Cycles Schedule* function.

### Using the *Trial Copy Fut. Cycles Schedule* Function

Follow the steps below to generate a Trial Copy Future Cycles Schedule listing.

- 1 From the Infinium PY main menu select *Cycle Operations*.
- 2 Select *Miscellaneous Functions*.
- 3 Select *Trial Copy Fut. Cycles Schedule* [TCPYC]. The system displays the Trial Copy Fut. Cycles Schedule prompt screen similar to Figure 9-5.

TRIAL COPY FUT. CYCLES SCHEDULE

From

Employer

Cycle

Begin Date

End Date

To

Cycle  -or- Cycle Group

Ovr. Chk. Acct  Ovr. D.D. Acct

Figure 9-5: Trial Copy Fut. Cycles Schedule screen

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

*From Employer*

Specify the code value that identifies the employer whose cycle schedule you are copying.

*From Cycle*

Specify the code value that identifies the cycle to copy.

*From Begin Date*

Specify the starting period beginning date for the cycle to copy. The system copies all future cycle schedules with period beginning and ending dates between the dates you specify.

Leave this field blank to copy all cycles up to the period ending date you specify.

*From End Date*

Specify the latest period ending date for the cycle to copy. The system copies all future cycle schedules with period beginning and ending dates between the dates you specify.

Leave this field blank to copy all cycles on or after the period beginning date you specify.

*To Cycle*

Specify the code value for the cycle to which to copy. The system copies the future cycles you specify in the *From Cycle* field on this screen to this cycle.

If you leave this field blank, you must enter a value in the *Cycle Group* field.

Use the *Update Employer Codes* function and code type CYG to establish cycle groups.

*To Cycle Group*

Specify the code value for the cycle group to which to copy. The system copies the future cycle you specify in the *From Cycle* field to the cycles in the cycle group.

You must enter a value in the *To Cycle* field if you leave this field blank.

Use the *Update Employer Codes* function and code type CYG to establish cycle groups.

---

*To Ovr. Chk. Acct*

Specify a checking account value to override the checking account in the cycle from which you are copying. Otherwise, leave this field blank.

*Ovr. D.D. Acct*

Specify the direct deposit checking account code value to copy to override the direct deposit checking account in the cycle from which you are copying. Otherwise, leave this field blank.

- 5 Press Enter. The system generates the Trial Copy Future Cycles Schedule listing and returns to the main menu.

### Using the *Copy Future Cycles Schedule* function

Follow the steps below to copy future cycle schedule header information to another cycle or a group of cycles.

- 1 From the Infinium PY main menu select *Cycle Operations*.
- 2 Select *Miscellaneous Functions*.
- 3 Select *Copy Future Cycles Schedule* [CPYC]. The system displays the Copy Future Cycles Schedule prompt screen similar to Figure 9-6.

Figure 9-6: Copy Future Cycles Schedule screen

- 4 Use the information in the “Using the *Trial Copy Fut. Cycles Schedule* Function” section to complete the fields on this screen.
- 5 Press Enter. The system copies the specified cycle schedules, generates the Copy Future Cycles Schedule listing, and returns to the main menu.

## Deleting Future Cycles

Complete the following steps to delete a future cycle:

- 1 From the Infinium PY main menu select *Cycle Operations*.
  - 2 Select *Miscellaneous Functions*.
  - 3 Select *Update Future Cycle Schedule* [UFC]. The system displays the Update Future Payroll Cycles prompt screen.
  - 4 Type the values that identify the employer and cycle you want to delete.
  - 5 Press Enter. The system displays the Update Future Payroll Cycles screen.
  - 6 Select the future cycle you want to delete.
  - 7 Type 4 in the *Opt* field.
  - 8 Press Enter. The system replaces the cycle code in the subfile with \*DELETED.
  - 9 To delete additional future cycles, repeat steps 4 through 8.
  - 10 Exit this screen and this option.
-

## Changing Future Cycles

Complete the following steps to change a future cycle:

- 1 From the Infinium PY main menu select *Cycle Operations*.
  - 2 Select *Miscellaneous Functions*.
  - 3 Select *Update Future Cycle Schedule* [UFC]. The system displays the Update Future Payroll Cycles prompt screen.
  - 4 Type the values that identify the employer and cycle you want to change.
  - 5 Press Enter. The system displays the the Update Future Payroll Cycles screen.
  - 6 Select the future cycle that you want to change.
  - 7 Type 2 in the *Opt* field.
  - 8 Press Enter. The system replaces the entry.
  - 9 To change additional cycles, repeat steps 5 through 8.
  - 10 Press F3 to exit from this screen.
  - 11 Press F3 again to exit this option.
-

## Creating Checking Account Controls

You set up a checking account for each cash account you use during cycle processing.

You must set up a minimum of two checking account controls for cycle processing: one control for regular payroll processing and a second control for direct deposit processing, even if you do not offer direct deposit processing to your employees.

You define the following information on your checking account control.

- Account code
- Bank account
- Currency
- Check format
- Next check number
- General ledger cash account
- Prenote period for direct deposit accounts (U.S. only)

## Creating a Regular Payroll Checking Account Control

Follow the steps below to create a checking account control for your regular payroll cycle:

- 1 From the Infinium PY main menu select *Master Files*.
  - 2 Select *Update Master Files*.
  - 3 Select *Update Checking Accounts [UCA]*. The system displays the screen shown in Figure 9-7.
-

6/26/12 22:58:43      Update Checking Accounts      PYGMCA      PYDMCA

Employer   . . . . \_\_\_\_ +

Account Code   . . \_\_\_\_ +

F3=Exit   F4=Prompt   F10=Access

Figure 9-7: Update Checking Accounts screen 1 of 2

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

#### *Employer*

Type an employer code, if you want to define a checking account control for a specific employer.

If you leave this field blank, the system assigns this account a CDA (central disbursement account) designation. A CDA allows you to use one checking account across multiple employers.

When you create a central disbursement account by leaving the *Employer* field blank, the system automatically designates the CDA status as **YES** on the checking account control.

When Infinium PY resolves the checking account during cycle processing, it looks for an employer specific checking account first, and then for a central disbursing account.

#### *Account Code*

Type a code to represent the account for which you are building this control.

- 5 Press Enter. The system displays the screen shown on Figure 9-8.

6/26/12 22:59:20		Update Checking Accounts		PYGMCA	PYDMCA
Employer . . . . .	ZUS				
Account Code . . . . .	11111				
Description . . . . .	<u>CHECKING ACCOUNT # 1</u>				
Bank Account # . . . . .	<u>3216549999</u>				
Currency . . . . .	<u>USD</u> +				
Check Format . . . . .	<u>RGDD</u> +				
Next Check # . . . . .	<u>124714</u>				
G/L Cash Account . . . . .	_____ +				
F3=Exit F4=Prompt F10=Access F22=Delete					

Figure 9-8: Update Checking Accounts screen 2 of 2

## 6 Use the information below to complete the fields on this screen.

### *Description*

Type a description for this account code.

### *Bank Account #*

Type the bank account number for this account.

### *Currency*

You can type the currency code that identifies the type of currency in the account. You must create the value you type in this field in the *Update Employer Codes* option, code type **CUR**. This field is used by the *Close to Payables* function.

### *Check Format*

Use this field to define the printing format for checks drawn on this account. Leave this field blank to use the Infinium PY default check printing program.

The current standard for check printing in the US is **PYGRG51** for US. The current standard for check printing in Canada (CPA compliant) is **PYGRG51C**.

If you leave this field blank, the system does not display the check format name in this field until after you run a cycle.

To use a custom program to define your check format, type the last five characters of the customized program name in this field. To use a custom program, you must define a code value for code type **CFM** using the *Update Employer Codes* option, and your MIS department must create the custom program for that value.

**WARNING!** To avoid printing double copies of either checks or vouchers, make sure you never use the same check format printing program for a regular checking account and a direct deposit account.

A direct deposit program prints vouchers and a regular checking accounts program prints checks.

#### *Next Check #*

This system automatically increments this field when you run a cycle. You can use this field to manually override the next check number when a change occurs to the check sequence. For example, if you use two alignment checks, you must increment this field by two.

**Note:** If you type the check number on the Post and Print screen, the next *Check #* field on the checking account control record will not automatically be incremented by Infinium PY. However, the system will not assign duplicate check numbers within a checking account code, so even if your users forget to manually update this field, the system will skip over check numbers previously used with this checking account.

#### *G/L Cash Account*

Type a valid general ledger account to use as a cash disbursement account during the general ledger close. You must type the complete cash disbursement account number. You cannot mask this account.

- 7 Press Enter to update this control. The system returns you to the Checking Account Controls screen 1 of 2.
- 8 To create additional account controls, repeat steps 4 through 7.
- 9 Press F3 to exit this option.

## Creating a Direct Deposit Checking Account Control

You must create a checking account control for each direct deposit checking account for an employer.

Follow the steps below to create a checking account control for your direct deposit cycle:

- 1 From the Infinium PY main menu select *Master Files*.
- 2 Select *Update Master Files*.
- 3 Select *Update Checking Accounts* [UCA]. The system displays the screen shown in Figure 9-9.

```
6/26/12 22:59:43      Update Checking Accounts      PYGMCA      PYDMCA

Employer  . . . .  ____ +
Account Code  . .  _____ +

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

Figure 9-9: Update Checking Accounts screen 1 of 2

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

### *Employer*

Leave the *Employer* field blank to include all employers, or type the appropriate employer code.

If you leave this field blank and the *No Nonprnt vouchr* field on the employer control is set to 1, you must set up a corresponding \*NP account for this direct deposit account.

### Account Code

The direct deposit account code must begin with **\*DD** followed by at least two additional characters (for example **\*DD01**). If you want to leave the two spaces following **\*DD** blank, type **\*DD** and press the space bar twice before leaving this field.

This number must be left justified.

- 5 Press Enter. The system displays the screen shown in Figure 9-10.

```

6/26/12 23:00:22      Update Checking Accounts      PYGMCA      PYDMCA

Employer . . . : ZUS
Account Code . : *DD01

Description . . . . . DIRECT DEPOSIT ACCOUNT
Bank Account # . . . . . 987987987
Currency . . . . . +
Check Format . . . . . RGDD +
Next Check # . . . . . 524
G/L Cash Account . . . . . _____ +
Prenote Period . . . . . 10
D.F.I. Number . . . . . 919191916

Unprinted Vouchers
Linked Account Code . . . . . *NP01
Check Format . . . . . RGDD +
Next Check Number . . . . . 10

F3=Exit  F4=Prompt  F10=Access  F22=Delete

```

Figure 9-10: Update Checking Accounts screen 2 of 2

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

### Description

Type a description of the checking account code in this field.

### Bank Account #

You type the value that identifies the employer's bank account to be debited in this field. The system processes the total amount of the direct deposit from this account.

### Currency

You can type the currency code that identifies the type of currency in the account. You must create the value you type in this field in the *Update*

*Employer Codes* option, code type **CUR**. This field is used by the *Close to Payables* function.

#### *Check Format*

You use this field to define the printing format for vouchers drawn from this account. Leave this field blank if you want the system to automatically use the Infinium PY default voucher printing program **PYGRGDD**. If you leave this field blank, the system does not display the check format name in this field until after you run a cycle.

If you want to use a custom program to define your voucher format, type the last five characters of the customized program name in this field. To use a custom program, you must define a code value for code type **CFM** using the *Update Employer Codes* option, and your MIS department must create the custom program for that value.

**WARNING!** To avoid printing double copies of either checks or vouchers, make sure you never use the same check format printing program for a regular checking account and a direct deposit account. A direct deposit program prints vouchers and a regular checking accounts program prints checks.

#### *Next Check #*

Type the next voucher number you want the system to print.

#### *G/L Cash Account*

Leave this field blank. You usually define the general ledger account on the direct deposit deduction control record.

#### *Prenote Period*

For US processing only: The system default value for the prenote period is ten days. You can override the default value by typing your bank's prenote period requirement in this field. The system does not display this field for Canadian employers.

#### *D.F.I. Number*

For US processing only: Use this field to enter a transit number for the bank represented by this checking account control record, if the transit number is different from the number you entered in the *Immed. Dest. ID#* field on the NACHA Header record.

The American Banking Association (ABA) defines standards for transit numbers, which are also referred to as Depository Financial Institution Transit/Routing numbers. The last digit of the transit number is a check digit;

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Infinium Payroll uses the check digit to ensure that you enter a valid transit number.

The system uses the number you enter in this field and the *Bank Account #* field during direct deposit processing to create a debit entry to the employer's checking account. You typically enter a value in this field if your employer has accounts at more than one banking institution but transmits only one direct deposit file during each pay period.

Leave this field blank if your employer has accounts at only the bank whose transit number is stored in the *Immed. Dest. ID#* field on the NACHA Header record.

See the *Infinium Payroll Guide to Processing* for more information.

## Using No-Print Checking Accounts

You can set up your payroll cycle processing to use sequenced voucher numbers from a linked no-print checking account rather than sequencing the vouchers in each cycle to start with 1.

You set up a \*NP no-print checking account for each direct deposit account. The no-print checking account is linked to a direct deposit checking account by the last two digits of the direct deposit account. For example, a no-print checking account \*NP01 is linked to a direct deposit checking account \*DD01. The sequence numbers in the \*NP01 account are assigned to the no-print vouchers.

When you use the *Begin Cycle*, *Begin Bonus Cycle Operations*, or *Enter On-Demand Checks* function, you select the direct deposit account to process the cycle, not the \*NP account.

Before you set up your no-print checking accounts, confirm that the *No Nonprnt vouchr* field on the employer control is set to 1. See the "Setting Up Employer Controls" chapter in this guide for more information. When you enable \*NP (no-print voucher) processing for an employer, all employer \*DD accounts must have a corresponding \*NP account.

## Unprinted Vouchers

These fields are displayed for direct deposit accounts only when the value in the *No Nonprnt vouchr* field on the employer control is set to 1. For information on setting up the employer control, see the "Setting Up Employer Controls" chapter in this guide.

---

**Caution:** You must create \*NP checking accounts that correspond to your direct deposit accounts before you attempt to run your payroll cycles. If you do not first set a \*NP account, you will receive a hard error when you try to process the *Begin Cycle*, *Begin Bonus Cycle Operations*, or *Enter On Demand Check* functions.

#### *Lined Account Code*

A \*NP account is generated by the system to correspond to each \*DD account when the *No Nonprnt Vouchr* field on the employer control is set to 1. This account is used to sequence unprinted vouchers to simplify voiding, viewing history, and integrating to third-party products.

The account code is always generated to have the same last two characters of the linked \*DD account. For example, a no-print checking account \*NP01 is linked to a direct deposit checking account \*DD01.

#### *Check Format*

Specify a value that identifies the check format to use for unprinted vouchers.

You must set up values with code type CFM in *Update Employer Codes* before you can enter it here. You can use the same format used for printed vouchers.

The five-character code must be the right-most five characters of a user-written check printing program. The program name must begin with PYG. For example, you enter XXXYY in the codes file under code type CFM. You then enter XXXYY as a check format. When your checks are ready to be printed, the system calls program PYGXXXYY to print the checks. Customers are responsible for creating custom check printing programs. You can leave this code blank to select the standard check printing program. For direct deposit vouchers, the current standard is PYGRGDD. If you create a custom program, use PYGRGDD1 as a model to build your version. This code may be left blank to select the standard check printing program.

#### *Next Check Number*

Specify the next voucher number for unprinted vouchers.

7 Press Enter to update this control.

8 Exit this option.

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## Chapter 10 Establishing Summarization Codes

# 10

This chapter explains how you use summarization codes in Infinium PY. You use summarization codes to define the printing order of incomes and deductions as well as to specify the incomes and deductions descriptions that you want to print on an employee's pay stub. You must define summarization codes for each income and deduction.

The chapter consists of the following topics:

Topic	Page
Overview of Income Summarization Codes	10-2
Creating Income Summarization Codes	10-4
Copying Income Summarization Codes	10-7
Understanding Deduction Summarization Codes	10-9
Creating Deduction Summarization Codes	10-11
Copying Deduction Summarization Codes	10-15

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# Overview of Income Summarization Codes

## Objectives

Through your study of this chapter, you should be able to:

- Create income summarization codes
- Create deduction summarization codes

## Understanding Income Summarization Codes

Income summarization codes are two-character alphanumeric codes that you define. You use summarization codes to:

- Group incomes for printing on the check stub

An employee can receive several different types of incomes that do not need to print individually on the pay stub. By assigning the same summarization code to several different incomes, you specify that you want the system to print those incomes as one amount under one summarization code description on the pay stub.

- Determine the order in which incomes print on each stub

The system sorts summarization codes first alphabetically and then numerically. Because of this sorting order, you may consider using numeric characters instead of alphabetical characters for summarization codes. For example, if you create summarization code **RP** for regular pay and **OT** for overtime pay, overtime prints on the stub first because O comes before R in the alphabet.

Instead, you can use numeric characters such as **5** for regular pay and **10** for overtime pay. By using numeric codes, you can print the incomes in the sequence most meaningful to you.

Plan your summarization codes on paper before typing them into the system and leave space (either numbers or letters) between summarization codes to allow for growth or change.

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The income summarization code determines the printing order, not the order in which the system calculates the income. You can press F4 on the *Summ. Code* field to view the order in which the summarization codes print on the pay stub.

- Specify the description that prints on the check stub

The description you assign to the income summarization code prints on the check stub instead of the description you assign to the income controls.

**Note:** The system does not store summarization code descriptions in employee check history. Instead, these codes are considered temporary data used during the trial phase of cycle operations.

### Using Summarization Code - Other

Depending upon your printer and printer controls, a pay stub typically holds between four and six income summarization codes. If you have more lines of information than can fit on the pay stub, the system groups the remaining incomes together on the stub as **Other**. The system generates this category automatically; you do not create a summarization code for this category.

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## Creating Income Summarization Codes

Follow the steps below to create an income summarization code.

You can use these same steps to make changes to or delete an existing income summarization code.

- 1 From the Infinium PY main menu select *Master Files*.
- 2 Select *Update Master Files*.
- 3 Select *Update Income Summ. Codes [UIS]*. The system displays the screen shown in Figure 10-1.

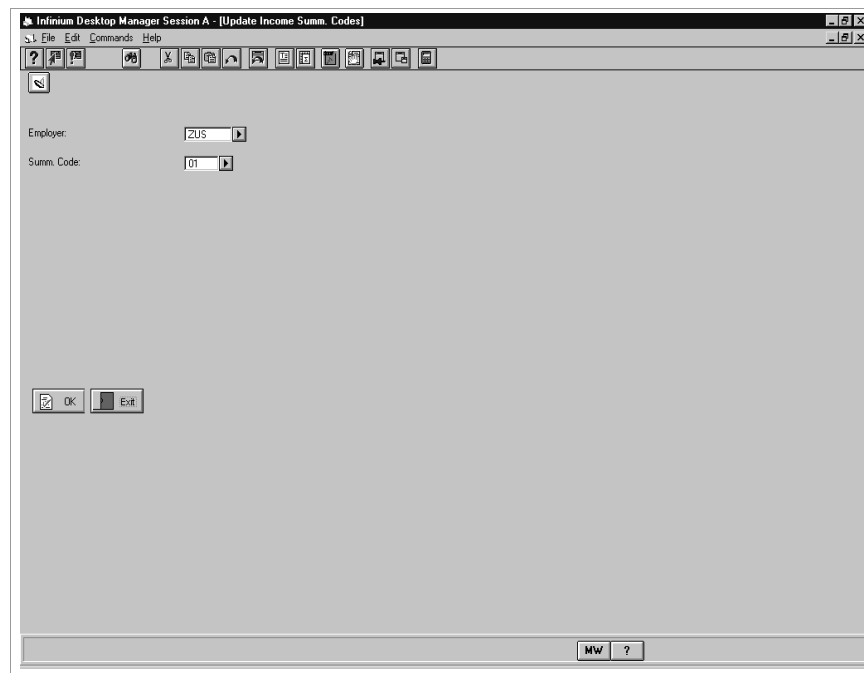


Figure 10-1: Update Income Summ. Codes screen 1 of 2

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

### *Employer*

Type the value that identifies the employer for whom you are creating summarization codes.

---

### *Summ. Code*

Type a two-digit alphanumeric summarization code that represents the place or position in the sequence that this income will appear on an employee's pay stub.

If you are changing an existing summarization code, use this field to type the code you are changing.

- 5 Press Enter. The system displays the screen shown in Figure 10-2.

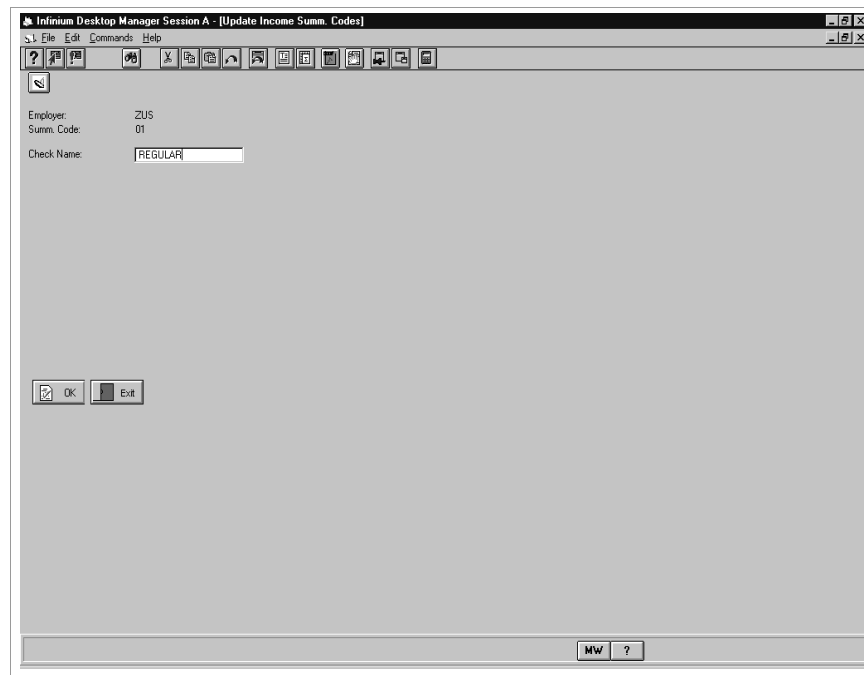


Figure 10-2: Update Income Summ. Codes screen 2 of 2

- 6 Type a description in the *Check Name* field that defines the code you are creating, changing or deleting.

When you are creating or changing a summarization code, the description you type in this field is the income description that prints on the employee's pay stub. You can type up to 15 alphanumeric characters in this field.

If you are deleting this summarization code, press F22 to delete the code.

If you attempt to delete a summarization code that is assigned to an income, the system displays a message notifying you that you cannot delete this code. A list of incomes assigned to this code display under the message.

- 7 Press Enter to save these values.

## Using the Refresh Option

When you change or delete an income summarization code, you must refresh the system so that the system records the modification. To avoid printing a pay stub that is missing some or all income descriptions, ensure that each income you use has a summarization code and that you refresh the system after all modifications.

Follow the steps below to refresh your income summarization code.

- 1 From the Infinium PY main menu select *System Operations*.
  - 2 Select *Payroll Init. Functions*.
  - 3 Select *Income and Deduction Data*.
  - 4 Select *Refresh Income Summarization Codes [RISC]*. The system displays the Refresh Income Summ. Codes prompt screen.
  - 5 Type the value that identifies the employer for which you want to refresh income summarization codes.
  - 6 Press Enter. The system refreshes the summarization codes for this employer.
-

## Copying Income Summarization Codes

You can use this option to copy income summarization codes from one employer to another.

Follow the steps below to copy income summarization codes.

- 1 From the Infinium PY main menu select *System Operations*.
- 2 Select *Payroll Init. Functions*.
- 3 Select *Income and Deduction Data*.
- 4 Select *Copy Income Summarization Codes [CISC]*. The system displays the screen shown in Figure 10-3.

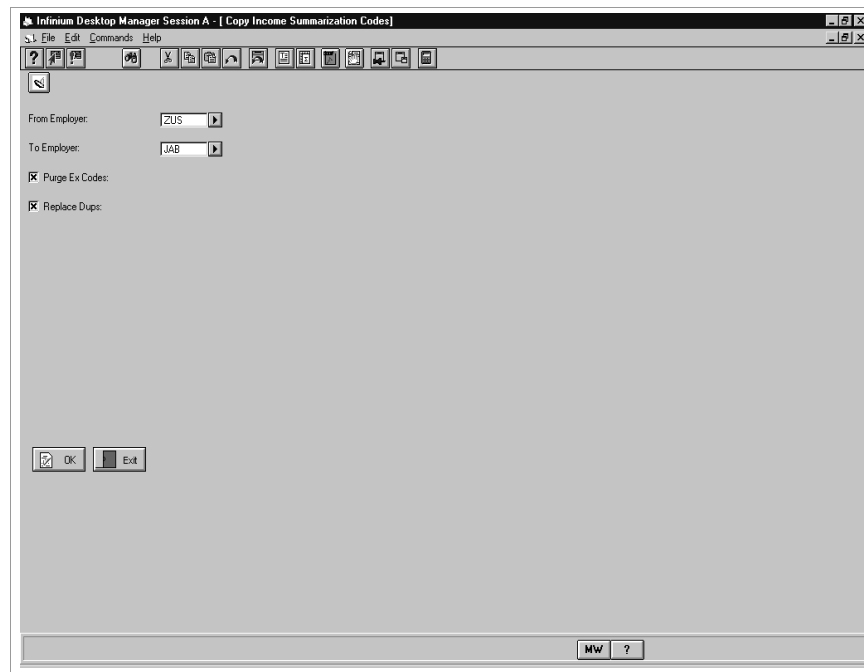


Figure 10-3: Copy Income Summarization Codes screen

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

### *From Employer*

Type the value that identifies the employer whose summarization codes you want to copy.

*To Employer*

Type the value that identifies the employer to which you want to copy summarization codes.

*Purge Ex Codes*

Use this field to indicate whether or not you want to clear or retain the summarization codes for the employer to which you are copying codes.

Valid values are:

- 1** Clear the summarization codes that already exist for the *To Employer* company.
- 0** Retain the summarization codes that already exist for the *To Employer* company.

*Replace Dups*

Use this field to indicate how you want the system to handle duplicate codes. If duplicate codes exist, the system must use one set of codes, either the codes being copied from the *From Employer* company or those already created for the *To Employer* company.

Valid values are:

- 1** You want the system to use the codes from the *To Employer* company when it encounters a duplicate code
- 0** You want the system to replace all duplicate codes with those of the *From Employer* company.

**6** Press Enter. The system copies and updates the summarization codes.

---

# Understanding Deduction Summarization Codes

Deduction summarization codes are two-character alphanumeric codes that you define. You use summarization codes to:

- Group deductions for printing on the check stub.

An employee has several different types of deductions that do not need to print individually on the pay stub. By assigning the same summarization code to several different deductions, you specify that you want the system to print those deductions as one amount under the same summarization code description on the pay stub.

For example, an employee has three different health deductions: HMO, Dental, and Vision. You can assign each of these deductions to one summarization code so the system prints one amount under a description of Health Plan.

- Determine the order in which deductions print on each stub.

The system sorts summarization codes first alphabetically and then numerically. For example, a deduction summarization code for medical insurance **ME** prints on the stub before a deduction summarization code **11**, representing local tax.

Plan your summarization codes on paper before typing them into the system and leave space between summarization codes to allow for growth or change.

The deduction summarization code determines the printing order, not the order in which the system takes the deductions. You can press F4 on the summarization code field to view the order in which the summarization codes print on the pay stub.

- Specify the description that prints on the pay stub.

The description you attach to the deduction summarization code prints on the check stub instead of the description you attach to the deduction control.

**Note:** The system does not store summarization code descriptions in employee check history. Instead, these codes are considered temporary data used during the final phase of cycle operations.

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## Using Summarization Code - Other

If you have more lines of information than can fit on the pay stub, the system groups the remaining incomes together on the stub as **Other**. The system generates this category automatically; you do not create a summarization code for this category.

Consider setting up summarization codes so that federal, state and local taxes print first. Then, once the mandatory deductions are printed, you can list any voluntary deductions.

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# Creating Deduction Summarization Codes

Follow the steps below to create a deduction summarization code.

You can use these same steps to make changes to or delete an existing deduction summarization code:

- 1 From the Infinium PY main menu select *Master Files*.
- 2 Select *Update Master Files*.
- 3 Select *Update Deduction Summ. Codes* [UDS]. The system displays the screen shown in Figure 10-4.

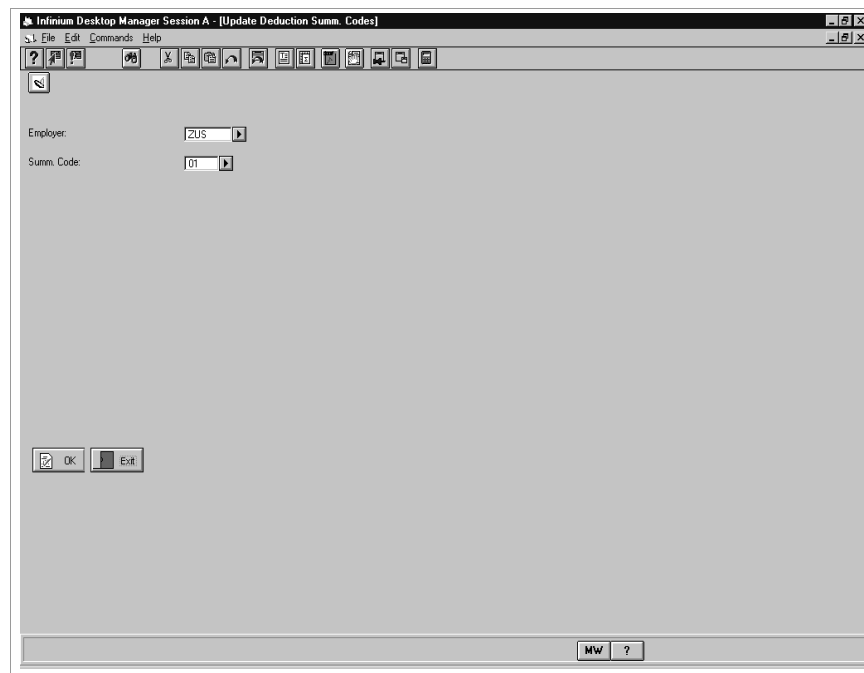


Figure 10-4: Update Deduction Summ. Codes screen 1 of 2

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

## *Employer*

Type the value that identifies the employer for whom you are creating summarization codes.

### *Summ. Code*

Type a two-digit alphanumeric summarization code that represents the place or position in the sequence this deduction will appear on an employee's pay stub.

If you are changing an existing deduction summarization code, use this field to type the code you are changing.

- 5 Press Enter. The system displays the screen shown in Figure 10-5.

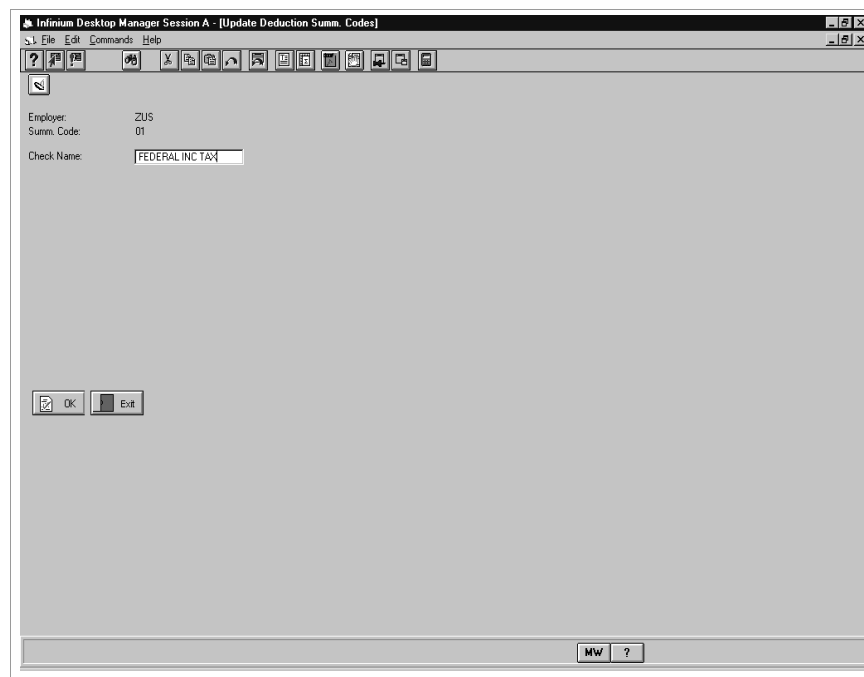


Figure 10-5: Update Deduction Summ. Codes screen 2 of 2

- 6 In the *Check Name* field, type a description that defines the code you are creating, changing or deleting.

When you are creating or changing a deduction summarization code, the description you type in this field is the deduction description that displays on the employee's pay stub. You can type up to 15 alphanumeric characters in this field.

If you are deleting this deduction summarization code, press F22 to delete the code.

If you attempt to delete a summarization code that is assigned to a deduction, the system displays a message notifying you that you cannot delete this code. The system displays a list of deductions assigned to this code under the message.

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- 7 Press Enter to save these values.

## Using the Refresh Option

When you change or delete a deduction summarization code, you must refresh the system so that the system records the modification. To avoid printing a pay stub that is missing some or all deduction descriptions, ensure that each deduction is assigned to a summarization code and that you refresh the system after all modifications.

Follow the steps below to refresh your deduction summarization code.

- 1 From the Infinium PY main menu select *System Operations*.
- 2 Select *Payroll Init. Functions*.
- 3 Select *Income and Deduction Data*.
- 4 Select *Refresh Deduction Summarization Codes [RDSC]*. The system displays the screen shown in Figure 10-6.

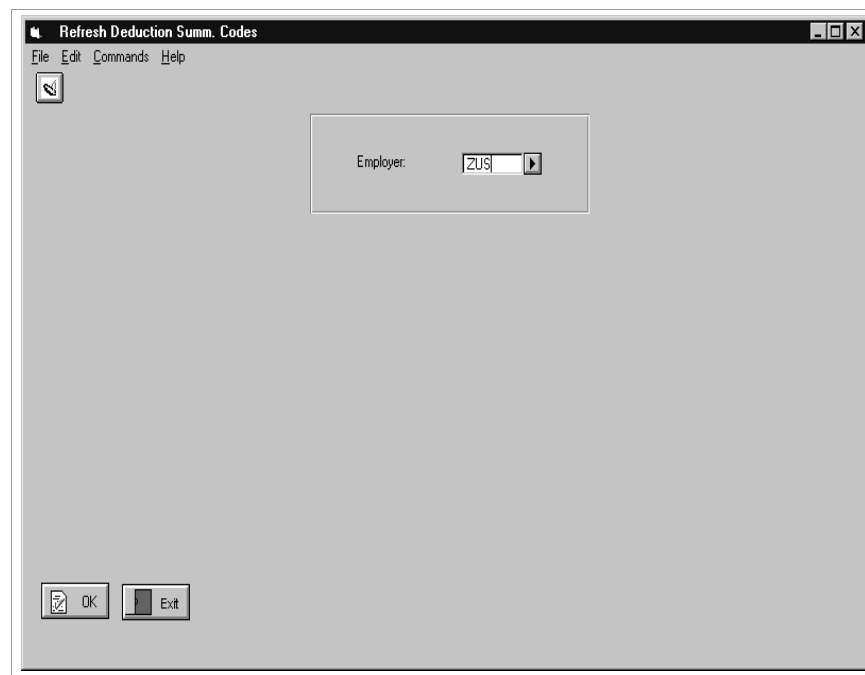


Figure 10-6: Refresh Deduction Summ. Codes screen

- 5 Type the value that identifies the employer for whom you want to refresh deduction summarization codes.

- 6 Press Enter. The system refreshes the summarization codes for this employer.

# Copying Deduction Summarization Codes

You use this option to copy deduction summarization codes from one employer to another.

Follow the steps below to copy deduction summarization codes.

- 1 From the Infinium PY main menu select *System Operations*.
- 2 Select *Payroll Init. Functions*.
- 3 Select *Income and Deduction Data*.
- 4 Select *Copy Deduction Summarization Codes* [CDSC]. The system displays the screen shown in Figure 10-7.

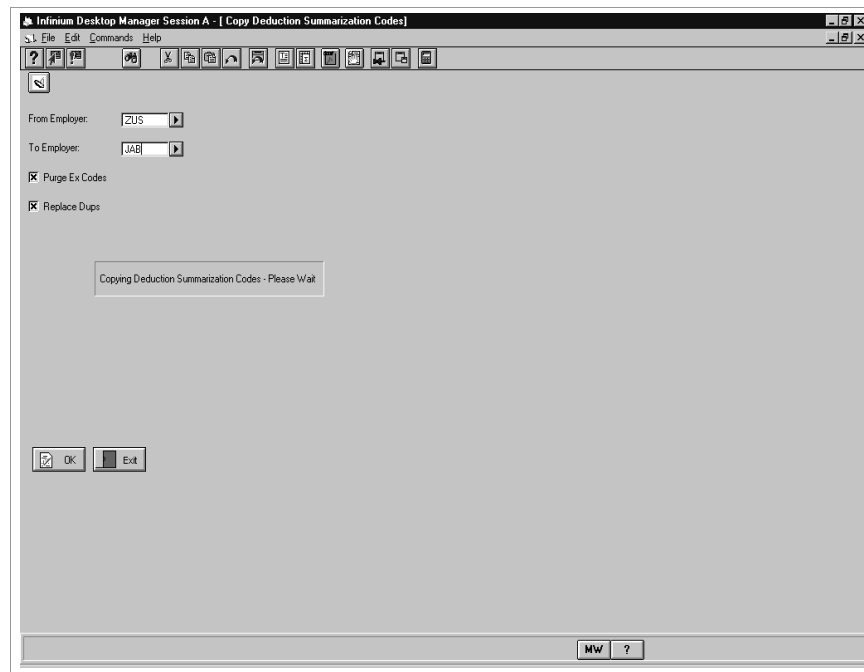


Figure 10-7: Copy Deduction Summarization Codes screen

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

## *From Employer*

Type the value that identifies the employer whose summarization codes you want to copy.

*To Employer*

Type the value that identifies the employer to which you want to copy summarization codes.

*Purge Ex Codes*

Use this field to indicate whether or not you want to clear or retain summarization codes for the employer to whom you are copying codes.

Valid values are:

- 1** Clear the summarization codes that already exist for the *To Employer* company.
- 0** Retain the summarization codes that already exist for the *To Employer* company.

*Replace Dups*

Use this field to indicate how you want the system to handle duplicate codes. If duplicate codes exist, the system must use either the codes that exist for the *From Employer* company or for the *To Employer* company.

Valid values are:

- 1** You want the system to use the codes from the *To Employer* company when it encounters a duplicate code.
- 0** You want the system to replace all duplicate codes with those of the *From Employer* company.

**6** Press Enter. The system updates the summarization codes.

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# Chapter 11 Setting Up Accumulators and Controls

# 11

In this part you learn about accumulators and the process of setting up an income control. When you establish an income control, you direct how the system calculates an income. You use income methods to define your income controls.

The chapter consists of the following topics:

Topic	Page
Overview of Income Controls	11-2
Understanding Accumulators	11-5
Creating User-Defined Accumulators	11-8
Setting Up Income Controls	11-10

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# Overview of Income Controls

## Objectives

When you complete this part, you will be familiar with:

- Terminology related to income controls
- Income controls methods
- Establishing accumulators
- Establishing an income control

Through your study of this part, you will be able to:

- Set up accumulators
- Create an income control using Hours Extension (Method 2)

## Understanding Income Controls

Income controls allow you to specify the way each income calculates within your system.

To set up income controls, you must be familiar with:

- Income methods
- Accumulators
- Special income codes

## Understanding Income Methods

Infinium PY provides you with twelve methods for establishing controls for incomes. An income method provides the system with guidelines for calculating an income based on the income type.

For example, you use the Hours Extension income method when you set up the income control for hourly pay. The system automatically recognizes that

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an Hours Extension income method multiplies the hours an employee works by a pay rate.

When you set up income controls for various incomes, you will notice that many of the control screens are identical while others have additional or fewer fields. Setup requirements for income controls differ, based on the type of income you are establishing.

You can choose from the twelve income methods listed and described on the following page to establish controls for each income that you use.

The following table describes the available income methods:

#### Income Methods

Method	Description	Example
<b>0</b> Accumulator	Accumulates other pay types to form a wage base to calculate an income or deduction for historical purposes	Tax Base (taxable wage base)
<b>1</b> Flat Amount	Pays a flat amount up to an optional year-to-date limit	Bonus Pay
<b>2</b> Hours Extension	Multiplies hours entered by an hourly rate	Hourly Pay
<b>3</b> Amount Extension	Multiplies an amount by an extension percentage	Salary
<b>4</b> Base Hours Extension	Multiplies the hours in a wage base accumulator by an hourly rate	Hourly Shift Premium
<b>5</b> Base Amount Extension	Multiplies the amount in an accumulator by an extension %	Shift Premium as a % of Regular Pay
<b>6</b> Custom Calculation	Exits to a user-written program for calculation	
<b>7</b> Units Extension	Multiplies units you enter by a unit rate	Piece Work
<b>8</b> Average Wage Calculation	Multiplies excess hours by an average wage derived from accumulated hours and earnings amounts	Overtime based on the average of different pay rates in a pay cycle

**Income Methods**

Method	Description	Example
<b>9</b> Special	Calculates an income in conjunction with earned income credit and tip allocation processing	Reported Tips Earned Income Credit
<b>F</b> FLSA Overtime	Calculates overtime using U.S. Fair Labor Standards Act requirements	Municipal government; fire and police employee overtime within or across pay periods
<b>M</b> Minimum Wage	Calculates minimum wage and adjusts gross wages if below the minimum wage	Makes up the difference between wages received and minimum wage requirements

## Naming Special Incomes

The system uses codes to distinguish between different incomes. Usually, you create the naming convention for the code you use to identify an income. With some special incomes, however, you must use mandatory naming conventions. Use the following code names for the incomes listed below:

<b>*F@IN</b>	Excess Group Life
<b>*TIPS</b>	Reported Tips
<b>*TIPC</b>	Tip Credit
<b>*EIC</b>	Federal Earned Income Credit (U.S. employees only)
<b>*Elxx</b>	State Earned Income Credit (U.S. employees only)
<b>*F_ _ _</b>	Any non-compensatory fringe incomes such as the value of a company car or company stock

These mandatory naming conventions assist the system in identifying certain income types that require special calculation.

## Understanding Accumulators

To calculate Methods 4, 5, 8, 9 (earned income credit only) and fringe (\*F) incomes, the system must have a wage base on which to base the calculation. The wage base must be appropriate to the income type.

You also must use a wage base or accumulator to calculate certain types of deductions. For example, you use an accumulator to calculate deductions that use a percentage of earnings.

Often the wage base is uncomplicated such as gross wages consisting of all wages, tips and fringes. Sometimes, however, you need to create a unique wage base. To accommodate both of these conditions, Infinium PY provides you with two types of accumulators:

- System-defined
- User-defined

You create user-defined accumulators using only Income Method 0. System-defined accumulators are supplied by Infinium PY.

## Understanding System-Defined Accumulators

You cannot manipulate or change the incomes in system-defined accumulators in any way. You use these accumulators when you want to calculate an income strictly on the wage bases described below.

You can choose from the following three system-defined accumulators:

- \*GROS

This accumulator equals the gross amount of the pay plus tips and fringe incomes. This accumulator contains all incomes calculated during the cycle.

$$\text{GROS} = \text{All wages} + *TIPS + *FRINGES$$

- \*WAGE

This accumulator equals the \*GROS accumulator minus tips and fringe incomes. It includes all incomes calculated during the cycle, except those identified as \*TIPS or \*FRINGE.

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$$*WAGE = *GROS - *TIPS - *FRINGES$$

■ **\*NET**

This accumulator equals the net amount of the pay.

$$*NET = *WAGE - \text{Deductions}$$

## Understanding User-Defined Accumulators

To calculate an income or deduction based on a unique wage base, you must create an accumulator to establish the wage base. User-defined accumulators provide you with a way of collecting dollars and/or hours so that you can customize a wage base to suit the income or deduction type.

For example, in company ABC, only certain incomes are eligible for calculating contributions to 401K plans. To calculate the wage base for 401K earnings, you could set up an accumulator called **401K** and include all eligible incomes such as salary, hourly, vacation and sick pay. You do not include incomes such as fringe or bonus as they are not considered 401K eligible compensation by your employer. The accumulator captures 401K 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.

To include all of the appropriate incomes into an accumulator, you type the accumulator name on the third screen of the income control for each income you want included in the accumulator. Therefore, on most income controls, you have a list of accumulators that use that income to calculate a wage base.

The diagram below provides an overview of the relationship between income controls and accumulators.

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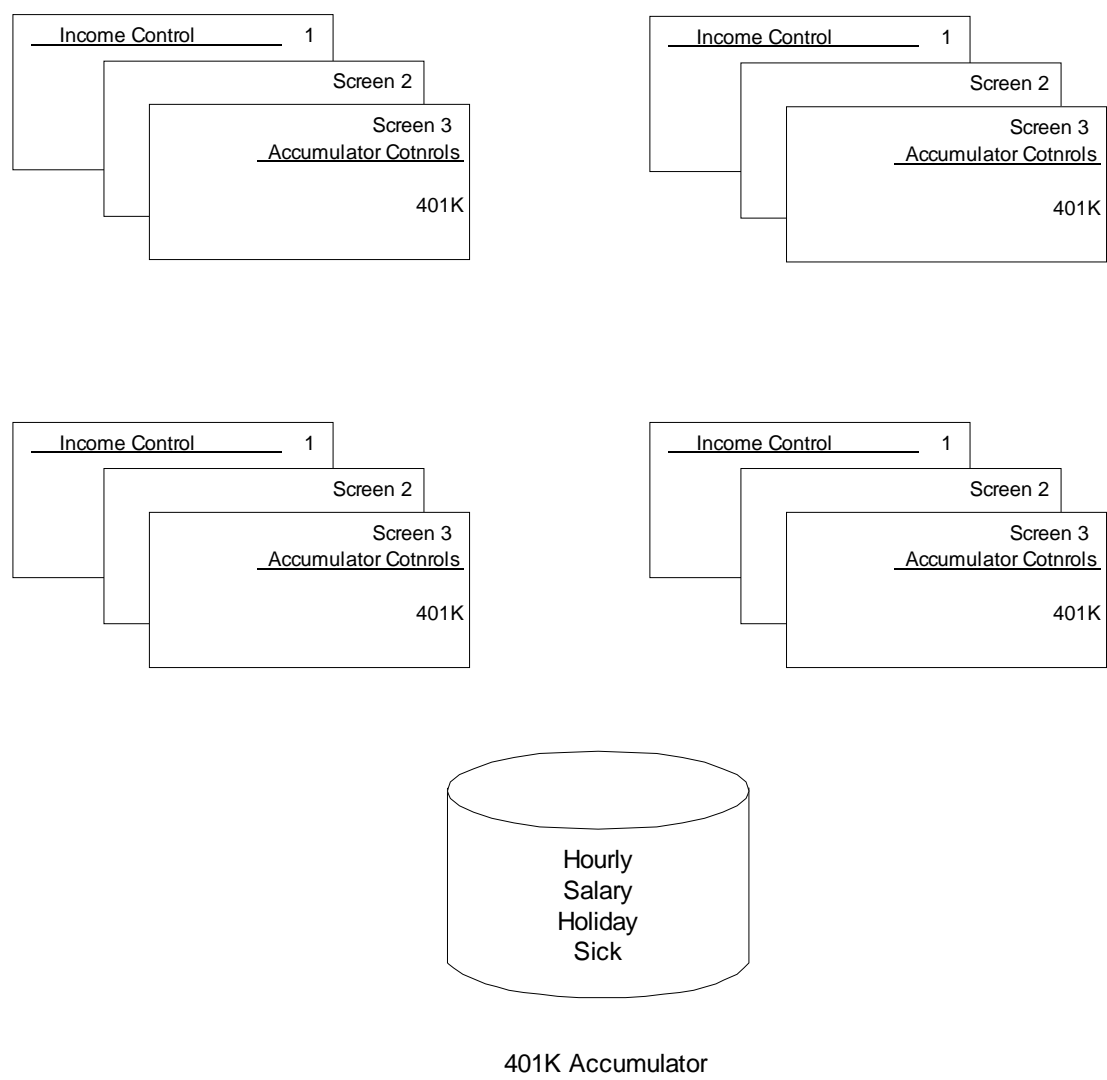


Figure 11-1: Relationship Between Incomes and Accumulators

## Creating User-Defined Accumulators

Use Income Method 0 to create an accumulator. To create the accumulator, you specify a code name and a description for the accumulator. The accumulator does not yet contain any incomes. You are establishing an empty accumulator for future use on an income control.

Create as many accumulators as you need.

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 screen 1 of 2.
- 4 Use the following information to complete 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.
- 5 Press Enter to display the Update Income Controls screen 2 of 2.
- 6 Type a description for this accumulator. You can use up to eighteen characters to identify the accumulator.
- 7 Press Enter to display the Update Income Controls screen 1 of 2.
- 8 To create additional accumulators, repeat steps 4 through 7.
- 9 Exit this option.

After you create your accumulators and assign them to income and deduction controls, consider generating the List Income Accumulators report

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located in the *List Master Files* options. This report lists the incomes and deductions that impact each accumulator.

## Setting Up Income Controls

You establish controls for an income by selecting from a wide variety of fields and field values. You can define the way the income calculates by completing only those fields that are applicable to the type of income you are creating.

### Important Control Fields

Proper setup of the following fields is essential in enabling the system to correctly calculate all incomes. Carefully consider the values you establish for the following fields:

- **Income Basis**

You can choose from several places in the Infinium PY system to locate the pay rate with which to calculate an income. You use this field to direct the system to the rate you want to use.

The *Income Basis* field is located on the following control records:

- Employer income control record
- Employee's income authorization record
- Employee's payroll master record

The system uses the value in this field and follows a hierarchy when searching the controls for an employee's pay rate. The employee income control is the first place checked.

If you specify...	and...	the income calculation is based on...
<b>Blank</b>		The rate or amount in <i>Hourly Rate</i> or <i>Income Amount</i> on the income control.
	You specify I in <i>Income Basis</i> on the Update Employee Income Codes page (employee income authorization)	The rate or amount in <i>Hourly Rate</i> or <i>Income Amount</i> on the Update Employee Income Codes page (employee income authorization).

If you specify...	and...	the income calculation is based on...
<b>B</b>	The employee's home position from basic data (PRPMS) is specified in time entry	The rate or amount in <i>1<sup>st</sup> Pay Rate</i> multiplied by the value in <i>Income Factor</i> on the Update Employee Payroll Data screen.
	You are using multiple positions and the position specified in time entry is an additional position for the employee (PRPOP)	<p>The rate or amount in <i>Pay Rate</i> on the Update Employee Additional Positions screen.</p> <p>If <i>Pay Rate</i> on the Update Employee Additional Positions screen is blank, the rate or amount in <i>1<sup>st</sup> Pay Rate</i> on the Update Employee Payroll Data screen.</p> <p>Type 1 in <i>Base Rate Min?</i> on the Update Employee Additional Positions screen to compare the rate to the rate in <i>1<sup>st</sup> Pay Rate</i> on the Update Employee Payroll Data screen and use the higher rate.</p>
	You type <b>M</b> in <i>Pay Basis</i> on either the Update Employee Payroll Data screen or the Update Employee Additional Positions screen	The matrix name, row and column specified on the Update Employee Payroll Data screen or the Update Employee Additional Positions screen

If you specify... and...		the income calculation is based on...
J		The rate is specified in <i>Pay Rate</i> on the Update Job Controls screen.
		Type 1 in <i>Base Rate Min?</i> on the Update Job Controls screen to compare the rate to the rate in <i>1<sup>st</sup> Pay Rate</i> on the Update Employee Payroll Data screen and use the higher rate.
M		The rate or amount in the specified matrix column/row on the Update Income Controls screen.
2	The employee's home position from basic data (PRPMS) is specified in time entry	The rate or amount in <i>2<sup>nd</sup> Pay Rate</i> multiplied by the value in <i>Income Factor</i> on the Update Employee Payroll Data screen.
	You are using multiple positions and the position specified in time entry is an additional position for the employee	The rate or amount in <i>2<sup>nd</sup> Pay Rate</i> on the Update Employee Additional Positions screen. If <i>2<sup>nd</sup> Pay Rate</i> on the Update Employee Additional Positions screen is blank, the rate or amount in <i>2<sup>nd</sup> Pay Rate</i> on the Update Employee Payroll Data screen.

If you specify...	and...	the income calculation is based on...
3	The employee's home position from basic data (PRPMS) is specified in time entry	The rate or amount in <i>3rd Pay Rate</i> multiplied by the value in <i>Income Factor</i> on the Update Employee Payroll Data screen.
	You are using multiple positions and the position specified in time entry is an additional position for the employee	The rate or amount in <i>3<sup>d</sup> Pay Rate</i> on the Update Employee Additional Positions screen. If <i>3rd Pay Rate</i> on the Update Employee Additional Positions screen is blank, the rate or amount in <i>3rd Pay Rate</i> on the Update Employee Payroll Data screen.

#### ■ Frequency

The *Frequency* field specifies in which pay cycles each month the system can include an income. For example, you can specify that a specific income is allowed to generate only during the first pay period of the month, rather than every pay period. Therefore, this field has a great effect on the way incomes are used.

#### ■ Priority

The numerical value you assign in the *Priority* field determines:

- The order in which the system calculates an income
- The order in which incomes are added to an accumulator

The system performs calculations in numerical order. For example, incomes with a priority of 50 calculate before incomes with a priority of 75. Incomes with duplicate priority numbers are valid and calculate in the same order with alphabetical and fringe (\*F) names sorting before numeric names. Plan for future incomes or re-prioritization by leaving extra numbers between the numbers you assign.

Generally, the priority order of incomes is not significant unless the hours or dollars from one income are used to calculate subsequent incomes. For example, you are using income method 4 (base hours extension) to calculate shift differential.

The system first multiplies hours that you enter for regular pay by the appropriate rate and then places the regular hours in the accumulator to calculate shift premium. Therefore, the system must calculate regular pay (which has a lower priority value, such as 50) before it calculates the shift income (which has a higher priority value, such as 75).

---

## Chapter 12 Setting Up Controls for Incomes

# 12

This chapter contains information on creating Income Controls. Through the use of Infinium PY's income methods you can establish income calculation specifications that are unique to your organization.

You create an income control for every income that your employees receive.

The Hours Extension income method (Method 2) is used as an example to set up an income control. All fields on the income control are described in detail for the Hours Extension income method. Following the "Hours Extension Income Method" section, the other income methods and the fields on the income control that are unique to those methods are described.

The chapter consists of the following topics:

Topic	Page
Overview of Income Methods	12-2
Creating an Income Control Using Hours Extension (Method 2)	12-3
Using the Flat Amount Income Method (Method 1)	12-38
Using the Amount Extension Income Method (Method 3)	12-41
Using the Base Hours Extension Income Method (Method 4)	12-44
Using the Base Amount Extension Income Method (Method 5)	12-47
Using the Custom Calculation Income Method (Method 6)	12-50
Using the Units Extension Income Method (Method 7)	12-53
Using the Average Wage Calculation Income Method (Method 8)	12-56
Using the Special Income Method (Method 9)	12-60
Using the FLSA Overtime Income Method (Method F)	12-62
Using the Minimum Wage Income Method (Method M)	12-65

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## Overview of Income Methods

### Objectives

Through your study of this chapter, you will become familiar with the various types of income controls you can create. You will also be able to use this chapter as a reference when you create your own income controls.

### Understanding Income Methods

As explained in the “Setting Up Accumulators and Controls” chapter, you select the Infinium PY income method that best suits the type of income control you are establishing.

## Creating an Income Control Using Hours Extension (Method 2)

This income method multiplies hours entered by an hourly rate. Incomes that use this method can include:

- Hourly pay
- Hourly vacation and sick pay
- Overtime and double time for hourly employees

The income control shown on the following pages represents a typical income control you can create using the hours extension income method.

Follow the steps below to create an income control using the hours extension method.

- 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 shown in Figure 12-1.
-

8/07/02	19:00:48	Update Income Controls	PYGMIC	PYDMIC
Employer	. . . .	<u>ZUS</u> +		
Income	. . . .	<u>HOUR</u> +		
Method	. . . .	_		
F3=Exit F4=Prompt F10=Access				

Figure 12-1: Update Income Controls prompt screen

- 4 Use the following information to complete this screen:

*Employer*

Type the value that identifies your employer.

*Income*

Type up to a five-character code to identify this income.

*Method*

Type **2** to create an income control using the hours extension method.

- 5 Press Enter to display the Update Income Controls screen 1 shown in Figure 12-2.
-

6/08/06 16:10:28		Update Income Controls		PYGMIC	PYDMIC
				Page 1 of 4	
Employer . . . .	ZUS	SAMPLE US COMPANY			
Income . . . . .	HOURLY				
Method . . . . .	2 - Hours Extension				
Description . . .	HOURLY PAY	Starting Date . .			
Priority . . . . .	1000	Ending Date . . .			
Summ. Code . . .	01 +	Distribute Labor .	1 (0=No 1=Yes)		
Frequency . . . .	8	Workers Comp. . .	R		
Special Tax . . .	-	Segments Required	- (0=No 1=Yes)		
Income Basis . .	B	Tip Credit O.T. . .	-		
Income Factor . .	1.0000	Limit Segments . .	-		
Hourly Rate . . .		Create T/C *TIPS?	0 (0=No 1=Yes)		
Standard Hours .	.00	PE Absence Code .	+		
Hours Limit . . .	.00	Shift Calc Method	-		
Over Limit Code .	+	Residual Hours . .	-		
Income Matrix . .	+	Shift Diff Income	+		
Matrix Column . .	+	1099-R Dist. Code	-		
Matrix Row . . .	+	NQP 457 Plan . . .	-		
Labor Expense . .	ZUS-****-****-****-*****4		+		
Rev. Hierarchy .	- (Blank=No)	Allow Pay Msg? .	0 (0=No 1=Yes)		
F3=Exit F4=Prompt F10=Access F12=Previous F22=Delete					

Figure 12-2: Update Income Controls screen 1

- 6 Use the following information to complete the fields on this screen. Set up your controls by completing fields from the left column of the screen and then from the right.

The order of fields listed below does not follow cursor flow. We have grouped certain related fields to better explain and reinforce key concepts.

### Description

Type a description for this income.

This description is for your reference only. This description does not affect income summarization descriptions that print on pay stubs.

### Priority

Use this field to specify the order in which you want the system to calculate this income and add this income to an accumulator. You can use numbers from 0 through 9999.

The system performs calculations in numerical order from lowest number to highest number. Therefore, the priority you assign to each income impacts the calculation priority of all other incomes.

If you leave this field blank, the system defaults to 0.

### *Summ Code*

Assign an appropriate summarization code to this income. You choose codes from the codes you created using the *Update Summarization Codes* option.

You can assign the same summarization code to more than one income. The system then groups those incomes under one summarization description on employee pay stubs.

### *Frequency*

The value you type in this field controls how often you can generate this income.

Typing a value in this field does not automatically enable the system to generate this income. This field only controls in which pay cycle(s) of the month you can use this income. You must include your incomes in a cycle either manually or through the auto pay group function.

Type one of the following values:

- |          |  |
|----------|--|
| <b>0</b> | Prevent this income from being generated during the <i>Begin Cycle</i> option. You could assign this value to an infrequently used bonus income. |
| <b>1</b> | Allow this income to generate during only the first pay period of the month.   |
| <b>2</b> | Allow this income to generate during only the second pay period of the month.  |
| <b>3</b> | Allow this income to generate during only the third pay period of the month.   |
| <b>4</b> | Allow this income to generate during only the fourth pay period of the month.  |
| <b>5</b> | Allow this income to generate during the first and third pay periods of the month.   |
| <b>6</b> | Allow this income to generate during the second and fourth pay periods of the month.   |
| <b>7</b> | Allow this income to generate during the first, second, third and fourth pay periods of the month.   |
| <b>8</b> | Allow this income to generate during all pay periods of the month.   |
-

- 9** Allow this income to generate during the current pay period only.
- A** Allow this income to generate during the first and second pay periods of the month.

When you want the system to generate an income only once, you type **9** in this field just before you run the appropriate pay cycle and then change the value back to **0** after you complete the cycle. To change this field to **0**, you can use the *Reset Current Pay Period* option under the *Post Cycle Functions* option or you can change the value directly in this field.

#### *Special Tax - United States*

Use this field to specify whether or not you want to use special federal income tax rates for this income. Values you type in this field do not impact the calculation of other taxes such as FICA, Medicare and unemployment.

The system does not automatically tax an income based on a value you type in this field. You must include the income in a user-defined accumulator or a system-defined accumulator, such as \*GROS, to calculate taxes.

If you use user-defined accumulators to calculate income taxes, for each income that uses a special tax, you must type the code value that represents the tax accumulator in the *Accum Code* field on page 3 of the Update Income Controls screen.

After you specify the appropriate wage base on your federal income tax deduction control, the system can calculate regular or special taxes depending on the value you type in this field.

Type one of the following values for US employers:

- 0 or Blank** Tax this income normally. The default value for this field is **Blank**.
  - 1** Tax this income at the federal supplemental tax rate. You can verify the current rate by checking the US Federal Tax Table under the *Tax Operations* option.
  - 2** Include this income as taxable wages for W-2 purposes but do not withhold tax from employees' paychecks. The system does not take tax on this income, but it does include the income in the employees' federal tax wage base.
-

- 3** Tax this income at the state supplemental rate. If no state supplemental rate is found on the tax table, the system uses the federal supplemental tax rate.
- 4** Tax this income at the state and federal supplemental rates. If no state supplemental rate is found on the tax table, the system uses the federal supplemental tax rate.
- 5** Include this income in state taxable wages but do not withhold tax on this income. The system will take the normal federal income tax.
- 6** Include this income in local taxable wages but do not withhold local tax from this income. The system will take the normal federal and state income taxes.
- 7** Include this income in federal, state, and local taxable wages but do not tax this income. The system deducts \*FICA and FMHI taxes.
- 8** This value is reserved for future use.
- 9** Do not tax.

This income will not be included in taxable wages and will not be taxed, including FICA. Do not include this special tax income in combination with other incomes. You generally use this value only with flexible benefit spending account reimbursements.

When you use special tax method 9, the system assumes that the tax-related accumulators include the income; therefore, the system subtracts the income from the amount in the tax accumulator before it calculates the tax. For this reason, you should specify the names of all user-defined accumulators that you use to calculate federal, state, and local income taxes in the *Accum. Code* fields on Update Income Controls Page 3.

### *Special Tax - Canada*

If you process payroll in Canada, you can use this field to specify whether or not you want to use special tax rates for this income.

If you use user-defined accumulators to calculate income taxes, for each income that uses a special tax, you must type the code value that represents

---

the tax accumulator in the *Accum Code* field on page 3 of the Update Income Controls screen.

These values are valid for Canadian federal and provincial income tax and Quebec provincial income tax. Type one of the following values for Canadian employers:

- |                   |  |
|-------------------|--|
| <b>0 or Blank</b> | Tax this income normally. The default value for this field is <b>Blank</b> . |
| <b>1</b>          | Tax this income using the bonus income calculation method.                   |
| <b>2</b>          | Include these wages but do not withhold income tax on this income.           |
| <b>3</b>          | Tax this income using the lump sum income calculation method.                |

#### *Income Basis*

The value you type in this field determines which pay rate the system uses to calculate an employee's pay.

You can store employee pay rates in several locations within the system. Use the following values to specify where the system must look to find the pay rate for this income.

The system multiplies the pay rate you specify by the value you specify in the *Income Factor* field of this control.

If you specify... and...	the income calculation is based on...
<b>Blank</b>	The rate or amount in <i>Hourly Rate</i> or <i>Income Amount</i> on the income control.
You specify <b>I</b> in <i>Income Basis</i> on the Update Employee Income Codes page (employee income authorization)	The rate or amount in <i>Hourly Rate</i> or <i>Income Amount</i> on the Update Employee Income Codes page (employee income authorization).

---

If you specify...	and...	the income calculation is based on...
<b>B</b>	The employee's home position from basic data (PRPMS) is specified in time entry	The rate or amount in <i>1<sup>st</sup> Pay Rate</i> multiplied by the value in <i>Income Factor</i> on the Update Employee Payroll Data screen.
	You are using multiple positions and the position specified in time entry is an additional position for the employee (PRPOP)	<p>The rate or amount in <i>Pay Rate</i> on the Update Employee Additional Positions screen.</p> <p>If <i>Pay Rate</i> on the Update Employee Additional Positions screen is blank, the rate or amount in <i>1<sup>st</sup> Pay Rate</i> on the Update Employee Payroll Data screen.</p> <p>Type 1 in <i>Base Rate Min?</i> on the Update Employee Additional Positions screen to compare the rate to the rate in <i>1<sup>st</sup> Pay Rate</i> on the Update Employee Payroll Data screen and use the higher rate.</p>
	You type <b>M</b> in <i>Pay Basis</i> on either the Update Employee Payroll Data screen or the Update Employee Additional Positions screen	The matrix name, row and column specified on the Update Employee Payroll Data screen or the Update Employee Additional Positions screen
<b>J</b>		<p>The rate is specified in <i>Pay Rate</i> on the Update Job Controls screen.</p> <p>Type 1 in <i>Base Rate Min?</i> on the Update Job Controls screen to compare the rate to the rate in <i>1<sup>st</sup> Pay Rate</i> on the Update Employee Payroll Data screen and use the higher rate.</p>

If you specify...	and...	the income calculation is based on...
<b>M</b>		The rate or amount in the specified matrix column/row on the Update Income Controls screen.
<b>2</b>	The employee's home position from basic data (PRPMS) is specified in time entry	The rate or amount in <i>2<sup>nd</sup> Pay Rate</i> multiplied by the value in <i>Income Factor</i> on the Update Employee Payroll Data screen.
	You are using multiple positions and the position specified in time entry is an additional position for the employee	The rate or amount in <i>2<sup>nd</sup> Pay Rate</i> on the Update Employee Additional Positions screen. If <i>2<sup>nd</sup> Pay Rate</i> on the Update Employee Additional Positions screen is blank, the rate or amount in <i>2<sup>nd</sup> Pay Rate</i> on the Update Employee Payroll Data screen.
<b>3</b>	The employee's home position from basic data (PRPMS) is specified in time entry	The rate or amount in <i>3<sup>rd</sup> Pay Rate</i> multiplied by the value in <i>Income Factor</i> on the Update Employee Payroll Data screen.
	You are using multiple positions and the position specified in time entry is an additional position for the employee	The rate or amount in <i>3<sup>rd</sup> Pay Rate</i> on the Update Employee Additional Positions screen. If <i>3<sup>rd</sup> Pay Rate</i> on the Update Employee Additional Positions screen is blank, the rate or amount in <i>3<sup>rd</sup> Pay Rate</i> on the Update Employee Payroll Data screen.

#### *Income Factor*

If you entered a value in the *Income Basis* field, you can type a value in this field. To calculate the actual rate of pay, the system multiplies the income factor by the employee's rate or the value found in the specified matrix. The default income factor is 1.0000.

For example, you can specify the same pay rate for both hourly pay and overtime pay yet utilize different rates during pay cycle processing when you use the *Income Factor* field as illustrated below:

- The factor for hourly pay is 1
- The factor for overtime pay is 1.5

#### *Hourly Rate*

If you left the *Income Basis* field blank on this control, you can use this field to type an hourly rate for this income.

The system uses this rate if you do not type a rate during timesheet entry or if there is no rate on the employee's income authorization record.

#### *Standard Hours*

You can use this field to specify the standard number of hours employees receiving this income should be paid. The system automatically generates the hours you specify for this income during the *Begin Cycle* stage of pay cycle processing.

Because standard hours can vary by employee, groups of employees, or the time of year, you may want to use auto pay groups rather than the *Standard Hours* field. Auto pay groups provide you with more flexibility than the *Standard Hours* field. Refer to the "Creating Auto Pay Groups" chapter in this guide for additional information.

**Caution:** If you add hours manually during timesheet entry, Infinium PY does not use the hours in the *Standard Hours* field on the income control. To ensure that the system recognizes and uses standard hours, assign them to an auto pay group.

#### *Hours Limit*

Type the maximum hours with which this pay type can be credited during a single pay period. The system applies any hours in excess of this limit toward the income you enter in the *Over Limit Code* field.

Leave this field blank if you do not want to use over limit processing.

The hours limit applies only to hours entered on a per pay period basis. For example, if you type 40 in this field, the system applies excess hours to the over limit income code if an employee works more than forty hours in a week, not more than eight hours in a day.

---

### *Over Limit Code*

Type the income code that you want to use to calculate wages for any hours worked in excess of the value in the *Hours Limit* field.

The over limit income that you type in this field must have a lower priority (higher number) than the priority of the initial base income.

### *Income Matrix*

If you typed **M** in the *Income Basis* field, you must type a code value to identify the matrix you want to use with this income. You use code type **MAT** to define matrix code values. You then use the *Update Matrices* function to define one or more matrices to store income or deduction amounts.

### *Matrix Column*

Type the code value that identifies the matrix column that contains the income rate you want to use for this income. You can override this column number on the employee's individual income authorization record. You define matrix column code values using code type **COL**.

### *Matrix Row*

Type the code value that identifies the matrix row that contains the income rate you want to use for this income. You can override this row number on the employee's individual income authorization record. You define matrix row code values using code type **ROW**.

### *Labor Expense*

Type the general ledger number you want the system to charge for the labor expense associated with this income. If you are using the masking feature to build your general ledger accounts, you can store only a portion of an account number on this income control and mask the rest of the number using asterisks.

During the release stage of cycle processing, the system can use this field to automatically resolve the labor expense account number and store hours and earnings totals for use when you pass financial information to your general ledger system.

Type the component of the general ledger account that represents this income. If you do not want to enter a complete labor expense account, remember to type asterisks to fill in the proper account structure. Refer to the "Establishing Levels" chapter of this guide for additional information.

---

\*TIPS and \*F (fringe) incomes are not sent to the general ledger; therefore, you do not need to enter labor expense account numbers for these income types.

#### *Rev Hierarchy*

Use this field to change the position of income controls in the labor expense account hierarchy for employees assigned to this income. When the system resolves masked characters in labor expense accounts, it normally utilizes labor expense accounts on income controls before it uses labor expense accounts on level controls. When you reverse the order, the system checks level controls before it checks the income control records.

Leave this field blank if you do not want to reverse the normal order of levels and income controls in the hierarchy. The system searches income controls, and then level 4, level 3, level 2, and finally level 1.

Type any character if you want to reverse the order levels and income controls in the hierarchy. The system searches level 4, and then level 3, level 2, level 1, and finally income controls.

#### *Starting Date*

Use this field to indicate the earliest date when employees should be paid this income. If the same starting date does not apply to all employees, you must override this default date by typing a starting date on each employee's individual income authorization record. Leave this field blank if date restrictions do not apply to this income.

During cycle processing, the system compares the starting date for each income to the pay period ending date. If the starting date is after the pay period ending date, the system displays an error message when you attempt to enter the new income into that pay cycle. The system does not automatically prorate amounts if the starting date is in the middle of a pay period.

For example, if the starting date of an employee's income is February 1, 2002, the system processes that income only in pay cycles whose pay period ending date is on or after February 1, 2002. You cannot manually enter or auto-generate this income for the employee when the pay period ending date is before February 1, 2002.

#### *Ending Date*

Use this field to indicate the latest date when employees should be paid this income. If the same ending date does not apply to all employees, you must override this default date by typing an ending date on each employee's individual income authorization record. Leave this field blank if date restrictions do not apply to this income.

---

During cycle processing, the system compares the ending date for each income to the pay period beginning date. If the ending date is before the pay period beginning date, the system displays an error message if you attempt to enter the income into that pay cycle. The system does not automatically prorate amounts if the ending date is in the middle of a pay period.

For example, if the ending date of an employee's income is January 31, 2002, the system processes the income for that employee only in pay cycles whose pay period beginning date is January 31, 2002, or earlier. You cannot manually enter or auto-generate this income for the employee when the pay period's beginning date is on or after February 1, 2002.

#### *Distribute Labor*

Use this field to indicate whether or not you want the system to include this income in the labor distribution file (PYPLB) used to produce Labor Distribution Analysis Reports. You can use the *List Labor Distribution* and *List Labor Distribution by Level* functions in the *On-Request Reporting* option to generate these reports after you run the *Close to General Ledger* function.

This field does not affect how the system distributes labor expense amounts for this income nor is there any impact on how the system processes the general ledger hierarchy for this income.

Valid values are:

- |          |   |
|----------|---|
| <b>1</b> | Include this income in the labor distribution file and reports        |
| <b>0</b> | Do not include this income in the labor distribution file or reports. |

#### *Workers Comp*

You use this field to define the pay category in which the system reports the income on your Workers' Compensation Worksheets report. You generate this report using the *Worker Compensation Worksheets* function within the *On Request Reporting* option.

Type one of the following values:

- |          |                     |
|----------|---------------------|
| <b>R</b> | Regular             |
| <b>1</b> | Overtime 1          |
| <b>2</b> | Overtime2           |
| <b>0</b> | Other/Miscellaneous |
-

**P** Premium

This field does not affect Canadian employment insurance tax calculations.

On the Workers' Compensation Worksheets report, Infinium PY generates report data that is derived from the employee's work level, not the home level.

*Segments Required*

Use this field to require segment processing on this income. Segment processing allows you to maintain hours worked and income calculation for time periods within a pay cycle.

For example, in a biweekly pay period, you have two segments: week 1 and week 2. This allows you to maintain separate hours worked and amounts paid for each week.

Valid values are:

- 1** Require segment processing for this income. When you generate this income through the *Enter Timesheet Data* or *Update Checks* options, the system requires you to type a segment number.
- 0** Do not require segment processing for this income.

If you choose to require segment processing, the system prompts you to type segment information in the *Segments* field on the Timesheet Entry screen during the timesheet entry.

**Note:** Canadian users can use segment processing for non-weekly payrolls to ensure accurate employment insurance reporting.

*Tip Credit OT*

Type **0** in this field if this income represents overtime wages subject to minimum wage restrictions for tipped employees. Otherwise, leave this field blank.

Tip credit is used to make up the difference between the minimum wage and tips received if the reported tips are less than the minimum wage calculation.

*Limit Segments*

If you use segments, use this field to indicate whether you want to apply an hours limit to each segment. Type either:

- 0** Do not apply an hours limit to each segment
- 1** Apply an hours limit to each segment

*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.

*PE Absence Code*

Type the PE absence code to associate with this income, if applicable. The PE absence code you specify here is the default in the *PE Absence Code* field on the Update Daily Time incomes screen. If you set up holidays on your PE calendar in Infinium HR, leave this field blank if you are setting up a holiday income.

*Shift Calc Method*

Leave this field blank unless you are establishing controls for a shift differential or other type of automatically generated premium income.

The value you type in this field determines where the system looks for the rate, percentage or flat amount used to calculate shift differential or other premiums. Type either:

- 1** Use the rate, percentage or amount on the income control.
- 3** Use the percentage or amount on the shift differential table.

*Residual Hours*

Leave this field blank unless you are establishing controls for a shift differential or other type of automatically generated premium income.

---

Type **R** in this field if you want the system to track residual hours associated with this shift differential. These hours are not added to the hours-worked wage base, but they are used to calculate pay for a shift differential or other type of premium income.

If you leave this field blank, and this is a shift differential income, the system adds hours used to calculate this income to the regular hours worked for this income.

#### *Shift Diff Income*

Use this field to link regular incomes and differential or other premium incomes.

If you are creating a shift differential or other premium income, leave this field blank.

If you are creating a regular income for which you want the system to also automatically generate a shift differential or other premium, type the name of the shift differential or other premium income in this field. The system automatically generates the differential or other premium income during the *Release Timesheet Data* function within pay cycle processing.

#### *1099-R Dist Code*

Type the appropriate distribution code value(s) in this field. The distribution code is reported on the 1099-R form. Refer to the *Infinium PY Guide to US Year End Processing* for a summary of the codes you can enter into this field.

#### *NQP 457 Plan*

Specify whether this income should be reported on the W-2 form as a distribution from a 457 deferred compensation plan.

Valid values are:

- |              |   |
|--------------|---|
| <b>G</b>     | For tax year 2001 and prior years, this income should be reported on the W-2 form as a distribution from a 457 deferred compensation plan   |
| <b>blank</b> | Either this income is not a distribution from a 457 deferred compensation plan for tax year 2001 and prior years or this income is from a 457 deferred compensation plan for tax year 2002 and beyond |

For tax year 2002 and beyond, distributions after December 31, 2001 must be reported by state and local agencies on Form 1099-R.

---

### Allow Pay Msg?

Use this field to indicate whether you want the system to generate and print employee pay messages on the employee's paycheck or direct deposit voucher under one of the following conditions:

- If the starting or ending date for the employee income falls within the cycle beginning and ending dates
- If the income is newly authorized to the employee
- If the amount on the employee income authorization record is changed

Valid values are:

- 0** Do not generate an employee pay message for changes to this income.
- 1** Generate an employee pay message for changes to this income.

- 7 Press Enter to display the Update Income Controls screen 2 shown in Figure 12-3.

6/26/12 18:21:12 Update Income Controls PYGMIC PYDMIC		Page 2 of 4	
Employer . . . .	ZUS SAMPLE US COMPANY		
Income . . . .	HOURL		
Method . . . .	2 - Hours Extension		
<u>Special Reports</u>		<u>F.L.S.A. Controls</u>	
Cycle Report . .	IC001 +	Hours Worked . .	1 (0=No 1=Yes)
Monthly Report .	IM001 +	Calculate Hours .	1 (0=No 1=Yes)
Quarterly Report.	IQ001 +	Calculate Amount.	1 (0=No 1=Yes)
Annual Report . .	IA001 +		
On Demand Report.	ID001 +		
<u>Level Restrictions</u>		<u>Accrual Controls</u>	
Area . . . .	+	Vacation . . . .	+
Division . . . .	+	Sick . . . .	+
Department . . .	+	Personal . . . .	+
Cost Centr . . .	+	FMLA . . . .	-
Exclude From GL Accrual	A (A,X,C,N)	Category 5 . . . .	-
Self Service Time Entry	1 (0=No 1=Yes)	Category 6 . . . .	-
F3=Exit F4=Prompt F10=Access F12=Previous F22=Delete			

Figure 12-3: Update Income Controls screen 2

- 8 Use the following field information to indicate which special report you want the system to automatically generate during pay cycle processing or when you close calendar periods.

Before you can use this field, you must establish a report code value for each code type you intend to use. You establish code values through the *Update Employer Codes* option.

If you link the following code types with the corresponding code values, the system can produce an Employee Incomes Report.

Code Type	Code Value	Report Created
RCY	IC001	Employee Cycle Incomes Report
RMN	IM001	Employee Monthly Incomes Report
RQT	IQ001	Employee Quarterly Incomes Report
RAN	IA001	Employee Annual Incomes Report
RDM	ID001	Employee On-Demand Incomes Report

Your Technical or MIS department can create user-defined reports that the system can automatically generate during pay cycle processing or period ending functions using these fields. You must establish code values for the code types listed above to identify your custom reports. Follow the same process to link the custom report as you would for the standard Infinium PY reports listed above.

## Special Reports

**Note:** The fields listed below do not follow cursor flow, but are best discussed in the following order.

### *Cycle Report*

Type **IC001** to print an employee income report during the *Post Cycle and Print Checks* option.

### *Monthly Report*

Type **IM001** to print an employee income report with monthly balances during the *Close Employer Calendar Month* option.

### *Quarterly Report*

Type **IQ001** to print an employee income report with quarterly balances during the *Close Employer Calendar Quarter* option.

---

### *Annual Report*

Type **IA001** to print an employee income report with year-to-date balances during the *Close Employer for Calendar Year* option.

### *On Demand Report*

Type **ID001** to print an employee income report during an on-demand cycle.

## FLSA Controls

You can use the following information to complete the FLSA control fields. Leave these fields blank if you do not use FLSA processing.

The fields listed below do not follow cursor flow, but are best discussed in the following order.

### *Hours Worked*

Use this field to specify if you want the system to include the hours worked that you entered during timesheet entry toward your FLSA processing.

Valid values are:

- 1**            Include this income in FLSA processing.
- 0**            Exclude this income from FLSA processing.

### *Calculate Hours*

Use this field to indicate whether you want to include this income in the FLSA calculations.

Valid values are:

- 1**            Include this income in FLSA processing.
- 0**            Exclude this income from FLSA processing.

### *Calculate Amount*

This field indicates whether you want to include the amount of this income in the FLSA calculations.

Valid values are:

---

- 1**            Include this income in the calculations.
- 0**            Exclude this income from the calculations.

## Level Restrictions

You can use the following fields to restrict this income to specific levels. Employees whose positions contain this specific level combination can be authorized to receive this income. All other employees are excluded from receiving this income.

The levels that display on your screen are those that you created through the *Update Level Controls* option. Prompt the system for or type the specific level(s) in any or all of your level restriction fields.

## Accrual Controls

You can use the following accrual control fields to determine paid time off accruals based on hours worked and/or the amount paid for this income. Leave these fields blank if you do not use this income to calculate accruals.

The system does not use these fields in the case of paid time off dollar amount accruals under plans for which the paid time off accrual controls specify an eligible amount income reporting group.

The accrual categories displayed on your screen are those that you created for your organization. Type the appropriate accrual indicator beside the accrual categories towards which this income can be applied. Select from the following indicators:

---

- + The system includes the hours and dollar amounts (if applicable) associated with the income type in the calculation of accrual time earned or accrued during a designated time period.

For example, an employee works 40 hours of regular time. The plus (+) indicator tells the system to use those 40 hours to calculate the number of hours an employee has earned or accrued for paid-time off.

The system also calculates a percentage of the actual dollar amount paid for this income as a future paid time off dollar amount that an employee has earned or accrued for this paid time off category, if applicable.

- The system subtracts the hours and dollar amounts (if applicable) associated with this income type from the employee's hours and dollar amount remaining balances (if applicable) for the pay period by increasing the summary of the hours and dollar amounts taken. The hours and dollar amounts are updated when you execute the *Post Cycles & Print Checks* function.

For example, an employee is paid eight hours of sick time. The minus (-) indicator tells the system to add the eight hours to the employee's record of hours taken. The system also uses the actual dollar amount paid for this income to add to the employee's record of the dollar amounts paid for this paid time off category, if applicable.

---

**\*** The system calculates both the hours taken and the hours earned and, if applicable, dollar amounts taken and earned for this income type.

For example, an employee is paid eight hours of vacation time. The asterisk (\*) indicator tells the system to add those eight hours to the hours taken record of the designated employee. The system also uses the eight hours to calculate the amount of time this employee has earned/accrued towards vacation time. This is valid only if the employee's vacation accrual code depends on the hours worked.

If applicable, the system also calculates a percentage of the actual dollar amount paid for this income as a future paid time off dollar amount that an employee has earned or accrued for this paid time off category. The system uses the actual dollar amount paid for this income to add to the employee's record of the dollar amounts paid for this paid time off category.

**Blank** If you are using any criteria other than hours worked and, if applicable, dollar amounts paid to determine paid time off accruals, then leave this field blank.

If you base accruals on scheduled hours and, if applicable, the *Base Rate* field value from each employee's basic data record, use the minus (-) indicator to track hours taken and dollar amounts paid and to update the *Hrs Taken* and *Amount Taken* fields on an employee's basic data record.

If you base accruals on actual hours worked and dollar amount paid each pay period, you use the \*, + and - indicators.

#### *Exclude from GL Accrual*

Specify how this income code is treated within GL accrual processing.

Valid values are:

- A** Do not exclude from accrual processing.
  - X** Exclude from accrual processing.
-

**C** Exclude from accrual processing only when the cycle is set to accrue using method C.

**N** Exclude from accrual processing only when the cycle is set to accrue using the method N.

### Self Service Time Entry

Specify **Yes** to allow all employees, authorized to this income within this employer, access to the income through Infinium Self Service Time Entry. Employees can then use time entry to enter their own payroll information for this income code. Otherwise, specify **No**.

- 9 Press Enter to display the Update Income Controls screen 3 shown in Figure 12-4.

```

10/22/02 15:14:58      Update Income Controls      PYGMIC      PYDMIC
                                           Page 3 of 4
Employer . . . . : ZUS  SAMPLE US COMPANY
Income . . . . . : HOUR
Method . . . . . : 2 - Hours Extension
      Accumulator Controls
Accum. +/-H/A  Maximum  Accumulator  Accum. +/-H/A  Maximum  Accumulator
Code Op.Op.   Amount    Percentage  Code Op.Op.   Amount    Percentage
BTX  + + -    .00      .0000      + + -    .00      .0000
BTXG + + -    .00      .0000      + - -    .00      .0000
BTXK + + -    .00      .0000      + - -    .00      .0000
BTXKG + + -    .00      .0000      + - -    .00      .0000
BGR0S + + -    .00      .0000      + - -    .00      .0000
B401  + + -    .00      .0000      + - -    .00      .0000
BANC  + + -    .00      .0000      + - -    .00      .0000
BDSPE + + -    .00      .0000      + - -    .00      .0000
BMILE + + -    .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 12-4: Update Income Controls screen 3

- 10 Use the following information to complete the fields on this screen.

### Accum. Code

If you want to include this income in an accumulator work file for use in calculating other incomes or deductions, type the accumulator code in this field. You must have previously created the accumulator using Income Method 0.

**+/- Op**

Type one of these values if you entered a value in the *Accum Code* field:

- +**            Add the amount of this income to the accumulator.
- Subtract the amount of this income from the accumulator.

If you leave this field blank, the system defaults **+** in this field when you press Enter to exit from this screen.

**H/A Op**

Use this field to indicate the type of information you want this accumulator to collect. Type one of the following:

- H**            Collect hours in this accumulator.
- A**            Collect amounts in this accumulator.
- Blank**        Collect both hours and amounts in this accumulator.

**Maximum Amount**

If you typed a value in the *Accum Code* field, type the maximum amount the system can add to the accumulator. If you leave this field blank, the system adds the entire amount to this accumulator.

**Accumulator Percentage**

If you typed a value in the *Accum Code* field, and you want to add a percentage of the income amount to the accumulator, type the percentage here. If you want the system to add the entire income amount to the accumulator, leave this field blank

**11** Press Enter. The system displays the Update Income Controls screen 4.

- If you are setting up an income for a US employer, the field on the Update Income Controls screen 4 shown in Figure 12-5 is US-specific. Proceed to step 12.
  - If you are setting up an income for a Canadian employer, the fields on the Update Income Controls screen 4 are Canadian-specific. Proceed to steps in the “Establishing Canadian Specific Controls” section.
-

```

4/22/08 12:52:48      Update Income Controls      PYGMIC      PYDMIC
                                           Page 4 of 4

Employer . . . : ZUS  SAMPLE US COMPANY
Income . . . : HOUR
Method . . . : 2 - Hours Extension
Description . . : HOURLY PAY

Use Alt Sup. Rate  _
CNMI Box 14 Code.  _
Omit Fr Hrs Wk Chk 0 (0=No 1=Yes)
W/H Add'l Amount? 1 (0=No 1=Yes)

-

F3=Exit  F4=Prompt  F10=Access  F12=Previous  F22=Delete

```

Figure 12-5: Update Income Controls US screen 4

**12** Use the information below to complete the field on this screen.*Use Alt. Sup. Rate*

Specify whether this income must be taxed at an alternate supplemental pay rate for state income tax withholding.

Valid values are:

**A** Use the alternate supplemental rate for \*SC when the income is paid separately from regular pay.

**Blank** Use normal processing.

*CNMI Box 14 Code*

If you process payroll in the Northern Marianas, specify whether this income is reported in box 14 of the W-2CM form and if so, whether the income is also included in box 1.

Valid values are:

**I** This income is reported in box 14 of the W-2CM form and is also included in the income reported in box 1

**NI** This income is reported in box 14 of the W-2CM form and is not included in the income reported in box 1

**Blank** You do not process payroll in the Northern Marianas, or this income is not reported in box 14 of the W-2CM form

The value typed here is printed in Box 14b of the W-2CM form.

*Omit Fr Hrs Wk Ck*

Specify whether to omit this income from the total hours worked on the pay check stub.

Valid values are:

**0** Include this income in the total hours worked on the pay stub.

**1** Exclude this income from the total hours worked on the pay stub.

Infinium PY prints the total hours worked on the pay stub when you use the *Update Payroll Data (USA)* function and specify yes in the *Prt Rates on Chk?* field to indicate the employee's pay rates, hours, units, total hours, or job code should be printed on the pay check stub.

*W/H Add'l Amount?*

Specify whether to take an additional amount of taxes for employees associated with this income. Valid values:

**0** Take no additional tax amount on the employee's deduction authorization for this income.

**1** Take additional tax on the employee's deduction authorization for this income.

You can enter a value in this field only if you specify **2, 5, 6, 7, or 9** in the *Special Tax* field. For other income types, leave this field blank.

**13** Press Enter to save and exit to the Update Income Controls prompt screen.

**14** Repeat steps 4 through 13 to create additional income controls.

---

## Establishing Canadian Specific Controls

If you process payroll in Canada, use the following information to complete T4, T4A and RL-1 fields on the screen shown in Figure 12-6. The system displays this screen for all Canadian employers, regardless of the income type you use. It does not display for U.S. employers.

```

1/19/11 13:56:38          Update Income Controls          PYGMIC    PYDMIC
                                           Page 4 of 4

Employer . . . . : ZCX  SAMPLE CANADIAN EMPLOYER
Income . . . . . : HOUR
Method . . . . . : 2 - Hours Extension
Description . . . : HOURLY PAY

T4 Box . . . . . _          T4 Code . . . . . _
T4 Box 14 Exclude _

T4A Box . . . . . _          T4A Code . . . . . _ +
RL-1 Box . . . . . _          RL-1 Code . . . . . _
RL-1 Tax Exempt . _
Tax Calc Flag . . _          Override Pct. . . . . .0000

F3=Exit F4=Prompt F10=Access F12=Previous F22=Delete

```

Figure 12-6: Update Income Controls Canadian screen 4

- 15 If you do not need to specify any of the boxes or codes listed below for the income control you are creating, you can press Enter to exit from the screen. Otherwise, use the following information to complete the fields on this screen.

To comply with annual tax reporting requirements, the T4, T4A and RL-1 box assignments are subject to change. For the most accurate information detailing the box assignments, refer to the Infinium PY field-level help text or the *Infinium PY Guide to Canadian Year End Processing*.

### T4 Box

Type the value that identifies the T4 box where this income is reported.

Valid values are:

**blank** No box value is required.

**OI** This income should be reported in the Other Information section of the T4, along with the associated T4 Code value.

If you type **OI** in the *T4 Box* field, you must specify a T4 code in the *T4 Code* field. If you leave the *T4 Box* field blank, you must leave the *T4 Code* field blank also.

#### *T4 Code*

This field identifies the T4 code used for printing other information on the T4 slip and filling tape fields on the T4 tape.

Valid values are:

<b>30</b>	Housing, board, and lodging
<b>31</b>	Board and housing at a special worksite (see note below)
<b>32</b>	Travel in a prescribed zone
<b>33</b>	Medical travel (creates codes 32 and 33 on the T4 slip)
<b>34</b>	Personal use of employer's auto
<b>36</b>	Interest free and low interest loans
<b>37</b>	Employee home relocation loan deduction (creates codes 36 and 37 on the T4 slip)
<b>38</b>	Security option benefits – no paragraph
<b>38A</b>	Security option benefits under paragraph 110(1)(d) (creates code 38 at the full amount and code 39 at ½ the amount)
<b>38B</b>	Security option benefits under paragraph 110(1)(d.1) (creates code 38 at the full amount and code 41 at ½ the amount)
<b>38C</b>	Security option benefits and election (creates codes 38 and 86 on the T4 slip)

---

<b>38D</b>	Security option benefits and election (creates codes 38 and 86 at the full amount and code 39 at half the amount on the T4 slip)
<b>38E</b>	Security option benefits and election (creates codes 38 and 86 at the full amount and code 41 at half the amount on the T4 slip)
<b>40</b>	Other taxable allowances
<b>40A</b>	Public transit pass; employer paid taxable benefit, which creates codes 40 and 84  In some cases, the transit pass is not considered a taxable benefit in Quebec. To omit it from Box A on the RL-1, you must type <b>L</b> in the <i>RL-1 Box</i> field and <b>X</b> in the <i>RL-1 Tax Exempt</i> field.
<b>42</b>	Employment commissions
<b>43</b>	Canadian forces personnel and police allowance
<b>53</b>	Deferred Stock Option Benefit (see note below)
<b>66</b>	Eligible retiring allowance (see note below)
<b>67</b>	Non-eligible retiring allowance (see note below)
<b>68</b>	Status Indian (exempt income) _ eligible retiring allowances (see note below)
<b>69</b>	Status Indian (exempt income) – non-eligible retiring allowances (see note below)
<b>70</b>	Municipal officer's expense allowance not in Box 40 (see note below)
<b>71</b>	Non-taxable income, Indian status (see note below)
<b>72</b>	Section 122.3 income - employment outside Canada
<b>77</b>	Workers Compensation Benefit Repaid to the Employer
<b>78</b>	Gross earnings (see note below)
<b>79</b>	Net partner amount of a partnership (see note below)

---

<b>80</b>	Fishers - share-person amount (see note below)
<b>81</b>	Placement or employment agency workers' gross earnings (see note below)
<b>82</b>	Drivers of taxis or other passenger-carrying vehicles gross earnings (see note below)
<b>83</b>	Barbers' or hairdressers' gross earnings (see note below)
<b>87</b>	Volunteer firefighters' exempt earnings

**Note:** The income for codes **31**, **53**, **66**, **67**, **68**, **69**, **70**, **71**, **78**, **79**, **80**, **81**, **82**, **83**, and **87** must be excluded from Box 14 on the T4 slip. To exclude the income from Box 14, specify **E** in the *T4 Box 14 Exclude* field.

#### *T4 Box 14 Exclude*

Use this field to indicate that the income amount should be excluded from Box 14 on the T4 slip. Valid values are:

<b>blank</b>	The income should not be excluded from Box 14 of the T4 slip.
<b>E</b>	The income should be excluded from Box 14 of the T4 slip.

#### *T4A Box*

Type the value that identifies the T4A box where this income is reported. You cannot enter values in both the *T4 Box* and *T4A Box* fields for the same income.

Valid values are:

<b>blank</b>	This income should be reported in the T4A Box entered in the T4A Code.
<b>OI</b>	This income should be reported in the Other Information section of the T4A, along with the associated T4A Code value.

If you type **OI** in the *T4A Box* field, you must specify an Other Information T4A code in the *T4A Code* field. If you leave the *T4A Box* field blank, you can enter only the valid codes for incomes in the *T4A Code* field.

---

### *T4A Code*

Specify the T4A code used for printing information on the T4A slip and completing fields in the XML document.

### *RL-1 Box*

Type the value that identifies the RL-1 box where this income is reported.

Valid values are:

<b>K</b>	Trips made by residents of designated remote areas (Box K on the RL-1)
<b>L</b>	Other benefits (Box L on the RL-1 if the <i>T4 Code</i> field is blank)  If you type <b>X</b> in the <i>RL-1 Tax Exempt</i> field, the system does not include this income in Box L (Autres Avantages/Other Benefits) and backs this income out of Box A (Revenus D'Emploi/ Employment Income Before Source Deductions). For example, in 2006, transit passed distributed by the employer are considered non-taxable for Quebec and should be excluded from Box A.
<b>M</b>	Commissions included in the amount in Box A (Box M on the RL-1)
<b>O</b>	Other taxable income not included in Box A (Box O on the RL-1)
<b>Q</b>	Security option subject to an election, not included in Box A (Box Q on the RL-1)
<b>R</b>	Income situated on a reserve or premises (Box R on the RL-1)
<b>S</b>	Tips Received (Box S on the RL-1)
<b>T</b>	Tips Allocated (Box T on the RL-1)
<b>U</b>	Phased Retirement not included in Box A (Box U on the RL-1)
<b>V</b>	Meals and accommodations (Box V on the RL-1)

---

**W** Use of a motor vehicle for personal purposes (Box W on the RL-1)

*RL-1 Code*

This field identifies the RL-1 code used for printing footnotes on the RL-1 slip and completing XML fields in the R-1 XML document.

At present Infinium Payroll automatically generates footnotes only for Box L, Other Benefits, Box O, Other Income, and Box Q, Deferred Salary, or two special codes allowed with a blank box value. You can manually type values for footnotes related to other boxes using the Correct RL-1 Data screens described in the *Infinium PY Guide to Canadian Year End Processing*.

In combination with Box L, valid values are:

**L-2** Volunteer firefighter compensation not to be included in Boxes A and L

In combination with Box O, valid values are:

**CA** Wage earner protection program (WEPP) payments

**CB** Tax-free savings account (TFSA)

**CC** Payments to beneficiary of registered disability savings plan (RDSP)

**RA** Payments received under a supplementary unemployment benefit program

**RB** Scholarships, bursaries, fellowships and prizes

**RC** Research grants

**RD** Fees for services rendered

**RF** Maternity allowance; invalid as of tax year 2008

**RG** Benefits paid under the Labour Adjustment Benefits Act

**RH** Labour adjustment benefits for older workers and compensatory income

**RI** Benefits paid under the agreement of the Department of Fisheries and Oceans Act

---

<b>RJ</b>	Retiring allowance (including an amount paid in respect of the loss of employment)
<b>RK</b>	Death benefit
<b>RL</b>	Patronage dividends
<b>RM</b>	Commissions paid to a self-employed worker
<b>RN</b>	Benefits paid under a wage loss insurance plan
<b>RO</b>	Benefits received by a shareholder
<b>RP</b>	Benefits received by a partner
<b>RQ</b>	Amounts allocated under a retirement compensation arrangement
<b>RR</b>	Payments for services rendered in Quebec by a person not resident in Canada
<b>RS</b>	Financial support
<b>RT</b>	Other indemnities paid by the employer as a result of an industrial accident
<b>RU</b>	Amounts paid to the beneficiary under a Registered Education Savings Plan (RESP)
<b>RV</b>	Amounts paid to a subscriber under a Registered Education Savings Plan (RESP)
<b>RW</b>	Not valid as of tax year 2007
<b>RZ</b>	Miscellaneous. If more than one include is included in Box O, enter <b>RZ</b> .

In combination with Box Q, the valid value is:

<b>Q1</b>	Security option subject to an election
-----------	--

Special case footnotes and XML fields with a blank box value:

<b>CF</b>	Income that provides entitlement to the deduction for Canadian forces
-----------	---

---

**PO** Income that provides entitlement to the deduction for police officers

*RL-1 Tax Exempt*

Use this field to indicate that the income amount is tax exempt and should not be included in Box A of the RL-1 slip. If you specify an RL-1 box and also enter a value in the *RL-1 Tax Exempt* field, the income will not be added to the specified RL-1 box.

Valid values are:

**blank** The income is not tax exempt.

**X** The income is tax exempt and will not be included in Box A of the RL-1 slip.

This processing is currently active only when you specify **L** in the *RL-1 Box* field. Use this field to exclude tax-exempt incomes from Box L and to reduce the total earnings amount reported in Box A.

*Tax Calc Flag*

Use this field to indicate that this income affects the tax calculation for an employee for federal income tax processing or for \*CQIT processing. For \*CQIT processing, if only a portion of the income affects the tax calculation, use the *Override Pct* field to indicate that portion.

Leave this field blank if no special value applies.

Valid values for \*CQIT calculations are:

**Blank** No special value applies.

**F** The income is included in the F factor of the \*CQIT calculation.

**P** Pension income not included in the K4 factor of the federal calculation

The following are examples of incomes that affect the F factor:

- The travel deduction for residents of a designated remote area
  - The portion of remuneration giving entitlement to one of the following:
    - The deduction for employment income situated on a reserve or premises
    - The deduction respecting employment income earned on a vessel
-

- The deduction for employees of an IFC
- The deduction for foreign specialists
- The deduction for foreign researchers
- The deduction for foreign researchers on a post-doctoral internship
- The deduction for foreign experts
- The deduction for foreign professors
- The deduction for foreign producers
- The deduction for members of the Canadian Armed Forces or Canadian police force
- The deduction for foreign farm workers

*Override Pct.*

If only a portion of this income is used for \*CQIT processing, type the percentage of income to apply. Leave this field blank or zero to use the default of 100%.

The system uses the value in this field only when you type **F** in the *Tax Calc Flag* field.

---

## Using the Flat Amount Income Method (Method 1)

This income method pays a flat amount up to an optional year to date limit. You can use this income method to pay:

- \*F incomes (fringe)
- Bonus and commission pay
- Incentive or suggestion awards

Follow the steps below to create an income control using the flat amount method.

- 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 12-7.

```
10/22/02 15:43:32          Update Income Controls          PYGMIC    PYDMIC

Employer . . . . . ZUS +
Income   . . . . . BONUS +
Method   . . . . . 1

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

Figure 12-7: 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 code to identify this income.

*Method*

Type **1** to create an income control using the flat amount method.

- 5 Press Enter. The system displays the screen shown in Figure 12-8.

10/22/02 15:44:54	Update Income Controls	PYGMIC PYDMIC
		Page 1 of 4
Employer . . . .	ZUS SAMPLE US COMPANY	
Income . . . . .	BONUS	
Method . . . . .	1 - Flat Amount	
Description . . .	BONUS	Starting Date . .
Priority . . . . .	1000	Ending Date . . .
Summ. Code . . .	30 +	Distribute Labor. 1 (0=No 1=Yes)
Frequency . . . .	8	Workers Comp. . . 0
Special Tax . . .	4	Segments Required _ (0=No 1=Yes)
Income Basis . .	-	
Income Amount . .		
Income Factor . .		Shift Calc Method _
YTD Limit . . . .	.00	Residual Hours . _
Income Matrix . .	+	Shift Diff Income _ +
Matrix Column . .	+	1099-R Dist. Code _
Matrix Row . . .	+	NQP 457 Plan . . -
Labor Expense . .	ZUS-****-****-1600-0000	+
Rev. Hierarchy . .	_ (Blank=No)	Allow Pay Msg? . 0 (0=No 1=Yes)
F3=Exit F4=Prompt F10=Access F12=Previous F22=Delete		

Figure 12-8: Update Income Controls screen 1

- 6 To complete the information on this screen, you can refer to detailed income control field descriptions contained in the “Creating an Income Control Using Hours Extension (Method 2)” section of this chapter.

Use the following information to complete the fields on this screen that are specific to this income method:

*Income Basis*

The value in this field determines which pay amount the system uses to pay an employee.

You can store employee pay amounts in several different locations within the system. See “Creating an Income Control Using Hours Extension (Method 2)” section of this chapter for more information.

*Income Amount*

Type an amount in this field if all employees who receive this income are paid the same amount.

Leave this field blank if employees receive different pay amounts. In this case, you type the flat amount on each individual employee's income control record or during timesheet entry.

*YTD Limit*

Type the maximum year-to-date amount for this income type, if applicable. The employee stops receiving this income when he or she reaches the limit within a calendar year. The system uses the limit on the income control record if the amount limit on the employee income authorization record is blank.

- 7 To complete the fields on the remaining screens of this income control, refer to the field descriptions detailed in the “Setting Up Accumulators and Controls for Hourly Incomes” chapter of this guide.
  - 8 Press Enter once you have completed the applicable fields on this screen. The system returns you to the Update Income Controls screen from which you can create additional controls.
-

## Using the Amount Extension Income Method (Method 3)

This income method uses a percentage of a rate or flat amount to calculate income. Incomes that use this method can include:

- Salary Pay
- Long Term Disability

Follow the steps below to create an income control using the amount extension method.

- 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 12-9.

```
10/22/02 15:45:46          Update Income Controls          PYGMIC    PYDMIC

Employer . . . .  ZUS  +
Income   . . . .  SAL  +
Method   . . . .   3

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

Figure 12-9: 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 code to identify this income.

*Method*

Type 3 to create an income control using the amount extension method.

- 5 Press Enter. The system displays the screen shown in Figure 12-10.

10/22/02 15:46:30	Update Income Controls	PYGMIC PYDMIC
		Page 1 of 4
Employer . . . .	ZUS SAMPLE US COMPANY	
Income . . . . .	SAL	
Method . . . . .	3 - Amount Extension	
Description . . .	SALARIED PAY	Starting Date . .
Priority . . . . .	1000	Ending Date . . .
Summ. Code . . .	01 +	Distribute Labor, 1 (0=No 1=Yes)
Frequency . . . .	8	Workers Comp. . . R
Special Tax . . .	-	Segments Required - (0=No 1=Yes)
Income Basis . .	B	Limit Segments . - (0=No 1=Yes)
Income Amount . .		
Income Factor . .	1.0000	
Extension % . . .		
Hours Limit . . .	.00	Shift Calc Method -
Over Limit Code .	+	Residual Hours . -
Income Matrix . .	+	Shift Diff Income +
Matrix Column . .	+	1099-R Dist. Code -
Matrix Row . . .	+	NQP 457 Plan . . -
Labor Expense . .	ZUS-xxxx-xxxx-1000-0002	+
Rev. Hierarchy . .	- (Blank=No)	Allow Pay Msg? . 0 (0=No 1=Yes)
F3=Exit F4=Prompt F10=Access F12=Previous F22=Delete		

Figure 12-10: Update Income Controls screen 1

- 6 To complete the information on this screen, you can refer to the detailed field description in the “Creating an Income Control Using Hours Extension (Method 2)” section of this chapter.

Use the information below to complete fields on this screen that are specific to income controls created using this income method.

*Income Basis*

The value you establish in this field determines which pay rate or amount the system uses to pay an employee.

You can store employee pay rates or amounts in several different locations within the system. See “Creating an Income Control Using Hours Extension (Method 2)” section in this chapter for more information.

*Extension %*

Type the percentage by which you want the system to multiply either the rate or income amount for this income type.

If you do not type a value in this field, the system uses a default value of 100%.

- 7 To complete the fields on the remaining screens of this income control, refer to the field descriptions detailed in the “Setting Up Accumulators and Controls for Hourly Incomes” chapter of this guide.
  - 8 Press Enter once you have completed the applicable fields on this screen. The system returns you to the Update Income Controls screen from which you can create additional controls.
-

## Using the Base Hours Extension Income Method (Method 4)

This income method multiplies hours in an accumulator by an hourly rate. The system uses the rate you specify in the *Income Basis* field on this income control. You can use this method to calculate shift or other premium pay.

Follow the steps below to create an income control using the base hours extension method.

- 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 12-11.

```
10/22/02 15:47:01      Update Income Controls      PYGMIC      PYDMIC

Employer . . . . . ZUS +
Income . . . . . HEALA +
Method . . . . . 4

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

Figure 12-11: 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 code 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 12-12.

6/08/06 15:57:59		Update Income Controls		PYGMIC	PYDMIC
				Page 1 of 4	
Employer . . . .	ZUS	SAMPLE US COMPANY			
Income . . . . .	HEALA				
Method . . . . .	4 - Base Hours Extension				
Description . . .	_____	Starting Date . .	_____		
Priority . . . . .	0	Ending Date . . .	_____		
Summ. Code . . .	+	Distribute Labor .	(0=No 1=Yes)		
Frequency . . . .	-	Workers Comp. . .	_____		
Special Tax . . .	-	Segments Required	(0=No 1=Yes)		
PE Absence Code .	+	Calculate Segment	(0=No 1=Yes)		
Income Basis . .	-				
Accumulator . . .	_____				
Income Factor . .	_____	Shift Calc Method	-		
Hourly Rate . . .	_____	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 12-12: Update Income Controls screen 1

- 6 To complete the information on this screen, refer to the detailed field description in the “Creating an Income Control Using Hours Extension (Method 2)” section of this chapter.

Use the information below to complete fields on this screen that are specific to this income method.

*Priority*

Use this field to specify the order in which you want the system to calculate and add this income to an accumulator. You can use numbers from **0** through **9999**.

The system performs calculations in numerical order. Therefore, the priority you assign to each income can impact the calculation of other incomes.

This income should have a lower priority (a higher priority number) than the incomes associated with its accumulator.

If you leave this field blank, the system defaults to **0**.

#### *Income Basis*

The value you establish in this field determines which pay rate the system uses to calculate an employee's pay.

You can store employee pay rates or amounts in several different locations within the system. See "Creating an Income Control Using Hours Extension (Method 2)" section in this chapter for more information.

#### *Accumulator*

Type the name of the system-defined or user-defined accumulator that you use to calculate this income. The accumulator you use with this income type must contain hours.

This income should have a lower priority (higher priority number) than the incomes associated with its accumulator.

#### *Hourly Rate*

If the *Income Basis* field is blank, type an hourly rate for this income.

The system uses this rate if you do not type a rate during timesheet entry or if there is no rate on the employee's income authorization record.

- 7 To complete the fields on the remaining screens of this income control, refer to the field descriptions detailed in the "Setting Up Accumulators and Controls for Hourly Incomes" chapter.
  - 8 Complete each of the Update Income Controls screens and press Enter. The system returns you to the Update Income Controls prompt screen from which you can create additional controls.
-

## Using the Base Amount Extension Income Method (Method 5)

This income method multiplies dollar amounts in an accumulator by a percentage. The system obtains the amounts for this income from the accumulator you specify on the income control.

You can use this method to calculate shift differential or other premium pay which is based on a percentage. You can also use this income method to pay cost of living adjustments.

Follow the steps below to create an income control using the base amount extension method.

- 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 12-13.

```
10/22/02 15:48:50          Update Income Controls          PYGMIC    PYDMIC

Employer . . . .  ZUS +
Income   . . . .  MILEP +
Method   . . . .  5

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

Figure 12-13: 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 code to identify this income.

*Method*

Type **5** to create an income control using the base amount extension method.

- 5 Press Enter. The system displays the screen shown in Figure 12-14.

10/22/02 15:49:27	Update Income Controls	PYGMIC PYDMIC
		Page 1 of 4
Employer . . . .	ZUS SAMPLE US COMPANY	
Income . . . . .	MILEP	
Method . . . . .	5 - Base Amount Extension	
Description . . .	MILEAGE PREMIUM %	Starting Date . .
Priority . . . . .	1200	Ending Date . . .
Summ. Code . . .	46 +	Distribute Labor. 1 (0=No 1=Yes)
Frequency . . . .	8	Workers Comp. . . P
Special Tax . . .	-	Segments Required - (0=No 1=Yes)
		Calculate Segment - (0=No 1=Yes)
Income Basis . . .	-	
Accumulator . . .	BMILE +	
Income Factor . .		Shift Calc Method -
Extension % . . .	987654321.3400	Residual Hours . -
Income Matrix . .	+	Shift Diff Income +
Matrix Column . .	+	1099-R Dist. Code -
Matrix Row . . .	+	NQP 457 Plan . . -
Labor Expense . .	001-***-***-1800-001	
Rev. Hierarchy . .	- (Blank=No)	Allow Pay Msg? . 0 (0=No 1=Yes)
F3=Exit F4=Prompt F10=Access F12=Previous F22=Delete		

Figure 12-14: Update Income Controls screen 1

- 6 To complete the information on this screen, you can refer to the detailed field description in the “Creating an Income Control Using Hours Extension (Method 2)” section of this chapter.

Use the following information to complete the fields on this screen that are specific to this income method:

*Priority*

Use this field to specify the order in which you want the system to calculate and add this income to an accumulator. You can use numbers from **0** through **9999**.

The system performs calculations in numerical order. Therefore, the priority you assign to each income can impact the calculation of other incomes.

This income should have a lower priority (a higher priority number) than the incomes associated with its accumulator.

If you leave this field blank, the system defaults to **0**.

#### *Income Basis*

The value you establish in this field determines which pay rate the system uses to calculate an employee's pay.

You can store employee pay rates or amounts in several different locations within the system. See "Creating an Income Control Using Hours Extension (Method 2)" section in this chapter for more information.

#### *Accumulator*

Type the user-defined or system-defined accumulator that the system uses to calculate the income. To calculate the employee's pay rate, the system multiplies the dollar amount in the accumulator by an extension percentage you type in the *Extension %* field on this income control.

The accumulator you use with this income type must contain dollars.

This income should have a lower priority (higher priority number) than the incomes associated with its accumulator.

#### *Extension %*

Type the percentage by which you want the system to multiply the income amount for this income type.

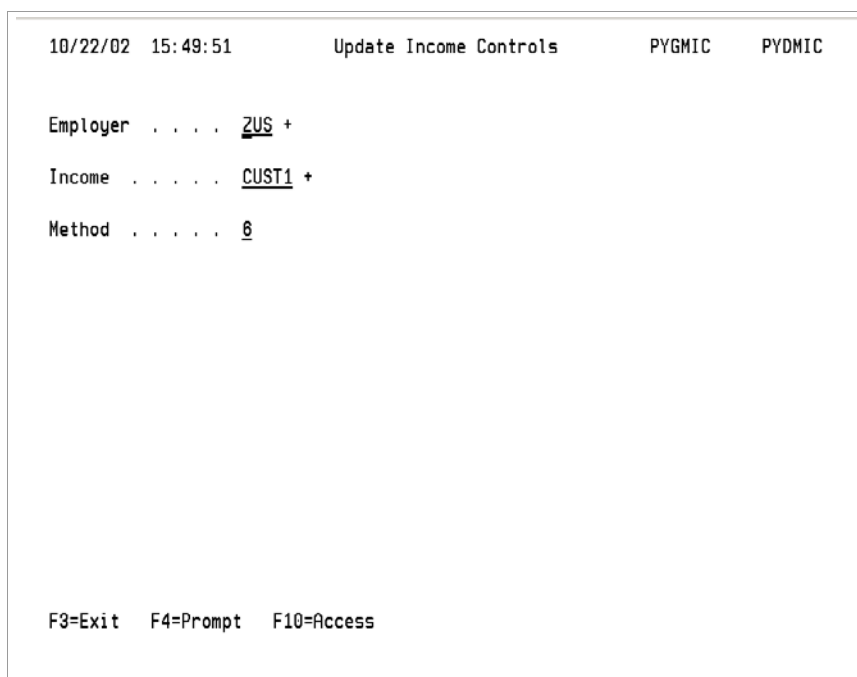
The system uses this percentage if it does not find a rate on the individual employee's individual income authorization record.

- 7 To complete the fields on the remaining screens of this income control, refer to the field descriptions detailed in the "Setting Up Accumulators and Controls for Hourly Incomes" chapter.
  - 8 Complete each of the Update Income Controls screens and press Enter. The system returns you to the Update Income Controls prompt screen from which you can create additional controls.
-

## Using the Custom Calculation Income Method (Method 6)

This method uses a custom program to make its calculations. Follow the steps below to create an income control using the Custom Calculation method.

- 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 12-15.



```
10/22/02 15:49:51      Update Income Controls      PYGMIC      PYDMIC

Employer . . . . . ZUS +
Income   . . . . . CUST1 +
Method   . . . . . 6

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

Figure 12-15: 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 code to identify this income.

*Method*

Type **6** to create an income control using the custom calculation method.

- 5 Press Enter. The system displays the screen shown in Figure 12-16.

10/22/02 15:50:26		Update Income Controls		PYGMIC	PYDMIC
				Page 1 of 4	
Employer . . . .	ZUS	SAMPLE US COMPANY			
Income . . . . .	CUST1				
Method . . . . .	6 - Custom Calculation				
Description . . .	_____	Starting Date . .	_____		
Priority . . . . .	0	Ending Date . . .	_____		
Summ. Code . . .	+	Distribute Labor.	_ (0=No 1=Yes)		
Frequency . . . .	-	Workers Comp. . .	_		
Special Tax . . .	-	Segments Required	_ (0=No 1=Yes)		
		Calculate Segment	_ (0=No 1=Yes)		
Accumulator . . .	+	Shift Calc Method	_		
Income Factor . .	_____	Residual Hours . .	_		
Custom Program .	_____	Shift Diff Income	+ _____		
		1099-R Dist. Code	_		
		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 12-16: Update Income Controls screen 1

- 6 To complete the information on this screen, you can refer to the detailed field description in the “Creating an Income Control Using Hours Extension (Method 2)” section of this chapter.

Use the information below to complete fields on this screen that are specific to this income method.

*Accumulator*

Type the user-defined or system-defined accumulator you use to calculate this income, if necessary.

*Custom Program*

Type the name of the custom program that you want the system to use in the calculation of this income.

Your technical or MIS department must create the custom program.

- 7 To complete the fields on the remaining screens of this income control, refer to the field descriptions detailed in the “Setting Up Accumulators and Controls for Hourly Incomes” chapter.
  - 8 Complete each of the Update Income Controls screens and press Enter. The system returns you to the Update Income Controls prompt screen from which you can create additional controls.
-

# Using the Units Extension Income Method (Method 7)

This method multiplies the units you type at timesheet entry by a unit rate. You can use this method for piecework types of income. Examples of piecework include number of units produced, number of rooms cleaned, or a daily rate for services.

Follow the steps below to create an income control using the units extension method.

- 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 12-17.

10/22/02 15:50:58

Update Income Controls

PYGMIC

PYDMIC

Employer . . . .

ZUS +

Income . . . . .

MILE +

Method . . . . .

1

F3=Exit

F4=Prompt

F10=Access

Figure 12-17: 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 code to identify this accumulator.

*Method*

Type **7** to create an income control using the units extension method.

- 5 Press Enter. The system displays the screen shown in Figure 12-18.

10/22/02 15:51:42	Update Income Controls	PYGMIC PYDMIC
		Page 1 of 4
Employer . . . .	ZUS SAMPLE US COMPANY	
Income . . . . .	MILE	
Method . . . . .	7 - Units Extension	
Description . . .	<u>MILEAGE</u>	Starting Date . .
Priority . . . . .	<u>1000</u>	Ending Date . . .
Summ. Code . . .	<u>45</u> +	Distribute Labor. <u>1</u> (0=No 1=Yes)
Frequency . . . .	<u>0</u>	Workers Comp. . . <u>R</u>
Special Tax . . .	-	Segments Required <u>-</u> (0=No 1=Yes)
		1099-R Dist. Code <u>-</u>
Income Basis . .	-	NQP 457 Plan . . -
Income Factor . .	-	
Unit Rate . . . .	<u>123456789.5500</u>	
Income Matrix . .	<u>-</u> +	
Matrix Column . .	<u>-</u> +	
Matrix Row . . .	<u>-</u> +	
Labor Expense . .	<u>001-xxx-xxx-1800-001</u> +	
Rev. Hierarchy . .	<u>-</u> (Blank=No)	Allow Pay Msg? . <u>0</u> (0=No 1=Yes)
F3=Exit F4=Prompt F10=Access F12=Previous F22=Delete		

Figure 12-18: Update Income Controls screen 1

- 6 To complete the information on this screen, you can refer to the detailed field description in the “Creating an Income Control Using Hours Extension (Method 2)” section of this chapter.

Use the information below to complete fields on this screen that are specific to this income method.

*Income Basis*

The value you establish in this field determines which pay rate the system uses to calculate an employee’s pay.

You can store employee pay rates in several different locations within the system. See “Creating an Income Control Using Hours Extension (Method 2)” section in this chapter for more information.

#### *Unit Rate*

If the *Income Basis* field is blank, type the rate of pay per unit for this income. The system multiplies the units you enter during timesheet entry by this unit rate. You can override this rate on the employee’s individual income authorization record or at timesheet entry.

- 7 To complete the fields on the remaining screens of this income control, refer to the field descriptions detailed in the “Setting Up Accumulators and Controls for Hourly Incomes” chapter.
  - 8 Complete each of the Update Income Controls screens and press Enter. The system returns you to the Update Income Controls prompt screen from which you can create additional controls.
-

## Using the Average Wage Calculation Income Method (Method 8)

This method divides all wages in an accumulator by the total number of hours in the same accumulator. The resulting average wage is then multiplied by overtime hours. You can use this income method to calculate overtime pay for employees who receive pay at more than one pay rate.

To calculate overtime at an average wage rate, the system adds all the incomes in the accumulator and divides that amount by the total number of hours in the accumulator to arrive at an average wage rate. The system can then use this rate to calculate pay for overtime hours worked. You specify what constitutes overtime hours by completing the *Starting Hours* field on this income control record.

Follow the steps below to create an income control using the average wage calculation method.

- 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 12-19.
-

```
10/22/02 15:52:42      Update Income Controls      PYGMIC      PYDMIC

Employer . . . . ZUS +
Income   . . . . AWC15 +
Method   . . . . 8

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

Figure 12-19: 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 code to identify this income.

*Method*

Type **8** to create an income control using the average wage calculation method.

- 5 Press Enter. The system displays the first Update Income Controls screen shown in Figure 12-20.

6/08/06 16:01:19		Update Income Controls		PYGMIC	PYDMIC
				Page 1 of 4	
Employer . . . .	ZUS SAMPLE US COMPANY				
Income . . . . .	AWC15				
Method . . . . .	8 - Average Wage Calc.				
Description . . .	AVG WAGE OT 1.5	Starting Date . .	_____		
Priority . . . . .	9000	Ending Date . . .	_____		
Summ. Code . . .	26 +	Distribute Labor .	1 (0=No 1=Yes)		
Frequency . . . .	8	Workers Comp. . .	1		
Special Tax . . .	-	Segments Required	- (0=No 1=Yes)		
		Calculate Segment	0 (0=No 1=Yes)		
Accumulator . . .	BAWC +	1099-R Dist. Code	-		
Income Factor . .	.5000	NQP 457 Plan . .	-		
Starting Hours . .	40.00	Tip Credit O.T. . .	-		
PE Absence Code .	- +	Residual Hours . .	-		
Labor Expense . .	001-***-***-1100-040 +				
Rev. Hierarchy . .	- (Blank=No)	Allow Pay Msg? .	0 (0=No 1=Yes)		
F3=Exit F4=Prompt F10=Access F12=Previous F22=Delete					

Figure 12-20: Update Income Controls screen 1

- 6 To complete the information on this screen, you can refer to the detailed field description in the “Creating an Income Control Using Hours Extension (Method 2)” section of this chapter.

Use the following information to complete the fields on this screen that are specific to this income method.

#### *Accumulator*

Type the user-defined or system-defined accumulator that you use to calculate this income.

#### *Priority*

Use this field to specify the order in which you want the system to calculate and add this income to an accumulator. You can use numbers from **0** through **9999**.

The system performs calculations in numerical order. Therefore, the priority you assign to each income can impact the calculation of other incomes.

This income should have a lower priority (a higher priority number) than the incomes associated with accumulator.

If you leave this field blank, the system defaults to **0**.

### *Starting Hours*

Type the number of hours after which you can begin to calculate overtime.

For example, if you pay overtime for any hours worked over forty, you type **40** in this field.

### *Calculate Segment*

Use this field to indicate whether or not you want the system to calculate this income based on segments. Choose either of the following values:

- |          |  |
|----------|--|
| <b>1</b> | Calculate this income based on segments        |
| <b>0</b> | Do not calculate this income based on segments |

### *Tip Credit OT*

Use this field to indicate that special processing is needed to ensure that the rate calculated for tipped employees includes the tip credit taken.

Valid values are:

- |              |   |
|--------------|---|
| <b>Blank</b> | Normal wages. No special wage calculation requirements.   |
| <b>O</b>     | Overtime wages that are subject to minimum wage restrictions for tipped employees. The value of the tip credit taken for the *TIPC income will automatically be added to the accumulator values for this income before the average wage rate is calculated. |

The tip credit taken field is hidden on the \*TIPC income and is the maximum amount of declared tips that can be used to meet the minimum wage requirements. The amount paid for the \*TIPC income is the makeup amount needed to reach the minimum wage if declared tips were not large enough.

- 7 To complete the fields on the remaining screens of this income controls see "Creating an Income Control Using Hours Extension (Method 2)" section in this chapter for more information.
  - 8 Complete each of the Update Income Controls screens and press Enter. The system returns you to the Update Income Controls prompt screen from which you can create additional controls.
-

## Using the Special Income Method (Method 9)

You use this income method to calculate earned income credits and tips.

### Federal Earned Income Credit

To calculate the federal earned income credit, you must use the **\*EIC** income code. You must also define income summarization code **\*\*** for the **\*EIC** income control. For more information on setting up **\*EIC** incomes, refer to the "Setting up and Processing an Earned Income Credit" part in the *Infinium PY Guide to Processing*.

Effective January 1, 2011, the Advance Earned Income Credit (EIC) is eliminated. Infinium PY does not generate **\*EIC** income in payroll cycles with check dates on or after January 1, 2011. To ensure that your system users are aware of this change, add an ending date of 12/31/2010 to your **\*EIC** income control.

### State Earned Income Credit

To calculate the state earned income credit, you must use the **\*EIxx** income code where **xx** represents the two-digit state code. You must also define an income summarization code for the state earned income control. For more information on setting up state earned income credit incomes, refer to the "Setting up and Processing an Earned Income Credit" chapter in the *Infinium PY Guide to Processing*.

### Reported Tips

To capture reported tips, you must use the **\*TIPS** income code. For more information on setting up **\*TIPS** incomes, refer to the "Processing Tips" chapter in the *Infinium PY Guide to Management Functions*.

---

## Tip Credit Income

For tip credit calculation, you must use the **\*TIPC** income code. For more information on setting up \*TIPC incomes, refer to the "Processing Tips" chapter in the *Infinium PY Guide to Management Functions*.

## Using the FLSA Overtime Income Method (Method F)

Use this income method to calculate Fair Labor Standards Act (FLSA) overtime. You typically use this income to calculate overtime payments for municipal employees in the U.S. whose overtime calculations can utilize hours worked across pay periods.

Follow the steps below to create an income control using the FLSA overtime method.

- 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 12-21.

10/22/02 15:54:17      Update Income Controls      PYGMIC      PYDMIC

Employer . . . . ZUS +

Income . . . . FLSA +

Method . . . . E

F3=Exit   F4=Prompt   F10=Access

Figure 12-21: 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 code to identify this income.

*Method*

Type **F** to create an income control using the FLSA overtime method.

- 5 Press Enter. The system displays the screen shown in Figure 12-22.

10/22/02 15:54:50	Update Income Controls	PYGMIC PYDMIC
		Page 1 of 4
Employer . . . .	ZUS SAMPLE US COMPANY	
Income . . . . .	FLSA	
Method . . . . .	F - F.L.S.A. Overtime	
Description . . .	_____	Starting Date . .
Priority . . . . .	0	Ending Date . . .
Summ. Code . . .	+	Labor Distrib . .
Frequency . . . .	-	(0=No 1=Yes)
Special Tax . . .	-	Worker Comp . . .
		Segments Required
		(0=No 1=Yes)
		1099-R Dist. Code
		_____
Labor Expense . .	_____	+
Reverse Hrchy . .	-	Allow Pay Msg? .
		0 (0=No 1=Yes)
F3=Exit	F4=Prompt	F10=Access
		F12=Previous
		F22=Delete

Figure 12-22: Update Income Controls screen 1

- 6 To complete the information on this screen, you can refer to the detailed field description in the “Creating an Income Control Using Hours Extension (Method 2)” section of this chapter.

Use the information below to complete fields on this screen that are specific to this income method.

*Priority*

Use this field to specify the order in which you want the system to calculate and add this income to an accumulator. You can use numbers from **0** through **9999**.

Type a value for this income type that is a lower priority (higher number) than any other incomes. The system must calculate all other incomes before calculating FLSA overtime.

If you leave this field blank, the system defaults to 0.

- 7 Be aware that you must complete the tasks listed below to properly implement the FLSA income processing method.
  - Create an income summarization code for the FLSA income
  - Create an FLSA overtime accumulator or use \*GROS
  - Establish the FLSA overtime income control and complete the three FLSA Controls fields on each income you use in the FLSA calculation
  - Use the *Update F.L.S.A. Controls* function to define an FLSA code and specify calculation details for each category of employee receiving FLSA overtime
  - Use the *Update Payroll Data (USA)* function to assign each applicable employee to an FLSA code
  - Assign FLSA incomes to applicable employees
  - Create an auto pay group and assign the FLSA income
  - Complete normal cycle operations
  - Use the *Clear F.L.S.A. Data* function to remove accumulated hours and earnings for specified FLSA codes from the FLSA work file before you begin to process another pay cycle

The system accumulates hours and dollars associated with the specified incomes in the FLSA work file and uses them to calculate FLSA overtime payments during cycle processing. You should clear the work file on a regular basis, such as weekly or monthly, depending on your overtime calculation requirements.

- 8 To complete the fields on the remaining screens of this income control, refer to the field descriptions detailed in the “Setting Up Accumulators and Controls for Hourly Incomes” chapter.
  - 9 Complete each of the Update Income Controls screens and press Enter. The system returns you to the Update Income Controls prompt screen from which you can create additional controls.
-

## Using the Minimum Wage Income Method (Method M)

This income method calculates a minimum wage and adjusts gross wages if they fall below the minimum wage. This method ensures that an employee is paid the specified minimum wage if his or her normal hourly wages fall below the minimum hourly amount.

Follow the steps below to create an income control using the minimum wage method.

- 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 12-23.

```
10/22/02 15:55:30      Update Income Controls      PYGMIC      PYDMIC

Employer . . . . ZUS +
Income   . . . . MINW +
Method   . . . . M

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

Figure 12-23: 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 code to identify this income.

*Method*

Type **M** to create an income control using the minimum wage method.

- 5 Press Enter. The system displays the screen shown in Figure 12-24.

10/22/02 15:55:57	Update Income Controls	PYGMIC PYDMIC
		Page 1 of 4
Employer . . . .	ZUS SAMPLE US COMPANY	
Income . . . . .	MINW	
Method . . . . .	M - Minimum Wage Makeup	
Description . . .	MIN. WAGE MAKE-UP	Starting Date . .
Priority . . . . .	9990	Ending Date . . .
Summ. Code . . .	90 +	Distribute Labor. 1 (0=No 1=Yes)
Frequency . . . .	8	Workers Comp. . . 8
Special Tax . . .	-	Segments Required - (0=No 1=Yes)
		Calculate Segment - (0=No 1=Yes)
Income Basis . .	-	
Accumulator . . .	*GROS +	1099-R Dist. Code -
Income Factor . .		
Hourly Rate . . .	987654321.3400	
Income Matrix . .	+ -	
Matrix Column . .	+ -	
Matrix Row . . .	+ -	
Labor Expense . .	001-xxx-xxx-1000-001	+
Rev. Hierarchy . .	- (Blank=No)	Allow Pay Msg? . 0 (0=No 1=Yes)
F3=Exit F4=Prompt F10=Access F12=Previous F22=Delete		

Figure 12-24: Update Income Controls screen 1

- 6 To complete the information on this screen, you can refer to the detailed field description in the “Creating an Income Control Using Hours Extension (Method 2)” section of this chapter.

Use the following information to complete the fields on this screen that are specific to this income method:

*Accumulator*

Type the user-defined or system-defined accumulator that you use to calculate this income

### *Priority*

Use this field to specify the order in which you want the system to calculate and add this income to an accumulator. You can use numbers from **0** through **9999**.

The system performs calculations in numerical order. Therefore, the priority you assign to each income can impact the calculation of other incomes.

This income should have a lower priority (a higher priority number) than the incomes associated with accumulator.

If you leave this field blank, the system defaults to **0**.

### *Income Basis*

The value you establish in this field determines which pay rate the system uses to calculate an employee's pay.

You can store employee pay rates in several locations within the system. See "Creating an Income Control Using Hours Extension (Method 2)" section in this chapter for more information.

### *Hourly Rate*

Type the minimum wage against which the employee's normal hourly rate is compared in this calculation. Infinium PY uses this rate to "bump up" an employee's rate if it falls below the minimum hourly amount.

The minimum wage rate is not necessarily the rate which the government has determined to be the minimum hourly rate, but the minimum rate which may be specific to the employer.

- 7 Be aware that you must complete the tasks listed below in order to properly adjust earnings to minimum wage requirements.
    - Create a minimum wage summarization code
    - Create a user-defined or use the system-defined accumulator
    - Create the minimum wage adjustment income control
    - Create an auto pay group and assign this income to employees
    - Complete normal cycle operations
  - 8 To complete the fields on the remaining screens of this income control, refer to the field descriptions detailed in the "Setting Up Accumulators and Controls for Hourly Incomes" chapter.
-

- 9 Complete each of the Update Income Controls screens and press Enter. The system returns you to the Update Income Controls prompt screen from which you can create additional controls.

---

## Chapter 13 Setting Up Differential Incomes

# 13

This chapter explains how to set up differential incomes. Differential income refers to any income that the system automatically generates during cycle processing that is based on the regular pay that you enter for an employee. Examples of differential incomes are shift premium, overtime and on-call premiums.

The chapter consists of the following topics:

Topic	Page
Overview of Differential Incomes	13-2
Creating Income Summarization Codes	13-4
Setting Up Differential Income Controls	13-7
Setting Up Regular Income Controls	13-11
Using a Shift Differential Table	13-15
Assigning Incomes to Employees	13-22
Generating the Shift Differential Report	13-25

---

# Overview of Differential Incomes

## Objectives

When you complete this topic, you should be able to:

- Define employer codes
- Assign shift codes to employees
- Create income summarization codes
- Set up income controls for differential and regular incomes
- Build the shift differential table
- Generate the shift differential report

## Understanding Differential Incomes

This chapter uses shift differential to describe how to set up a differential income. When you use Infinium Payroll, differential income refers to any income that the system automatically generates for an employee that is based on a regular income. Most of the fields associated with differential incomes are named for shift processing. However, you can use these setup and processing instructions to set up any premium that can be automatically generated based on an employee's regular pay.

Some examples of differential incomes other than shift differential are:

- an hourly premium paid when stand-by employees are called into work
- an hourly premium for lead pay
- a premium for holidays worked
- overtime premium

To process differential incomes, you create a regular income and link it to a differential income. The regular income causes the differential income to automatically generate, eliminating the need to manually enter data for the differential income.

---

You typically enter hours worked for the regular income. If the regular income has a differential income linked to it, the hours are automatically passed to the differential income and the premium is calculated based on those hours. The system does not inflate the employee's actual worked hours because of the *Residual Hours* field on the Income Control screen for the differential income. When you type a value in this field, the system stores the hours used for calculating the differential income separately.

### Using a Shift Differential Table

You can also set up differential incomes that generate a flat amount payment or pay a percentage of a specified wage base. To accommodate differential incomes that vary in rate, percent, dollar amount or general ledger number, Infinium PY allows you to create a differential table where you link a code value with the criteria, such as pay rate or general ledger number, that varies for a particular differential income.

For example, you have two rates for your shift differential, one for second shift and one for third shift. You do not pay a shift differential to employees who work first shift. You set up a shift differential table that includes three shift codes. You assign a pay rate to shifts two and three and indicate that shift one does not require a premium payment.

During the release stage of cycle processing, the system automatically generates the shift differential based on the regular income. It matches the shift code in the employee's regular income record with the code values listed on the table, and uses the corresponding rate, percent or dollar amount to calculate the differential income.

If you do not need to use a differential table because the differential income you pay your employees does not vary in dollar amount, percent or rate, then you can specify that rate, dollar amount or percent in the appropriate field on the differential income control.

To verify differential hours, you can generate the List Selective Hours report. This report lists both regular and residual hours. You can also generate the List Employee Cycle Income report.

---

## Creating Income Summarization Codes

Income summarization codes determine the text that prints on the check and voucher stubs for employee earnings and the sequence of the text. You can assign one or more incomes to each summarization code. The system totals the earnings and hours for the incomes associated with each summarization code. You can create separate summarization codes to distinguish regular income from differential income.

Refer to the “Establishing Summarization Codes” chapter of this guide for detailed information on summarization codes.

Follow the steps below to create an income summarization code.

You can use these same steps to change or delete an existing income summarization code.

- 1 From the Infinium PY main menu select *Master Files*.
  - 2 Select *Update Master Files*.
  - 3 Select *Update Income Summ. Codes [UIS]*. The system displays the screen shown in Figure 13-1.
-

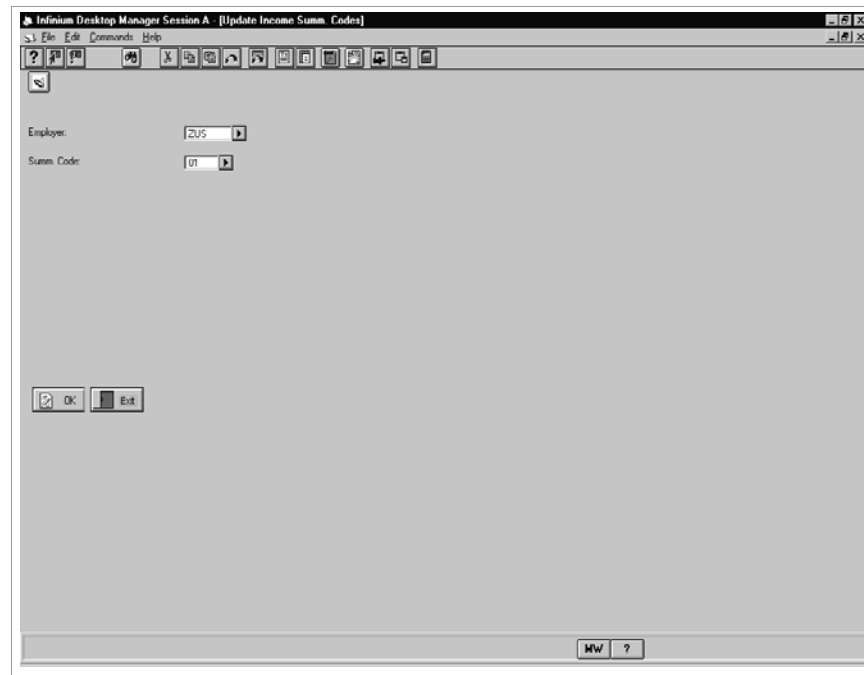


Figure 13-1: Update Income Summ. Codes screen 1 of 2

4 Complete the following fields:

*Employer*

Type the value that identifies your employer.

*Summ. Code*

Type a two-digit alphanumeric summarization code value that represents the place or position in the sequence that this income will appear on an employee's pay stub.

If you are changing the description of an existing summarization code, type the code value whose text you are changing in this field.

5 Press Enter. The system displays the screen shown in Figure 13-2.

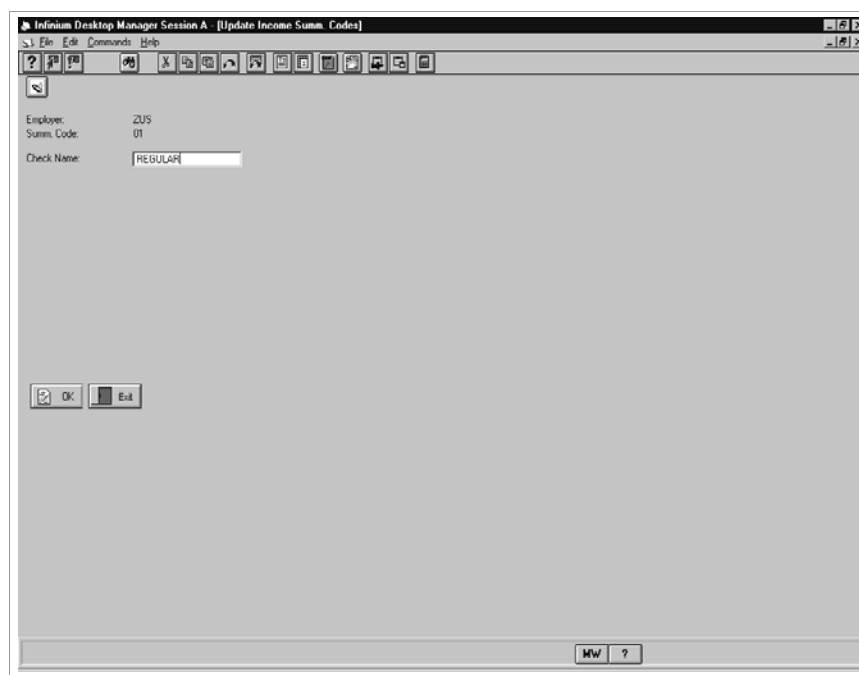


Figure 13-2: Update Income Summ. Codes screen 2 of 2

**6** Complete the following field:

*Check Name*

Type a description that defines the code value you are creating, changing or deleting.

When you are creating or changing a summarization code, the description you type in this field is the income description that prints on the employee's pay stub. You can type up to 15 alphanumeric characters in this field.

To delete this summarization code, press F22.

If you attempt to delete a summarization code that is assigned to an income, the system displays a message notifying you that you cannot delete this code. A list of incomes assigned to this code display under the message.

**7** Press Enter to save these values and exit to the previous screen.

## Setting Up Differential Income Controls

To process a differential income, you must create the differential income and link the differential income to the regular income. Use the following fields on the Update Income Controls screen to create a differential income:

- *Shift Calc Method*
- *Residual Hrs/Units*

The value you type in the *Shift Calc Method* field determines whether the system looks on the Income Control screen or the Shift Differential Table to find the rate, percent or flat amount to use when calculating the differential income. The value in the *Residual Hours* field indicates to the system to store any hours associated with this differential income separately from the employee's total worked hours.

The process for setting up differential incomes and regular incomes is identical. You link the two incomes by specifying the differential income code in the *Shift Diff Income* field on the regular income control. This indicates to the system that the regular income is being used to generate a differential income.

Refer to the "Setting Up Accumulators and Controls for Hourly Incomes" or the "Setting Up Controls for all Other Incomes" parts of this guide for more information about setting up income controls or for descriptions of income control fields not described in this section.

Follow the steps below to set up the differential 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 13-3.
-

7/19/02	15:07:01	Update Income Controls	PYGMIC	PYDMIC
Employer	. . . . .	<u>ZUS</u> +		
Income	. . . . .	<u>DIFF</u> +		
Method	. . . . .	<u>2</u>		
F3=Exit F4=Prompt F10=Access				

Figure 13-3: Update Income Controls prompt screen

**4** Complete the following fields.

*Employer*

Type the code that identifies your employer.

*Income*

Type up to a five-character code to identify the differential income. For example, you can name the shift differential income DIFF.

*Method*

Type the number that represents the income method you want to use for this income.

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

---

6/08/06 16:07:54		Update Income Controls		PYGMIC	PYDMIC
				Page 1 of 4	
Employer . . . .	ZUS	SAMPLE US COMPANY			
Income . . . . .	DIFF				
Method . . . . .	2 - Hours Extension				
Description . . .	SHIFT DIFFERENTIAL	Starting Date . .	_____		
Priority . . . . .	4000	Ending Date . . .	_____		
Summ. Code . . .	35 +	Distribute Labor .	1 (0=No 1=Yes)		
Frequency . . . .	8	Workers Comp. . .	P		
Special Tax . . .	-	Segments Required	- (0=No 1=Yes)		
Income Basis . .	B	Tip Credit O.T. . .	-		
Income Factor . .	1.0000	Limit Segments . .	-		
Hourly Rate . . .	_____	Create T/C *TIPS?	0 (0=No 1=Yes)		
Standard Hours .	.00	PE Absence Code .	+		
Hours Limit . . .	.00	Shift Calc Method	3		
Over Limit Code .	+	Residual Hours . .	R		
Income Matrix . .	+	Shift Diff Income	+		
Matrix Column . .	+	1099-R Dist. Code	-		
Matrix Row . . .	+	NQP 457 Plan . . .	-		
Labor Expense . .	001-***-***-1300-001		+		
Rev. Hierarchy . .	- (Blank=No)	Allow Pay Msg? . .	0 (0=No 1=Yes)		
F3=Exit F4=Prompt F10=Access F12=Previous F22=Delete					

Figure 13-4: Update Income Controls screen 1

## 6 Complete the following fields:

### *Priority*

Type a number between 0 and 9999. The system uses this value to determine the calculation sequence of the incomes in each pay cycle.

Income priority is critical for differential processing. The system must generate the regular income before it processes the differential income; therefore, the differential income must be a lower priority (higher number) than the regular income. For example, if you assign a priority of 100 to a differential income, you must assign a priority of 99 or lower to the regular income associated with the differential income.

### *Shift Calc Method*

Type a valid value in this field. The system uses this field to locate the rate, percentage, or flat amount it uses to calculate the differential income.

The valid choices are:

- 1** Use the *Income Basis* or *Hourly Rate* fields on the income control to locate the differential pay rate
- 3** Use the Shift Differential table to locate the differential pay rate

If you type **1** or **3** in the *Shift Calc. Meth* field on your employer control, the system defaults the specified value into the *Shift Calc Method* field on the Update Income Controls screen when you create a differential income.

#### *Residual Hours*

Type **R** in this field to indicate that the system should not add hours associated with this income to the employee's regular hours worked. The system tracks residual hours in the employee income file for calculation and historical purposes only.

If you leave this field blank, the system will add hours associated with this income to the employee's regular hours worked.

#### *Shift Diff Income*

Leave this field blank. You use this field only when you are setting up a regular income to link it to a differential income.

- 7 Fill in any other fields on this screen as necessary.
- 8 Press Enter to save your information and proceed to the next screen.

## Setting Up Regular Income Controls

Follow the steps below to set up a regular income control and link it to the differential income you created in the previous section.

It is efficient to set up your differential income controls before you set up your regular incomes so that you can complete the *Shift Diff Income* field on the regular income controls as you establish them.

Refer to the “Setting Up Accumulators and Controls for Hourly Incomes” or the “Setting Up Controls for All Other Incomes” parts of this guide for more information about setting up income controls or for descriptions of income control fields not described in this section.

Follow the steps below to set up the regular income control and link it to the differential income you created in the previous section.

- 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 13-5.
-

8/07/02	19:00:48	Update Income Controls	PYGMIC	PYDMIC
Employer	. . . .	<u>ZUS</u>	+	
Income	. . . .	<u>HOURL</u>	+	
Method	. . . .	<u>-</u>		
F3=Exit F4=Prompt F10=Access				

Figure 13-5: Update Income Controls prompt screen

**4** Complete the following fields.

*Employer*

Type the value that identifies your employer.

*Income*

Type the code that identifies this income.

*Method*

Type the number that identifies the income method that is used to calculate this income.

**5** Press Enter. The system displays the screen shown in Figure 13-6.

---

6/08/06 16:10:28		Update Income Controls		PYGMIC	PYDMIC
				Page 1 of 4	
Employer . . . .	ZUS	SAMPLE US COMPANY			
Income . . . . .	HOURLY				
Method . . . . .	2 - Hours Extension				
Description . . .	HOURLY PAY	Starting Date . .			
Priority . . . . .	1000	Ending Date . . .			
Summ. Code . . .	01 +	Distribute Labor .	1 (0=No 1=Yes)		
Frequency . . . .	8	Workers Comp. . .	B		
Special Tax . . .	-	Segments Required	- (0=No 1=Yes)		
Income Basis . .	B	Tip Credit O.T. . .	-		
Income Factor . .	1.0000	Limit Segments . .	-		
Hourly Rate . . .		Create T/C *TIPS?	0 (0=No 1=Yes)		
Standard Hours .	.00	PE Absence Code .	+		
Hours Limit . . .	.00	Shift Calc Method	-		
Over Limit Code .	+	Residual Hours . .	-		
Income Matrix . .	+	Shift Diff Income	+		
Matrix Column . .	+	1099-R Dist. Code	-		
Matrix Row . . .	+	NQP 457 Plan . .	-		
Labor Expense . .	ZUS-****-****-****-*****4 +				
Rev. Hierarchy . .	- (Blank=No)		Allow Pay Msg?	0 (0=No 1=Yes)	
F3=Exit F4=Prompt F10=Access F12=Previous F22=Delete					

Figure 13-6: Update Income Controls screen 1

## 6 Complete the following fields:

### *Priority*

Type a value between 0 and 9999. The system uses this value to determine the calculation sequence of incomes in a pay cycle.

Income priority is critical for shift processing. The system must calculate the regular income before it calculates the differential income; therefore, the regular income must be a higher priority (smaller number) than the differential income. For example, if you assign a priority of 100 to your differential income, you must assign a priority of less than 100 to your regular income.

### *Shift Calc Method*

Leave this field blank. You use this field to define only differential incomes.

### *Residual Hours*

Leave this field blank. You use this field to define only differential incomes.

### *Shift Diff Income*

Type the code value that represents the differential income associated with this regular income. The system automatically calculates the differential income during cycle processing after it processes the corresponding regular income.

Refer to the section entitled “Setting Up Differential Income Controls” for details on how to set up a differential income.

You cannot specify the same income in the *Shift Diff. Income* field and the *Over Limit Code* field.

- 7 Fill in any other fields on this screen as necessary.
  - 8 Press Enter to save the information on the screen and proceed to the next screen.
-

## Using a Shift Differential Table

The Shift Differential Table contains the information the system needs to calculate a differential income if you typed **3** in the *Shift Calc Meth* field on the differential income control screen. To use a Shift Differential Table, you must do the following:

- Define one or more code values using code type **SFT**
- Build the shift differential table
- Assign shift code values to the appropriate employees

The following sections describe how to define employer code values, build the shift differential table and assign the code values to employees.

### Defining Employer Code Values

For each pay rate that you want to include on a differential table, you must define code values using code type **SFT**. You use shift code values to:

- Assign a shift code value to the basic data records of eligible employees. The system uses this value as the employee's home shift and defaults the value into the employee's time entry records during pay cycle processing.
- Set up various pay rates or general ledger numbers on one or more shift differential tables

For detailed information about deleting, changing or copying employer codes, refer to the "Setting Up and Maintaining Employer Codes" chapter of this guide.

Follow the steps below to define your employer codes.

- 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 13-7.
-

7/01/02	12:18:57	Update Employer Codes	PRGMCD	PRDMCD
---------	----------	-----------------------	--------	--------

---

Employer . . . . . ZUS +      -or-      Employer group . . . . . \_\_\_\_\_ +

Code type . . . . . SFT +

Code value . . . . . SFT2 \_\_\_\_\_ +

---

F3=Exit   F4=Prompt   F10=QuikAccess   F18=Message line   F21=Override

Figure 13-7: Update Employer Codes prompt screen

4 Complete the following fields:

*Employer*

Type the code that identifies your employer.

*Code Type*

Type **SFT**. This is a predefined code type in Infinium PY that you use to set up shift differential categories.

*Code Value*

Type a value, for example, **SFT2** or **NIGHT**.

5 Press Enter. The system displays the screen shown in Figure 13-8.

7/01/02	12:19:31	Update Employer Codes	PRGMCD	PRDMCD
<hr/>				
Employer . . . . .	ZUS	SAMPLE US COMPANY		
Code type . . . . .	SFT	SHIFT CODES		
Code value . . . . .	SFT2			
Description . . . . .	<u>SECOND SHIFT</u>			
Active/Inactive . . .	0	(0=Act./1=Inact)		
<hr/>				
F3=Exit F10=QuikAccess F12=Cancel F18=Message line F22=Delete				

Figure 13-8: Update Employer Codes screen

- 6 Complete the following field:

*Description*

Type a meaningful description, for example, **second shift**.

- 7 Press Enter to update the code database. The system displays the screen shown in Figure 13-7.
- 8 Continue entering other code values as needed.
- 9 Exit the screen once you have entered all necessary code values.

## Building the Shift Differential Table

If you have more than one rate of pay for your differential income, use the following elements to build a shift differential table:

- Differential income code
- Shift code values
- Rate, percentages, or amounts (depending on the method of the differential income control)

Follow the steps below to create a Shift Differential Table.

- 1 From the Infinium PY main menu select *Master Files*.
- 2 Select *Update Master Files*.
- 3 Select *Update Shift Diff. Table* [USDT]. The system displays the screen shown in Figure 13-9.

```
8/10/04   12:18:56   Update Shift Differential Table   PYGMSD   PYDMSD

-----

Employer . . . . . ZUS +

Shift diff. income . DIFF +

-----

F3=Exit F4=Prompt F10=QuikAccess F18=Message line
```

Figure 13-9: Update Shift Differential Table prompt screen

- 4 Complete the following fields:

*Employer*

Type the code that identifies your employer.

*Shift diff. income*

Type the value that represents a shift differential income in this field. For example, type **DIFF**.

The system links the table with the specified differential income.

- 5 Press Enter. The system displays the screen shown in Figure 13-10.

```

8/10/04  12:19:48  Update Shift Differential Table  PYGMSD  PYDMSD
-----
Employer . . . . . : ZUS
Shift diff. income : DIFF
Calculation method : 2

Shift code . . . . . = ____ +          Rate . . . . . ____

No differential? . . 0 0=No,1=Yes
Labor expense . . . . ____ +

Type options, press Enter.
2=Change  4=Delete

  Opt      Shift Code      Rate      Percent      Amount      No Diff
  -      -      -      -      -      -
  -      NEG1      1.0000
  -      TIPC1      .2000
  -      TIPC2      .2500
  -      2          .2000
  -      3          98,765.4500
  -      -      -      -      -      -

F3=Exit F4=Prompt F10=QuikAccess F12=Cancel F18=Message line

```

Figure 13-10: Update Shift Differential Table screen

**6** Complete the following fields:*Shift code*

Enter a valid shift code value. Previously, you defined values for this field using code type **SFT**.

*Rate, Percent, Amount*

Enter the appropriate rate, percent, or flat amount for the system to use when it calculates the differential income for an employee with the specified shift code value. The system displays the appropriate field depending on the income method you selected for the differential income.

*No differential?*

Use this field to indicate whether employees with a specified shift code value should be paid a differential. Valid values are:

- 1** Employees with the specified shift code value should not be paid a differential.
- 0** The shift code value has a rate, percentage or flat amount associated with it.

**blank** The shift code value has a rate, percentage or flat amount associated with it.

#### *Labor expense*

To resolve the general ledger account number for the differential income based in part or completely on the shift code value, type up to a 36-character labor expense number. Otherwise, leave this field blank.

If you complete this field, the system processes the shift differential table in the General Ledger account hierarchy between employee income and the income control.

- 7 Press Enter to store the shift code information in the sub-file of the screen.
- 8 To add other shift codes, repeat steps 6 and 7.
- 9 Exit the screen when you have set up all of the shift code values associated with the differential income.

## Assigning Shift Code Values to Employees

To save data entry time during the time entry stage of cycle processing, you can assign a home shift differential code value to the basic data record of each employee who is eligible for differential pay. The system defaults the home shift code value into the employee's time entry record during cycle processing. You can override this value if the employee works a different shift or qualifies for a different premium rate in a given pay period.

If you leave the *Shift* field blank in the employee's basic data record, you must manually enter a shift code value when you enter regular incomes associated with differential incomes during the timesheet entry stage of cycle processing.

For detailed information on working with employee basic data, refer to the "Updating Employee Data" chapter in this guide.

Follow the steps below to assign a shift code value to an 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 Type the values that identify your employer and the employee whose record you are processing.
- 5 Press Enter twice to advance to the screen shown in Figure 13-11.

5/02/02 16:20:48		Update Employee Basic Data		PRGMMS	PRDMMS
Employer . . . .	ZUS	SAMPLE US COMPANY		Page 2 of 5	
Employee . . . .	80005	ACCURATE,ALAN N			

Job Related Information			
Position . . . .	100000	Addn'l Position Assigned	
Position Title .	CHIEF EXECUTIVE OFFICER	Officer of Company? .	_
Job Code 1 . . .	100	Seniority Date .	6012001
Job Code 2 . . .	150 +	Seniority Date .	
Job Code 3 . . .	+	Seniority Date .	
EEO Category . .	2	Status . . . . .	LOA +
Ethnic ID . . . .	0 +	Previous Status .	FULL +
EEO-4 Function .		Status Chg Date .	8012000
Full Time ? . . .	1	Union . . . . .	
Shift . . . . .	1 +	Union ID. . . . .	
PE Benefit Group.	*BENSAL-B +	Union Elig. Date.	
Sup. Employer . .	ZUS +	Sup. Name: BLOSSOM,CHERRY	+

Performance Information	
Next Review . . .	MERIT +
Next Review Date.	1012001
Promotion . . . .	
Training Group .	ADMIN +
Last Rating . . .	EXC +
Last Rating Score	.00

F3=Exit F4=Prompt F8=Add'l Pos F10=Access F12=Previous F16=Update/End

Figure 13-11: Update Employee Basic Data screen 2 of 5

- 6 Complete the following field:

*Shift*

Type an appropriate code value and press Enter. You define values for this field using code type **SFT**.

- 7 Continue to press Enter until you return to the Employee Update prompt screen.
- 8 To assign shift code values to other employees, repeat steps 5 through 7.

When you hire a new employee, the system can supply a default shift code value into the employee's basic data record based on the employer control or the level controls or the position to which the new employee is assigned. The shift code value you assign to a position overrides the shift code value you assign to levels. The shift code value you assign to levels overrides the shift code value you set up on your employer control record.

## Assigning Incomes to Employees

You can authorize incomes to an employee in one of the four ways listed below:

- Assign the employee to a payroll authorization group during the *Enter New Hire* function
- Change the employee's payroll authorization group using the *Update Payroll Data* function
- Manually assign the income to the employee using the *Update Income Data* function
- Use the *Mass Change of Employee Incomes* to authorize the income to groups of employees at once

To authorize a new income code to each employee individually, refer to the "Updating Employee Data" chapter in the *Infinium Payroll Guide to Processing*.

You can use the Mass Change of Employee Incomes function to:

- authorize a new income to selected employees
- change an existing income already authorized to employees
- delete or deactivate an existing income from selected employees
- Use selection criteria in the middle portion of the Mass Change Employee Income Codes screen to identify the employees for whom you want to update income authorizations. For example, you can authorize a new income to employees who are assigned to a certain set of levels, a particular job, a particular pay cycle, and so on.

Use the fields in the bottom portion of the Mass Change Employee Income Codes screen to enter information that the system stores in each employee's individual income authorization record. Information that you enter in each employee's individual income authorization record overrides information in the income control.

For example, if you enter a value in the *Amount* field on this screen, the system fills that value into the *Amount* field in the income authorization record for each employee you process using the *Mass Change Employee of Incomes* function. The system uses the employee's individual income amount rather than the value you enter in the *Amount* field on the income control when it calculates this income during the release stage of cycle processing.

---

Follow the steps below to assign incomes to employees using the *Mass Change of Employee Incomes* function.

- 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 13-12.

Figure 13-12: Mass Change Employee Income Codes screen

- 5 Complete the following fields:

*Employer*

Type a valid employer number.

*Income Code*

Type the value that represents the income that you want to assign to employees.

*Transaction Type*

Type **A** in this field to authorize an income to employees.

### Shift Code

To authorize the income to employees who are assigned to a particular shift code, type the shift code value in this field.

- 6 Press Enter. The system displays the second Mass Change Employee Income Codes screen shown in Figure 13-13.

MASS CHANGE EMPLOYEE INCOME CODES

Actions PY 11.0 QA-113

Employer	ZUS	Income Code	COMM
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 13-13: Mass Change Employee Income Codes screen

- 7 Press F15 to generate a trial update and a 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 specified income. The system generates a report that lists the changes.

- 8 Repeat steps 4 through 7 until all necessary incomes have been authorized to the appropriate employees.
- 9 Press F3 to return to the Infinium PY main menu.

## Generating the Shift Differential Report

The *Shift Diff Report* field on the Update Cycle Controls screen allows you to automatically generate a shift differential error and warnings report each time you request the payroll trial register. This report lists all employees who have received differential pay when the cycle is run.

Follow the steps below to automatically generate the Shift Differential report during pay cycle processing.

- 1 From the Infinium PY main menu select *Master Files*.
- 2 Select *Update Master Files*.
- 3 Select *Update Cycle Controls* [UCY]. The system displays the screen shown in Figure 13-14.

```
6/26/12 16:24:36      Update Cycle Controls      PYGMCY      PYDMCY

Employer . . . . . ____ +
Cycle . . . . . _____ +

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

Figure 13-14: Update Cycle Controls prompt screen

- 4 Complete the following fields:

*Employer*

Type the code that identifies your employer.

*Cycle*

Type a valid value in this field.

- 5 Press Enter twice to advance to the screen shown in Figure 13-15.

6/26/12 16:25:14		Update Cycle Controls		PYDMCY	PYDMCY
				Page 2 of 3	
Employer . . . :	ZUS	SAMPLE US COMPANY			
Cycle . . . . . :	WEEK	WEEKLY PAY CYCLE			
<u>Cycle Defaults</u>			<u>Print Register Defaults</u>		
Batch Cycle . . .	0 (0=No 1=Yes)	Trial at Release.	1 (0=No 1=Yes)		
Check No. Prompt.	0 (0=No 1=Yes)	Suppl at Trial .	1 (0=No 1=Yes)		
Exclude at Begin.	0 (0=No 1=Yes)	Check at Posting.	1 (0=No 1=Yes)		
Mult. Timekeepers	1 (0=No 1=Yes)	Units on Register	1 (0=No 1=Yes)		
Check Sequence .	A (0->5, A->F)	Trial Summ Errs .	1 (0=No 1=Yes)		
Proof Summ Errs .	1 (0=No 1=Yes)	Sft Diff Report .	1 (0=No 1=Yes)		
		Chk Audit at Post	1 (0=No 1=Yes)		
Chk Date at Begin	0 (0=No 1=Yes)				
F3=Exit F10=Access F12=Previous					

Figure 13-15: Update Cycle Controls screen 2 of 3

- 6 Complete the following field:

*Sft Diff Report*

Specify **Yes** in the *Shift Diff Report* field for the system to automatically generate the shift differential report when you run this cycle.

- 7 Press Enter to update the information on the screen.

Check the Shift Differential Warnings and Errors report before you post your payroll cycle to ensure that the correct number of differential income records were generated and that there are no warnings or errors.

---

## Chapter 14 Setting Up Controls for Flat Amount Deductions

# 14

Deduction controls allow you to specify the way you want the system to calculate deductions. The system performs these calculations based on the deduction method you assign to the deduction control.

**Caution:** When you set up deductions, restrict the use of asterisks (\*) to the naming convention for tax deductions only. All deductions with an asterisk are included in the Tax Liability Report.

You can assign one of five deduction methods to a deduction control. This chapter discusses the flat amount deduction method (Method 1) and uses it to set up a deduction control. The fields common to most deduction methods are described in detail in this chapter.

The other deduction methods are discussed in the “Setting Up Controls for Percentage and Hourly Deductions,” “Setting Up U.S. Tax Deductions” and “Setting Up Canadian Tax Deductions” chapters.

The chapter consists of the following topics:

Topic	Page
Overview of Deduction Methods	14-2
Creating Deduction Controls Using the Flat Amount Method (Method 1)	14-5

---

# Overview of Deduction Methods

## Objectives

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

- Terminology related to deduction controls
- Deduction methods
- Deduction controls

## Using Infinium Payroll with Infor ERP<sub>LX</sub> General Ledger

If you use the Infor ERP<sub>LX</sub> general ledger interface with Infinium PY, see the “Using the Infinium Payroll Interface with Infor ERP<sub>LX</sub> General Ledger” chapter in the *Infinium PY Guide to Management Functions*. When Infor ERP<sub>LX</sub> is used as the general ledger interface, the definition for building account numbers is stored in the Infor ERP<sub>LX</sub> 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<sub>LX</sub> configuration files are used when the Infor ERP<sub>LX</sub> system builds the account number for each payroll transaction.

## Understanding Deduction Methods and Terminology

To set up deduction controls using the flat amount deduction method (Method 1), you must be familiar with the following topics:

- Deduction methods
- Employee and employer deductions

You create a deduction control for each voluntary and involuntary deduction you process in Infinium PY. You also create deduction controls regardless of whether the deduction is paid by the employee, employer or a combination of the two.

---

## Deduction Methods

Infinium PY provides you with five methods for establishing controls for deductions. A deduction method provides the system with guidelines for calculating a deduction.

The five deduction methods are listed and described in the table below:

**Deduction Methods**

Method	Description	Example
1 Flat Amount	Deducts a flat amount up to a user-defined limit	Medical Insurance, Bonds
2 Hours Extension	Deducts an hourly amount based on the hours in an accumulator up to a user-defined limit	Union Dues
3 Amount Extension	Deducts a percentage or an amount based on incomes in an accumulator	401K, RPP Direct Deposit, Local taxes
4 Tax Calculation	Deducts an amount based on data found in a tax table	Taxes
5 Custom Calculation	Provides you with the ability to exit to a user-written program for calculation.	

In order to successfully create a deduction control, you need to be familiar with the following terms:

- **Accumulators**

You use accumulators to calculate the wage base on which you need to base the deduction. The system supplies three system-defined accumulators called \*GROS, \*WAGE and \*NET. You can also create user-defined accumulators to calculate tax-deferred (pre-tax) deductions or if three system-defined accumulators do not meet your processing needs.

- **Priority**

You assign a priority to each deduction to determine when the system includes a particular deduction in its calculation order. You must specify a higher priority (lower priority value) to deductions that reduce taxable

wage bases than to the tax deductions themselves. For example, the priority you assign to pre-tax deductions such as before-tax health insurance premiums, RPP and 401K plans, and other pre-tax deductions must be higher than the priority you assign to your federal income tax deduction.

Refer to the “Setting Up Accumulators and Controls for Hourly Incomes” chapter for additional information concerning accumulators and priority.

When you set up deduction controls for various deductions, you will notice that many of the control screens are identical while others have additional or even fewer fields. Setup requirements differ for deduction controls, based on the type of the deduction. The deduction method you use to create flat amount deductions is discussed in this chapter.

For additional information on the remaining deduction methods, see the parts titled “Setting Up Controls for Percentage and Hourly Deductions,” “Setting Up U.S. Tax Deductions” and “Setting Up Canadian Tax Deductions.”

## Employee and Employer Deductions

When you create your deduction controls, you establish employee deduction information separately from employer contribution information.

The system displays separate controls screens on which you can set up controls for employer and employee amounts. The following table lists the only valid combinations for employer and employee contributions.

Deduction	Employee Screen	Employer Screen
Employee deduction only Example: Savings bond	\$	Blank
Employer liability only Example: *U__ (State Unemployment tax)	Blank	\$
Employee deduction and employer liability Example: Health insurance	\$	\$

**Caution:** To properly report deduction information on both T4s and T4As, you must do one of the following: establish separate deduction controls for T4 and T4A processing or use a separate employer for T4 and T4A processing.

## Creating Deduction Controls Using the Flat Amount Method (Method 1)

In this section, we will describe how to create a deduction control using the Flat Amount method (Method 1). You use this deduction method when the dollar amount of the deduction is consistent or the same amount every time the deduction is taken. For example, you can use this method to calculate benefit deductions, savings bonds, credit union, garnishments and child support.

Follow the steps below to create a deduction control using the flat amount method.

- 1 From the Infinium PY main menu select *Master Files*.
- 2 Select *Update Master Files*.
- 3 Select *Update Deduction Controls* [UDC] to display the 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 code to identify this deduction.

**Caution:** When you set up deductions, restrict the use of asterisks (\*) to the naming convention for tax deductions only. All deductions with an asterisk are included in the Tax Liability Report.

### *Method*

Type **1** to indicate that you are creating a deduction control using the flat amount method.

- 5 Press Enter to display the Update Deduction Controls screen 1 of 3 similar to the one shown in Figure 14-1.
-

6/22/12 11:52:56 Update Deduction Controls		PYGMDC	PYDMDC
		Page 1 of 4	
Employer . . . .	ZUS SAMPLE US COMPANY		
Deduction . . . .	GRNF1		
Method . . . . .	1 Flat Amount	EE/ER Limit Type.	_
Description . . .	GARNISHMENT FLAT 1	EE/ER Limit Amt .	_____
Priority . . . . .	4000	Starting Date . .	_____
Summ. Code . . .	19 +	Ending Date . . .	_____
Frequency . . . .	8	Must Take . . . .	1 (0, 1, 2, 3)
		Limit Group . . .	_____ +
Employee Data			
Limit Type . . . .	1	Limit Amount . .	_____
Deduction Type . .	_	Direct Deposit . .	0 (0=No 1=Yes)
Arrears Type . . .	3	Arrears Recovery.	1
Arrears Amount . .	_____	Arrears Percent .	_____
Deduction Basis . .	_	Deduction Matrix.	_____ +
Deduction Amount.	_____	Matrix Column . .	_____ +
Deduction Factor.	_____	Matrix Row . . .	_____ +
W2 Code . . . . .	_		
Payables related.	1 (0=No 1=Yes)	401K-Pro ER/Lim?.	0 (0, 1, 2)
Allow Pay Msg? . .	0 (0=No 1=Yes)	401K-Pro ER/Arr?.	0 (0, 1, 2)
Deduction Account	001-***-***-4000-000		+
F3=Exit F4=Prompt F10=Access F12=Previous F22=Delete			

Figure 14-1: Update Deduction Controls screen

- 6 Use the following information to complete the fields on the top half of this screen by completing fields in the left column and then in the right.

The fields listed below do not follow cursor flow, but are best discussed in the order they are described.

### 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.

If you enter a value in the *EE/ER Limit Type* and *EE/ER Limit Amt* fields, do not use the *401K-Pro ER/Lim?* and *401K-Pro EE/Arr?* fields.

### *Description*

Type a description for this deduction.

This description is for your reference only. This description does not affect the deduction summarization description that prints on a pay stub.

### *Priority*

The number you type in this field represents when in the sequence the system calculates the deduction and subtracts this deduction from an accumulator. You type the name of the accumulator on the third screen of the deduction control.

You can use numbers from **0** through **9999**. However, if you leave this field blank, the system defaults to **0**.

The system performs calculations in numerical order. Therefore, the priority you assign to each deduction may impact the wage base for other deductions.

### *Summ Code*

Assign an appropriate summarization code to this deduction. You choose codes from the codes you created using the *Update Summarization Codes* option.

You can assign the same summarization code to more than one deduction. For example, you can assign the same summarization code to your \*FICA and \*FMHI deductions. This allows both deductions to print on the check stub under the same description.

### *Frequency*

The value you type in this field controls how often the system can take this deduction.

Type one of the following values:

- |          |  |
|----------|--|
| <b>0</b> | This deduction is inactive.                                    |
| <b>1</b> | Take this deduction during the first pay period of the month.  |
| <b>2</b> | Take this deduction during the second pay period of the month. |

- 3** Take this deduction during the third pay period of the month.
- 4** Take this deduction during the fourth pay period of the month.
- 5** Take this deduction during the first and third pay periods of the month.
- 6** Take this deduction during the second and fourth pay periods of the month.
- 7** Take this deduction during the first, second, third and fourth pay periods of the month.
- 8** Take this deduction during all pay periods of the month.
- 9** Take this deduction during the current pay period only.

Usually you type this value on deduction control just before you run the next cycle and then change this value back to **0** after you run the cycle.

- A** Take this deduction during the first and second pay periods of the month.

### *Starting Date*

Use this field to indicate the earliest date when employees should receive this deduction. If the same starting date does not apply to all employees, you must override this default date by typing a starting date on each employee's individual deduction authorization record. Leave this field blank if date restrictions do not apply to this deduction.

During cycle processing, the system compares the starting date for each deduction to the pay period ending date. If the starting date is after the pay period ending date, the system does not generate the deduction. It displays an error message if you manually enter the new deduction into that pay cycle. The system does not automatically prorate amounts if the starting date is in the middle of a pay period.

For example, if the starting date of an employee's deduction is February 1, 1997, the system processes that deduction only in pay cycles whose pay period ending date is on or after February 1, 1997. You cannot manually enter or auto-generate this deduction for the employee when the pay period ending date is before February 1, 1997.

---

### *Ending Date*

Use this field to indicate the latest date when employees should receive this deduction. If the same ending date does not apply to all employees, you must override this default date by typing an ending date on each employee's individual deduction authorization record. Leave this field blank if date restrictions do not apply to this deduction.

During cycle processing, the system compares the ending date for each deduction to the pay period's beginning date. If the ending date is before the pay period's beginning date, the system does not automatically generate the deduction. It displays an error message if you manually enter the deduction into that pay cycle. The system does not automatically prorate amounts if the ending date is in the middle of a pay period.

For example, if the ending date of an employee's deduction is January 31, 1997, the system processes the deduction for that employee only in pay cycles whose pay period beginning date is January 31, 1997 or earlier. You cannot manually enter or auto-generate this deduction for the employee when the pay period beginning date is on or after February 1, 1997.

### *Must Take*

Use this field to specify if you require the system to include this deduction in the pay period.

When you release the time sheet data to the cycle, the system calculates the net amount of each paycheck. If there is not enough money in the check to cover all the scheduled deductions, the system recalculates the check. When the system recalculates a check it takes only those deductions that you designate as "must take" from the check's gross amount in priority order. It puts non-taken deductions into arrears if you selected arrears processing for those deductions.

The system automatically designates taxes as must-take deductions.

Valid values are:

- 0**            The system takes this deduction if the check contains enough money to cover all scheduled deductions.
  - 1**            If the check does not contain enough money to cover all scheduled deductions with a *Must Take* value of **1**, the system takes only this deduction and other deductions with a *Must Take* value of **1** in priority order.
-

- 2** If the check does not contain enough money to cover all scheduled deductions with a *Must Take* value of **2**, the system takes only this deduction and other deductions with a *Must Take* value of **1** or **2**.
- 3** If the check does not contain enough money to cover all scheduled deductions with a *Must Take* value of **1**, **2**, and **3**, the system takes all deductions with a *Must Take* value of **1** and **2**, then takes an equal percentage of this deduction and other deductions with a *Must Take* value of **3**.

The system prints a Deductions Not Taken Register during the *Print Checks & Post Cycles* function. The register shows any deductions not included in the paychecks in the cycle.

#### *Limit Group*

You use this field when applying limits to a group of deductions, such as 401K deductions, which have one combined limit.

If applicable, type the code value that represents the deduction reporting group. You create deduction reporting groups when you use the *Update Employer Codes* option using code type **DRG**. You assign deductions to this reporting group in the *Update Deduction Reporting Group* option.

#### *Limit Type*

You can have Infinium PY automatically control deductions that are subject to a limit. If you want to use limit processing, type one of the following values:

- 0** Check Limit. The deduction should not exceed the limit within a check. An example of a check limit deduction is a garnishment.
  - 1** Monthly Limit. The system takes the deduction until the month-to-date amount reaches the limit amount. Month-to-date limit totals are reset when you run the *Close Employer Calendar Month* option.
  - 2** Quarterly Limit. The system takes the deduction until the quarter-to-date amount reaches the limit amount. Quarter-to-date limit totals are reset when you run the *Close Employer Calendar Quarter* option.
-

- 3** Annual Limit. The system takes the deduction until the year-to-date amount reaches the limit amount. Year-to-date limit totals are reset when you run the *Close Employer for Calendar Year* option.
- 4** Renewable Limit. The system takes the deduction until the balance taken reaches the limit amount. When the limit is reached during a cycle, the system prints an entry on the Renewable Limits Reached Register. The system generates this register automatically during the *Post Cycles & Print Checks* option.

When the system reaches the limit, it resets the balance to zero (or the amount over the limit) and processing of this deduction begins over again. An example of a renewable limits deduction is a savings bond purchase which an employee buys through payroll deductions.

- 5** Lifetime Limit. The system takes the deduction until the balance taken reaches the lifetime limit amount. The deduction stops when the limit is reached. The limit balance is not reset.

An example of a lifetime limit deduction might be a 401K loan payback. Company-required work shoes or uniforms may also be an example of a lifetime limit payback deduction.

- 6** Cycle Limit. The system takes the deduction until the limit is reached within a cycle. You generally use this value in situations where an employee receives multiple checks in one pay cycle.

#### *Limit Amount*

If applicable, type a limit amount that applies to most or all of the employees authorized to this deduction. For example, because all U.S. employees who participate in a 401K plan are subject to the same annual deferral limit defined by the U.S. federal government, it is most efficient to type the limit amount in the deduction control. For exception situations, you can override this limit amount on the employee's individual deduction authorization record.

If employees that are authorized to this deduction are subject to individual limit amounts, leave this field blank and specify a limit amount on each employee's deduction authorization record. For example, when you set up a garnishment deduction you enter the limit amounts on each employee's individual deduction authorization record.

If you type a limit amount, you must type a value in the *Limit Type* field on the deduction control to activate this feature.

### *Deduction Type*

The value you type in this field determines the type of employee deduction information you can enter. The system tailors the display of the employee deduction authorization record to include the fields that are appropriate for each type of deduction.

Type one of the following values:

- |              |  |
|--------------|--|
| <b>1</b>     | Display a screen for insurance information.  |
| <b>2</b>     | Display a screen for savings plan information.   |
| <b>3</b>     | Display a screen for tax information, additional tax, no tax, and reduce the wage base by incomes marked as special tax = 9 before calling the custom program. |
| <b>4</b>     | Display a screen for savings plans that utilizes the fund split feature and ensures that employer contributions stop when employee contributions stop.         |
| <b>Blank</b> | Display a screen for generic deduction information.  |

If you select Deduction Type 4 for a savings plan deduction, such as for a 401K plan, the system automatically stops the employer portion of the deduction during cycle processing when the employee has reached the limit specified for the deduction.

You must leave the *Employer Limit* field blank for the special processing to occur. For further information, refer to the description of the *Employer Limit* field.

### *Direct Deposit*

Type a value that indicates whether or not this deduction is a direct deposit.

Specify **1** (Yes) if the deduction is a direct deposit. The system displays the direct deposit screen when you access the employee's deduction on which you type the employee's banking information. Specify **0** (No) if the deduction is not a direct deposit.

### *Arrears Type*

If there is not enough money in a check to cover a deduction, you can place that deduction in arrears. Type one of the following values:

---

- |          |   |
|----------|---|
| <b>0</b> | Do not allow arrears processing for this deduction. If there is not enough money to take the full deduction, the system does not take this deduction. |
| <b>1</b> | Allow arrears processing for this deduction. If the deduction cannot be taken, the system places the entire amount of the deduction in arrears.       |
| <b>2</b> | Do not allow arrears processing for this deduction. The system takes the deduction to the extent possible.  |
| <b>3</b> | 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 the value in the *Must Take* field is **3**.

Arrears types **2** and **3** are not valid for renewable limit deduction types.

#### *Arrears Recovery*

Use this field to specify when the system can recover an arrears amount. Type either:

- |          |  |
|----------|--|
| <b>1</b> | Recover the arrears during the next pay period, even if the deduction is not normally scheduled to be taken. |
| <b>0</b> | Recover the arrears the next time the deduction is scheduled to be taken.                                    |

If you leave this field blank, the system defaults to **1**.

#### *Arrears Amount*

Type the dollar amount the system can take to recover the amount in arrears. You can store this amount on the employee's deduction authorization record.

For example, when an employee is not working and not receiving income, his or her life insurance and/or medical insurance back payments can continue to accrue if you process the employee through a pay cycle without entering earnings for the employee. When you type an arrears amount in this field, the system recovers the amount owed by the employee in regular payments over a period of time.

If you leave this field blank, the system attempts to recover the entire amount in arrears in the employee's first paycheck with gross earnings.

***Arrears Percent***

Type the percentage of the arrears amount for the system to take. You can store this amount on the employee's deduction authorization record.

The following scenario illustrates how an arrears percentage recovery works.

- One of your employees owes \$300.
- You type the *Arrears Percent* as 50%.
- The first payback will be 50% of \$300 or \$150.
- You are left with a balance of \$150.
- The second payback will be 50% of the \$150 new balance or \$75.
- The third payment will be 50% of the \$75 new balance or \$37.50.

No. of Paybacks	Arrears Percentage	Amount in Arrears	Amount Taken	Amount Remaining
1	50	\$300.00	\$150.00	\$150.00
2	50	\$150.00	\$75.00	\$75.00
3	50	\$75.00	\$37.50	\$37.50
4	50	\$37.50	\$18.75	\$18.75
5	50	\$18.75	\$9.37	\$9.37

The system continues to take the specified percentage of the declining balance until it recovers the full arrears amount.

---

***Deduction Basis***

Use this field to indicate where the system can locate a deduction rate or amount for this deduction.

Valid values are:

- M** Use a specified matrix to calculate this deduction. The rate/amount is in the cell where the specified matrix column and row intersect. It is multiplied by the deduction factor.
- Blank** Use the value from the *Deduction Amount* field on the deduction control or in each employee's deduction authorization record.

You can generally leave the *Deduction Amount* field blank on the deduction controls for benefits deductions if Infinium HR users implement the *Benefits Administration* function. They can use the *Benefits Administration* function to

---

send employee and employer benefit deduction amounts and related information directly to each employee's deduction authorization record when you run the *Begin Cycle* function

#### *Deduction Matrix*

If you typed **M** in the *Deduction Basis* field, type a valid matrix code value to identify the table contains the deduction rate or amount. You use code type **MAT** to define matrix code values. You then use the *Update Matrices* function to define one or more matrices to store income or deduction amounts.

#### *Deduction Amount*

If the deduction amount is the same for all employees, type the amount in this field.

Leave this field blank if you want to type the amount directly on each employee's deduction authorization record.

#### *Matrix Column*

Type the code value that identifies column in the matrix in which the system can locate the deduction amount. You can also type an override to this column on the employee's deduction authorization record. You define matrix column code values using code type **COL**.

#### *Deduction Factor*

If you typed **M** in the *Deduction Basis* field, type a deduction factor. The system multiplies the factor you type by the rate or amount found in the matrix. The default deduction factor is 1.0000.

#### *Matrix Row*

Type the code value that identifies the row in the matrix in which the system can locate the deduction amount. You can also type an override to this row on the employee's deduction authorization record. You define matrix row code values using code type **ROW**.

#### *W2 Code*

This field is reserved for future use.

#### *Tax Type Code*

The information you type in this field is included in the W-2 records when you run the *Create W-2 Work Files* function.

---

For \*L, method 1, 3 and 4 deductions only, specify the tax type associated with this deduction.

Valid values are:

- C** City income tax
- D** County income tax
- E** School district income tax
- F** Income tax

For \*S (state tax) or \*U (unemployment) deductions, valid values are:

- A** State tax
- B** Unemployment tax

Values **A** and **B** are only used for Virginia.

#### *Payables related*

The value you type in this field determines whether you can enter information for this deduction in the Payables Ledger information file. If the deduction will be processed through the Payables Ledger Interface, you must specify **Yes** in this field.

#### *401K Pro ER/Lim?*

Use this field to indicate that you want to change the employer amount of a 401K deduction to match any reductions in the employee amount when the employee reaches a limit.

Valid values are:

- 0** Do not prorate the employer amount to match reductions in the employee amount due to limits. Use this value for deductions that are not 401K deductions.
  - 1** Force the employer amount to 0 when the employee amount goes to 0 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.
-

If you enter a value in the *EE/ER Limit Type* and *EE/ER Limit Amt* fields, do not use the *401K-Pro ER/Lim?* and *401K-Pro EE/Arr?* fields.

#### *Allow Pay Msg?*

Use this field to indicate whether you want the system to generate and print employee pay messages on the employee's paycheck or direct deposit voucher under one of the following conditions:

- If the starting or ending date for the employee deduction falls within the cycle beginning and ending dates
- If the deduction is newly authorized to the employee
- If the amount on the employee deduction authorization record is changed

Valid values are:

- |          |  |
|----------|--|
| <b>0</b> | Do not generate an employee pay message for changes to this deduction. |
| <b>1</b> | Generate an employee pay message for changes to this deduction.        |

#### *401K Pro ER/Arr?*

Use this field to indicate that you want to change the employer amount of a 401K deduction to match any changes in the employee amount due to arrears processing.

Valid values are:

- |          |   |
|----------|---|
| <b>0</b> | Do not prorate the employer amount to match changes in the employee amount due to arrears processing. Use this value for deductions that are not 401K deductions. |
| <b>1</b> | Force the employer amount to 0 when the employee amount goes to 0 due to arrears processing.  |
| <b>2</b> | Prorate the employer amount to maintain the starting relationship with the employee amount, when arrears are recovered.   |

#### *Deduction Account*

Type the general ledger number you want to charge with the employee deduction amount. If you are using the masking technique to build your payroll general ledger accounts, type the appropriate portion of the account in this field and enter asterisks to mask the other account numbers.

---

- 7 Press Enter to display the Update Deduction Controls screen 2 of 3 similar to the one shown in Figure 14-2.

6/26/12 20:04:14 Update Deduction Controls PYGMDC PYDMDC		Page 2 of 4	
Employer . . . .	ZUS SAMPLE US COMPANY		
Deduction . . . .	GRNF1 GARNISHMENT FLAT 1		
Method . . . .	1 Flat Amount		
<u>Special Reports</u>		<u>Level Restrictions</u>	
Cycle Report . .	_____ +	Area . . . . .	_____ +
Monthly Report .	DM001 +	Division . . . . .	_____ +
Quarterly Report.	_____ +	Department . . . . .	_____ +
Annual Report . .	_____ +	Cost Centr . . . . .	_____ +
On Demand Report.	_____ +		
Employer Data		Exclude From GL Accrual <u>A</u> (A,X,C,N)	
Limit Type . . .	_____	Income Limit Group .	_____ +
Employer Limit .	_____	Use *FWT for Income.	_____ (0=No 1=Yes)
Employer Amount .	_____	Income Limit Amount.	_____
Employer Tax ID .	_____	Income Limit Type .	_____
Debit Account . .	001-***-***-4000-300		+
Credit Account .	001-***-***-3000-300		+
F3=Exit F4=Prompt F10=Access F12=Previous			

Figure 14-2: Update Deduction Controls screen 2

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

The fields below do not follow cursor flow, but are best discussed in the following order.

## Special Reports

Use the following field information to indicate which special reports you want the system to automatically generate during pay cycle processing or when you close calendar periods.

Before you can use these fields, you must establish a report code value for each code type that you intend to use. You establish code values through the *Update Employer Codes* option.

If you link the code types listed in the table below with the corresponding code values, the system can produce an Employee Deductions Report.

Code Type	Code Value	Report Created
RCY	DC001	Employee cycle deduction report
	DC002	Employee and employer cycle deduction report
RMN	DM001	Employee monthly deduction report
	DM002	Employee and employer monthly deduction report
RQT	DQ001	Employee quarterly deduction report
	DQ002	Employee and employer quarterly deduction report
RAN	DA001	Employee annual deduction report
	DA002	Employee and employer annual deduction report
RDM	DD001	Employee on-demand cycle deduction report
	DD001	Employee and employer on-demand cycle deduction report

Your Technical or MIS Department can create user-defined reports that the system can automatically generate during pay cycle processing or period ending functions using these fields. You must establish code values for the code types listed above to identify your custom reports. Follow the same process to link the custom report as you would for the standard Infinium PY reports listed above.

**Note:** The fields listed below do not follow cursor flow, but are best discussed in the following order.

#### *Cycle Report*

Type one of the following values in this field to generate a report when you run the *Post Cycles and Print Checks* function:

**DC001**      Print an employee deduction report

**DC002**      Print an employer and employee deduction report

#### *Monthly Report*

Type one of the following values in this field to generate a report when you run the *Close Employer Calendar Month* function:

**DM001**      Print an employee deduction report

**DM002** Print an employee and employer deduction report

*Quarterly Report*

Type one of the following values in this field to generate a report when you run the *Close Employer Calendar Quarter* function:

**DQ001** Print an employee deduction report

**DQ002** Print an employer and employee deduction report

*Annual Report*

Type one of the following values in this field to generate a report when you run the *Close Employer for Calendar Year* function:

**DA001** Print an employee deduction report

**DA002** Print an employer and employee deduction report

*On Demand Report*

Type one of the following values in this field to generate a report when you print an on-demand register:

**DD001** Print an employee deduction report

**DD002** Print an employer and employee deduction report

## Level Restrictions

You use the fields in this section of the screen to restrict this deduction to specific levels. You can authorize this deduction only to employees who are assigned to the specific level combination. You cannot authorize this deduction to employees who are not assigned to the specified level combination.

The levels that are displayed on your screen are those that you created through the *Update Level* Controls option. Prompt the system for or type the specific level(s) in any or all of your level restriction fields.

*Exclude From GL Accrual*

Specify how this deduction is treated within GL accrual processing.

Valid values are:

---

- A** Do not exclude from accrual processing.
- X of C** Exclude from accrual processing when the cycle accrual method is either C or N.
- N** Exclude from accrual processing only when the cycle is set to accrue using the N method.

## Employer Data

The fields in this section of the screen allow you to specify deduction limits for your employer. Fields on the lower left side of the screen are presented first followed by the four fields on the lower-right side of the screen.

### *Limit Type*

You use this field in conjunction with the *Employer Limit* field to establish a limit for the employer portion of this deduction.

Type one of the following values:

- 0** Check Limit  
The employer contribution should not exceed the limit within a check.
  - 1** Monthly Limit  
The system generates the employer contribution until the month-to-date amount reaches the limit amount. The system resets the month-to-date limit totals when you run the *Close Employer Calendar Month* option.
  - 2** Quarterly Limit  
The system generates the employer contribution until the quarter-to-date amount reaches the limit amount. The system resets the quarter-to-date limit totals when you run the *Close Employer Calendar Quarter* option.
  - 3** Annual Limit  
The system generates the employer contribution until the year-to-date amount reaches the limit amount. The system resets the year-to-date limit totals when you run the *Close Employer Calendar Year* option.
-

- 4**      **Renewable Limit**  
The system generates the employer contribution until the balance taken reaches the limit amount. When the limit is reached during a cycle, the system prints an entry on the Renewable Limits Reached Register. This register is generated automatically during the *Post Cycle & Print Checks* option. When the limit is reached, the system resets the balance to zero (or to the amount over the limit) and processing of the deduction resumes.
- 5**      **Lifetime Limit**  
The system generates the employer contribution until the balance taken reaches the lifetime limit amount. The system stops generating the employer contribution when the limit is reached.
- 6**      **Cycle Limit**  
The system generates the employer contribution until the limit is reached within a cycle.

#### *Employer Limit*

Type the limit amount for employer contributions. If you specify an amount, you must type a value in the *Limit Type* field on the deduction control to activate this feature.

Leave this field blank if no employer limit applies or if you are setting up a savings plan deduction, such as for a 401K plan, for which you want the system to automatically stop the employer contribution when the employee contribution stops.

If the *Employer Limit* field has a value and the *Limit Type* field is blank, the system default is the annual limit type. The system automatically clears annual employer limit balances when you run the *Close Employer for Calendar Year* function.

#### *Employer Amount*

If applicable, type the employer's portion of the deduction. Leave this field blank if there is no employer contribution for this deduction.

For exception situations, you can override the employer amount on the employee's deduction authorization record.

#### *Employer Tax ID*

For U.S. employers, type one of the following values in this field when you are setting up a tax deduction:

---

- For locality tax deductions, type your locality tax identification number in this field.
- For state tax deductions, type your state tax identification number in this field.
- For the federal income tax deduction, you can type your federal tax identification number in this field or leave this field blank to use the default federal tax ID located on your employer control record.

For Canadian employers, type one of the following values in this field:

- For RPP or DPSP deductions, type the pension plan registration number.
- For charity deductions, type the charity trust plan registration number.
- For your \*CUIC deduction, type the account number for employees not covered by a wage loss replacement plan. Complete this field only if you have a wage loss replacement plan.

#### *Credit Account and/or Debit Account*

If the system calculates an employer amount, type that portion of the general ledger credit account and/or the offsetting general ledger debit account applicable to this deduction. If there is no employer amount, leave these fields blank.

Type the employer expense account in the *Debit Account* field and the employer liability account in the *Credit Account* field.

**Note:** The system resolves expense accounts based on the value you type in the *Labor Expense* field on the level controls. The system resolves the employer liability using the value in the *Liab Mask Acct* and *Accrued Py Acct* fields on the level controls.

## Using Employee Compensation to Stop Employer Contributions

The following four fields on the bottom right side of the screen allow you to automatically stop the employer and employee contributions to a deduction when the earnings of employees authorized to the deduction reach a specified maximum.

For example, you can use these fields to automatically stop the employer contribution to a 401(k) deduction when the employee's annual earnings reach the specified annual maximum. Skip to step 9 if you do not need to set up employer limits based on employee earnings.

#### *Income Limit Group*

Type or select a valid income reporting group code value. The system uses earnings associated with the incomes in this group and the value in the

---

*Income Limit Amount* field to determine when the employer and employee contributions to this deduction should stop.

For example, if the employer and employee contributions to a deduction should stop when the employee's annual compensation reaches \$150,000, you can use this field to identify the incomes that the system should use to determine when the employee's annual compensation reaches the specified limit.

**Note:** To use this field, you must first set up income reporting group code values through the *Update Employer Codes* function using code type **IRG**. You then associate incomes with the group using the *Update Income Reporting Groups* function.

You can fill a value in this field or in the *Use \*FWT for Income* field.

This field is not used for method 5 (custom) deductions.

#### *Use \*FWT for Income*

Specify **Yes** in this field if you want the system to reference the wage based associated with the employee's **\*FWT** deduction record to determine when the employee's compensation reaches the value specified in the *Income Limit Amount* field.

If you specify **No** in this field, the system does not reference the employee's **\*FWT** deduction record for this deduction.

You can fill a value in this field or in the *Income Limit Group* field.

This field is not used for method 5 (custom) deductions.

#### *Income Limit Amount*

Type the amount of employee compensation at which the system should stop the employer and employee contributions. You must enter a value in this field if you enter a value in the *Income Limit Group* field or the *Use \*FWT for Income* field.

During the pay cycle in which employee compensation reaches and exceeds this income limit, the system prorates the deduction amounts according to the amount of income required to meet the income limit.

For example, if the previous income totals \$148,000, the limit amount is \$150,000, and the income base for the current check is \$3,000, only \$2,000 of the \$3,000 is required to reach the limit. The system automatically reduces both the employee and employer deduction amounts to two-thirds (2000/3000) of the original system-calculated amounts.

---

This field is not used for method 5 (custom) deductions.

*Income Limit Type*

Indicate the time frame associated with the limit amount.

Valid values are:

- |          |   |
|----------|---|
| <b>0</b> | Check Limit<br>The limit amount applies to all incomes accumulated for this check.          |
| <b>1</b> | Monthly Limit<br>The limit amount applies to all incomes accumulated during this month.     |
| <b>2</b> | Quarterly Limit<br>The limit amount applies to all incomes accumulated during this quarter. |
| <b>3</b> | Annual Limit<br>The limit amount applies to all incomes accumulated during this year.       |

This field is not used for method 5 (custom) deductions.

- 9** Press Enter to display the Update Deduction Controls screen 3 similar to the one shown in Figure 14-3.
-

[illegible]

Figure 14-3: Update Deduction Controls screen 3

**10** Use the following information to complete the fields on this screen:

*Accum. Code*

If you want to subtract this deduction from an accumulator for additional deduction calculations, type the accumulator code value in this field. You must have previously created the accumulator using the income method 0.

*EE Op*

Type one of the following values if you entered a value in the *Accum Code* field on the employee screen:

- + Add the employee deduction amount to the accumulator.
- Subtract the employee deduction amount from the accumulator.

 $ER\ Op$ 

Type one of the following values if you entered a value in the *Accum Code* field on the employer screen:

- + Add the employer deduction amount to the accumulator.

- Subtract the employer deduction from the accumulator.

#### *Maximum Amount*

If you typed an entry in the *Accum Code* field, type the maximum amount that the system can subtract from or add to the accumulator. If you leave this field blank, the system subtracts the entire amount from the accumulator.

#### *Accumulator Percentage*

If you typed an entry in the *Accum Code* field, you can type the percentage of the deduction which the system should subtract from (or add to) the accumulator. Leave the field blank to accumulate 100% of the deduction amount.

11 Press Enter. The system does one of the following:

- If you are setting up a deduction for a US employer, the system displays the fourth Update Deduction Controls screen shown in **Error! Reference source not found..**
- If you are setting up a deduction for a Canadian employer, the system displays the Update Deduction Controls screen 4 of 4. The system displays this screen only if you specify **CAN** as the employer's country and are setting up a deduction using calculation method 1, 2, 3 or 5.

2/02/11 19:58:37	Update Deduction Controls	PYGMDC	PYDMDC
		Page 4 of 4	
Employer . . . :	ZUS	SAMPLE US COMPANY	
Deduction . . . :	NJPP	NEW JERSEY PP	
Use Tax Base From	_____		
State Code . . .	_____		
Reporting Code .	_____		
F3=Exit F10=QuikAccess F12=Cancel			

Figure 14-4: Update Deduction Controls screen US

12 Use the information below to complete this screen.

### *Use Tax Base From*

Use this field if you are processing payroll in New Jersey and you must calculate reciprocal taxable wages, withholding and employer liability for NJ Workforce, Health Care and other named deductions that New Jersey separates from regular unemployment.

Valid values are:

- |              |   |
|--------------|---|
| <b>Blank</b> | Not applicable  |
| <b>*UNJ</b>  | This deduction is a special tax for New Jersey. To ensure that state reciprocity rules for unemployment wage limits are used, use the same tax base that the *UNJ deduction uses. |

### *State Code*

Type a state code to indicate that this deduction applies to W-2 reporting of “other” amounts for this state.

Valid values are:

- |              |  |
|--------------|--|
| <b>Blank</b> | Not applicable   |
| <b>ME</b>    | For Maine, when used with reporting code <b>P</b> , the value for Box 14 is reported in the W-2 state RS record as the Maine Public Employees Retirement System (MEPERS) amount. |

### *Reporting Code*

Type a reporting code to identify the type of “other” amount for reporting on the W-2 form.

Valid values are:

- |              |  |
|--------------|--|
| <b>Blank</b> | Not applicable   |
| <b>P</b>     | Pension. When used with state code <b>ME</b> , the value in Box 14 is reported in the W-2 state RS record as the Maine Public Employees Retirement System (MEPERS) amount. |

- 13 Press Enter. The system saves your entries and returns you to the Update Deduction Controls prompt screen. To create additional deduction controls, repeat steps 4 through 12.
-

## Establishing Canadian Specific Controls

If you process payroll in Canada, use the following information to complete the T4, T4A and RL-1 fields on this screen. The system displays this screen for all Canadian employers for all deductions except taxes. It does not display for U.S. employers.

- If you do not need to specify any of the boxes or codes listed below for the deduction control you are creating, you can press Enter to exit from the screen. Otherwise, use the information below to complete the fields on this screen shown in Figure 14-5.

1/19/11 15:11:28	Update Deduction Controls	PYGMDC	PYDMDC
		Page 4 of 4	
Employer . . . .	ZCX SAMPLE CANADIAN EMPLOYER		
Deduction . . . .	HDUES HOURLY UNION DUES		
Tax Calc Flag . .	<u>U</u>		
T4 Box . . . . .	<u>44</u>	T4 Code . . . . .	<u>    </u>
T4A Box . . . . .	<u>    </u>	T4A Code . . . . .	<u>    </u> +
RL-1 Box . . . . .	<u>F</u>	RL-1 Code . . . . .	<u>    </u>
RPP YTD Limit? .	<u>0</u>		
F3=Exit F4=Prompt F10=Access F12=Previous			

Figure 14-5: Update Deduction Controls screen 4 Canada

### Tax Calc Flag

Use this field to indicate that the deduction affects the tax calculations for an employee for \*CF or \*CQIT processing, and where noted, \*CQPP.

If you enter a value in this field, you must specify a higher priority for this deduction than the priority you assign to your \*CF--, \*CQIT, and \*CQPP deduction controls. This allows the system to calculate these deductions prior to calculating income tax.

Valid values are:

- A** For \*CF calculations, alimony payments required by court order to be withheld at source from the employee's salary for the pay period (reduces taxable wages)
- C** For \*CQIT calculations, amounts withheld for the purchase of preferred shares that qualify under the CIP (reduces taxable wages by 125% of this amount)
- F** For \*CF and \*CQIT calculations, contributions to a Registered Pension Plan (RPP), Registered Retirement Savings Plan (RRSP), and amounts withheld as contributions under a retirement compensation arrangement (reduces taxable wages)
- J** For \*CQIT and \*CQPP calculations, employer portion of private health insurance (increases taxable wages for \*CQIT and \*CQPP)
- P** For \*CQIT and \*CQPP calculations, multi-employer insurance plan (increases taxable wages for \*CQIT and \*CQPP)
- Q** For \*CQIT calculations, Class A shares of Fonds du solidarité to which current maximums apply (reduces tax amount)
- U** For \*CF calculations, union dues deduction (reduces taxable wages)
- W** For \*CQIT calculations, purchase of shares issued by Fondation, made after May 31, 2009 and before June 1, 2016 (reduces tax amount)
- X** For \*CQIT calculations, purchase of shares issued by Fondation made after May 31, 2016 (reduces tax amount)
- Y** For \*CQIT calculations, Class A shares of Fonds de solidarité that can be rolled into an RRSP. The system reduces taxable wages by both the employee and employer contribution amounts.

#### *T4 Box*

To report this deduction in a specific box on the T4 slip, type the appropriate value in this field.

Valid values are:

---

<b>20</b>	Registered pension plan (RPP) contributions
<b>44</b>	Union dues
<b>46</b>	Charitable donations
<b>52</b>	DPSP contributions
<b>OI</b>	Other information (footnotes)

#### T4 Code

Use this field to indicate the T4 code used for printing other information on the T4 slip or completing fields in the T4 XML document. Valid values are:

<b>blank</b>	No value required
<b>74</b>	Pre-1990 past service contributions while a contributor
<b>75</b>	Pre-1990 past service contributions while not a contributor

Values **74** and **75** are valid for T4 Box 20 only and for past service deductions only, which you identify by typing **1** in the *RPP YTD Limit* field.

If the value in the T4 Box field is **OI**, you must enter one of the following:

<b>84</b>	Public transit pass (employee paid)
<b>85</b>	Employee paid premiums for private health services plans

#### T4A Box

Type the value that indicates where this deduction is reported.

Valid values are:

<b>OI</b>	This deduction should be reported in the Other Information section of the T4A along with the associated T4A code value.
-----------	---

If you type **OI** in the *T4A Box* field, you must specify a value in the *T4A Code* field. If you leave the *T4A Box* field blank, you must also leave the *T4A Code* field blank.

---

***T4A Code***

Use this field to indicate the T4A code used for printing other information on the T4A slip or completing fields in the T4A XML document. You must complete the *T4A Box* field when you type a value in this field.

***RL-1 Box***

To report this deduction in a specific box on the RL-1 slip, type the appropriate value in this field.

Valid values are:

<b>D</b>	Registered Pension Plan (RPP) contributions
<b>F</b>	Union dues
<b>J</b>	Employer portion of a private health services insurance premium reported as a taxable benefit
<b>N</b>	Charitable donations
<b>P</b>	Employer portion of a premium for a multi-employer private health services insurance plan reported as a taxable benefit
<b>Q</b>	Employer portion of deferred salary and wages

***RL-1 Code***

Use this field to indicate the RL-1 code used for printing footnotes on the RL-1 slip or completing fields in the RL-1 XML document.

With the RL-1 Box left blank:

<b>C</b>	Employee expenses related to the use and maintenance of a chain saw or brush cutter
<b>235</b>	Employee premium paid to a private health services plan (footnote)

With Box D:

<b>74</b>	Pre-1990 past service contributions while a contributor
<b>75</b>	Pre-1990 past service contributions while not a contributor

---

***RPP YTD Limit?***

Use this field to identify whether the deduction is a past-services contribution to a Registered Pension Plan (RPP) to which the maximum contribution limit is applied for \*CF calculations. The system combines the past and present RPP contribution amounts in T4 Box 20, Registered Pension Plan contributions.

Valid values are:

- 0** No. This is not a past-service contribution for 1989 or a previous year. The pre-1990 annual limit does not apply.
- 1** Yes. This is a past-service contribution for 1989 or a previous year. Contribution amounts are limited to the pre-1990 annual limit.

If you type **0** in this field, you must leave the *T4 Code* field blank. If you type **1** in this field, you must type a value in the *T4 Code* field to indicate whether this deduction represents contributions made while the employee was or was not a contributor. You must also type the appropriate values in the *Limit Type* and *Limit Amount* fields on the Update Deduction Controls screen 1.

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## Notes

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## Chapter 15 Setting Up Controls for Percentage and Hourly Deductions

# 15

Deduction controls allow you to specify the way you want the system to calculate deductions. The system performs these calculations based on the deduction method you assign to the deduction control.

You can assign one of five deduction methods to a deduction control. The Flat Amount (Method 1) was discussed in the “Setting Up Controls for Flat Amount Deductions” chapter. Hours Extension (Method 2), Amount Extension (Method 3) and Custom Calculation (Method 5) are discussed in this chapter. Tax Calculation (Method 4) is discussed in the “Setting Up US. Tax Deductions” and the “Setting Up Canadian Tax Deductions” parts.

All fields found in the deduction control were documented in detail in the “Setting Up Controls for Flat Amount Deductions” chapter. Only those fields unique to the Hours Extension (Method 2), Amount Extension (Method 3) and Custom Calculation (Method 5) deduction methods are documented in this chapter.

The chapter consists of the following topics:

Topic	Page
Overview of Deduction Methods	15-2
Understanding the Relationship between Accumulators and Priority	15-4
Creating Deduction Controls	15-10

---

## Overview of Deduction Methods

Create a deduction control for each voluntary and involuntary deduction you process in Infinium PY. Also, create deduction controls regardless of whether the deduction is paid by the employee, employer or a combination of the two.

### Objectives

After completing this chapter, you should be familiar with:

- Using deduction methods to create deduction controls
- The relationship between accumulators and priority
- Creating deduction controls

### Understanding Deduction Methods

Infinium PY provides you with five methods for establishing controls on deductions. A deduction method provides the system with guidelines for calculating a deduction.

The five deduction methods are listed and described in the table below.

#### Deduction Methods

Method		Description	Example
1	Flat Amount	Deducts a flat amount up to a user-defined limit	Medical Insurance, Savings Bonds
2	Hours Extension	Deducts an hourly amount based on the hours in an accumulator up to a user-defined limit	Union Dues
3	Amount Extension	Deducts a percentage of the amount in an accumulator up to a user-defined limit. (Can also compute flat amount deductions)	401K, RPP, Direct Deposit, Local Taxes

---

**Deduction Methods**

Method		Description	Example
4	Tax Calculation	Deducts an amount based on data found in a Infinium PY tax table	Taxes
5	Custom Calculation	Provides you with the ability to exit to a user-written program for calculation	

**Caution:** To properly report deduction information on both T4s and T4As, you must do one of the following: establish separate deduction controls for T4 and T4A processing or use a separate employer for T4 and T4A processing.

## Understanding the Relationship between Accumulators and Priority

### Understanding User-Defined Accumulators

To calculate an Hours Extension (Method 2), Amount Extension (Method 3) or Tax Calculation (Method 4), the system must have a wage base on which to base the deduction. The wage base must be appropriate to the deduction type. For example, you normally must define your own accumulator to calculate pre-tax deductions that are percentages of earnings, such as 401K or RPP. You must base pre-tax contributions on only those incomes deemed eligible for pre-tax benefit calculations by your organization.

You create user-defined accumulators when you use the *Update Income Controls* function and you specify that you are using Income Method 0. You usually associate incomes with a user-defined accumulator first and then you assign the accumulator to the appropriate deductions.

As you establish deductions, you must determine which are taken before taxes and which are taken after taxes. This allows you to set the priority of each deduction correctly.

If a deduction is tax deferred (pre-tax), you must subtract it from the user-defined accumulator associated with tax deductions before processing federal and state withholding or FICA tax. This ensures that the tax deductions are based on a reduced wage amount in the accumulator.

### Understanding System-Defined Accumulators

You cannot manipulate or change amounts in system-defined accumulators in any way. You use these accumulators when you want to calculate a deduction based on one of the three following wage bases.

You can choose from the three following system-defined accumulators:

- \*GROS
-

This accumulator equals the gross amount of the pay plus tips (\*TIPS) and fringe (\*FRINGE) incomes. This accumulator contains all incomes calculated during the cycle.

$$*GROS = \text{All wages} + *TIPS + *FRINGE$$

■ **\*WAGE**

This accumulator equals the \*GROS accumulator minus tips and fringe incomes. It includes all incomes calculated during the cycle, except those identified as \*TIPS or \*FRINGE.

$$*WAGE = *GROS - *TIPS - *FRINGE$$

■ **\*NET**

This accumulator equals the net amount of the pay.

$$*NET = *WAGE - \text{Deductions}$$

**Note:** You can refer to the “Setting Up Accumulators and Controls for Hourly Incomes” chapter for additional information on setting up accumulators.

## Using Priorities to Compute Pre-Tax Deductions

The system performs calculations in numerical order based on the value you type in the *Priority* field on each deduction. Therefore, the priority you assign to each deduction can impact other deductions and their associated wage bases. In the following example, assume that you specify priorities of 300 on your 401K deduction control, 400 on your federal withholding tax (\*FWT) deduction control and 500 on your California state income tax (\*SCA) deduction control.

Your 401K plan allows employees to contribute a percentage of their eligible incomes to the plan. Because not all incomes that employees earn are 401K eligible, you must create a separate accumulator to capture only the eligible incomes. You call the accumulator:

**401K**      401K Accumulator (401K Wage Base)

You assign the 401K accumulator to all incomes that are eligible for the 401K contribution using the Update Income Controls screen 3 of 3. You also assign it to your 401K deduction control using the Update Deduction Controls screen 1 of 3. During payroll cycle processing the system uses the incomes in the accumulator to calculate the employee and employer 401K contributions.

---

You next create an accumulator for federal and state income tax calculations. You include all taxable incomes in this accumulator. You call this accumulator:

**BASE10** Taxable Wages Accumulator

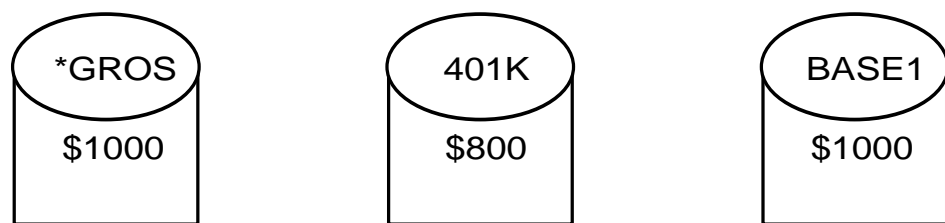
You enter the BASE1 accumulator on the third screen of the 401K deduction control to reduce the amount in the BASE1 accumulator by the amount of the employee's 401K contribution.

Next, you assign the BASE1 accumulator to the first screen of the **\*FWT** and **\*SCA** deduction controls. Because you set up your system to calculate the 401K deduction before it calculates the federal and state income tax deductions, during cycle processing the system reduces the amount in the BASE1 accumulator by the employee's 401K contribution before it calculates the tax deductions.

### Deduction Calculation Example - US

The following chart illustrates how the system calculates deductions utilizing both user-defined and system-defined accumulators. Note that the calculation of employer liability for **\*UCA** (California unemployment tax) is based on **\*GROS** and not BASE1.

The employer in this example offers pre-tax deductions for medical insurance premiums, dependent spending account contributions and 401K plan contributions.



Priority	Deduction	Calculation Wage Base and Balance	Wage Base Reduced	*NET
100	MEDPT = \$50 (flat amount)		BASE1 1000 - 50 = 950	1000 - 50 = 950
150	DEPSA = \$200 (flat amount)		BASE1 950 - 200 = 750	950 - 200 = 750

Priority	Deduction	Calculation Wage Base and Balance	Wage Base Reduced	*NET
200	*FICA @ 6.2% = \$46.50	BASE1 (750)		750 - 46.50 = 703.50
200	*FMHI @ 1.45% = \$10.88	BASE1 (750)		703.50 - 10.88 = 692.62
300	401K @ 10%= \$80	401K (800)	BASE1 750 - 80 = 670	692.62 - 80 = 612.62
400	*FWT = \$75	BASE1 (670)		612.62 - 75 = 537.62
500	*SCA = \$15	BASE1 (670)		537.62 - 15 = 522.62
600	*UCA = \$2 (employer only)	*GROS (1000)		522.62
9999	DD @ 100%= \$522.62	*NET (522.62)		\$0

**Note:** The priority you specify for each deduction is crucial to the accuracy of all calculations.

## Deduction Priorities - Canada

You must establish priorities for Canadian tax deductions in the order shown in the following example.

Priority	Deduction Name	Description
1 <sup>st</sup>	*CCPP *CQPP	Canada Pension Plan Quebec Pension Plan
2 <sup>nd</sup>	*CUIC	Canada Employment Insurance
3 <sup>rd</sup>	*CF + 2 digit provincial code	Federal/Provincial Income Tax
4 <sup>th</sup>	*CQIT	Quebec Income Tax

## Setting Up Canadian Pre-Tax Deductions

Whether you use system-defined or user-defined accumulators to calculate taxes, you use the *Tax Calc Flag* field on the last screen of the Deduction Control to identify deductions that affect employee income tax amounts or the wage bases used to compute the \*CF or \*CQIT tax withholding amount. Refer to the “Setting Up Controls for Flat Amount Deductions” chapter for an explanation of the valid values for the *Tax Calc Flag* field.

When you set up deductions that impact tax calculations, you must assign a priority to each that is higher than the priority you assign to your \*CF or \*CQIT tax deductions, so that these deductions are processed before income taxes during cycle processing.

In addition to deduction controls, you can use various fields on the employee Update Employee Payroll Data (CAN) screens 1 and 2 to impact \*CF and \*CQIT income tax calculations. Use the table below for information about these fields.

Type this value	In this field	To identify this type of tax adjustment:
Total annual dollar amount	<i>Tax Off. Ded.</i>	Deductions authorized by the District Taxation Office such as child care expenses, voluntary alimony and maintenance payments, tuition fees, and employee's request to reduce income tax at source
Total annual dollar amount	<i>Tax Off. Credit</i>	Other federal tax credits authorized by the District Taxation Office such as medical expenses and charitable donations
Daily rate multiplied by the number of applicable days	<i>HD Annual Ded.</i>	Living in the Yukon, Northwest Territories or another prescribed area for more than six months in a row
Annual cost	<i>LSVC - Federal</i>	Employee annual cost to purchase shares of labor-sponsored venture capital corporations
Annual cost	<i>LSVC - Provincial</i>	Employee annual cost to purchase shares of labor-sponsored venture capital corporations, excluding contributions for special provincial tax use, such as the Fireweed Fund in the Yukon Territories.
<b>Note:</b> This does not apply to Quebec employees.		

Type this value	In this field	To identify this type of tax adjustment:
Annual cost	<i>LSVC - Prov.</i> <i>Other</i>	Employee annual cost to purchase shares of labor-sponsored venture capital corporations for special provincial tax use such as the Fireweed Fund in the Yukon Territories  <b>Note:</b> This does not apply to Quebec employees.

## Creating Deduction Controls

In this section you learn how to create deduction controls using the Hours Extension (Method 2), Amount Extension (Method 3) and Custom Calculation (Method 5) deduction methods.

Refer to the “Setting Up Controls for Flat Amount Deductions” chapter for more information on using the Flat Amount deduction method (Method 1).

### Using the Hours Extension Deduction Method (Method 2)

Use this deduction method to calculate an hourly deduction, such as union dues. The system multiplies the hours that an employee works, up to an optional limit, by a specified rate. You can assign a system-defined or a user-defined accumulator to the deduction. The system uses the accumulator during cycle processing to capture the hours needed for calculation of the hourly deduction.

Follow the steps below to create a deduction control using the hours extension method. The example illustrates set up of an hourly union dues deduction for a Canadian employer.

- 1 From the Infinium PY main menu select *Master Files*.
- 2 Select *Update Master Files*.
- 3 Select *Update Deduction Controls* [UDC] to display the 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 code to identify this deduction.

**Caution:** When you set up deductions, restrict the use of asterisks (\*) to the naming convention for tax deductions only. All deductions with an asterisk are included in the Tax Liability Report.

---

### *Method*

Type **2** to indicate that you are creating a deduction control using the hours extension method.

- 5 Press Enter to display the Update Deduction Controls screen 1 of 4.
- 6 To complete the information on this screen, you can refer to the detailed Deduction Control field descriptions contained in the “Setting Up Controls for Flat Amount Deductions” chapter of this guide.

The information below describes how to complete certain fields on this screen that are used for this deduction method.

### *Accumulator*

Type either a user-defined accumulator or a system-defined accumulator. The system multiplies the hours in the accumulator by an hourly rate to calculate the deduction.

If you leave this field blank, the system does not take a deduction.

### *Hourly Rate*

Type an hourly rate to be used to calculate the employee deduction. The system multiplies this rate by the hours accumulated in the income base. You can also store this rate in the employee’s deduction authorization record.

- 7 Press Enter when you have completed all the necessary fields on this screen. The system displays the Update Deduction Controls screen 2 of 4.
- 8 To complete the information on this screen you can refer to the detailed Deduction Control field descriptions contained in the “Setting Up Controls for Flat Amount Deductions” chapter.

### *Hourly Rate*

Type an hourly rate if the employer contributes a portion of the deduction based on the hours accumulated in the income base.

- 9 Press Enter when you have completed all the necessary fields on this screen. The system displays the Update Deduction Controls screen 3 of 4.  
  
To complete the fields on the Deductions Controls screen 3 of 4, you can refer to the field descriptions detailed in the “Setting Up Controls for Flat Amount Deductions” chapter.
  - 10 Press Enter to display the Update Deduction Controls screen 4 of 4.
-

- 11 To complete the information on this screen you can refer to the detailed Deduction Control field descriptions contained in the “Setting Up controls for Flat Amount Deductions” chapter.

*Tax Calc Flag*

Type **U** in this field to enable the system to correctly reduce income tax wage bases by the employee union dues contribution amount.

*T4 Box*

Type **44** in this box to print the employee union dues contribution amount in Box 44 of the T4 slip.

*RL-1 Box*

Type **F** in this box to print the employee union dues contribution amount in Box F of the RL-1 slip.

- 12 Press Enter to exit from this option.

## Using the Amount Extension Deduction Method (Method 3)

The Amount Extension deduction method (Method 3) deducts a percentage of the incomes in an accumulator. You can use this method to calculate deductions that are based on a percent of employee earnings such as:

- Child support or garnishments
- 401K, 403(b), RPP and other pension and savings plan deductions
- Direct deposit deductions
- Local taxes not supported in the Infinium PY tax table

## Using the Amount Extension Deduction Method (Method 3) to Set Up a 401K Deduction

Follow the steps below to create a deduction control using the Amount Extension method. This example uses a 401K deduction.

- 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 15-1.

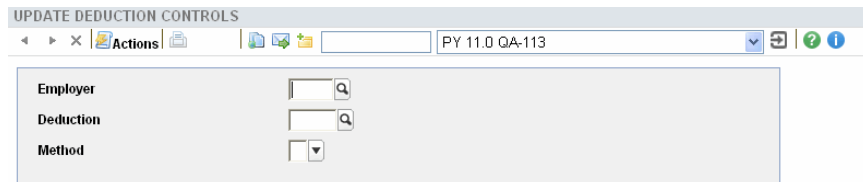


Figure 15-1: Update Deduction Controls prompt screen

- 4 Use the following information to complete this screen.

*Employer*

Type the value that identifies your employer.

*Deduction*

Type up to a five-character code to identify this deduction.

**Caution:** When you set up deductions, restrict the use of asterisks (\*) to the naming convention for tax deductions only. All deductions with an asterisk are included in the Tax Liability Report.

*Method*

Type **3** to create a deduction control using the amount extension method.

- 5 Press Enter. The system displays the screen shown in Figure 15-2.

6/22/12 13:56:15		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 15-2: 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 Flat Amount Deductions” chapter.

The information below describes how to complete certain fields on this screen that you typically use for 401K and other savings 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*

For 401K deductions and other savings plan deductions that are pre-tax, 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 employee savings plan deduction.

### *Accumulator*

Type a value that identifies the accumulator that contains incomes subject to the 401K or other savings plan 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. For 401K plans and other savings plans, you typically select deduction type 2 or 4.

Valid values are:

- |              |   |
|--------------|---|
| <b>1</b>     | Insurance deduction. The system displays a screen for insurance related information.  |
| <b>2</b>     | Savings deduction. The system displays a screen for savings plan information.   |
| <b>3</b>     | Tax deduction. The system displays a screen for tax information, additional tax or no tax, and reduces the wage base by incomes marked as special tax = 9 before calling the custom program.. |
| <b>4</b>     | Fund split. The system displays a screen that allows you to track employee investment choices associated with savings plan deductions such as 401K, 403(b) or RPP.                            |
| <b>Blank</b> | Other. The system displays a screen for generic deduction information.  |

### *Limit Group*

Type the code value that identifies a group of deductions that are subject to a shared limit. The annual statutory limit for employee contributions to a 401(k) plan is defined by the federal government. 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 limit.

---

You define code values for this field 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 401K plans and other savings plans subject to an annual employee contribution limit, type **3** in this field.

#### *Arrears Type*

If a check does not contain enough money to cover a deduction, you can place that deduction in arrears.

Valid values are:

- |          |   |
|----------|---|
| <b>0</b> | 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. |
| <b>1</b> | Allow arrears processing for this deduction. If the system cannot take this deduction, it places the entire amount of the deduction in arrears.               |
| <b>2</b> | Do not allow arrears processing for this deduction. The system takes the deduction to the extent possible.  |
| <b>3</b> | 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 actual employee deduction amount, the system multiplies the amount in the accumulator specified on this screen by this percentage.

---

For savings plan deductions, 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 401K deduction to match any reductions in the employee amount when the employee reaches a limit.

Valid values are:

- 0** Do not prorate the employer amount to match reductions in the employee amount due to limits. Use this value for deductions that are not 401K deductions.
- 1** Force the employer amount to 0 when the employee amount goes to 0 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 401K deduction to match any changes in the employee amount due to arrears processing.

Valid values are:

- 0** Do not prorate the employer amount to match changes in the employee amount due to arrears processing. Use this value for deductions that are not 401K deductions.
- 1** Force the employer amount to 0 when the employee amount goes to 0 due to arrears processing.
- 2** Prorate the employer amount to maintain the starting relationship with the employee amount, when a deduction goes into arrears and 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 15-3.
-

6/26/12 20:13:32	Update Deduction Controls	PYGMDC	PYDMDC
		Page 2 of 4	
Employer . . . . :	ZUS SAMPLE US COMPANY		
Deduction . . . . :	401KB EE SAVINGS PLAN BW		
Method . . . . . :	3 Amount Extension		
<u>Special Reports</u>		<u>Level Restrictions</u>	
Cycle Report . .	_____ +	Area . . . . .	_____ +
Monthly Report .	DM002 +	Division . . . . .	_____ +
Quarterly Report.	_____ +	Department . . . . .	_____ +
Annual Report . .	_____ +	Cost Centr . . . . .	_____ +
On Demand Report.	_____ +		
		Exclude From GL Accrual <u>A</u> (A,X,C,N)	
<u>Employer Data</u>			
Limit Type . . . .	3	Income Limit Group .	_____ +
Employer Limit . .	34,567,890.34	Use *FWT for Income.	1 (0=No 1=Yes)
Employer Amount . .	10000000.34	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 15-3: 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 Flat Amount Deductions” chapter of this guide.

### *Employer Limit*

Leave this field blank to direct the system to automatically stop the employer contribution to a savings plan when the employee’s contributions have reached the specified limit.

### *Extension %*

If for most or all employees the employer contribution is the same, type a percentage in the *Extension %* field. To calculate the actual employer deduction amount, the system multiplies the wage amount in the accumulator specified on the Update Deduction Controls screen 1 of 3 by this percentage.

For savings plan deductions, 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 Flat Amount Deductions” chapter for detailed information on how to use these fields to stop the employer and employee deduction contribution when the employee’s earnings reach a specified limit.

For 401(k) plans, you can use these fields to automatically 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 of 3.
- 10 To complete the fields on this screen, refer to the field descriptions detailed in the “Setting Up Controls for Flat Amount Deductions” chapter.

*Accum Code*

For 401K plans and other savings plans that reduce taxable wages, enter the values that identify the accumulators you use to calculate affected tax deductions such as \*FWT.

*EE Op*

Type - to reduce the wage amount in the specified accumulator by the amount of the employee’s contribution to the 401K or other savings plans.

- 11 Press Enter. The system displays one of two screens:
  - If you typed a value other than 4 in the *Deduction Type* field on the first screen, the system displays the Deduction Controls prompt screen. Repeat steps 4 through 11 to create additional deduction controls or press F3 to exit from this option.
  - If you typed 4 in the *Deduction Type* field on the Update Deduction Controls screen 1 of 3, the system displays the fund split screen shown below in Figure 15-4.

UPDATE DEDUCTION CONTROLS

Actions PY 11.0 QA-113

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Employer	ZUS	SAMPLE US COMPANY
Deduction	401KB	EE SAVINGS PLAN BW
Use Tax Base From	<input type="text"/>	

Figure 15-4: Update Fund Allocation Controls screen 4

**12 Use the following information to complete this screen:***Fund Description*

Type the names of the investment choices associated with the savings 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.

If you need to update your fund descriptions after you first define them, you must press F5 on this screen to unlock the original fund descriptions so that you can 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 automatically displays at the bottom of this screen.

The system displays these fund descriptions on the deduction records of employees whom you authorize to the savings 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 savings plan that is associated with the Infinium PY savings 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 savings plan. The system defaults the percentages you specify into each employee's record when you authorize the employee to the savings plan deduction or when you enroll the employee in the corresponding savings plan 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 to 100.

For example, you offer five investment choices in your savings 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 savings 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 savings plan. You can enter a percentage value adjacent to one or more of the fund descriptions. The employee percentages you enter must total to 100.

### *Default Employer %*

Specify a typical allocation of employer contributions to the savings plan. You can enter a percentage value adjacent to one or more of the fund descriptions. The employer percentages you enter must total to 100.

- 13 Press Enter. The system returns you to the Update Deduction Controls prompt screen from which you can create additional deduction controls.
- 14 Press F3 to exit from this option.

## Setting up a 401(k) Deduction for Participants over Fifty with Additional Elective Deferrals

On 1 January 2002, federal limits for 401(k) went into effect for plan participants who are age 50 or older by the end of a plan year to make additional “catch-up” elective deferrals over and above what is permitted under the Code Section 402(g) limit.

If you offer this option to 401(k) plan participants who belong to this category, use method 3 for amount extension deductions to set up a separate 401(k) deduction control and assign the deduction to each participating employee.

## Using the Amount Extension Deduction Method (Method 3) to Set Up a Direct Deposit Deduction

You can create direct deposit deduction controls using the Amount Extension deduction method (Method 3). You can use the Amount Extension method to compute both amount extension and flat amount deductions. You can create multiple direct deposit control records so that employees can direct their funds to multiple accounts.

For example, if employees want to deposit a flat amount of their paycheck into their savings account first with the balance of the net check amount deposited in their checking account, you can create two direct deposit control records, one for savings accounts and one for checking accounts.

In this example, you would specify a lower priority for the savings account deduction than for the checking account deduction so that the system

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calculates the flat amount for employee savings accounts before it computes the final deduction for employee checking accounts. For example, you could specify **9800** for the savings account direct deposit deduction and **9900** for the checking account direct deposit. You specify **\*NET** as the accumulator for both deductions.

The account number of the employee's bank account normally determines which type of account the financial institution credits with direct deposit funds. For U.S. employees, you also use the *Acct. Type* field on the employee's deduction authorization record to distinguish employee checking accounts from savings accounts.

Follow the steps below to create a Deduction Control for direct deposit using the Amount Extension 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 15-5.

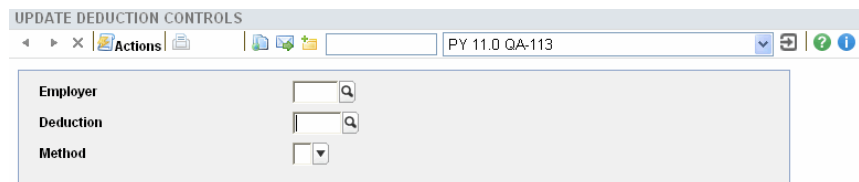


Figure 15-5: Update Deduction Controls prompt screen

- 4 Use the following information to complete this screen:

*Employer*

Type the value that identifies your employer.

*Deduction*

Type up to a five-character code to identify this deduction.

**Caution:** When you set up deductions, restrict the use of asterisks (\*) to the naming convention for tax deductions only. All deductions with an asterisk are included in the Tax Liability Report.

*Method*

Type **3** to create a deduction control using the amount extension method.

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

6/22/12 13:58:51		Update Deduction Controls		PYGMDC	PYDMDC
				Page 1 of 4	
Employer . . . .	ZUS	SAMPLE US COMPANY			
Deduction . . . .	DDNET				
Method . . . .	3 Amount Extension	EE/ER Limit Type.	_		
Description . . . .	DIR DEP - NET PAY	EE/ER Limit Amt .	_____		
Priority . . . .	9999	Starting Date . .	_____		
Summ. Code . . . .	99 +	Ending Date . . .	_____		
Frequency . . . .	8	Must Take . . . .	0 (0, 1, 2, 3)		
Accumulator . . . .	*NET +	Limit Group . . .	_____ +		
Employee Data					
Deduction Type . .	_	Direct Deposit . .	1 (0=No 1=Yes)		
Limit Type . . . .	_	Limit Amount . . .	_____		
Arrears Type . . .	0	Arrears Recovery .	1		
Arrears Amount . .	_____ .00	Arrears Percent . .	_____ .0000		
Deduction Basis . .	_	Deduction Matrix .	_____ +		
Deduction Amount .	_____	Matrix Column . .	_____ +		
Deduction Factor .	_____	Matrix Row . . . .	_____ +		
Extension % . . . .	100.0000	W2 Code . . . . .	_		
Payables related .	0 (0=No 1=Yes)	401K-Pro ER/Lim? .	0 (0, 1, 2)		
Allow Pay Msg? . .	0 (0=No 1=Yes)	401K-Pro ER Arr? .	0 (0, 1, 2)		
Deduction Account	001-111-111-1111 +				
F3=Exit F10=Access F12=Previous F22=Delete					

Figure 15-6: 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 Flat Amount Deductions” chapter of this guide.

The information below describes how to complete certain fields on this screen that are used for direct deposit deductions.

*Priority*

If you are setting up only one direct deposit deduction for your employer, type the lowest priority (highest number) possible. For example, you can type 9999 in this field.

If you are setting up multiple direct deposit deduction controls, use this field to sequence them appropriately. Refer to the example provided in the introduction to this section.

*Accumulator*

Type **\*NET** in this field.

*Direct Deposit*

Type **1** in this field.

*Deduction Amount*

If you are setting up a flat amount direct deposit deduction and most employees select the same amount, type the value in this field. You typically type this value on each employee's deduction authorization record.

*Extension %*

If you are setting up a percent direct deposit deduction and most employees select the same percentage, type the value in this field. You normally type **100** in this field for the direct deposit deduction that the system calculates last so that this deduction takes the entire final net check amount. For exceptions, you can override this value on the employee deduction authorization record.

- 7 Press Enter when you have completed all necessary fields on this screen. The system displays the remaining screens necessary to complete this control.

You can refer to the field descriptions detailed in the "Setting Up Controls for Flat Amount Deductions" chapter when completing these screens.

- 8 Press Enter when you have completed creating this deduction control. The system displays the first Update Deduction Controls screen. Repeat steps 4 through 6 to create additional direct deposit deduction controls.
- 9 Exit this option.

**Note:** Refer to the *Infinium Payroll Guide to Processing* for additional information concerning direct deposit processing.

## Using the Custom Calculation Deduction Method (Method 5)

You can use this deduction method to calculate deductions based on a custom program. You use a custom program to accommodate calculations that do not comply with standard system deduction methods and that are unique to your organization.

A technical staff member in your organization can create a custom calculation program. Infinium Software provides you with a sample program called PYGDCUST.

---

Follow the steps below to create a Deduction Control using the Custom Calculation 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 15-7.

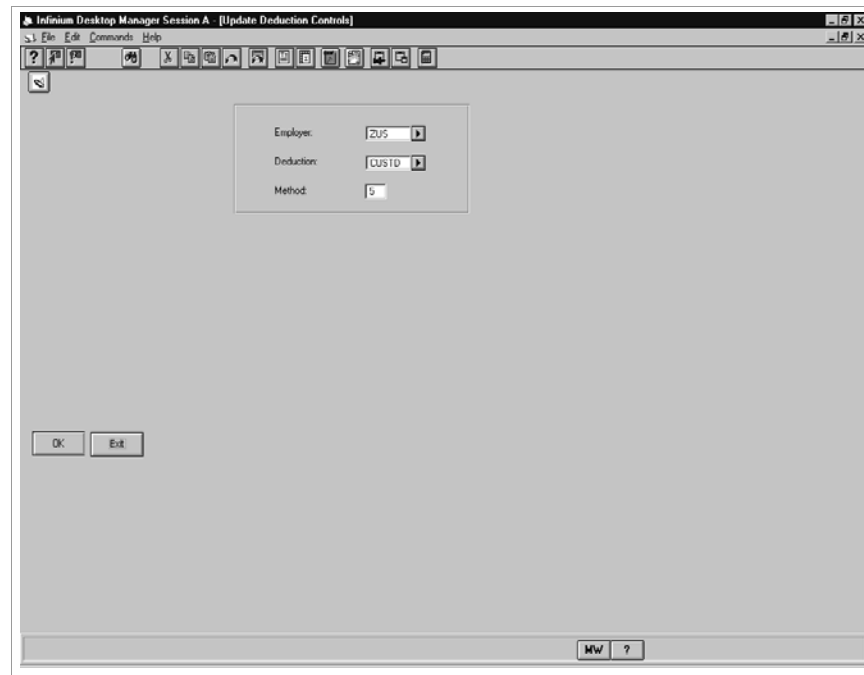


Figure 15-7: Update Deduction Controls prompt screen

- 4 Use the following information to complete this screen:

*Employer*

Type the value that identifies your employer.

*Deduction*

Type up to a five-character code to identify this deduction.

**Caution:** When you set up deductions, restrict the use of asterisks (\*) to the naming convention for tax deductions only. All deductions with an asterisk are included in the Tax Liability Report.

*Method*

Type **5** to create a deduction control using the custom calculation method.

5 Press Enter. The system displays the screen shown in Figure 15-8.

6/22/12 14:00:52		Update Deduction Controls		PYGMDC	PYDMDC
				Page 1 of 4	
Employer . . . .	ZUS SAMPLE US COMPANY				
Deduction . . . .	CUSTD				
Method . . . . .	5 Custom Calculation				
Description . . . .	<u>CUSTOM DEDUCTION</u>				
Priority . . . . .	<u>8000</u>	Starting Date . .	_____		
Summ. Code . . . .	<u>40</u> +	Ending Date . . .	_____		
Frequency . . . . .	<u>8</u>	Must Take . . . .	<u>0</u> (0, 1, 2, 3)		
Accumulator . . . .	_____ +				
<b>Employee Data</b>					
Deduction Type . .	<u>1</u>	Direct Deposit . .	<u>0</u> (0=No 1=Yes)		
Limit Type . . . .	<u>5</u>	Limit Amount . . .	<u>876,543,210.12</u>		
Arrears Type . . .	<u>3</u>	Arrears Recovery .	<u>1</u>		
Arrears Amount . .	<u>123456789.23</u>	Arrears Percent . .	<u>.0000</u>		
Deduction Factor .	<u>1.0000</u>	Custom Program . .	<u>PYGDCUST</u>		
W2 Code . . . . .	_____				
Payables related .	<u>0</u> (0=No 1=Yes)				
Allow Pay Msg? . .	<u>0</u> (0=No 1=Yes)				
Deduction Account	<u>001-***-***-3500-000</u> +				
F3=Exit F4=Prompt F10=Access F12=Previous F22=Delete					

Figure 15-8: 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 Flat Amount Deductions” chapter of this guide.

The information below describes how to complete certain fields for this screen that are used for this deduction method.

#### *Limit Amount*

If applicable, type a limit amount that applies to most or all of the employees authorized to this deduction. For exception situations, you can override this limit amount on the employee’s individual deduction authorization record.

If you type a limit amount, you must type a value in the *Limit Type* field on the deduction control in order to activate this feature.

#### *Custom Program*

Type the name of the custom program you want to use to calculate this deduction. You should obtain this information from your technical staff member.

7 Press Enter when you have completed all necessary fields on this screen. The system displays the remaining screens necessary to complete this control. You can refer to the field descriptions detailed in the “Setting Up

Controls for Flat Amount Deductions” chapter when completing these screens.

- 8 Press Enter when you have completed creating this deduction control. The system displays the Update Deduction Controls prompt screen. Repeat steps 4 through 8 to create additional custom calculation deduction controls.
  - 9 Press F3 to exit from the Update Deduction Controls prompt screen.
-

## Notes

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## Chapter 16 Setting Up U.S. Tax Deductions

# 16

This chapter discusses setting up U.S. tax deductions using the Tax Calculation deduction method (Method 4) and creating locality tax controls.

All fields on the deduction control were documented in detail in the “Setting Up Controls for Flat Amount Deductions” chapter. Only those fields unique to U.S. tax deductions are documented in this chapter.

The chapter consists of the following topics:

Topic	Page
Overview of U.S. Tax Deductions	16-2
Creating the *FWT Deduction Control	16-4
Creating the *FICA Deduction Control	16-7
Creating the *FUTA Deduction Control	16-11
Creating a State Income Tax *S__ Deduction Control	16-15
Creating a State Unemployment Tax *U__ Deduction Control	16-19
Creating Locality Tax Deductions	16-24

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# Overview of U.S. Tax Deductions

## Objectives

Through your study of this chapter, you should be able to create deduction controls for each U.S. tax deduction and locality tax controls for local city and county taxes.

## Using Infinium Payroll with Infor ERP<sub>LX</sub> General Ledger

If you use the Infor ERP<sub>LX</sub> general ledger interface with Infinium PY, see the “Using the Infinium Payroll Interface with Infor ERP<sub>LX</sub> General Ledger” chapter in the *Infinium PY Guide to Management Functions*. When Infor ERP<sub>LX</sub> is used as the general ledger interface, the definition for building account numbers is stored in the Infor ERP<sub>LX</sub> 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<sub>LX</sub> configuration files are used when the Infor ERP<sub>LX</sub> system builds the account number for each payroll transaction.

## Setting Up U.S. Tax Deductions

You must set up all taxes with an asterisk (\*) preceding the deduction code value so that Infinium PY stores the deduction history information correctly and fills in the appropriate boxes on the W2 form. You must use the following system code naming conventions so the system can access the appropriate tax tables.

### US Taxes

---

Naming Convention	Description
*FWT	Federal withholding tax
*FICA	Social Security tax
*FMHI	Medicare portion of Social Security tax

---

**US Taxes**

<b>Naming Convention</b>	<b>Description</b>
*FUTA	Federal unemployment tax
*S <u>XX</u>	State withholding tax - use state postal code
*L <u>YYY</u>	Local withholding tax - use locality code (SEE NOTES)
*U <u>XX</u>	State unemployment tax - use state postal code
*D <u>XX</u>	State disability tax - use state postal code

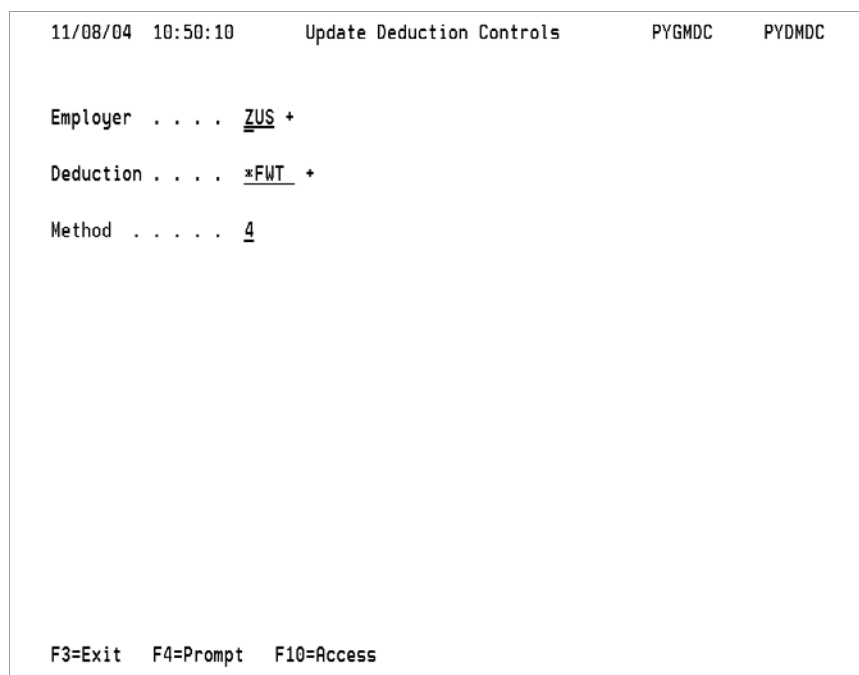
**Note 1:** You can use method 4 to calculate locality taxes only if there is an entry in the Infinium PY tax table for that locality. The standard Infinium PY tax table contains certain locality taxes; you can define others that you require. If the locality tax is not defined in the Infinium PY tax table, you can set it up using either methods 1 or 3.

**Note 2:** The notation XX indicates the two-character state postal code and YYY indicates the three-character locality code.

## Creating the \*FWT Deduction Control

Follow the steps below to create a control for the U.S. federal income tax deduction.

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



```
11/08/04 10:50:10      Update Deduction Controls      PYGMDC      PYDMDC

Employer . . . .  ZUS +
Deduction . . . . *FWT +
Method . . . . . 4

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

Figure 16-1: Update Deduction Controls prompt screen

- 5 Use the following information to complete this screen:

### *Employer*

Type the value that identifies your employer.

### *Deduction*

Type the special code **\*FWT** to identify this deduction.

*Method*

Type **4** to create a deduction control using the tax calculation method.

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

6/22/12 12:53:52		Update Deduction Controls		PYGMDC	PYDMDC
				Page 1 of 3	
Employer . . . .	ZUS SAMPLE US COMPANY				
Deduction . . . .	*FWT				
Method . . . . .	4 Tax Calculation				
Description . . . .	DED FED. INCOME TAX		Starting Date . .	_____	
Priority . . . . .	1500		Ending Date . . .	_____	
Summ. Code . . . .	01 +		Must Take . . . .	1 (0, 1, 2, 3)	
Accumulator . . . .	BTXKG +				
Employee Data					
Arrears Type . . .	3		Arrears Recovery. 1		
Arrears Amount . .	.00		Arrears Percent . .	.0000	
Allow Pay Msg? . .	0 (0=No 1=Yes)				
Deduction Account	ZUS-0000-0000-4000-0100 +				
F3=Exit F4=Prompt F10=Access F12=Previous F22=Delete					

Figure 16-2: Update Deduction Controls screen 1 of 3

- 7 To complete the information on this screen, you can refer to detailed Deduction Control field descriptions contained in the “Setting Up Controls for Flat Amount Deductions” chapter of this guide.

The information below describes how to complete certain fields on this screen that are used on this deduction method.

*Priority*

Ensure that your pre-tax deductions have a higher priority (lower number) than this deduction.

*Must Take*

You cannot change the value in this field. The default value for all taxes specifies 1.

*Accumulator*

Type the value that represents either a user-defined accumulator or a system-defined accumulator. The system uses this accumulator to calculate

the employee federal withholding tax deduction and stores this wage base along with the tax taken on the employee's deduction record. You use this wage base to print federal tax wages on the employee's W-2 form.

To have the system automatically reduce the \*FWT wage base by the amount of employee contributions to pre-tax deductions, you must type this accumulator value on the Update Deduction Controls screen 3 of 3 for pre-tax deductions that affect the computation of \*FWT.

The system does not calculate the tax if you leave the *Accumulator* field blank.

#### *Arrears Type*

Type **0** in this field.

- 8** Press Enter when you have completed all necessary fields on this screen. The system displays the remaining screens necessary to complete this control. You can refer to the field descriptions detailed in the "Setting Up Controls for Flat Amount Deductions" chapter when completing these screens.
  - 9** Press Enter when you have completed creating this deduction control. The system displays the Update Deduction Controls prompt screen.
  - 10** Press F3 to exit from this option.
-

## Creating the \*FICA Deduction Control

To create a FICA deduction control you must use deduction method 4 and type information on both the employer and employee information screens.

You must use the same priority and accumulator for both the \*FICA and \*FMHI deductions. You can establish different summarization codes for FICA or FMHI, or you can combine them into one item on the employee's pay stub. To report \*FICA and \*FMHI withheld amounts using one description, you assign the \*FICA and \*FMHI deductions to the same deduction summarization code.

Follow the steps below to create a control for the Social Security tax deduction.

- 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 16-3.

```
11/08/04 11:00:28      Update Deduction Controls      PYGMDC      PYDMDC

Employer . . . .  ZUS +
Deduction . . . .  *FICA +
Method . . . . .  4

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

Figure 16-3: Update Deduction Controls prompt screen

- 4 Use the following information to complete this screen:

*Employer*

Type the value that identifies your employer.

*Deduction*

Type **\*FICA** in this field.

*Method*

Type **4** to create a deduction control using the tax calculation method.

- 5 Press Enter. The system displays the screen shown in Figure 16-4.

6/22/12 12:50:49		Update Deduction Controls		PYGMDC	PYDMDC
				Page 1 of 3	
Employer . . . .	ZUS	SAMPLE US COMPANY			
Deduction . . . .	*FICA				
Method . . . . .	4	Tax Calculation			
Description . . .	DED SOCIAL SEC TAX	Starting Date . .			
Priority . . . . .	1000	Ending Date . . .			
Summ. Code . . .	05 +	Must Take . . . .	1 (0, 1, 2, 3)		
Accumulator . . .	BTXG +				
Employee Data					
Arrears Type . .	0	Arrears Recovery.	1		
Arrears Amount .	.00	Arrears Percent .	.0000		
Allow Pay Msg? .	0 (0=No 1=Yes)				
Deduction Account	ZUS-0000-0000-4000-0300 +				
F3=Exit F4=Prompt F10=Access F12=Previous F22=Delete					

Figure 16-4: Update Deduction Controls screen 1 of 3

- 6 To complete the information on this screen, you can refer to detailed deduction control field descriptions contained in the “Setting Up Controls for Flat Amount Deductions” chapter.

The information below describes how to complete certain fields on this screen that are used for this deduction method.

*Priority*

Ensure that the system calculates \*FICA after it calculates the appropriate pre-tax deductions by specifying a higher priority (lower number) for pre-FICA deductions than you use for \*FICA.

### *Must Take*

You cannot change the value in this field. The default value for all taxes specifies 1.

### *Accumulator*

Type either a user-defined accumulator or a system-defined accumulator. The system uses the wages in this accumulator to calculate the employee and employer portions of the \*FICA deduction and stores this wage base along with the tax taken on the employee's deduction record. You use this wage base to print Social Security wages on the employee's W-2 form.

To have the system automatically reduce the \*FICA wage base by the amount of employee contributions to pre-tax deductions, you must type this accumulator value on the Update Deduction Controls screen 3 of 3 for pre-tax deductions that affect the computation of \*FICA.

The system does not calculate the tax if you leave the *Accumulator* field blank.

### *Arrears Type*

Type 0 in this field if you typed 1 in the *Self Adjust FICA* field on the employer control. Otherwise, you may withhold too much FICA tax.

The self-adjust \*FICA function causes the system to multiply the year-to-date \*FICA wage base (stored in the employee deduction record) by the current percentage from the tax table to determine the correct employee \*FICA withholding amount in each payroll cycle. For an employee with \*FICA arrears amounts, the system also attempts to recover this amount through arrears processing if you enable the *Arrears Type* field.

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

6/26/12 20:31:40	Update Deduction Controls	PYGMDC	PYDMDC
		Page 2 of 3	
Employer . . . .	ZUS SAMPLE US COMPANY		
Deduction . . . .	*FICA DED SOCIAL SEC TAX		
Method . . . . .	4 Tax Calculation		

<u>Special Reports</u>	<u>Level Restrictions</u>
Cycle Report . . . <u>DC002</u> +	Area . . . . . +
Monthly Report . . . +	Division . . . . +
Quarterly Report. . . +	Department . . . +
Annual Report . . . +	Cost Centr . . . +
On Demand Report. . . +	

Exclude From GL Accrual A (A,X,C,N)

---

Employer Data

---

Gen. ER Portion . . 1 (0=No 1=Yes)

Employer Tax ID . . . . .

Debit Account . . . ZUS-\*\*\*\*-\*\*\*\*-1700-0300 +

Credit Account . . . ZUS-0000-0000-4000-0300 +

F3=Exit F4=Prompt F10=Access F12=Previous

Figure 16-5: Update Deduction Controls screen 2 of 3

- 8 To complete the information on this screen, you can refer to detailed Deduction Control field descriptions contained in the “Setting Up Controls for Flat Amount Deductions” chapter.

Use the following information to complete the fields on this screen that are specific to the \*FICA deduction:

#### *Gen ER Portion*

Use this field to indicate if want to generate the employer's portion of the FICA deduction.

Specify **1** (Yes) to generate the employer's share of the tax. Specify **0** (No) if you do not want to generate the employer's portion of the tax.

- 9 Press Enter when you have completed all necessary fields on this screen. The system displays the remaining screens necessary to complete this control.

You can refer to the field descriptions detailed in the “Setting Up Controls for Flat Amount Deductions” chapter when completing these screens.

- 10 Press Enter when you have completed creating this deduction control. The system displays the Update Deduction Controls prompt screen.
- 11 Exit this option.

## Creating the \*FUTA Deduction Control

To create a federal unemployment tax deduction control you must use deduction method 4 and type information on both the employer and top portion of the employee information screens.

Follow the steps below to create a control for FUTA.

- 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 16-6.

```
11/08/04 11:04:06      Update Deduction Controls      PYGMDC      PYDMDC

Employer . . . . ZUS +
Deduction . . . . *FUTA +
Method . . . . . 4

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

Figure 16-6: Update Deduction Controls prompt screen

- 4 Use the following information to complete this screen:

*Employer*

Type the value that identifies your employer.

*Deduction*

Type **\*FUTA** in this field.

*Method*

Type **4** to create a deduction control using the tax calculation method.

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

6/22/12 13:05:03	Update Deduction Controls	PYGMDC	PYDMDC
		Page 1 of 3	
Employer . . . .	ZUS SAMPLE US COMPANY		
Deduction . . . .	*FUTA		
Method . . . .	4 Tax Calculation		
Description . . .	FED UNEMPLOY. TAX	Starting Date . .	_____
Priority . . . .	1600	Ending Date . . .	_____
Summ. Code . . .	90 +	Must Take . . . .	1 (0, 1, 2, 3)
Accumulator . . .	*GROS +		
Employee Data			
Arrears Type . .	0	Arrears Recovery. 1	
Arrears Amount .	.00	Arrears Percent .	.0000
Allow Pay Msg? .	0 (0=No 1=Yes)		
Deduction Account	_____ +		
F3=Exit F4=Prompt F10=Access F12=Previous F22=Delete			

Figure 16-7: Update Deduction Controls screen 1 of 3

- 6 To complete the information on this screen, you can refer to detailed Deduction Control field descriptions contained in the “Setting Up Controls for Flat Amount Deductions” chapter.

The information below describes how to complete certain fields on this screen that are used for this deduction method.

*Must Take*

You cannot change the value in this field. The default value for all taxes specifies 1.

*Accumulator*

Type either a user-defined accumulator or a system-defined accumulator. The system uses this accumulator to calculate the employer \*FUTA

deduction and stores this wage base along with the tax taken on the employee's deduction record.

You typically use an accumulator that includes all incomes since the current FUTA calculation is based on all earnings.

The system does not calculate the tax if you leave the *Accumulator* field blank.

### *Arrears Type*

Type **0** in this field.

- 7 Press Enter. The system displays the screen shown in Figure 16-8.

6/26/12 20:32:08		Update Deduction Controls		PYGMDC	PYDMDC
				Page 2 of 3	
Employer . . . .	ZUS SAMPLE US COMPANY				
Deduction . . . .	*FUTA FED UNEMPLOY. TAX				
Method . . . . .	4 Tax Calculation				
<u>Special Reports</u>			<u>Level Restrictions</u>		
Cycle Report . .	_____ +	Area . . . .	_____ +		
Monthly Report .	_____ +	Division . . .	_____ +		
Quarterly Report.	_____ +	Department . .	_____ +		
Annual Report . .	_____ +	Cost Centr . . .	_____ +		
On Demand Report.	_____ +				
			Exclude From GL Accrual <u>A</u> (A,X,C,N)		
<u>Employer Data</u>					
Employer Tax ID . _____					
Debit Account . .	001-***-***-1700-200				+
Credit Account . .	001-000-000-4000-200				+
F3=Exit F4=Prompt F10=Access F12=Previous					

Figure 16-8: Update Deduction Controls screen 2 of 3

- 8 To complete the information on this screen, you can refer to detailed Deduction Control field descriptions contained in the “Setting Up Controls for Flat Amount Deductions” chapter.

The information below describes how to complete certain fields on this screen that are used for this deduction.

### *Debit Account, Credit Account*

Use these fields to type the account numbers for your employer debit and credit accounts.

- 9** Press Enter when you have completed all necessary fields on this screen. The system displays the remaining screen necessary to complete this control.

You can refer to the field descriptions detailed in the “Setting Up Controls for Flat Amount Deductions” chapter when completing these screens.

- 10** Press Enter when you have completed creating this deduction control. The system displays the Update Deduction Controls prompt screen.
- 11** Exit this option.

## Creating a State Income Tax \*S\_\_ Deduction Control

Follow the steps below to create a state income tax deduction control. The information contained in this chapter represents the setup of a standard state income tax.

To set up state withholding for states that have special processing requirements, refer to the *Infinium Payroll Guide to Federal and State Reporting* for more detailed information.

- 1 From the Infinium PY main menu select *Master Files*.
- 2 Select *Update Master Files*.
- 3 Select *Update Deduction Controls* [UDC].
- 4 Press Enter. The system displays the screen shown in Figure 16-9.

```
11/08/04 11:05:46      Update Deduction Controls      PYGMDC      PYDMDC

Employer . . . .  ZUS +
Deduction . . . .  *SMA +
Method . . . . .  4

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

Figure 16-9: Update Deduction Controls prompt screen

- 5 Use the following information to complete this screen:

*Employer*

Type the value that identifies your employer.

*Deduction*

Type a four-character code to identify this deduction. You must use the **\*S** naming convention in conjunction with the code for the state. For example, the state tax for Massachusetts is **\*SMA**.

*Method*

Type **4** to create a deduction control using the tax calculation method.

- 6 Press Enter. The system displays the screen shown in Figure 16-10.

6/22/12 13:07:28		Update Deduction Controls		PYGMDC	PYDMDC
				Page 1 of 3	
Employer . . . .	ZUS	SAMPLE US COMPANY			
Deduction . . . .	*SMA				
Method . . . . .	4	Tax Calculation			
Description . . .	MASS. INCOME TAX	Starting Date . .	_____		
Priority . . . . .	2000	Ending Date . . .	_____		
Summ. Code . . .	10 +	Must Take . . . .	1 (0, 1, 2, 3)		
Accumulator . . .	BTXKG +				
Use Reciprocity? .	1				
Prorate Meth Ovr.	— +				
Employee Data					
Arrears Type . .	3	Arrears Recovery.	1		
Arrears Amount .	.00	Arrears Percent .	.0000		
Allow Pay Msg? .	0 (0=No 1=Yes)				
Deduction Account	001-000-000-4100-102 +				
Tax Type Code . .	—				
F3=Exit F4=Prompt F10=Access F12=Previous F22=Delete					

Figure 16-10: Update Deduction Controls screen 1 of 3

- 7 To complete the information on this screen, you can refer to detailed Deduction Control field descriptions contained in the “Setting Up Controls for Flat Amount Deductions” chapter.

The information below describes how to complete certain fields on this screen that are used for a state income tax deduction.

*Priority*

Ensure that the priority number of this deduction is lower (higher number) than pre-tax deductions that affect the wage base for this calculation.

### *Must Take*

You cannot change the value in this field. The default value for all taxes specifies 1.

### *Accumulator*

Type either a user-defined accumulator or a system-defined accumulator. The system uses this wage base to calculate the employee state income tax withholding amount and stores this wage base along with the tax taken on the employee's deduction record. You use this wage base to print state wages on the employee's W-2 form.

To have the system automatically reduce the state tax wage base by the amount of employee contributions to pre-tax deductions, you must type this accumulator value on the Update Deduction Controls screen 3 of 3 for pre-tax deductions that affect the computation of the state income tax.

The system does not calculate the tax if you leave the *Accumulator* field blank.

### *Use Reciprocity?*

Type 1 (Yes) or 0 (No) to indicate whether to use the standard home state reciprocal table when calculating the state tax deduction amount, if this state is the employee's home state.

If you type 1 (Yes), the system uses the standard reciprocal table to determine how to apply reciprocity agreements to this home state.

If you type 0 (No), no reciprocity related calculations are done for this home state. The normal state tax deduction amount is taken.

For information about reciprocal state tax processing and the standard reciprocal table, refer to the *Infinium Payroll Guide to Federal and State Reporting*.

### *Prorate Method Ovr*

The wage proration method is used to modify the tax calculation when an employee works in more than one state or tax locality and the tax calculation is based only on the time actually worked in the specified state or locality. For locality taxes, leave this field blank to use the value specified on the related tax table as the default. For state taxes, you must specify a proration method to enable proration.

### *Arrears Type*

Type 0 in this field.

---

- 8 Press Enter. The system displays the screen shown in Figure 16-11.

6/26/12 20:32:44		Update Deduction Controls		PYGMDC	PYDMDC
				Page 2 of 3	
Employer . . . .	: ZUS	SAMPLE US COMPANY			
Deduction . . . .	: *SMA	MASS. INCOME TAX			
Method . . . .	: 4	Tax Calculation			
<u>Special Reports</u>			<u>Level Restrictions</u>		
Cycle Report . .	_____ +	Area . . . .	_____ +		
Monthly Report .	_____ +	Division . . .	_____ +		
Quarterly Report.	_____ +	Department . .	_____ +		
Annual Report . .	_____ +	Cost Centr . . .	_____ +		
On Demand Report.	_____ +				
			Exclude From GL Accrual <u>A</u> (A,X,C,N)		
<u>Employer Data</u>					
Employer Tax ID .	<u>SMA-123456</u>				
Debit Account . .	_____				+
Credit Account . .	_____				+
F3=Exit F4=Prompt F10=Access F12=Previous					

Figure 16-11: Update Deduction Controls screen 2 of 3

- 9 To complete the information on this screen, you can refer to detailed Deduction Control field descriptions contained in the “Setting Up Controls for Flat Amount Deductions” chapter.

#### *Employer Tax ID*

Type the state tax identification number for your employer.

- 10 Press Enter when you have completed all necessary fields on this screen. The system displays the remaining screens necessary to complete this control.

You can refer to the field descriptions detailed in the “Setting Up Controls for Flat Amount Deductions” chapter when completing these screens.

- 11 Press Enter when you have completed creating this deduction control. The system displays the Update Deduction Controls prompt screen.
- 12 Exit this option.

## Creating a State Unemployment Tax \*U\_\_ Deduction Control

Follow the steps below to create a state unemployment deduction control.

- 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 16-12.

```
11/08/04 11:16:03      Update Deduction Controls      PYGMDC      PYDMDC

Employer . . . .  ZUS +
Deduction . . . .  *UMA +
Method . . . . .  4

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

Figure 16-12: Update Deduction Controls prompt screen

- 4 Use the following information to complete this screen:

### *Employer*

Type the value that identifies your employer.

### *Deduction*

Type a four-character code to identify this deduction. You must use the \*U naming convention in conjunction with the state code to identify this

deduction. For example, the code value that identifies the unemployment tax for Massachusetts is **\*UMA**.

### Method

Type **4** to create a deduction control using the tax calculation method.

- 5 Press Enter. The system displays the screen shown in Figure 16-13.

6/22/12 13:08:21	Update Deduction Controls	PYGMDC	PYDMDC
		Page 1 of 3	
Employer . . . :	ZUS SAMPLE US COMPANY		
Deduction . . . :	*UMA		
Method . . . . :	4 Tax Calculation		
Description . . :	MASS. STATE UNEMP.	Starting Date . .	_____
Priority . . . . :	2600	Ending Date . . .	_____
Summ. Code . . .	12 +	Must Take . . . .	1 (0, 1, 2, 3)
Accumulator . . .	*GROS +		

Employee Data			
Arrears Type . .	0	Arrears Recovery.	1
Arrears Amount .	.00	Arrears Percent .	.0000
Allow Pay Msg? .	0 (0=No 1=Yes)		
Deduction Account	_____ +		
Tax Type Code . .	_		

F3=Exit F4=Prompt F10=Access F12=Previous F22=Delete

Figure 16-13: Update Deduction Controls screen 1 of 3

- 6 To complete the information on this screen, you can refer to detailed Deduction Control field descriptions contained in the “Setting Up Controls for Flat Amount Deductions” chapter.

The information below describes how to complete certain fields on this screen that are used for a state unemployment deduction.

### Accumulator

Type either a user-defined or a system-defined accumulator in this field. The system uses this wage base to compute the state unemployment tax deduction and stores this wage base along with the tax taken on the employee's deduction authorization record.

- 7 Press Enter and the system displays the screen shown in Figure 16-14.

6/26/12 20:33:40	Update Deduction Controls	PYGMDC	PYDMDC
		Page 2 of 3	
Employer . . . . :	ZUS SAMPLE US COMPANY		
Deduction . . . . :	*UMA MASS. STATE UNEMP.		
Method . . . . . :	4 Tax Calculation		
<u>Special Reports</u>		<u>Level Restrictions</u>	
Cycle Report . . . .	_____ +	Area . . . . .	_____ +
Monthly Report . . .	_____ +	Division . . . . .	_____ +
Quarterly Report . .	_____ +	Department . . . .	_____ +
Annual Report . . . .	_____ +	Cost Centr . . . . .	_____ +
On Demand Report . .	_____ +		
		Exclude From GL Accrual <u>A</u> (A,X,C,N)	
<u>Employer Data</u>			
Employer Rate . . .	<u>2.0000</u>	SUTA Rnd.stopped.	<u>0</u> (0=No 1=Yes)
Employer Tax ID . .	<u>UUMA-123456</u>		
Debit Account . . .	<u>001-***-***-1715-102</u>		+
Credit Account . . .	<u>001-000-000-4150-102</u>		+
F3=Exit F4=Prompt F10=Access F12=Previous			

Figure 16-14: Update Deduction Controls screen 2 of 3

- 8 To complete the information on this screen, you can refer to detailed Deduction Control field descriptions contained in the “Setting Up Controls for Flat Amount Deductions” chapter.

The information below describes how to complete certain fields on this screen that are used for a state unemployment tax deduction.

#### *Employer Rate*

Type your employer’s state unemployment tax rate as a percentage. For example, if your employer rate is 1.5% type 1.5 in this field.

Leave this field blank if you do not want to generate the employer SUTA deduction. When you leave this field blank, the system generates only a wage base for the state unemployment tax. It includes wage base information on the state quarterly unemployment report.

You use the *List Qtr. State Unemployment* function to generate the report. Refer to the *Infinium Payroll Guide to Federal and State Reporting* for further information.

#### *SUTA Rnd Stopped*

Indicate if you want the system to reduce the employer’s state unemployment tax liability amount in the pay period in which an employee’s SUTA wages reach the state maximum. Due to normal system rounding, the year-to-date

employer liability can be slightly lower or higher than it would be if no rounding took place. The system uses SUTA rounding to ensure that the employer's annual SUTA deduction amount does not exceed a computed maximum contribution amount.

When you use rounding, the system first multiplies the employer SUTA rate on your \*U deduction control by the employee's year-to-date SUTA wages to compute the employer's maximum liability for the year. It then compares this result to the employer's year-to-date deduction amount. If the employer's year-to-date deduction amount is greater than the result of this computation, the system adjusts for the excess by reducing the employer's deduction amount in the pay period in which an employee reaches the state's SUTA maximum wage limit.

For example, assume that your employer rate is 3.52% and your state's maximum SUTA wages are \$14,000. For a salaried employee whose SUTA wages are \$1211 per pay period, the employer should contribute \$42.6272 per pay period. However, the system rounds this amount to \$42.63.

After 11 pay periods, the employer has contributed \$468.93 (11 x \$42.63.) In the eleventh pay period, the employee's wages reach \$14,000. Only \$679 of the wages in this pay period are subject to SUTA tax. Without SUTA rounding, the system would compute an employer liability of \$23.90. Combined with the previous employer contributions, the employer's year-to-date SUTA deduction amount would be \$492.83, which is slightly in excess of the calculated maximum contribution.

With SUTA rounding, the system first computes an annual maximum SUTA contribution for your employer of \$492.80 by multiplying \$14,000 by .0352. Because the employer's normal contribution in the final paycheck for this employee will cause its year-to-date amount to exceed the calculated maximum by \$.03, the system withholds only \$23.87.

It is normally advantageous for you to use SUTA rounding. However, when you lower the employer's SUTA tax rate during a calendar year and allow rounding, the system adjusts for excess employer liability by suppressing some or all of the employer's final state unemployment tax contribution in checks in which employees reach the SUTA wage limit. Since most states do not permit you to apply the lower SUTA rate to pay periods that precede the effective date of the lower SUTA rate, Infinium PY disables SUTA rounding by automatically filling 1 in this field when you type a lower value in the *Employer Rate* field on \*U deductions.

Specify 1 (Yes) if you do not want the system to reduce the final employer SUTA deduction amount if its year-to-date contributions exceed the annual calculated amount. Specify 0 (No) if you want the system to reduce the final employer SUTA deduction amount if its year-to-date contributions exceed the annual calculated amount.

---

*Employer Tax ID*

Type the tax identification number for the employer in the specified state. Leave this field blank if you want the system to use the employer's federal tax identification number.

- 9** Press Enter when you have completed all necessary fields on this screen. The system displays the remaining screens necessary to complete this control.

You can refer to the field descriptions detailed in the “Setting Up Controls for Flat Amount Deductions” chapter when completing these screens.

- 10** Press Enter when you have completed creating this deduction control. The system displays the Update Deduction Controls prompt screen.
- 11** Exit this option.
-

## Creating Locality Tax Deductions

Infinium PY supports certain local taxes for cities and counties in the U.S. and provides entries in the Infinium PY locality tax table for them, including those listed below:

- Taxes for Indiana Counties
- Taxes for Maryland Counties
- Taxes for specified cities in Michigan
- New York City Tax
- Philadelphia City Tax
- Yonkers City Tax

If you need to withhold other local taxes not supported by Infinium PY, you can use three deduction methods:

- If your local tax is a flat amount, set up a Flat Amount (Method 1) deduction control and do not make an entry in the Infinium PY tax table.
- If your local tax is a percentage of employee wages, set up an Amount Extension (Method 3) deduction control and do not make an entry in the Infinium PY tax table.
- If your local tax is different from the above, use the *Update USA Locality Tax* function to set up the local tax in the Infinium PY tax table on your system and then set up a Tax Calculation (Method 4) deduction control. See the “Setting Up and Processing User-defined Locality Taxes” chapter in the *Infinium PY Guide to Federal and State Reporting*.

You can enter as many local taxes as necessary. Unlike other modifications you make to standard Infinium PY tax tables, your local taxes are not removed when your technical staff installs a new Infinium HR/PY release.

Use the following information to create a locality tax deduction control using the tax calculation method. The information provided in this section is for the setup of a locality tax that is included in the Infinium PY tax table, whether Infinium PY makes the entry in the tax table or you make the entry. You can also use some of the information to set up local tax deductions using deduction methods 1 or 3.

- 1 Verify if your locality tax is supported by Infinium PY and is included in the Infinium PY tax table.
-

- 2 Create the ocality tax code value for code type LCN by using *Update Employer Codes*.
- 3 If your local tax is not supported by Infinium PY and is defined by a method 4 tax deduction, create a new locality tax table by using *Update Locality Tax Tables*.
- 4 Optional. Add the locality tax to the payroll authorization group.
- 5 Create a deduction summarization code, if needed. You might use one deduction summarization code for all locality taxes and call it Local Taxes.
- 6 Create a deduction control for the local tax.
- 7 Update the employee's payroll data record with the locality tax code value.
- 8 Authorize employees to the locality tax deduction.

## Determining Whether the Locality Tax is in the Infinium PY Tax Table

Follow the steps below to determine whether the locality tax you need to set up is included in Infinium PY's tax tables. If it is, make a note of the three-character code that the system uses. If it is not, you can enter it using a three-character code that you define in the *Update Employer Codes* function.

- 1 From the Infinium PY main menu select *Tax Operations*.
  - 2 Select *Tax Table Functions*.
  - 3 Select *Display Tax Tables*.
  - 4 Select *Display USA Locality Tax [DLTT]*. The system displays the screen shown in Figure 16-15.
-

```
7/21/04 10:29:30      Display Locality Tax Table      PYGDLX2      PYDDLX2

Locality Code . . I01 +
Effective Date . 7012003 +

F3=EXit  F4=Prompt
```

Figure 16-15: Display Locality Tax Table screen

- 5 Position your cursor on the *Locality Code* field. Press F4 to view a list of available locality tax controls. If the locality tax you require is in the table, make note of the three-character code. You use this code to set up locality codes for reporting and to define the local tax deduction control. For example, you might see code **I01**, which refers to the Adams County, Indiana local tax.

The “Entered By” column on the Locality Tax Controls display indicates local taxes that Infinium PY supports and also identifies local taxes that you have set up in the table. The system displays **\*SYSTEM** for local taxes that are entered and maintained by Infinium PY.

The system displays a user identification name for local taxes that you have set up and are responsible for maintaining. For example, if your user identification is **BAR** and you have set up the City of Toledo local tax, the system displays **BAR** in the “Entered By” column adjacent to the City of Toledo local tax.

- 6 Exit this option.

# Creating the Employer Code Value for the Locality

You use locality tax code values to sort information on standard Infinium PY reports of local tax deduction amounts.

If you are setting up a local tax in the Infinium PY tax table, you must first define a locality tax code value and then use that value to enter the local tax in the tax table.

Follow the steps below to create the locality tax 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 16-16.

7/21/0411:08:08Update Employer CodesPRGMCDPRDMCD

Employer . . . . .ZUS +

-or- Employer group . . . \_\_\_\_ +

Code type . . . . .LCN +

Code value . . . . .NYC\_\_\_\_\_ +

F3=Exit F4=Prompt F10=QuikAccess F18=Message line F21=Override

Figure 16-16: Update Employer Codes prompt screen

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

*Code type*

Type **LCN** in this field.

*Code value*

If the local tax exists in the tax table, type the three-character name that the locality tax table uses. If it is not in the table, create your own three-character value. You use this value as chapter of the deduction control name as well.

- 5 Press Enter. The system displays the Update Employer Codes screen shown in Figure 16-17.

7/21/04 11:08:41 Update Employer Codes PRGMCD PRDMCD	
Employer . . . . .	ZUS SAMPLE US COMPANY
Code type . . . . .	LCN PAYROLL TAX LOCALITIES
Code value . . . . .	NYC
Description . . . . .	NEW YORK CITY, NY
Locality type . . . . .	2
Active/Inactive . . . . .	0 (0=Act./1=Inact)
User Field 1 . . . . .	User Flag 1 . . . . .
User Field 2 . . . . .	User Flag 2 . . . . .
F3=Exit F4=Prompt F10=QuikAccess F12=Cancel F24=More keys	

Figure 16-17: Update Employer Codes screen

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

*Description*

Type a description for this locality.

*Locality type*

Specify the locality type. Valid values are:

- |   |  |
|---|--|
| 1 | County                                   |
| 2 | City                                     |
| 3 | School district                          |
| 4 | Miscellaneous/other such as occupational |

**9** Internal, system use only

7 Complete the other fields as you normally would.

Refer to the field descriptions detailed in the chapter, “Setting Up and Maintaining Employer Codes” for more information.

8 Press Enter when you complete creating this code.

9 Exit this option.

## Setting Up User-defined Locality Tax Tables

For detailed information about setting up user-defined locality tax tables, see the “Setting Up and Processing User-defined Locality Taxes” chapter in the *Infinium PY Guide to Federal and State Reporting*.

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## Notes

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## Chapter 17 Setting Up Canadian Tax Deductions

# 17

This chapter discusses setting up Canadian taxes and pre-tax deductions using the Tax Calculation deduction method (Method 4). All fields on the deduction control were documented in detail in the “Setting Up Controls for Flat Amount Deductions” chapter. Only those fields unique to setting up Canadian tax deductions are described in this chapter.

The chapter consists of the following topics:

Topic	Page
Overview of Canadian Tax Deductions	17-2
Generating Taxable Benefits for *CF__ Deductions	17-5
Setting Up Quebec Tax Deductions	17-6
Creating the *CUIC Deduction Control	17-8
Creating a *CF__ Deduction Control	17-13
Creating the *CQIT Deduction Control	17-16
Creating the *CQPI Deduction Control	17-20

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## Overview of Canadian Tax Deductions

### Objectives

Through your study of this chapter, you should be able to create deduction controls for each Canadian tax deduction.

### Setting Up Canadian Taxes and Pre-tax Deductions

You must set up Canadian taxes and pre-tax deductions in the correct sequence using priority values that correspond to the order shown below.

All taxes must be set up with an asterisk (\*) preceding the deduction code value so that Infinium PY can store the deduction history information correctly and fill in the appropriate boxes on the T4, T4A and RL-1 slips. You must also use the following system code naming conventions so the system can access the appropriate tax tables.

#### Canadian Taxes and Pre-Tax Deductions

Priority Order	Naming Convention	Description	Placement on T4
1 <sup>st</sup>		Union Dues Charitable Contributions Alimony (involuntary)	Box 44 Box 46 N/A
2 <sup>nd</sup>	*CCPP	Canada Pension Plan (except for Quebec)	Box 16
3 <sup>rd</sup>	*CQPP	Quebec Pension Plan	Box 17
4 <sup>th</sup>	*CUIC	Canada Employment Insurance	Box 18
5 <sup>th</sup>	*CQPI	Quebec Parental Insurance	Box 55 Box 56
6 <sup>th</sup>		Registered Pension Plan or Registered Retirement Savings Plan (See Note)	Box 20

### Canadian Taxes and Pre-Tax Deductions

Priority Order	Naming Convention	Description	Placement on T4
7 <sup>th</sup>	*CF__	Canada Federal + Provincial Tax (except for Quebec)	Box 22
8 <sup>th</sup>	*CFQC	Quebec Federal Tax	N/A
9 <sup>th</sup>	*CQIT	Quebec Provincial Tax	N/A
10 <sup>th</sup>	OHIP	Ontario Health Insurance Premium	N/A

**Note:** If you have a Registered Pension Plan (RPP) or Registered Retirement Plan (RRSP), it is normally calculated after the \*CUIC deduction and before the \*CF- - deductions.

You use the *Tax Calc Flag* field on the Update Deduction Controls screen 4 to identify pre-tax deductions such as union dues, charitable deductions, alimony and RPP/RRSP deductions. During cycle processing the system uses the value you specify in the *Tax Calc Flag* field to automatically reduce the tax withholding amount or the tax wage base (accumulator) by the amount of the employee pre-tax deductions.

Refer to the “Setting Up Controls for Percentage and Other Deductions” chapter for details on designating pre-tax deductions.

## Selecting Accumulators for Canadian Tax Deductions

You can use the standard system accumulator \*GROS or your own user-defined accumulator to calculate your tax deductions. When you use the priority order shown in the preceding table and type the appropriate value in the *Tax Calc Flag* field on the Update Deduction Controls screen 4, the system automatically takes employee pre-tax deductions and contributions to the Canada Pension Plan and Employment Insurance into account when it calculates federal and provincial income tax.

If a particular tax applies to all incomes, you can assign the standard system accumulator \*GROS to that tax deduction. However, if any of the incomes you pay to employees should not be included in the wage base for a particular tax, you cannot use \*GROS to calculate the tax. Instead, you must set up your own user-defined accumulator to collect only those incomes that are subject to the tax.

For example, you process severance pay for terminating employees. You determine that this income is not subject to Canada Pension Plan or Employment Insurance. Therefore, you define your own accumulator and include all incomes in it except severance pay. You then assign this accumulator to your \*CCPP and \*CUIC deduction controls. Since you did not include the severance pay income in the accumulator, the system does not take \*CCPP or \*CUIC tax on severance pay earnings during cycle processing.

## Processing Canadian Tax Credits

During cycle processing the system calculates an initial income tax deduction amount for each employee. It then calculates and applies tax credits for your \*CF income tax deductions.

When you set up your tax deductions in the priority order shown in the previous table, the system automatically applies a tax credit to each employee's initial \*CF deduction amount based on employee contributions to Canada Pension Plan (\*CCPP), Quebec Pension Plan (\*CQPP), Employment Insurance Tax (\*CUIC), and Quebec Parental Insurance Plan (\*CQPI).

The system also uses the values you enter in the following fields in the employee Payroll Master record as tax credits:

- *Tax Office Credit*
  - *LSVC - Federal*
  - *LSVC - Provincial*
  - *LSVC - Prov. Other*
-

## Generating Taxable Benefits for \*CF\_\_ Deductions

You can use the *Update Fringe Income Interface* function to set up a table that associates taxable benefit deductions with fringe incomes. During the *Begin Cycle* function the system can then automatically update fringe income amounts for employees based on the employer portion of taxable benefit deductions. You can use the *Benefits Administration* function in Infinium HR to maintain employer and employee taxable benefit deduction amounts.

If you include the fringe incomes in the wage base associated with \*CF\_\_ tax deductions, the system automatically computes income tax on the taxable benefits during payroll cycle processing and includes the taxable benefit amount in the employee's gross compensation reported in Box 14 on the T4 slip. Refer to the *Infinium Payroll Guide to Processing* for further information on how to set up fringe interface processing.

When you type **OI** in the *T4 Box* field and **40** in the *T4 Code* field on the Update Income Controls screen 1 of 4 to identify taxable benefit incomes, the system also reports the total of taxable benefits in the Other Information section of the T4 slip. Refer to the *Infinium Payroll Guide to Canadian Year End Processing* for additional details on T4 processing.

---

## Setting Up Quebec Tax Deductions

The province of Quebec has its own income and pension taxation system that operates independently of the Canadian federal system. You use the following codes to set up Quebec tax deductions:

<b>*CQPP</b>	Quebec Pension Plan
<b>*CFQC</b>	Federal income tax for Quebec employees
<b>*CQIT</b>	Provincial income tax for Quebec employees
<b>*CQPI</b>	Quebec Parental Insurance Plan

Quebec participates in the federal employment tax program.

Effective January 1, 1998, Quebec employers must include employees' tips in the calculation of insurable earnings for Employment Insurance (EI) and in the income amount the employer uses to calculate federal income tax deductions. If the deductions are greater than the salary or wages paid, payroll deductions are limited to the amount paid. Employers must give first priority to Employment Insurance premiums and federal tax.

In compliance with current legislation for the province of Quebec, Infinium PY uses the priority list described in the following table for amounts deducted at source, if the employee does not have sufficient basic wages in cash. You should set up your tax deductions in the priority order shown in the "Overview of Canadian Tax Deductions" section of this chapter. In cases where the employee has insufficient cash wages to take all the tax deductions, the system automatically recalculates the check and prioritizes the tax deductions in the order shown in the following table.

Type of deduction	Infinium code naming convention	Priority
Employment Insurance premiums	*CUIC	1
Federal Income Tax	*CFQC	2
QPP contributions and union dues	*CQPP	3
Quebec Income Tax	*CQIT	4

## Income Tax for Commissioned Employees

To support the calculation of Quebec income tax, \*CQIT, for commissioned employees, the system uses the values you type in the following fields from the employee payroll master record:

- *Est Annual Wage*
- *Est Net Comm.*

Follow the steps below.

- 1 Indicate that the employee is a commissioned employee by typing 1 in the *Commissioned?* field on the employee's payroll master record.
- 2 For the calculation of federal tax \*CFQC, type the estimated annual income, including commissions, in the *Annual Income* field, and type the estimated expenses in the *Expenses* field on the employee's payroll master record.
- 3 For the calculation of Quebec income tax, \*CQIT, type only the estimated annual regular wages, in the *Est. Annual Wage* field, and type the estimated net commissions (gross commissions minus expenses) in the *Est. Net Comm.* field on the Update Deduction Control screen.

## Generating Taxable Benefits for \*CQIT

You can have the system automatically include the employer portion of one or more taxable benefits in the employee's \*CQIT wage base during cycle processing if you type J in the *Tax Calc Flag* field on the Update Deduction Control screen 4 of the taxable benefit deduction.

## Reducing Tax Liability for \*CQIT

You can have the system automatically reduce an employee's tax amount by both the employee and employer amounts for employees who have deductions for LSVC share purchases that can be rolled into an RRSP if you type Y in the *Tax Calc Flag* field on the Update Deduction Control screen 4 of the share purchase deduction.

## Creating the \*CUIC Deduction Control

Follow the steps below to create a \*CUIC deduction control for the Canadian Employment Insurance Compensation deduction.

When you set up a \*CUIC deduction control, the system automatically displays the Update \*CUIC Account screen after you complete the Update Deduction Controls screen 3 of 3. You use this screen to type additional employer reduced premium factors and account numbers, if applicable to your employer.

- 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 Figure17-1.

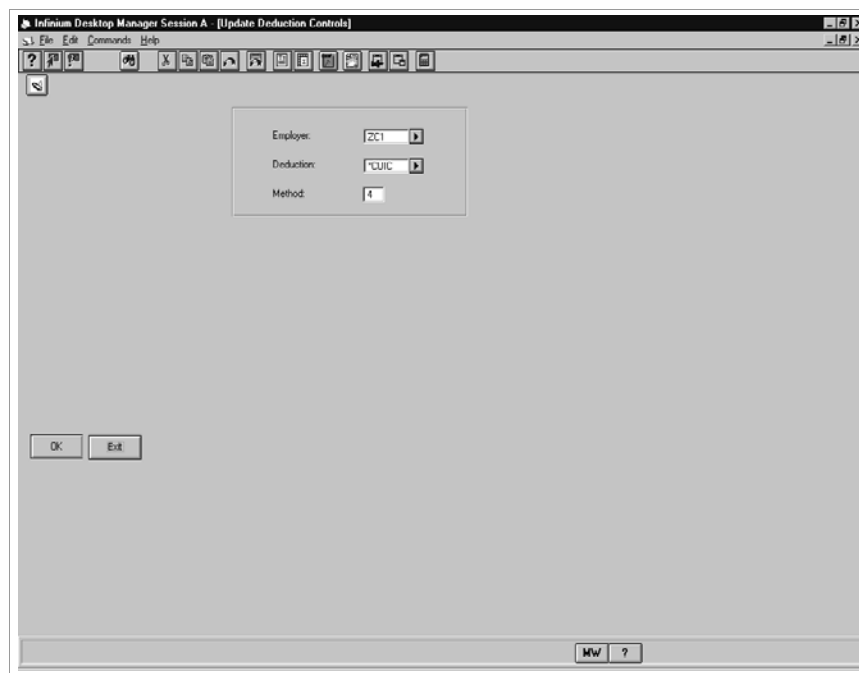


Figure 17-1: Update Deduction Controls prompt screen

- 4 Use the following information to complete this screen:

*Employer*

Type the value that identifies your employer.

- 7 Press Enter. The system displays the screen shown in Figure 17-3.

6/26/12 20:21:10	Update Deduction Controls	PYGMDC	PYDMDC
		Page 2 of 4	
Employer . . . . :	ZCX SAMPLE CANADIAN EMPLOYER		
Deduction . . . . :	*CUIC EMPLOYMENT INSUR.		
Method . . . . . :	4 Tax Calculation		
<u>Special Reports</u>		<u>Level Restrictions</u>	
Cycle Report . . .	DC002 +	Area . . . . .	+
Monthly Report . .	DM002 +	Division . . . . .	+
Quarterly Report .	+	Department . . . .	+
Annual Report . . .	DA002 +	Cost Centr . . . . .	+
On Demand Report .	+	Exclude From GL Accrual <u>A</u> (A,X,C,N)	
<u>Employer Data</u>			
Gen. ER Portion . .	1 (0=No 1=Yes)		
Premium Factor . .	1.5000		
Employer Tax ID . .	123456789RP1010		
Debit Account . . .	+		
Credit Account . .	+		
F3=Exit F4=Prompt F10=Access F12=Previous			

Figure 17-3: Update Deduction Controls screen 2 of 4

- 8 To complete the information on this screen, you can refer to detailed Deduction Control field descriptions contained in the “Setting Up Controls for Flat Amount Deductions” chapter.

Use the information below to complete the fields on this screen that are specific to the Canadian employment deduction.

#### *Gen ER Portion*

Use this field to indicate if want to generate the employer's portion of the \*CUIC deduction.

Specify **1** (Yes) to generate the employer's share of the tax deduction.  
Specify **0** (No) if you do not want to generate the employer's portion of the tax deduction.

#### *Premium Factor*

Type the employer's primary reduced employment insurance premium factor if the employer participates in a Wage Loss Replacement Plan. The system uses this factor with the employer tax identification number it finds on the employer control. Employees to whom this factor applies are generally full time regular employees.

You must type **0** in the *WLRP Exclusion* field on the Payroll Data records of employees for whom the primary reduced employment insurance premium factor applies.

### *Employer Tax ID*

If you have an account number used to report employees not covered by a wage loss replacement plan, type the number for the non-covered employees.

For non-covered employees (typically part-time, temporary or seasonal), the system uses the standard premium factor found on the Canadian federal tax table to compute the employer's contribution to employment insurance. You must type **1** in the *WLRP Exclusion* field on the Payroll Data records of non-covered employees in order for the system to use the standard (higher) premium for them.

- 9 When you have completed all the necessary information this screen, press Enter. The system displays the Update Deduction Controls screen 3 of 4. You generally leave the fields on this screen blank.
- 10 Press Enter. The system displays the screen shown in Figure 17-4.

Opt	Acct Code	Description	Rate	*CUIC Account Number
1	2	CATEGORY 1	1.3070	12345678900003
2	3	CATEGORY 2	1.2810	12345678900004
3	4	CATEGORY 3	1.2780	12345678900005
4	5	CATEGORY 4	1.2670	12345678900006
5		ADD TYPE	.0000	
6		ADD TYPE	.0000	
7		ADD TYPE	.0000	
8		ADD TYPE	.0000	
9				
10				

Figure 17-4: Update \*CUIC Account Codes screen (screen 4 of 4)

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

*Acct Code*

If you have additional employment insurance factors for the employer contribution, type a value from 2 to 9 to represent each of them. After you define the values and rates for your additional employment insurance accounts, you assign the appropriate value to selected employees using the *WLRP Exclusion* field in the employee's Payroll Data record.

The system uses the value in each employee's *WLRP Exclusion* field during cycle processing to compute the employer portion of the employment insurance tax deduction. Infinium PY tracks and reports \*CUIC withholding amounts and wage bases separately for each WLRP code. It automatically issues a separate T4 slip for each WLRP code you assign to an employee during the calendar year.

*Description*

Type up to an eighteen-character value to identify the employment insurance account.

*Rate*

Type the employer factor for the specified employment insurance account.

*\*CUIC Account Number*

Type the applicable Employment Insurance identification number. To change or delete any of the fields on this screen, you can type either **2** to change or **4** to delete adjacent to the applicable account number.

- 12 Press Enter to save your changes. The system displays the Update Deduction Controls prompt screen.
  - 13 Exit this option.
-

## Creating a \*CF\_\_ Deduction Control

Follow the steps below to create a control for Canadian federal and provincial withholding using deduction method 4.

- 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 17-5.

11/08/00 16:19:21      Update Deduction Controls      PYGMDC      PYDMDC

Employer . . . . DMS +

Deduction . . . . \*CFNF +

Method . . . . 4

F3=Exit    F4=Prompt    F10=Access

Figure 17-5: Update Deduction Controls prompt screen

- 4 Use the following information to complete this screen:

### *Employer*

Type the value that identifies your employer.

### *Deduction*

Type a five-character code to identify this deduction. You must use the \*CF naming convention in conjunction with the appropriate provincial code. For

example, **\*CFBC** represents the combined federal and provincial tax deduction for British Columbia.

**Note:** Nunavut employers must use **\*CFNU** for this deduction.

Use the *Display Canada Provincial Tax* function to display the standard provincial code used by Infinium PY.

### Method

- 5 Type 4 to create a deduction control using the tax calculation method.
- 6 Press Enter. The system displays the screen shown in Figure 17-6.

6/22/12 14:38:06		Update Deduction Controls		PYGMDC	PYDMDC
				Page 1 of 3	
Employer . . . .	ZCX	SAMPLE CANADIAN EMPLOYER			
Deduction . . . .	*CFNL				
Method . . . . .	4	Tax Calculation			
Description . . .	NEWFOUND/FED IN TX	Starting Date . .	_____		
Priority . . . . .	2000	Ending Date . . .	_____		
Summ. Code . . .	01 +	Must Take . . . .	1 (0, 1, 2, 3)		
Accumulator . . .	*GROS +				
Employee Data					
Arrears Type . .	3	Arrears Recovery.	1		
Arrears Amount .	.00	Arrears Percent .	.0000		
Allow Pay Msg? .	0 (0=No 1=Yes)				
Deduction Account	_____ +				
F3=Exit F4=Prompt F10=Access F12=Previous F22=Delete					

Figure 17-6: Update Deduction Controls screen 1 of 3

- 7 To complete the information on this screen, you can refer to detailed Deduction Control field descriptions contained in the “Setting Up Controls for Flat Amount Deductions” chapter.

### Priority

The number you type in this field identifies the processing sequence of this deduction. Type a value from 0 through 9999. If you leave this field blank, the system defaults to 0.

- 8 Press Enter. The system displays the screen shown in Figure 17-7.

6/26/12 20:22:51	Update Deduction Controls	PYGMDC	PYDMDC
		Page 2 of 3	
Employer . . . . :	ZCX SAMPLE CANADIAN EMPLOYER		
Deduction . . . . :	*CFNL NEWFOUND/FED IN TX		
Method . . . . . :	4 Tax Calculation		
<u>Special Reports</u>		<u>Level Restrictions</u>	
Cycle Report . .	_____ +	Area . . . . .	_____ +
Monthly Report .	_____ +	Division . . . .	_____ +
Quarterly Report.	_____ +	Department . . .	_____ +
Annual Report . .	_____ +	Cost Centr . . . .	_____ +
On Demand Report.	_____ +		
		Exclude From GL Accrual <u>A</u> (A,X,C,N)	
<u>Employer Data</u>			
Employer Tax ID . _____			
Debit Account . .		_____ +	
Credit Account . .		_____ +	
F3=Exit F4=Prompt F10=Access F12=Previous			

Figure 17-7: Update Deduction Controls screen 2 of 3

- 9 Use the following information to complete the fields on this screen that are specific to the federal/provincial tax deduction:

*Employer Tax ID*

Leave this field blank if you want to use the employer SBRN number that defaults from the employer control. Otherwise, type the tax identification number that you want to use for the federal/provincial income tax in this field.

- 10 Press Enter when you have completed all necessary fields on this screen. The system displays the remaining screens necessary to complete this control.
- 11 You can refer to the field descriptions detailed in the “Setting Up Controls for Flat Amount Deductions” chapter.
- 12 Press Enter when you have completed creating this deduction control. The system displays the Update Deduction Controls prompt screen.
- 13 Exit this option.

## Creating the \*CQIT Deduction Control

Follow the steps below to create a control for Quebec income tax using deduction method 4.

- 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 17-8.

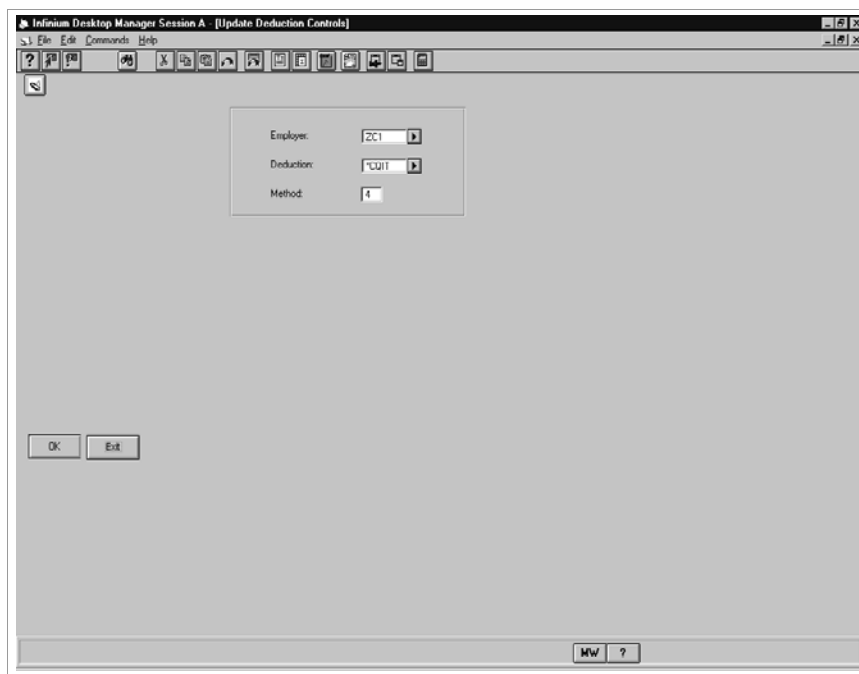


Figure 17-8: Update Deduction Controls prompt screen

- 4 Use the following information to complete this screen:

### *Employer*

Type the value that identifies your employer.

### *Deduction*

Type **\*CQIT** to identify the Quebec income tax deduction.

*Method*

Type **4** to create a deduction control using the tax calculation method.

- 5 Press Enter. The system displays the screen shown in Figure 17-9.

6/22/12 14:36:35	Update Deduction Controls	PYGMDC	PYDMDC
		Page 1 of 3	
Employer . . . .	ZCX SAMPLE CANADIAN EMPLOYER		
Deduction . . . .	*CQIT		
Method . . . . .	4 Tax Calculation		
Description . . .	QUEBEC INCOME TAX	Starting Date . .	_____
Priority . . . . .	2500	Ending Date . . .	_____
Summ. Code . . .	02 +	Must Take . . . .	1 (0, 1, 2, 3)
Accumulator . . .	BPQTX +		
Employee Data			
Arrears Type . .	3	Arrears Recovery.	1
Arrears Amount .	_____ .00	Arrears Percent .	_____ .0000
Allow Pay Msg? .	0 (0=No 1=Yes)		
Deduction Account	_____ +		
F3=Exit F4=Prompt F10=Access F12=Previous F22=Delete			

Figure 17-9: Update Deduction Controls screen 1 of 3

- 6 To complete the information on this screen, you can refer to detailed Deduction Control field descriptions contained in the “Setting Up Controls for Flat Amount Deductions” chapter.

*Priority*

The number you type in this field identifies the processing sequence of this deduction. Type a value from **0** through **9999**. If you leave this field blank, the system defaults to **0**.

*Accumulator*

Type either a user-defined or system-defined accumulator. The system uses this wage base to calculate the Quebec income tax deduction and stores this wage base along with the tax taken on the employee’s deduction authorization record.

- 7 Press Enter. The system displays the screen shown in Figure 17-10.

6/26/12 20:23:31	Update Deduction Controls	PYGMDC	PYDMDC
		Page 2 of 3	
Employer . . . .	ZCX SAMPLE CANADIAN EMPLOYER		
Deduction . . . .	*CQIT QUEBEC INCOME TAX		
Method . . . . .	4 Tax Calculation		

<u>Special Reports</u>	<u>Level Restrictions</u>
Cycle Report . . . . .	Area . . . . .
Monthly Report . . . . .	Division . . . . .
Quarterly Report. . . . .	Department . . . . .
Annual Report . . . . .	Cost Centr . . . . .
On Demand Report. . . . .	

<u>Employer Data</u>	Exclude From GL Accrual <u>A</u> (A,X,C,N)
	Quebec Tax ID . . . <u>1234567892RS1234</u>
Quebec Ent# (NEQ) <u>2223334445</u>	
Debit Account . . . . .	+
Credit Account . . . . .	+

F3=Exit F4=Prompt F10=Access F12=Previous

Figure 17-10: Update Deduction Controls screen 2 of 3

- 8 Use the following information to complete the fields on this screen that are specific to the federal/provincial tax deduction:

#### *Quebec Tax ID*

Type the complete business identification number assigned to your organization by the province of Quebec. The system uses this number in RL-1 slips, reports and tapes.

The business identification number for Quebec employers is sixteen characters long. It consists of ten digits followed by **RS** followed by four digits of the employer's file number.

#### *Quebec Ent# (NEQ)*

Enter the 10-character Quebec Enterprise Number (NEQ) assigned by the Registraire des entreprises (REQ) or the clerk of the Superior Court. Leave this field blank if you do not have the number.

- 9 Press Enter when you have completed all necessary fields on this screen. The system displays the remaining screen necessary to complete this control.
- 10 You can refer to the field descriptions detailed in the "Setting Up Controls for Flat Amount Deductions" chapter to complete screen 3 of this deduction.

- 11 Press Enter when you have completed creating this deduction control. The system displays the Update Deduction Controls prompt screen.
- 12 Exit this option.

## Creating the \*CQPI Deduction Control

Follow the steps below to create a control for Quebec parental insurance, which uses deduction method 4.

- 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 17-11.

```
11/07/05 10:15:39      Update Deduction Controls      PYGMDC      PYDMDC

Employer . . . . ZCX +
Deduction . . . . *CQPI +
Method . . . . 4

F3=Exit  F4=Prompt  F10=Access  █
```

Figure 17-11: Update Deduction Controls prompt screen

- 4 Use the following information to complete this screen:

### *Employer*

Type the value that identifies your employer.

### *Deduction*

Type **\*CQPI** to identify the Quebec parental insurance plan.

*Method*

Type **4** to create a deduction control using the tax calculation method.

- 5 Press Enter. The system displays the screen shown in Figure 17-12.

6/22/12 14:34:51	Update Deduction Controls	PYGMDC	PYDMDC
		Page 1 of 3	
Employer . . . .	ZCX SAMPLE CANADIAN EMPLOYER		
Deduction . . . .	*CQPI		
Method . . . . .	4 Tax Calculation		
Description . . . .	QC PARENTAL INS	Starting Date . .	1012006
Priority . . . . .	1500	Ending Date . . .	
Summ. Code . . . .	10 +	Must Take . . . .	1 (0, 1, 2, 3)
Accumulator . . . .	BTX +		
Employee Data			
Arrears Type . . .	3	Arrears Recovery.	1
Arrears Amount . .	.00	Arrears Percent . .	.0000
Allow Pay Msg? . .	0 (0=No 1=Yes)		
Deduction Account			+
F3=Exit F4=Prompt F10=Access F12=Previous F22=Delete			

Figure 17-12: Update Deduction Controls screen 1 of 3

- 6 To complete the information on this screen, you can refer to detailed Deduction Control field descriptions contained in the “Setting Up Controls for Flat Amount Deductions” chapter.

*Priority*

The number you type in this field identifies the processing sequence of this deduction. Type a value from **0** through **9999**. If you leave this field blank, the default is **0**.

*Accumulator*

Type either a user-defined or system-defined accumulator. The system uses this wage base to calculate the Quebec parental insurance deduction and stores this wage base along with the tax taken on the employee’s deduction authorization record.

- 7 Press Enter. The system displays the screen shown in Figure 17-13.

6/26/12 20:24:04	Update Deduction Controls	PYGMDC	PYDMDC
		Page 2 of 3	
Employer . . . . :	ZCX SAMPLE CANADIAN EMPLOYER		
Deduction . . . . :	*CQPI QC PARENTAL INS		
Method . . . . . :	4 Tax Calculation		

<u>Special Reports</u>	<u>Level Restrictions</u>
Cycle Report . . . . . +	Area . . . . . +
Monthly Report . . . . . +	Division . . . . . +
Quarterly Report. . . . . +	Department . . . . . +
Annual Report . . . . . +	Cost Centr . . . . . +
On Demand Report. . . . . +	

Exclude From GL Accrual A (A,X,C,N)

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Employer Data

---

Gen. ER Portion . . . . . 1 (0=No 1=Yes)

Employer Tax ID . . . . . \_\_\_\_\_

Debit Account . . . . . \_\_\_\_\_ +

Credit Account . . . . . \_\_\_\_\_ +

F3=Exit F4=Prompt F10=Access F12=Previous

Figure 17-13: Update Deduction Controls screen 2 of 3

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

*Gen ER Portion*

Specify yes to generate the employer portion of the tax deduction. Otherwise, specify no.

- 9 Complete the remaining fields on this screen as you normally would.
- 10 Press Enter when you complete all necessary fields on this screen. The system displays the remaining screen necessary to complete this control.
- 11 You can refer to the field descriptions detailed in the “Setting Up Controls for Flat Amount Deductions” chapter to complete screen 3 of this deduction.
- 12 Press Enter when you complete creating this deduction control. The system displays the Update Deduction Controls prompt screen.
- 13 Exit this option.

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## Chapter 18 Using Payroll Authorization Groups

# 18

A payroll authorization group is a set of predefined incomes and deductions to which you can assign an employee. When you assign a new or transferred employee to a payroll authorization group, the group's existing incomes and deductions become a chapter of the employee's record. If necessary, you can make changes to the individual employee's records.

You can use payroll authorization groups within Infinium PY to quickly and efficiently assign employees to the correct income and deductions. Although the system does not require that you use this feature, it can save you time and effort and eliminate errors when you transfer or hire a new employee.

The chapter consists of the following topics:

Topic	Page
Overview of Payroll Authorization Groups	18-2
Setting Up Payroll Authorization Groups	18-10
Changing an Employee's Authorization Group	18-22
Maintaining Authorization Group Information	18-27

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# Overview of Payroll Authorization Groups

## Objectives

In this chapter you are introduced to the following tasks:

- Creating payroll authorization groups
- Assigning incomes and deductions to a group
- Assigning employees to a group
- Performing maintenance on authorization groups

## Understanding Payroll Authorization Groups

You use Payroll authorization groups to quickly assign employees to a set of incomes and deductions. Payroll authorization groups are most effective when you set them up based on employee pay similarities. For example, you can set up separate authorization groups for executives, clerks, or supervisors. You can also group your employees by status type, such as full time or part time, or by geographical location to authorize the correct state and local taxes to employees.

The system allows an unlimited number of authorization groups. However, an employee can be assigned to only one authorization group at a time.

You can use payroll authorization groups to save time during the following tasks:

- Hiring new employees

Instead of authorizing each individual income and deduction to a new employee, you can assign a payroll authorization group to the employee during the new hire process. When you assign the employee to a payroll authorization group, the system automatically authorizes the employee to all of the incomes and deductions included in the group. You can also enter the authorization group code directly into the employee's Payroll Master record after the hire process is complete.

Infinium HR users can associate a payroll authorization group with each position control. When you hire a new employee into a position, the

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system uses the authorization group code on the position control to default a payroll authorization group code value into the employee's record during the new hire process. This option is described more fully below.

- Changing employee position assignments

You can use an authorization group to quickly change the incomes and deductions for an employee who moves from one position to another and should be paid differently. When you assign a new group to an existing employee, the system automatically authorizes the employee to receive all incomes and deductions associated with the new group and deactivates the incomes and deductions that were in the old group but are not in the new group.

Infinium PY users can manually update the value in each employee's *PY Auth Group* field or they can allow Infinium HR users to automatically maintain this field.

Infinium HR users can automatically update an employee's payroll authorization group assignment when they move an employee from one position to another using one of the following four personnel action transactions:

- Demotion
- Promotion
- Rehire
- Transfer

## Associating Authorization Groups with Positions

In Infinium HR, you define position controls to identify each type of work and where it is performed in the organization. For example, if a particular employer has clerks who work in three different departments, you set up three different clerk positions. You can associate many default values with each position control including a value for the payroll authorization group. The system assigns these default values to employees when the employee is assigned to a position.

It is efficient and convenient to associate a default payroll authorization group on a position control if most employees assigned to that particular position should also be assigned to the same authorization group. When you implement Infinium HR/PY, it is useful for Infinium HR and Infinium PY users to discuss how they plan to define payroll authorization groups and position

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controls. If both groups of users employ similar logic, they can take advantage of system efficiencies.

For example, you decide to define payroll authorization groups by physical work location and status. If Infinium HR users set up positions by physical work location and status, they can easily associate payroll authorization groups with position controls.

The system defaults the payroll authorization group value associated with the hiring position into new employees' records when you use the *Enter New Hire* function. When you use the *Enter Personnel Actions* function, you can set up the system to default the payroll authorization group value associated with an employee's new position into the employee's Payroll Data record. You can replace the default authorization group value during or after the hire process for exception employees.

If Infinium PY users type 1 or 2 in the *PE Upd PY Auth Gp* field on the Payroll employer control, Infinium HR users automatically update the value in the *PY Auth Group* field on the employee's Payroll Data screen 1 of 2 when they enter the four Personnel Action transactions listed above.

When Infinium HR users maintain the *PY Auth Group* field, they also automatically update the employee's income and deduction authorizations based on the new payroll authorization group assignment. If you type 0 in the *PE Upd PY Auth Gp* field on the Payroll employer control, the payroll authorization group default from the position control only operates during the new hire process.

## Understanding Personnel Benefit Groups

The following information applies only to locations where Infinium Human Resources users are implementing the *Benefits Administration* function in Infinium Human Resources.

When Infinium HR users implement benefits administration, they define benefit plans, such as medical and life insurance, and associate them with benefit groups. The benefit group is another one of the values that can default from the position control.

The Human Resources benefit group and payroll authorization group share the same file. Whether you press F4 on the *PY Auth Group* field in Infinium PY or the *PE Benefit Group* field in Infinium HR, you see the same list that contains all authorization group and all benefit group names. Therefore, you can share the same name for both groups, or you can define different names for the payroll authorization groups and the Human Resources benefit groups.

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## Sharing the Same Name

Because both groups share the same file, you can decide to share the same group name for both Human Resources and Payroll purposes. For example, Infinium HR and Infinium PY users work together to set up groups based on geographical location and work status. They define a group named **ILL-FT** for full-time employees located in Illinois.

Infinium HR users associate employee benefit plans, such as the local Health Maintenance Organization that provides medical insurance and the company savings plan, with **ILL-FT**. Payroll users associate incomes and deductions with **ILL-FT**, including the Illinois state income tax deduction and the Illinois state unemployment tax deduction. Infinium HR users then enter **ILL-FT** as the code for both the payroll authorization group and the benefit group associated with each position that they define for Illinois full-time employees.

During the new hire process, the system defaults **ILL-FT** into the new employee's *PY Auth Group* field and his or her *PE Benefit Group* field. Later during the new hire process, the system uses this shared group to assign the new employee to a set of incomes, deductions, and benefits.

## Using Different Names

If Infinium HR users decide to define benefit groups differently than you define authorization groups, you may want to consider using different naming conventions for each group. Because the groups are a shared file of information between Infinium HR and Infinium PY, users see the names of both groups when they press F4 on either the *PY Auth Group* or *PE Benefit Group* fields. For ease of use, you may want to have unique naming conventions for each type of group.

For example, you decide to start all benefit group names with \*. The system sorts special characters, which include the asterisk, before it sorts letters and numbers. When you press F4 to look up valid benefit group codes or authorization group codes, all benefit group codes starting with \* are grouped together at the top of the list. The payroll authorization groups are sorted together below them. You can move quickly to the part of the list that contains the group codes that you seek.

## Maintaining Employee Group Assignments

Regardless of the naming conventions you use for Human Resources benefit groups and Payroll authorization groups, Infinium HR can associate values for the authorization group and the benefit group on each position control record. The system defaults the appropriate value into the corresponding field in the employee's record during the new hire process.

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After a new employee is hired into Infinium HR/PY, you find each group field in the following place in the employee's record:

- The *PY Auth Group* field is included in the employee's Payroll Master record.
- The *PE Benefit Group* field is included in the Employee's Basic Data record.

For existing employees, Infinium HR automatically updates the value in the employee's *PE Benefit Group* field when you move the employee to a new position using the *Enter Personnel Actions* function. You must use the *Update Employee Enrollments* function in Infinium HR to maintain the employee's benefit plan enrollment records.

- You can use the *Update Payroll Data (USA)* or *Update Payroll Data (Canada)* functions in Infinium PY to maintain the employee's *PY Auth Group* field. You can also allow Infinium HR users to maintain the *PY Auth Group* field automatically when they enter personnel actions as described in the "Associating Authorization Groups with Positions" section above.

## Changing the Employee Payroll Authorization Group

You can change the payroll authorization group to which an employee is assigned. When you make this change, the system does the following:

- If incomes or deductions are in both the old and new groups, they remain active.
- If an income or deduction was in the old group but is not in the new group, it is deactivated. If you want a former income or deduction to be active for the employee, you can reactivate it for the employee as an exception.
- Incomes and deductions in the new group that are not in the old group are authorized to the employee.
- If before you change the employee's group assignment you authorize the employee to incomes and deductions that are not part of his old group, these incomes and deductions remain active for the employee when you assign him or her to a new group.

The table below illustrates the logic the system uses to update an employee's income and deduction authorizations when you change the employee's payroll authorization group assignment.

---

Old Group	Active Employee Authorizations Before Change	New Group	Active Employee Authorizations After Change
<u>Incomes:</u>	<u>Incomes:</u>	<u>Incomes:</u>	<u>Incomes:</u>
HRLY	HRLY	SALRY	SALRY
OT	OT	BONUS	BONUS
VAC	VAC	VAC	VAC
	AWARD		AWARD
<u>Deductions:</u>	<u>Deductions:</u>	<u>Deductions:</u>	<u>Deductions:</u>
*FWT	*FWT	*FWT	*FWT
*FICA	*FICA	*FICA	*FICA
*FMHI	*FMHI	*FMHI	*FMHI
*FUTA	*FUTA	*FUTA	*FUTA
*SCA	*SCA	*SCA	*SCA
*UCA	*UCA	*UCA	*UCA
UDUES	UDUES	HCLUB	HCLUB
	CRDUN		CRDUN
	SBOND		SBOND
	GARN		GARN

## Using the Audit Report

Regardless of whether Infinium PY users manually maintain the employee *PY Auth Group* field or Infinium HR users maintain it automatically, the system automatically generates an audit report of the changes it makes to an employee's income and deduction authorizations when the employee is assigned to a new group. The system generates the report using interactive processing and assigns printer file name **PYTMGBAU**. You can access this report from the Work with All Spooled Files screen.

You can have the technical member of your staff set up a special printer control override to specify where the audit report prints. Infinium PY users should carefully review the information on this report to ensure that the employee's income and deduction authorizations are correct before they process the next payroll cycle for that employee.

## Assigning Incomes and Deductions to the Group

The number of incomes and deductions that you authorize to each employee affects the speed and efficiency of cycle processing. To expedite processing, when you set up your authorization groups you should include only those incomes and deductions that are necessary for all employees assigned to that particular group. You can add exception incomes and deductions to employees on an individual basis.

If you use the *Benefits Administration* function in Infinium HR to update employee benefit deductions, do not include benefit deductions in your authorization groups. When you use the *Begin Cycle* function, the system automatically authorizes employees to the deductions associated with their benefit plan enrollments on Infinium HR.

## Replacing Incomes or Deductions

When you set up your payroll authorization group control, you must decide how you want the system to handle incomes and deductions that are in more than one group. You use the *Replace Incomes* and *Replace Deductions* fields to make your choices.

When an employee is assigned to a new authorization group that includes incomes and deductions that were in his or her old group, you can elect to

- Keep the employee's prior income and deduction authorization records with all of the employee-specific values you previously entered.
- Give the employee new income and deduction records without the employee-specific values you previously entered.

The following example illustrates the impact these fields can have:

- You specify **Yes** in both the *Replace Incomes* and *Replace Deductions* fields for authorization groups A and B to specify that you want the system to replace the incomes and deductions in the original group with the incomes and deductions in the new group.
- The **\*FWT** deduction is linked to both authorization groups A and B.
- While assigned to authorization group A, an employee requests that you deduct \$10 in addition to his regular federal withholding deduction amount. You enter this amount in the employee's individual **\*FWT** deduction record.
- The employee transfers to a new position and is assigned to authorization group B.

Because you specify **Yes** in the *Replace Deductions* field, the system replaces the employee's individualized **\*FWT** record with the standard **\*FWT** deduction associated with group B. The **\*FWT** deduction from the new authorization group does not contain the employee's additional amount. Therefore, the system takes only the regular deduction. You must manually update this employee's **\*FWT** deduction record for the system to deduct the additional \$10 he requested.

## Using Authorization Groups and Auto Pay Groups

Users sometimes confuse payroll authorization and auto pay groups.

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- You use payroll authorization groups to authorize an employee to a pre-defined group of incomes and deductions. When you assign a payroll authorization group to an employee, the system automatically enters the income and deduction assignments into the employee's payroll records. No pay is actually generated when you use this function.
- The system uses auto pay groups to generate time entry records for employees during the begin stage of cycle processing. The auto pay group(s) that you include in the cycle determine which incomes are automatically generated during a cycle.

## Setting Up Payroll Authorization Groups

Complete the following steps to set up a payroll authorization group:

- 1 Define the payroll authorization group value
- 2 Assign incomes to the authorization group
- 3 Assign deductions to the authorization group
- 4 Assign employees to the authorization group

### Defining the Payroll Authorization Group Value

Follow the steps below to define a payroll authorization group.

- 1 From the Infinium PY main menu select *Master Files*.
- 2 Select *Update Master Files*.
- 3 Select *Update Payroll Auth Groups* [UPAG]. The system displays the screen shown below in Figure 18-1.

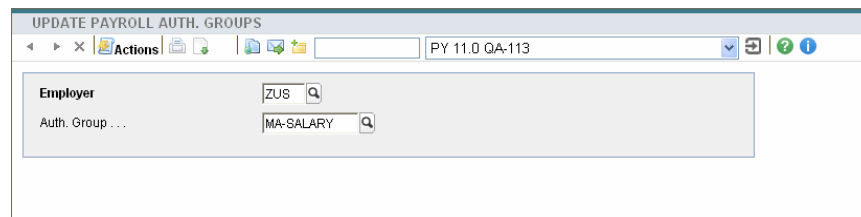


Figure 18-1: Update Payroll Auth. Groups screen 1 of 2

- 4 Type the value that identifies the employer whose records you are updating.
- 5 Type an alphanumeric value for the payroll authorization group you are defining. You can enter up to nine characters, including spaces and special characters such as \* or -.

If you are using a group value that has already been defined, you can press F4 to select from the existing choices.

- 6 Press Enter. The system displays the screen shown in Figure 18-2.

UPDATE PAYROLL AUTH. GROUPS	
Employer	ZUS
Auth. Group	MA-SALARY
Description	MASS SALARIED
Replace Incomes	<input type="checkbox"/> Check for Yes
Replace Deduct	<input type="checkbox"/> Check for Yes

Figure 18-2: Update Payroll Auth. Groups screen 2 of 2

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

#### *Description*

Type a brief description of the authorization group.

#### *Replace Incomes, Replace Deduct*

Use these fields to indicate whether you want the system to automatically replace incomes or deductions common to both the former and new payroll authorization groups for an employee that transfers into this authorization group.

If you specify **No** in the *Replace Incomes* field, the system does not replace existing employee incomes and/or deductions with the default version of the same incomes and deductions from the new group.

If you specify **Yes** in the *Replace Deduct* field, the system replaces the existing incomes or deductions with the default values for those same incomes or deductions in the new group. The *Replace Incomes* and *Replace Deduct* fields affect only those incomes and deductions that are in both the former and new authorization groups.

Certain incomes and deductions are used in more than one authorization group. If you enter special information on an employee's individual income or deduction records, such as a unique rate or amount, when you use option 1 the individualized information is removed and does not appear after the employee is assigned to the new group. If you still require the special employee values, you must manually update the employee's income and deduction records.

- 8 Press Enter to save these values. The system displays the Update Payroll Auth. Groups screen 1 of 2. To define additional authorization group values repeat steps 4 through 8.

- 9 Press F3 to exit from the option.

## Assigning Incomes to the Authorization Group

You use this option to assign incomes to the payroll authorization group you defined previously in step one. Later, when you assign the authorization group to a new employee, the system automatically assigns these incomes to the employee.

### Modifying Income Control Defaults for Authorization Groups

You can override default values on an income control when you assign the income to an authorization group. The system stores the modified information in the subfile of the Update Income Authorization Groups screen. It uses the entries in the subfile to default information into fields on the income records of employees who are assigned to this group. The original income control you created through the *Update Income Controls* option does not change.

For example, your employer normally pays \$3.00 per hour for income **BPR** (beeper duty). You type **3.00** in the *Hourly Rate* field on the income control. The system uses this rate to pay employees for beeper duty. However, when you associate this income with a particular payroll authorization group, you type **4.00** in the *Hourly Rate* field for this income on the Update Income Authorization Groups screen. When you assign employees to this group, the system defaults **4.00** into the *Hourly Rate* field on each employee's individual authorization to income **BPR**. During cycle processing, the value on the employee income authorization record overrides the value on the income control.

**WARNING!** The number of incomes you authorize to each employee affects the speed and efficiency of cycle processing. To expedite processing, you should include only those incomes that are necessary for all employees in the authorization group. You can authorize exception incomes to employees on an individual basis.

Follow the steps below to assign incomes to an authorization group.

- 1 From the Infinium PY main menu select *Master Files*.
  - 2 Select *Update Master Files*.
  - 3 Select *Update Income Auth Groups [UIAG]*. The system displays the screen shown below in Figure 18-3.
-

UPDATE INCOME AUTHORIZATION GROUPS

Actions PY 11.0 QA-113

Employer ZUS

Auth. Group MA-SALARY

Figure 18-3: Update Income Authorization Groups prompt screen

- 4 Type the value that identifies the employer for whom you are assigning incomes.
- 5 Type the authorization group code value you created in step one.
- 6 Press Enter. The system displays the screen shown in Figure 18-4.

UPDATE INCOME AUTHORIZATION GROUPS

Actions PY 11.0 QA-113

Employer ZUS SAMPLE US COMPANY

Auth. Group MA-SALARY MASS. SALARIED

Income

Code	Cycle	Start Date	End Date	Income Amount	Rate/%	Option
ADUS	*AUTO			.00	.0000	<input type="checkbox"/>
HOLS	*AUTO			.00	.0000	<input type="checkbox"/>
SAL	*AUTO			.00	.0000	<input type="checkbox"/>
SICKS	*AUTO			.00	.0000	<input type="checkbox"/>
VACS	*AUTO			.00	.0000	<input type="checkbox"/>

Figure 18-4: Update Income Authorization Groups screen 1 of 2

- 7 Type the code for the income type that you want to assign to this authorization group.
- 8 Press Enter. The system displays the screen shown in Figure 18-5 and shows the Income Authorization Group subfile at the bottom of the screen.

UPDATE INCOME AUTHORIZATION GROUPS

Actions PY 11.0 QA-113

Employer ZUS SAMPLE US COMPANY  
 Auth. Group MA-SALARY MASS. SALARIED  
 Income SAL

Income Amount  Starting Date   
 Income Factor  Ending Date   
 Income Basis  Cycle \*AUTO  
 Income Matrix   
 Matrix Column  Extension %   
 Matrix Row  Hours Limit   
 Income to begin  days from date of hire  
 Labor Expense

Code	Cycle	Start Date	End Date	Income Amount	Rate%	Option
ADJS	*AUTO			.00	.0000	<input type="checkbox"/>
HOLS	*AUTO			.00	.0000	<input type="checkbox"/>
SAL	*AUTO			.00	.0000	<input type="checkbox"/>
SICKS	*AUTO			.00	.0000	<input type="checkbox"/>
VACS	*AUTO			.00	.0000	<input type="checkbox"/>

Figure 18-5: Update Income Authorization Groups screen 2 of 2

## 9 You can complete this screen in either of two ways:

- Do not enter information on this screen if you want to assign an income to the authorization group without making any changes to the default information on the income control.
- Type your overrides in the appropriate fields on this screen to modify the income for use in only this authorization group.

You can type values into fields on this screen to override the various default income controls for employees in this authorization group. The fields you see on this screen vary depending on the method you chose when you created the income.

You can refer to the income control field descriptions listed in the “Setting Up Accumulators and Controls for Hourly Incomes” chapter of this guide when modifying values on this screen.

Fields that function differently than the corresponding fields on the income control are listed below.

### *Income Basis*

If you are modifying this income control for this authorization group, type I in this field. The values that you type on this screen default to individual employee income authorization records.

Leave this field blank if you do not want to make any changes to this income control for employees assigned to this authorization group.

### *Cycle*

You use this field to identify the cycle during which each employee can receive this income. You must assign incomes to cycles in order to use the auto pay group feature, which saves you from manually typing each employee's incomes during cycle processing. Refer to the "Creating Auto Pay Groups" chapter in this guide for additional information.

This field automatically defaults to **\*AUTO**. Leave this value in the field if you want the system to automatically generate this income for employees regardless of the cycle to which they are assigned. For example, if you change the cycle to which an employee is assigned, as long as the employee is still assigned to an auto pay group, the income will be generated during the Begin stage of the new cycle.

You can also restrict an income to a specific cycle. However, if you choose to use this method, an employee's incomes are not updated by the system when he or she changes cycles or auto pay groups. You must manually update the employee's incomes.

To assign an income to a specific cycle, you can either:

- Type a specific cycle name in this field.

The system uses the cycle you type here as the cycle for this income for all employees in this payroll authorization group.

- Type **\*CYCL** in this field.

The system uses the cycle to which an employee is assigned at the time of authorization as the cycle for this income for this employee.

- 10 Press Enter. The system places the income in the subfile at the bottom of the screen. It also displays the Update Income Authorization Groups screen 1 of 2 shown in Figure 18-4, from which you can assign another income.

**Note:** Once an income is in the sub-file, you can still make changes to or delete it. Refer to the "Maintaining Authorization Group Information" section in this chapter for more information.

- 11 Repeat steps 9 and 10 until you have assigned all the necessary incomes to this authorization group.
  - 12 Press F3 to exit the screen.
  - 13 Press F3 again to exit the option.
-

## Assigning Deductions to the Authorization Group

You use this option to assign deductions to the payroll authorization group you defined. When you assign the group to a new employee, the payroll authorization group code automatically assigns the deductions to the employee. You set up the payroll authorization group codes and define them in the *Update Payroll Auth Groups* option.

### Modifying Deduction Control Defaults for Authorization Groups

You can override default values on a deduction control when you assign the deduction to an authorization group. The system stores the modified information in the subfile of the Update Deduction Authorization Groups screen. It uses the entries in the subfile to default information into fields on the deduction records of employees who are assigned to this group. The original deduction control you created through the *Update Deduction Controls* option does not change.

For example, your employer normally deducts \$10 per pay period for union dues. You type **10.00** in the *Employee Amount* field on the deduction control. The system uses this rate to deduct union dues from employees. However, when you associate this deduction with a particular payroll authorization group, you type **12.00** in the *Employee Amount* field for this deduction on the Update Deduction Authorization Groups screen. When you assign employees to this group, the system defaults **12.00** into the *Employee Amount* field on each employee's individual authorization to the union dues deduction. During cycle processing, the value on the employee deduction authorization record overrides the value on the deduction control.

**WARNING!** The number of deductions you authorize to each employee affects the speed and efficiency of cycle processing. To expedite processing, you should include only those deductions that are necessary for all employees in the authorization group. You can authorize exception deductions to employees on an individual basis.

Follow the steps below to assign deductions to an authorization group.

- 1 From the Infinium PY main menu select *Master Files*.
  - 2 Select *Update Master Files*.
  - 3 Select *Update Deduction Auth Groups* [UDAG]. The system displays the screen shown below in Figure 18-6.
-

Figure 18-6: Update Deduction Authorization Groups prompt screen

- 4 Type the value that identifies your employer.
- 5 Type the authorization group code value you created in step one. See “Setting Up Payroll Authorization Groups.”
- 6 Press Enter. The system displays the screen shown in Figure 18-7.

Code	Start Date	End Date	Deduction Amt	Limit Amount	Option
*FICA			.00	.00	<input type="checkbox"/>
*FMHI			.00	.00	<input type="checkbox"/>
*FUTA			.00	.00	<input type="checkbox"/>

Figure 18-7: Update Deduction Authorization Groups screen 1 of 2

- 7 Type the code for the deduction type that you want to assign to this authorization group.

If your organization uses the *Benefits Administration* function within Infinium HR, you should not include benefit deductions in the payroll authorization group. Normally, all benefit deductions, such as life insurance and medical insurance, are associated with benefit plans that are included in personnel benefit groups. During the Begin stage of Cycle processing, the system automatically authorizes the employee to the deductions associated with the benefit plans in which the employee is enrolled in Infinium HR.

- 8 Press Enter. The system displays the screen shown in Figure 18-8.

Code	Start Date	End Date	Deduction Amt	Limit Amount	Option
GRNF1			.00	.00	

Figure 18-8: Update Deduction Authorization Groups screen 2 of 2

**9** You can complete this screen in either of two ways:

- Do not enter information on this screen if you want to assign a deduction to the authorization group without making any changes to the deduction control.
- Type your overrides in the appropriate fields on this screen to modify the deduction for use in only this authorization group.

You can choose from the fields on this screen to override the various default controls of a deduction for employees in this authorization group. Refer to the deduction control field descriptions listed in the “Setting Up Controls for Flat Amount Deductions” chapter of this guide.

**10** Press Enter. The system places the deduction in the sub-file at the bottom of the screen.

The system also displays the Update Deduction Authorization Groups screen 1 of 2 shown in Figure 18-7, from which you can assign another deduction.

Once a deduction is in the sub-file, you can still make changes to or delete it. Refer to the “Maintaining Authorization Group Information” section in this chapter for more information.

**11** Repeat steps 9 and 10 until you have assigned all the necessary deductions to this authorization group.

- 12 Exit the screen.
- 13 Press F3 again to exit the option.

## Assigning Employees to a Payroll Authorization Group for the First Time

You can assign the payroll authorization group to the employee when you use the *Enter New Hire* option or after the employee is hired using the *Update Payroll Data (USA)* or *Update Payroll Data (Canada)* options.

When you assign the authorization group value to an employee, the system automatically assigns incomes and deductions associated with the group to the employee.

Follow the steps below to assign employees to an authorization group.

- 1 From the Infinium PY main menu select *Employee Data*.
- 2 Select *Update Employee Data*.
- 3 Select either *Enter New Hire* [HIRE], *Update Payroll Data (USA)* [UPY] or *Update Payroll Data (Canada)* [UPYC]

For this example, we use the *Update Payroll Data (USA)* option.

- 4 Press Enter. The system displays the Employee Update screen.
  - 5 Type the employer and employee information on the Employee Update screen.
  - 6 Press Enter. The system displays the first screen of the *Update Employee Payroll Data* option shown in Figure 18-9.
-

**UPDATE EMPLOYEE PAYROLL DATA**

Actions PY 11.0 QA-113

1 of 3

Employer ZUS SAMPLE US COMPANY

Employee 80005

ALAN ACCURATE

Payroll Cycle BONUS

Auto Pay Group MONTH

PY Auth Group AK-SALARY

Country USA

Pay Rate Basis

1st Pay Rate 2,571.4286

2nd Pay Rate .0000

3rd Pay Rate .0000

Matrix

Matrix Row

Matrix Column

Pay Factor

Maximum Check Amt 1,234,567.00

Date Last Paid 4082008

Figure 18-9: Update Employee Payroll Data screen 1

- 7 In the *PY Auth Group* field on this screen, type the value that represents the authorization group to which you want to assign this employee.
- 8 Press Enter. The system displays the second Update Employee Payroll Data screen. Complete this screen as needed.
- 9 Press Enter. The system displays the third Update Employee Payroll Data screen. Complete this screen as needed.
- 10 Press Enter. The system takes different actions depending on whether the employee was previously assigned to a Payroll authorization group. If the employee was not previously assigned to an authorization group, when you press Enter the system assigns the employee to the incomes and deductions in his or her new authorization group and displays the following message:

Authorization Group incomes and deductions are being entered . .  
please wait.

The system then presents the Update Employee Income Codes screen so that you can verify the new incomes to which the employee is assigned.

- 11 Press F3 to exit from the Income Codes screen. The system presents the Update Employee Deduction Codes screen so that you can verify the new deductions to which the employee is assigned.

- 12 Press F3 to exit from the Deduction Codes screen. The system presents the Employee Update prompt screen.
- 13 Press F3 to return to the Infinium PY main menu.

## Changing an Employee's Authorization Group

When you update the payroll authorization group value of an employee who was previously assigned to a different payroll authorization group, the system compares the incomes and deductions associated with his or her previous authorization group to those in his or her new authorization group. It assigns the employee to the incomes and deductions that are in his or her new group. It also deactivates or fills in the *Ending Date* field on incomes and deductions that were in his or her old group but are not included in his or her new group. The system does not update incomes or deductions that are not associated with the employee's old or new groups.

Refer to the section entitled "Changing an Employee's Authorization Group" in this chapter for an overview of how the system processes authorization group changes.

To update an employee's Payroll authorization group, follow steps 1 through 9 in the preceding section entitled "Assigning Employees to an Authorization Group for the First Time." When you change the value in the employee's *PY Auth Group* field on the Update Employee Payroll Data screen, the system displays the Authorization Group Processing screen shown in Figure 18-10.

**AUTHORIZATION GROUP PROCESSING**

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**You have entered a new Authorization Group for this Employee**

**Please Note**

1. If a date is entered it will be used as the beginning date for new Incomes and Deductions and the ending date for old Incomes and Deductions. If no date is entered the Incomes and Deductions will be processed as described below
2. Existing Incomes/Deductions that were in the old Authorization Group but are not in the new Authorization group will be reverse imaged  
YOU NEED TO TAKE ACTION AGAINST THEM
3. Existing Incomes/Deductions also in the new Authorization Group will be changed if so specified on the Authorization Group Controls
4. New Incomes/Deductions in Authorization Group will be added to the EE  
The next two screens will show the status of the employee incomes and deductions.(deactivated records will be highlighted in reverse image)

PLEASE CHECK THAT THE REVISED EMPLOYEE INCOMES/DEDUCTIONS ARE CORRECT

Effective Date:

Figure 18-10: Authorization Group Processing screen

The system displays this screen to inform you that you have assigned the employee to a new Payroll authorization group. The system updates the employee's current income and deduction authorization records differently depending on whether you enter a date in the *Effective Date* field on this screen.

## Omitting the *Effective Date* Field

If you do not type a date in the *Effective Date* field, the system:

- Keeps incomes and deductions active if they are in the employee's old and new authorization groups. However, it may change values in the employee's existing income and deduction records if you typed **1** in the *Replace Incomes* and *Replace Deductions* fields on the Payroll authorization group control.
- Deactivates incomes and deductions associated with the employee's previous authorization group if they are not in his or her new authorization group. The system displays deactivated income and deduction records in reverse image on the employee's income and deduction screens. The system ignores deactivated incomes and deductions during payroll cycle processing.
- Assigns the employee to the incomes and deductions that are included in his or her new authorization group.
- Does not change incomes and deductions to which the employee was previously authorized if they are not in his or her previous or new authorization groups. For example, if the employee was specially authorized to a particular income or deduction that was not part of his or her previous authorization group, it does not deactivate that income or deduction even if it is not included in the employee's new authorization group.

The system makes the changes listed above immediately after you press Enter to exit from the Authorization Group Processing screen. The system uses the employee's new income and deduction authorizations the next time he or she is paid.

## Using the *Effective Date* field

If you want to specify when the system should stop using the employee's old incomes and deductions and begin using his or her new incomes and deductions, you can type a date in this field. When you type a value in the *Effective Date* field, the system:

- Uses the specified effective date as the default in the *Starting Date* field of incomes and deductions to which the employee is newly authorized because they are in his or her new group.
  - Adjusts the specified effective date by subtracting one day from it, then defaults the adjusted effective date into the *Ending Date* field of incomes
-

and deductions to which the employee was previously authorized, if they are not in the employee's new group.

For example, if you type **020196** in the *Effective Date* field, the system fills **013196** in the *Ending Date* field of income and deduction records that were in the employee's previous authorization group if they are not in his or her new group.

- Does not fill in ending dates on incomes and deductions to which the employee was previously authorized if they are not in his or her previous or new authorization groups. For example, if the employee was specially authorized to a particular income or deduction that was not part of his or her previous authorization group, the system does not fill an ending date into the employee's income or deduction record, even if the income or deduction is not included in his or her new authorization group.

If you typed a value in the *Effective Date* field on the screen shown in Figure 18-10, the system displays starting and ending dates for affected income authorization records as shown in Figure 18-11. You can make additional changes to the employee's income authorizations as needed.

Opt	Code	Cycle	Start Date	End Date	Amount	Rate / %	Basis	Sum
<input type="checkbox"/>	*EIC	*AUTO			.00	.0000	**	55
<input type="checkbox"/>	*F@IN	BW			10.82	.0000	I	55
<input type="checkbox"/>	*FMED				.00	.0000	03	03

Figure 18-11: Update Employee Income Codes screen

## Understanding Starting Dates

During cycle processing, the system compares the starting date for each income and deduction to the pay period's ending date. If the starting date is after the pay period's ending date, you receive an error message if you attempt to use the new incomes and deductions during that pay cycle. You can use the employee's new incomes and deductions when their starting dates are equal to or after the pay period's ending date.

For example, if the starting date of an employee's income is **020196**, you can use it to pay the employee only in pay cycles whose pay period ending date is **020196** or thereafter.

## Understanding Ending Dates

During cycle processing, the system compares the ending date for each income and deduction to the pay period's beginning date. If the ending date is before the pay period's beginning date, the system does not include the incomes or deductions in that pay cycle. You can use the employee's old incomes and deductions until their ending dates precede the pay period's beginning date.

For example, if the ending date of an employee's deduction is **013196**, the system processes the deduction for that employee only in pay cycles whose pay period beginning date is **013196** or earlier. The system stops processing the deduction for the employee when the pay period's beginning date is **020196** or thereafter.

When you press F3 to exit from this screen the system displays the employee's updated deduction authorizations shown in Figure 18-12.

UPDATE EMPLOYEE DEDUCTION CODES

Actions PY 11.0 QA-113

Employer ZUS SAMPLE US COMPANY  
 Employee 80005 ACCURATE,ALAN  
 Deduction

Opt Code	Start Date	End Date	Deduction Amt	Limit Amt	Basis
<input type="checkbox"/> *DHI			.00	.00	14
<input type="checkbox"/> *DNJ			.00	.00	14
<input type="checkbox"/> *DNY			.00	.00	14
<input type="checkbox"/> *FICA			.00	.00	05
<input type="checkbox"/> *FMHI			.00	.00	06
<input type="checkbox"/> *FUTA			.00	.00	90
<input type="checkbox"/> *FWT			.00	.00	01
<input type="checkbox"/> *LI01			.00	.00	17
<input type="checkbox"/> *LPHI			.00	.00	16
<input type="checkbox"/> *SAL			.00	.00	10
<input type="checkbox"/> *SAR			.00	.00	10
<input type="checkbox"/> *SAZ			.00	.00	10
<input type="checkbox"/> *SCA			.00	.00	10

Figure 18-12: Update Employee Deduction Codes screen

If you typed a date in the *Effective Date* field on the screen shown in Figure 18-10, the system displays starting and ending dates for affected deduction authorization records. You can make additional changes to the employee's deduction authorizations as needed.

When you press F3 to exit from this screen the system displays the Employee Update prompt screen. You can press F3 to return to the Infinium PY main menu.

The system automatically generates the Payroll Authorization Group Changes to Incomes and Deductions report. Access the Work with All Spooled Files screen to review the information on this report; the printer file name is **PYTMBG AU**.

This report prints each time you change an employee's Payroll authorization group. It identifies all of the changes the system makes to the employee's income and deduction authorizations.

---

## Maintaining Authorization Group Information

You can update authorization groups in the following ways:

- change the authorization group default values for incomes or deductions
- add new incomes and deductions to the group
- delete incomes and deductions from the group.

However, the system uses the updated group information only for employees who are assigned to the payroll authorization group after you make the changes. You can manually change or delete deductions or incomes for employees who are currently assigned to the group that you are changing.

As an alternative, you can use the *Mass Change of Employee Incomes* or *Mass Change of Employee Deductions* functions to instantly apply the additions, changes or deletions to all of the employees assigned to the authorization group prior to when you updated the group's information.

### Deleting an Income from the Group

Follow the steps below to delete an income from an authorization group:

- 1 From the Infinium PY main menu select *Master Files*.
  - 2 Select *Update Master Files*.
  - 3 Select *Update Income Auth Groups* [UIAG].
  - 4 Press Enter. The system displays the Income Authorization Groups prompt screen.
  - 5 Type the values that identify your employer and the payroll authorization group for which you want to delete income information.
  - 6 Press Enter. The system displays the screen shown below in Figure 18-13.
-

Code	Cycle	Start Date	End Date	Income Amount	Rate%	Option
ADJS	*AUTO			.00	.0000	4
HOLS	*AUTO			.00	.0000	
SAL	*AUTO			.00	.0000	
SICKS	*AUTO			.00	.0000	
VACS	*AUTO			.00	.0000	

Figure 18-13: Update Income Authorization Groups screen 1 of 2

- 7 Position your cursor on the *Option* field next to the income you want to delete.
- 8 Select a record. Type **4** in the *Option* field and press Enter.
- 9 Press Enter. The system replaces the code in the subfile with **DELTD**.
- 10 When you press F3 to exit from this screen, the system completely removes this income from the group.
- 11 Exit this option.

## Changing an Income in the Group

Follow the steps below to make changes to an income that is assigned to an authorization group:

- 1 From the Infinium PY main menu select *Master Files*.
- 2 Select *Update Master Files*.
- 3 Select *Update Income Auth Groups [UIAG]*.
- 4 Press Enter. The system displays the Income Authorization Groups prompt screen.
- 5 Type the values that identify your employer and the payroll authorization group value for which you want to change income information.
- 6 Press Enter. The system displays the screen shown below in Figure 18-14.

Code	Cycle	Start Date	End Date	Income Amount	Rate%	Option
ADJS	*AUTO			.00	.0000	2
HOLS	*AUTO			.00	.0000	
SAL	*AUTO			.00	.0000	
SICKS	*AUTO			.00	.0000	
VACS	*AUTO			.00	.0000	

Figure 18-14: Update Income Authorization Groups screen 1 of 2

- 7 Select a record. Type **2** in the *Option* field and press Enter.
- 8 Press Enter. The system displays the Update Income Authorization Groups screen shown previously in Figure 18-5.
- 9 Type new values in the fields you want to change. Refer to the “Assigning Incomes to the Authorization Group” section in this chapter for additional information.
- 10 Press Enter. The system stores the updated income in the sub-file at the bottom of the screen.
- 11 Exit this option.

## Deleting a Deduction from the Group

Follow the steps below to delete a deduction from an Authorization Group.

- 1 From the Infinium PY main menu select *Master Files*.
- 2 Select *Update Master Files*.
- 3 Select *Update Deduction Auth Groups* [UDAG].
- 4 Press Enter. The system displays the Deduction Authorization Groups prompt screen.
- 5 Type the values that identify the employer and the payroll authorization group value from which you want to delete a deduction.
- 6 Press Enter. The system displays the screen shown below in Figure 18-15.

Code	Start Date	End Date	Deduction Amt	Limit Amount	Option
*FWT			.00	.00	
*SMA			.00	.00	
*UMA			.00	.00	4

Figure 18-15: Update Deduction Authorization Groups screen

- 7 Select a record. Type 4 in the *Option* field and press Enter.
- 8 Press Enter. The system replaces the deduction in the sub-file with **DELTD**.
- 9 When you press F3 to exit from this screen, the system completely removes the deduction from the group.
- 10 Exit this option.

## Changing a Deduction in the Group

Follow the steps below to make changes to a deduction that is assigned to an authorization group.

- 1 From the Infinium PY main menu select *Master Files*.
- 2 Select *Update Master Files*.
- 3 Select *Update Deduction Auth Groups* [UDAG].
- 4 Press Enter. The system displays the Update Deduction Authorization Groups prompt screen.
- 5 Type the values that identify the employer and the payroll authorization group for which you want to change a deduction.
- 6 Press Enter. The system displays the screen shown below in Figure 18-16.

Code	Start Date	End Date	Deduction Amt	Limit Amount	Option
*FICA			.00	.00	2
*FMHI			.00	.00	
*FUTA			.00	.00	

Figure 18-16: Update Deduction Authorization Groups screen

- 7 Select a record. Type **2** in the *Option* field and press Enter.
- 8 Press Enter. The system displays the Update Deduction Authorization Groups screen shown in Figure 18-6.
- 9 Type new values in the fields you want to change. You can refer to the “Assigning deductions to the authorization group” section of this chapter for additional information.
- 10 Press Enter. The system stores the updated deduction information in the sub-file at the bottom of the screen.
- 11 Exit this option.

## Notes

Auto pay groups are an efficient way to generate incomes for groups of employees. You set up auto pay groups to eliminate errors or excessive keying when you pay employees. Auto pay groups are typically used for employees who receive a fixed amount of hours or money for regular pay. You may also use auto pay groups to generate fringe incomes or earned income credit (\***EIC** or \***EIxx**) automatically.

The chapter consists of the following topics:

Topic	Page
Overview of Auto Pay Groups	19-2
Setting Up Auto Pay Groups	19-4
Deleting Auto Pay Group Links	19-12

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# Overview of Auto Pay Groups

## Objectives

Through study of this chapter, you will be able to:

- Establish an auto pay group code value
- Link incomes to an auto pay group

## Understanding Auto Pay Groups

When you run a payroll cycle, during the Begin Stage, the system uses the auto pay group to determine which incomes to generate for the employees. You may have more than one auto pay group assigned to a cycle, but each employee is assigned to only one auto pay group. The employee may be authorized to some or all of the incomes in his or her auto pay group. Therefore, you do not need to type individual incomes each time you pay an employee. You need to type only the exceptions that occur to the fixed pay or hours.

To use the *Auto Pay* function, you create a group, link it to a cycle and to incomes and then assign that group to the appropriate employees.

The system can automatically generate incomes for employees only when records are set up properly and all criteria is in agreement. Ensure that you have specified the following information:

- For the auto pay group:
    - The cycle to which the employee is assigned
    - The incomes to be generated
  - For each Employee Income Authorization record:
    - The cycle to which the employee is assigned
    - Incomes to which the employee is authorized
    - The generic cycle name **\*AUTO**
  - For the Employee Payroll Data records
    - The cycle to which the employee is assigned
-

- An auto pay group for the employee

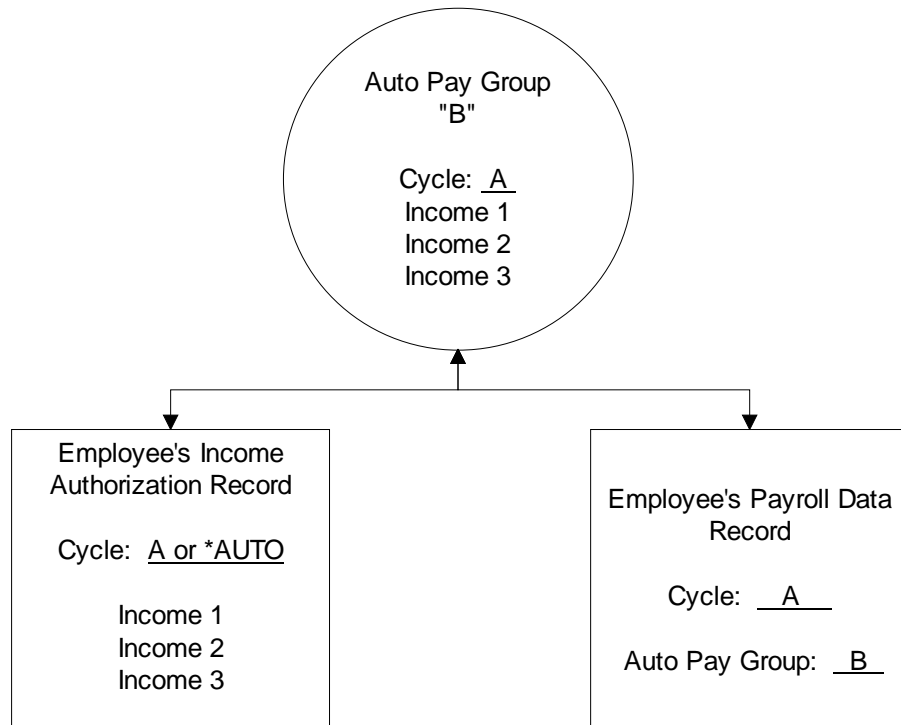


Figure 19-1: Auto Pay Group Illustration

## Setting Up Auto Pay Groups

You set up auto pay groups in four steps.

- 1 Create the auto pay group code values.

In this step you establish and define the necessary auto pay groups.

- 2 Link the cycle, incomes and auto pay group.

During this step you specify the cycle code and add the appropriate incomes to the auto pay group.

- 3 Assign the auto pay group to Employee(s).

In this step you assign auto pay groups to the appropriate employees.

- 4 Authorize employees to the appropriate incomes.

Be sure to type a value in the *Cycle* field on the employee's income authorization record with the employee's current cycle name or use the generic name **\*AUTO**.

## Setting Up Auto Pay Group Code Values

You create auto pay group code values using the code type **APG**. You can refer to the "Setting up and Maintaining Employer Codes" chapter in this guide for additional information concerning the *Update Employer Codes* option. Create as many auto pay groups as necessary.

Follow the steps below to create an auto pay group.

- 1 From the Infinium PY main menu select *Master Files*.

- 2 Select *Update Master Files*.

- 3 Select *Update Employer Codes* [UCD].

- 4 On the first screen of this option type:

- Your employer code or employer group
  - The code type **APG**
-

- A code value for the auto pay group
- 5 Press Enter. The system displays the screen shown in Figure 19-2.

The screenshot shows a window titled 'Infinium Desktop Manager Session A - [ Update Employer Codes ]'. The window has a menu bar with 'File', 'Edit', 'Commands', and 'Help'. Below the menu bar is a toolbar with various icons. The main area of the window contains the following text:

Employer : ZUS      SAMPLE US COMPANY  
Code type: APG      AUTO PAY GROUP  
Code value: BIWK

Below this is a text box labeled 'Description:' containing the text 'BIWEEKLY AUTO PAY GROUP'. At the bottom left of the window are three buttons: 'OK', 'Exit', and 'Cancel'. At the bottom right, there is a small box containing 'MW' and a question mark.

Figure 19-2: Employer Codes screen 2 of 2

- 6 Type a brief description of this auto pay group.
- 7 Press Enter to save your description. The system returns you to the Employer Codes screen 1 of 2. To create additional auto pay group code values, repeat steps 4 through 6.
- 8 Press F3 to exit this option.

## Linking the Cycle, Incomes and Auto Pay Group

In this step, you assign a cycle code to the auto pay group and add the appropriate incomes to the auto pay group.

Follow the steps below to assign a cycle and incomes to the auto pay group.

- 1 From the Infinium PY main menu select *Master Files*.
- 2 Select *Update Master Files*.

- 3 Select *Update Auto Pay Groups* [UAPG]. The system displays the screen shown in Figure 19-3.

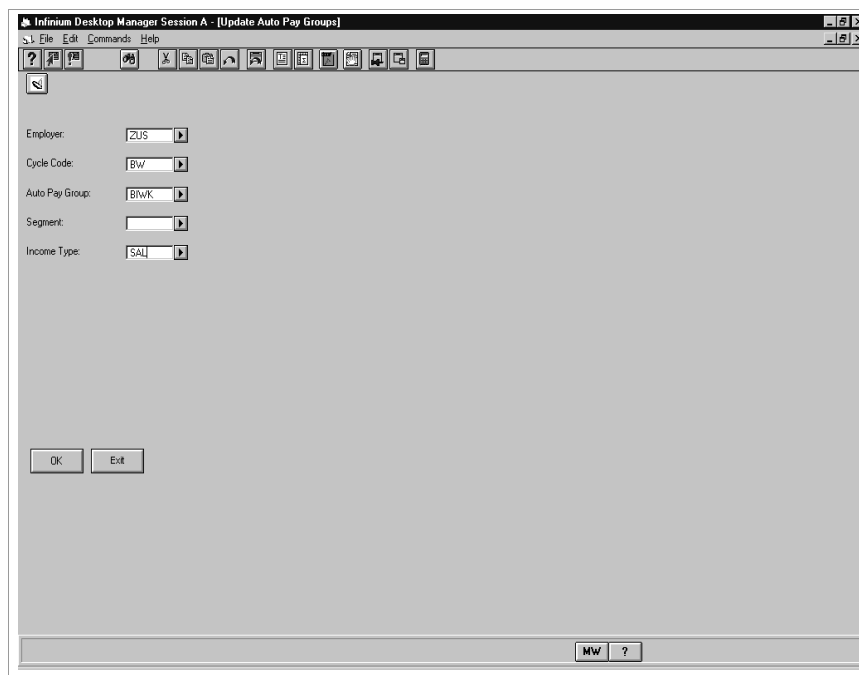


Figure 19-3: Auto Pay Groups screen 1 of 2

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

*Employer*

Type the value that identifies the employer whose record you are processing.

*Cycle Code*

Type the cycle code for the auto pay group whose record you are updating.

*Auto pay group*

Type a value for the auto pay group code value you created in step one.

*Segment*

Use this field to establish segments that can maintain hours worked and income calculations for time periods within a pay cycle. You can also specify hours types or rates for segments.

For example, you can use segments to track overtime hours worked. In a bi-weekly cycle, employees are paid based on 80 hours. If you use segment processing, you are able to maintain hours for each week of the period. In

this case you would create segment 1 with 40 standard hours and segment 2 with 40 standard hours.

The system uses the value you specify for this field in conjunction with the *Hours Limit* and *Over Limit* field information from the Income Control record to calculate overtime pay.

If you are not using segment processing, leave this field blank.

### *Income Type*

Type the code for an income type that you want to include in this auto pay group.

- 5 Press Enter. The system displays the screen shown in Figure 19-4.

7/11/02 10:21:38	Update Auto Pay Groups	PYGMEX	PYDMEX
Employer . . . : ZUS			
Cycle Code . . : BW			
Auto Pay Group : BIWK			
Segment . . . : 000			
Income Type . . : SAL			
Description . . : <u>SALARIED AUTO PAY</u>			
Standard Hrs Type _			
Standard Hours . <u>80.00</u>			
Standard Rate . . _____			
Rate Override . . _			
F3=Exit F10=Access F22=Delete			

Figure 19-4: Auto Pay Groups screen 2 of 2

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

### *Description*

Type a description for the income you linked to this auto pay group.

### *Standard Hrs Type*

If you want Infinium PY to generate hours for this income, then specify the type of search you want the system to perform. The value you type in this

field determines which record the system refers to when it obtains standard hours information for this income.

If you leave this field blank, the system performs a hierarchical search of the following records in the order shown below.

- a Employee's income record
- b Income control record
- c Auto pay control record

If you type 1 in this field, the system generates hours based on the hours typed in the *Regular Hours* field on the employee's basic data record.

If you type 1 in this field, you cannot override the hours in the *Begin Cycle* option.

Leave this field blank if you do not wish to generate hours for this income.

#### *Standard Hours*

If the employees assigned to this income normally work a standard number of hours per pay period, type the number of hours in this field. If you leave this field blank, you must type the hours information during timesheet entry for hourly income (method 2).

Although you may decide not to pay your salaried employees on an hourly basis, it is common for an employer to track accruals based on hours worked. Therefore, you may want to generate paid-time-off standard hours worked for all employees.

**Caution:** If you add hours manually during timesheet entry, Infinium PY does not use the hours in the *Standard Hours* field on the income control. To ensure that the system recognizes and uses standard hours, assign them to an auto pay group.

#### *Standard Rate*

Use this field infrequently and when large numbers of employees are paid at the same rate. Type the standard rate in this field.

If this group of employees is hourly or salaried, non-exempt, type the standard rate for all hours worked. Leave blank to use the Income Control record to determine the source for the rate of this income.

You must enter a rate if you type 1 in the *Rate Override* field.

---

### *Rate Override*

Use this field to indicate that you want to override the employee's specified pay rate and use a pay rate based on the value in the *Standard Rate* field.

For income methods 2, Hours Extension, and 3, Amount Extension, the rate is always overridden.

For other income methods, the rate is overridden only if the following conditions are met:

- this is not pay by job income
- no pay rate is on the employee's payroll master record
- no rate or matrix is on the income control or employee's income record

Type **1** to generate the rate based on the value in *Standard Rate*. If you type **1** here, you must enter a value in *Standard Rate*.

- 7 Press Enter to update the auto pay group. The system displays the Auto Pay Group screen 1 of 2. To work with additional auto pay groups or to add additional incomes to the auto pay group, repeat steps 4 through 7.

- 8 Exit this option.

When you have completed the setup of your auto pay groups, you may want to review them through the *Display Auto Pay Groups* option. This display helps you ensure that all appropriate incomes have been assigned and hours are generated as necessary.

## Assigning the Auto Pay Group to Employees

In this final step of setting up your auto pay groups, you enable the system to use the incomes in the auto pay group to generate incomes for the employees you specify.

You can assign an auto pay group to an employee through the *Enter New Hire* function or by typing an auto pay group code directly on the Payroll Data record of an employee.

Follow the steps below to assign an auto pay group to an employee.

- 1 From the Infinium PY main menu select *Employee Data*.
  - 2 Select *Update Employee Data*.
-

- 3 Select Enter New Hire [ENH], Update Payroll Data USA [UPY] or *Update Payroll Data Canada [UPYC]*
- 4 The system displays the screen shown in Figure 19-5.

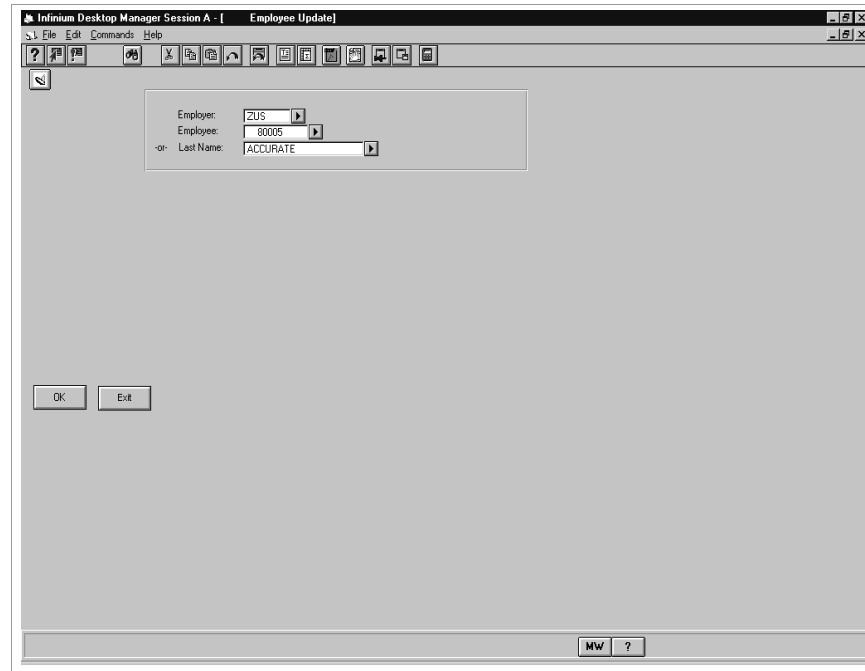


Figure 19-5: Employee Update prompt screen

In this example we selected the *Update Payroll Data* option.

- 5 Complete the *Employer* and *Employee* fields on the Employee Update screen for the employee to whom you want to assign an auto pay group.
- 6 Press Enter. The system displays the screen shown in Figure 19-6.

**Infinium Desktop Manager Session A - [Update Employee Payroll Data]**

Employer: ZUS      SAMPLE US COMPANY  
 Employee: 80005      ALAN C ACCURATE  
 Tax ID: 683-44-1264

Page: 1 of 2

Payroll Cycle: WEEK      Auto Pay Group: WEEK

**Tax Information**

Fed. Filing: S	Current State: MD
Fed. Exemptions: 1	Home State: MD
State Exemptions: 1	SUTA State: MD
Local Exemptions: 0	Current Locality: MD
Home Tax Co: 0	Home Locality: MD
Tax Co. Yr: 0	Tax Co. P/Yr: 0
P/Yr. Stt. Tax Co:	

**Payroll Rates**

Pay Rate Basis:	Pay Rate: 11.8000
Matrix:	2nd Pay Rate: 5.0000
Matrix Row:	3rd Pay Rate: .0000
Matrix Column:	
Pay Factor:	

OK    Exit    Cancel

MW ?

Figure 19-6: Employee Payroll Data screen

- 7 Type the auto pay group code for the group you want to assign to this employee.
- 8 Press Enter. The system displays the *Employee Payroll Data* screen 2 of 2.
- 9 Press Enter again, to save your updates. The system returns you the *Employee Payroll Data* screen 2 of 2.
- 10 Exit this option.

## Deleting Auto Pay Group Links

You can delete the links that you established between the cycle, income and auto pay group if you no longer need the group or want to remove an income from the group.

Follow the steps below to delete an auto pay group.

- 1 From the Infinium PY main menu select *Master Files*.
- 2 Select *Update Master Files*.
- 3 Select *Update Auto Pay Groups* [UAPG]. The system displays the screen shown in Figure 19-7.

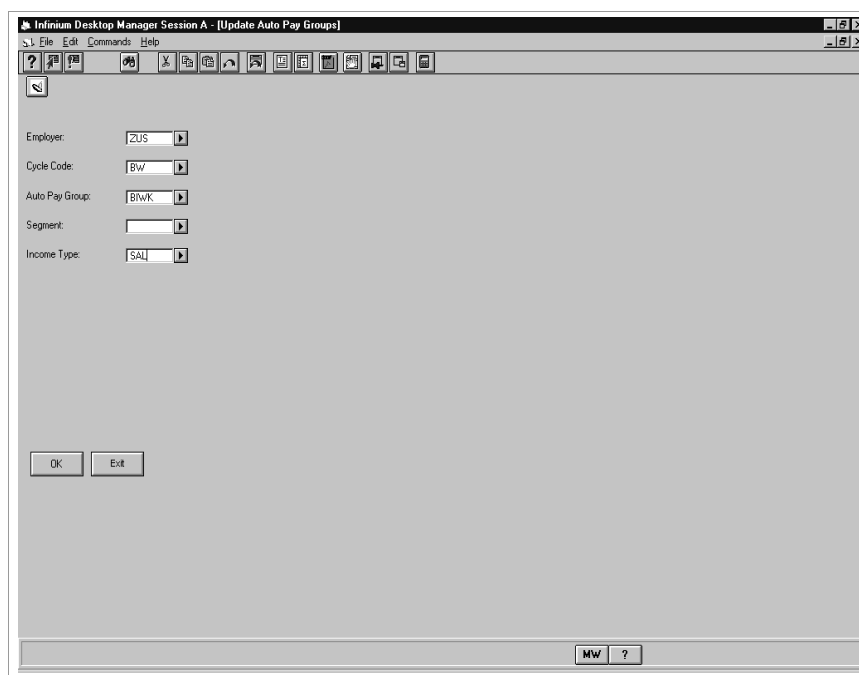


Figure 19-7: Auto Pay Groups screen 1 of 2

- 4 Type the appropriate values to specify the employer, cycle, code, auto pay group, segment and income for which you want to delete the auto pay links.
  - 5 Press Enter. The system displays the Auto Pay Groups screen 2 of 2.
  - 6 Press F22 to delete the auto pay links. The system refreshes the screen.
-

- 7 To delete links for other incomes in the auto pay groups, repeat steps 4 through 6.
- 8 Exit this option when you have completed deleting links.

The system does not delete your auto pay group code value through this option. To remove a code value from the system, use the *Update Employer Codes* option described in the “Setting up and Maintaining Employer Codes” chapter of this guide.

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## Notes