Infor Infinium HCM Payroll Guide to Processing

Volume 1

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Table of Contents

Volume 1

Volume 2

About This Guide

This section focuses on the following information:

- Purpose of this guide
- Conventions used in this guide

Intended Audience

This guide is for the Infinium Payroll (Infinium PY) users who perform daily data entry, Payroll and Human Resource Managers and Supervisors, and system administrators who perform supervisory tasks.

Purpose of This Guide

Use this guide as a reference at your site and also to complement the instructor's presentation during a portion of the Infinium Payroll Controls and Processing course.

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.

Conventions Used in This Guide

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

- Fonts and wording
- Function keys
- Character-based vs. graphical-based screens
- Prompt and selection screens

- Promptable fields
- Infinium applications and abbreviations

Fonts and Wording

Convention	Description	Example
Italic typeface	Menu options and field names The guide uses the same abbreviations as the screen.	*Master Files* Use *Max Lnth* to specify the maximum length of alpha user fields.
Bold standard typeface	Used for notes, cautions and **WARNING**s	**Caution:** 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.
Bold monospaced typeface	Characters that you type and messages that are displayed	Type **Infinium PY** in the *System* field. The following message is displayed: **Company not found**
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.
Select	Choose a menu option or choose a record or field value after prompting.	Select *Employer Controls.* Select a record. From the *List* menu, select *Display*.
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.

Convention	Description	Example
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	To access online help for the current context (menu option, screen or field), press Help (or the function key mapped for help). 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.	Press Help for more information about the current field.
[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 *Update Employer Controls* [UCO].

Convention	Description	Example
Publication titles	Unless otherwise stated, titles refer to Infinium applications and use standard name and abbreviations.	*Infinium Training Administration Guide to Setup and Processing* is referred to as *Infinium TR Guide to Setup and Processing.*

Function Keys

Infinium AM function keys and universal Infinium PY function keys for the IBM AS/400 or iSeries 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
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.

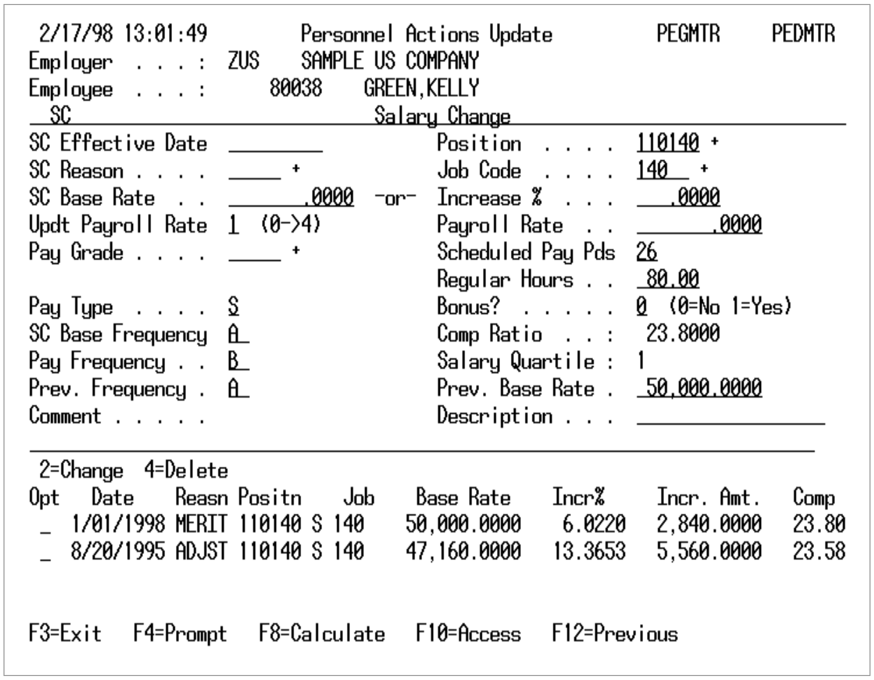


Figure 1: Sample character-based screen for Infinium HR suite

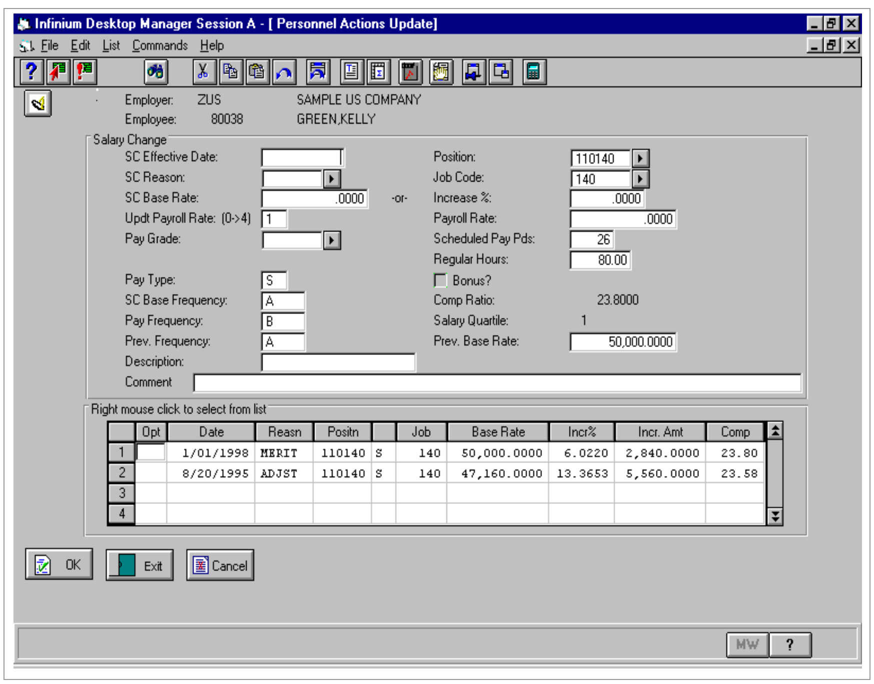


Figure 2: Sample graphical-based screen for Infinium HR suite

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.

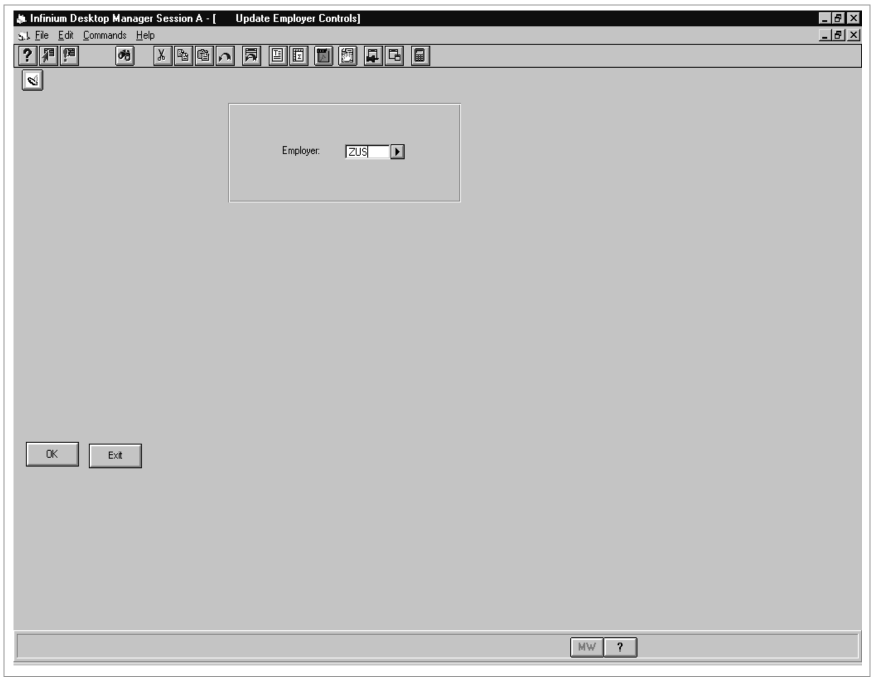


Figure 3: PY prompt screen

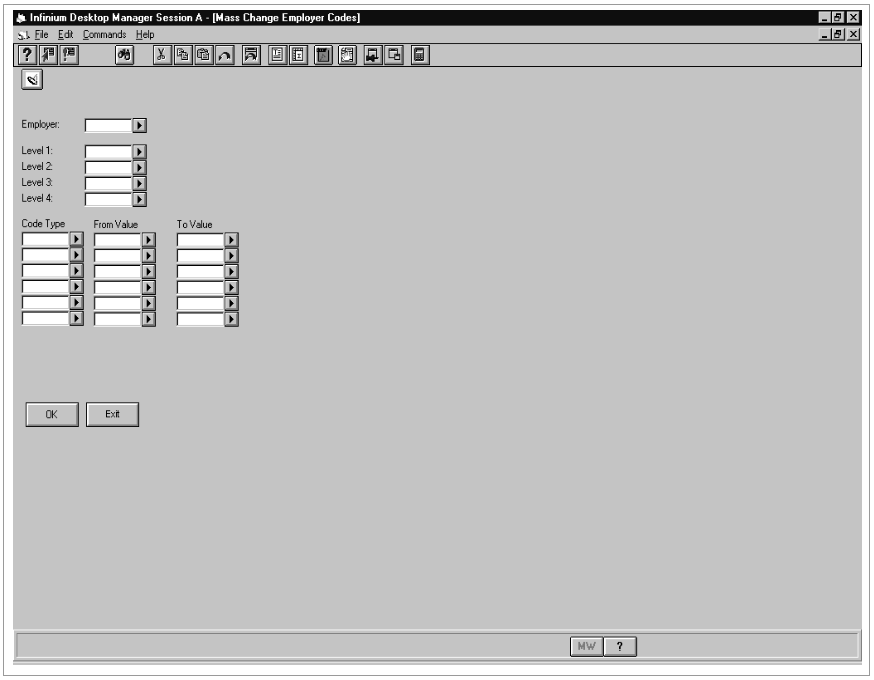


Figure 4: PY selection screen

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	Abbreviation
Infinium Application Manager Infinium Application Manager Extended	Infinium AM Infinium AM/X
Infinium Query Infinium Query Extended	Infinium QY Infinium QY/X

Application	Abbreviation
Infinium Financial Management Suite	**Infinium FM**
Infinium General Ledger	Infinium GL
Infinium Payables Ledger	Infinium PL
Infinium Project Accounting	Infinium PA
Infinium Human Resources Suite	**Infinium HR**
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 the Infinium PY, refer to the following:

- *Infinium Payroll Guide to Controls*
- *Infinium Payroll 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*
- *File/Field Descriptions*
- *Database Relations*
- Online help

Installation instructions and release notes are available on Infinium WebLink.

Chapter 1 Overview of Infinium HR/PY

1

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 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.

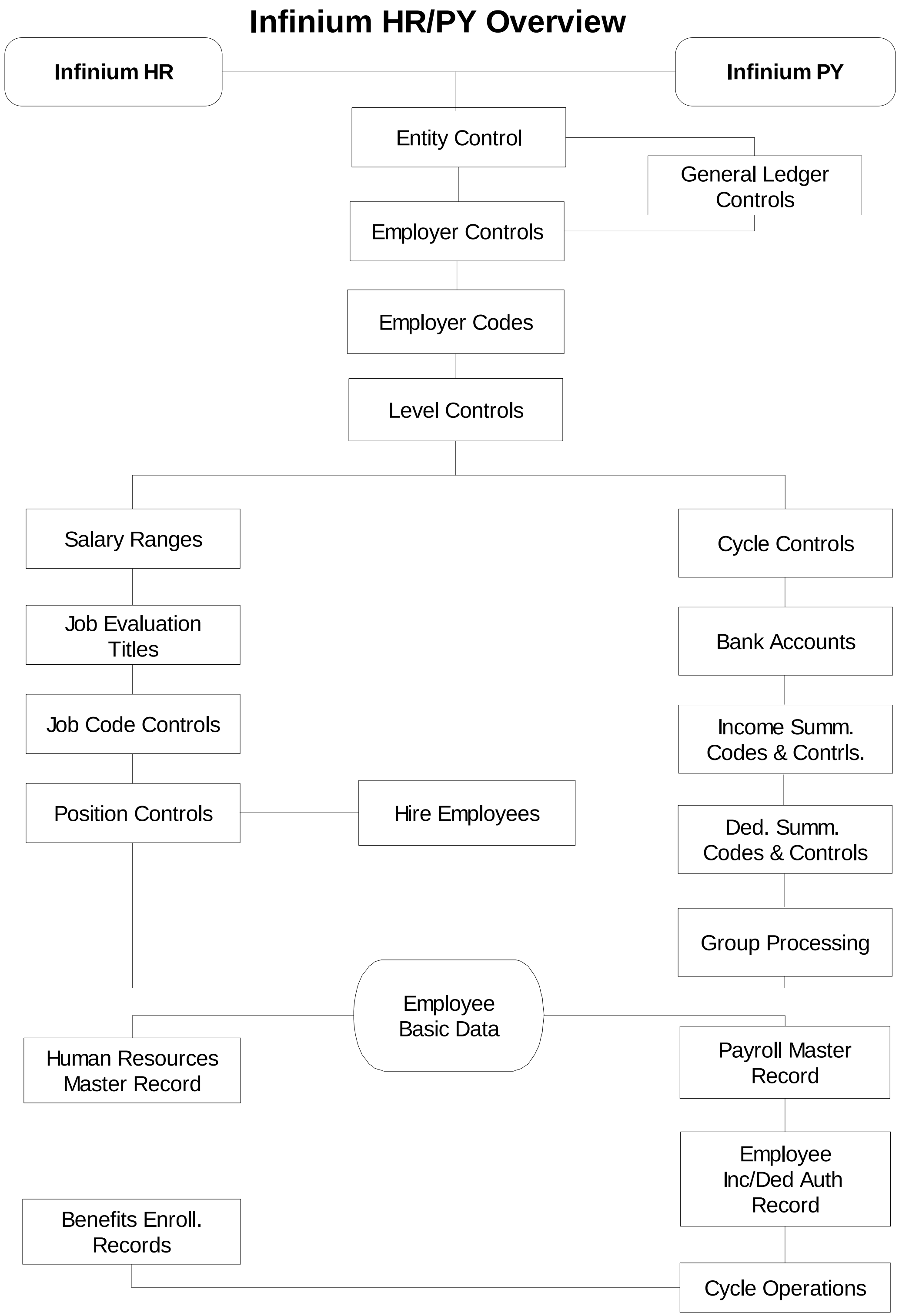


Figure 1-1: Overview of Infinium HR and PY

Terminology and Concepts

This section contains Infinium Software and Infinium PY terminology you should understand before you continue to the detail parts.

Help and Function Keys

You can use Help to find out more about some fields within Infinium PY. 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 the Infinium PY 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 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 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/PY 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.

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" part in the *Infinium Payroll Guide to Controls.*

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 in the *Infinium Payroll Guide to Controls.*

Locating an Employee

Throughout Infinium HR and Infinium PY you are prompted to specify an employee by employer and employee number to work with the employee. Use any of the following methods to specify the employee:

- If you know the number, type the number in the *Employee* field.
- Press F4 in the *Employee* field to access the *Employee Locate* routine with an initial list of employees for the specified employer sorted by last name. Use the routine as described below.
- Type one or more letters of the employee's last name and press F4 in the *Last Name* field to access the *Employee Locate* routine with an initial list of matching employees for the specified employer sorted by last name. Use the routine as described below.

The menus also include *Infinium HR Employee Data / Display Employee Data / Employee Locate* [EL] and *Infinium PY Employee Data / Update Employee Data / Employee Locate* [EELOC].

Finding and Selecting an Employee

Finding an Employee at the Employee Locate Screen

The top of the Employee Locate screen provides a set of search criteria fields for limiting the list of employees. Specify almost any combination of these criteria and press Enter to limit the list to matching employees.

To start the list at a certain name or partial name, type some or all of an employee last name in the *Locate* field and press Enter.

Including or Excluding Inactive Employees

Specify `0` in the *Include Inactive?* field to include only active employees in the list, or specify `1` to include both active and inactive (terminated) employees.

The setting you specify remains your default, stored in your user security controls, until you change this setting again.

Specifying Assignment Information to Display

You can press F23 (User Preference) at the initial Employee Locate screen and select which of the following to display in the *Assignment* column: organizational level codes, lowest level description, location description, or position description.

The preference you specify remains your default, stored in your user security controls, until you change your preference again.

Selecting an Employee at the Employee Locate Screen

If you accessed this routine by pressing F4 from another function to find an employee, type any character next to the employee in the list and press Enter. The system returns you to the other function, supplies the selected employee’s number in the *Employee* field, and, if there is a *Last Name* field, supplies the selected employee’s last name.

Sorting and Finding Employees by Criteria Other Than Name

From the initial Employee Locate screen, you can display several related screens to sort and find employees by criteria other than last name.

For each of these choices except tax ID, you must first specify the employer at the initial Employee Locate screen. At each of the alternative screens, do the following:

- To limit the employee list or find a specific employee in the list, type some or all of a value in the *Locate* field (or on the phonetic search screen, in the *Phonetic Spelling* field) and press Enter.
- To return to the initial Employee Locate screen, press F12.

The table below summarizes the choices of alternative screens.

To find an employee by…	press…	and type…
first name	F6	some or all of a first name in the *Locate* field.
job code	F7	some or all of a job code in the *Locate* field.
tax ID (social security or social insurance number)	F8	some or all of a tax ID in the *Locate* field.
previous name	F9	some or all of a previous name in the *Locate* field.
position title	F11	some or all of a position title in the *Locate* field.
common name (nickname)	F13	some or all of the common name or nickname listed in the employee’s basic data, in the *Locate* field.
phonetic search	F14	some or all of a name phonetically in the *Phonetic Spelling* field, such as Smith to find Smith or Smythe, or Cornell for Kornel or Cornell.
office telephone number	F15	some or all of an office phone number in the *Locate* field.

Notes

Chapter 2 Entering New Hires Overview

2

This chapter of the guide contains an overview of entering information about a new employee, including the records created by *Enter New Hire*.

The chapter consists of the following topics:

Objectives

When you complete this chapter you should be familiar with:

- Reasons for selecting either the *Enter New Hire* or the *Update Employee Data* function
- Records that the system creates when you hire an employee through *Enter New Hire*
- How system security can affect the *Enter New Hire* process
- Where to find detailed information on using the various methods of hiring new employees

Comparing the Two New Hire Methods

Method 1: The *Enter New Hire* Function

The *Enter New Hire* function is accessible by the two paths below. This guide refers to both as *Enter New Hire*.

- Infinium HR *Employee Data / Update Employee Data / Enter New Hires* [HIRE]
- Infinium PY *Employee Data, Update Employee Data / Enter New Hire* [ENH].

Enter New Hire uses default information from position controls and, if specified on the employer control, position defaults. Perform the following tasks before using the *Enter New Hire* function:

- Define the Infinium HR position controls.
- Optionally, define the Infinium HR position defaults.
- If entering new hire information in Infinium PY, you must also be using Infinium HR.

Refer to the next two chapters of this guide for detailed instructions.

Method 2: The *Update Employee Data* Function

The *Update Employee Data* new hire feature is available in Infinium HR and Infinium PY. You do not need Infinium HR position controls. You can therefore use this method in Infinium PY without Infinium HR.

Because this function does not use defaults from Infinium HR position controls, it is less accurate and less efficient than *Enter New Hire*.

This method presents different screens than *Enter New Hire* and creates different records. Refer to the “Hiring Employees Using the *Update Employee Data* Function on Infinium HR” appendix of the *Infinium HR Guide to Processing* or the “Update Employee Data” chapter of the *Infinium PY Guide to Processing* for details about this method.

Understanding the *Enter New Hire* Process

Enter New Hire provides an efficient and accurate method for entering new employees into your system, allowing you to set up a full range of controls and information for each new employee.

Enter New Hire takes you through a specific set of screens, ensuring consistent set up for all employees. The use of default information also reduces keying time and errors.

Enter New Hire works only in conjunction with Infinium HR position controls. You must first create Infinium HR position controls.

Default Information from Infinium HR Position Controls

Infinium HR position controls contain information such as the position name, level assignments for employees working in this position, job information, personnel benefit groups and so forth. Refer to the *Infinium HR Guide to Controls* for additional information on position controls.

In *Enter New Hire*, you specify the position immediately after specifying the employee. The system uses default information from the position control to fill in many fields on the *Enter New Hire* screens.

After hiring the employee, you can change the default information through *Update Employee Data* in either Infinium PY or Infinium HR. You cannot use *Enter New Hire* to update existing employee records.

Default Information from Infinium HR Position Defaults

Infinium HR position defaults include information that is used in payroll processing. The default information includes the following:

- Tax company for multi-tax processing
- The state where the employee in the specified position is paid
- The SUTA state
- A miscellaneous location where the employee in the specified position is paid

- The county where the employee in the specified position is paid
- The city where the employee in the specified position is paid
- The school district where the employee in the specified position is paid
- Whether to print the employees' ID on the pay check for employees assigned to the specified position
- Whether to print rates or units on the pay stub for employees assigned to the specified position

Enter New Hire Screens and the Records Created

The system uses information from the *Enter New Hire* screens to establish various records within Infinium HR and Infinium PY as indicated in the descriptions below and the accompanying chart.

Screens 1 through 5

On screens 1 through 5 you specify personnel and payroll information for the new employee. The system uses the information from these screens to create the following records:

- Employee basic data records

  Includes such important information as the employee's name and address, reporting levels, position, job code, personnel base rate, and hire date. You can update this record from either Infinium PY or Infinium HR.

- Employee personnel data record

  Contains personal information including citizenship, military and marital status as well as emergency contacts.

- Employee payroll data record

  Contains pay cycle, pay rates, auto pay and payroll authorization group information in addition to tax information.

Screen 6 through 8

On screens 6, 7 and 8 you can enter user defined employee data for both Infinium HR and Infinium PY. The system uses the information from these screens to establish the employee user defined data record which contains any employee specific information that is unique to your organization and not tracked elsewhere in Infinium HR. Both Infinium PY and Infinium HR can store information in this record.

You are not required to use the user defined data screens. You can establish field names and code values for your user defined fields based on your business requirements.

To establish user defined fields and code values, use the following:

- The *Update User Defined Titles* function to define the field names for up to 10 code fields, 10 date fields, 10 amount fields, 10 hour fields, 20 character fields, 10 numeric fields, and one lengthy comment field
- The *Update Employer Codes* to define the codes that are to be available for the code fields

For more information on defining user defined fields and their codes, refer to the *Infinium HR* or *Infinium PY Guide to Controls*.

Screens 9 and 10

On screen 9 you specify payroll income authorization information. On screen 10 you specify deduction authorization information. The system uses the information from these screens to create the following records:

- Employee income authorization records

  Contains authorizations to specific incomes for an employee.

- Employee deduction authorization records

  Contains authorizations to specific deductions for an employee.

Screen 11

You can use screen 11 to enter benefit enrollment information for the new employee. You must first establish your benefits plans through the Infinium HR *Benefits Administration* module.

This screen displays a list of the benefit plans for which the employee is eligible, based on the personnel benefit group code you specified on screen 2. Selecting plans from this list creates the employee benefit enrollment records which contain enrollment information for each plan including eligibility date, employee and employer costs and associated dependents or beneficiaries. The system processes these pending enrollments when you use the Infinium HR function *Mass Update Enrollments*.

Screen 12

Use the Employee Topic List selection screen to select an employee topic to update or display depending upon the topics to which you are authorized.

Summary of Screens and Records

The diagram below summarizes the records created from the information at these *Enter New Hire* screens.

Records Created by the *Enter New Hire* Function

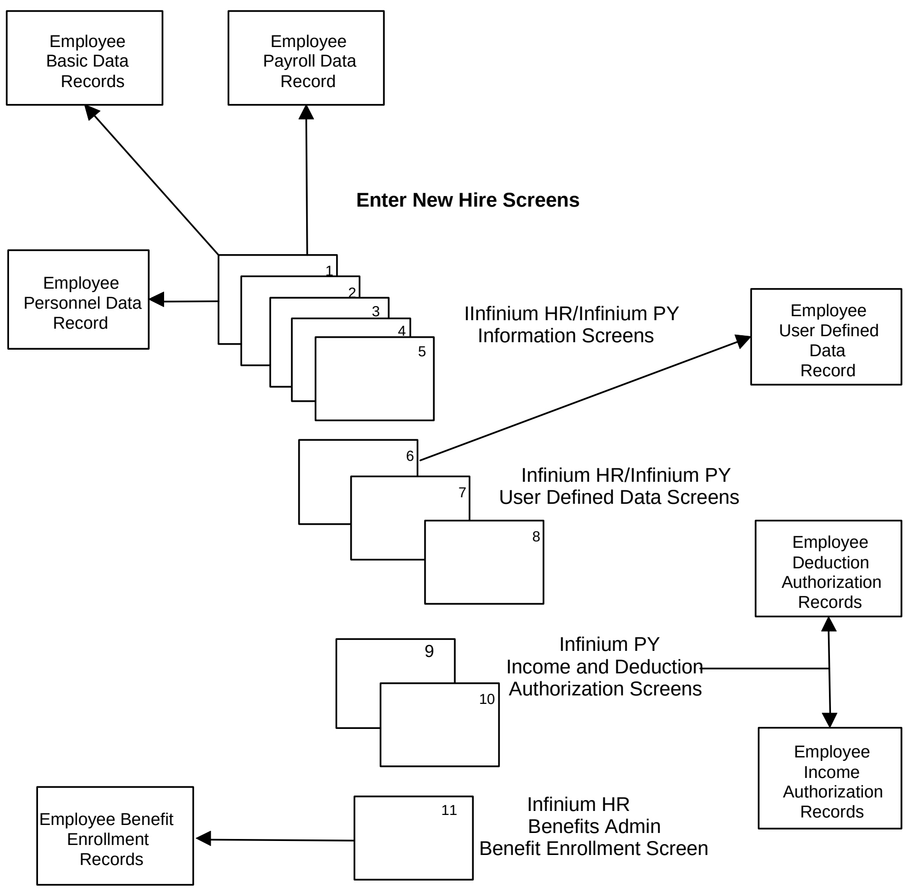


Figure 2-1: Records Created by the Enter New Hire Function

Restricting Access to *Enter New Hire* Screens

Your system administrator can restrict access to specific *Enter New Hire* screens by user profile within Infinium HR/PY security. For example, your organization may grant Human Resources department users access to *Enter New Hire* screens 1 through 5 and 11, omit user defined data screens for all users, and have your Payroll department users complete income and deduction authorization information in *Update Employee Data* rather than in *Enter New Hire*.

If security restrictions are established, you might see only some of the *Enter New Hire* screens described in this guide. Security can omit any combination of the following *Enter New Hire* screens or screen groups:

Screen or Screens	Contents
3	Payroll Information
Accessed from screen 2	Foreign National Salary Data
4	Miscellaneous Information
5	Paid Time Off Accrual Information
6, 7 and 8	User Defined Data
9	Employee Income Authorizations
10	Employee Deduction Authorizations
11	Benefit Enrollments
12	Employee Topic List

The administrator establishes these access restrictions through the Infinium HR and Infinium PY *Update User Security Controls* functions.

Refer to the *Infinium HR* and *Infinium PY Guide to Management Functions* for additional information on establishing security.

Accessing the Employee Topic List during the New Hire Process

You can access Employee Topic List topics during the *Enter New Hire* process. Depending upon your security restrictions, the system displays the Employee Topic List selection screen after you display the last standard screen in the sequence of Enter New Hire screens. Text on the Employee Topic List selection screen informs you of how you accessed the screen. If access is through the *Enter New Hire* process, the text is **Access: New Hire**. If access is through the *Employee Topic List* function, the text is **Access: From Menu**.

User Security Controls for Employee Topic List Access through the Enter New Hire Process

Use the *Update User Security Controls* function to define user security for using the *Employee Topic List* function during the *Enter New Hire* process. You specify access to the *Employee Topic List* function through the *Enter New Hire* process in the *EE Topic List?* field in the Screen Selection for Enter New Hire section of the User Security Update screen. You specify the new hire topic group that can access the *Enter New Hire* process in the *New Hire Topic Gp* field on the User Security Update screen.

Use the *Update Topic List Groups* function to associate topic list topics to a group of users.

See the “Using System Operations Functions” chapter in the *Infinium HR Guide to Management Functions* for more information.

Notes

Chapter 3 Hiring New Employees into US Employers

3

This chapter of the guide describes using *Enter New Hire* for new employees you pay in the United States.

The chapter consists of the following topics:

Overview of the Hiring New Employees into US Employers Process

In this part of the guide you learn to use *Enter New Hire* to hire employees you pay in the United States. This part presents information on all of the *Enter New Hire* function screens. Depending on your security restrictions, you may not have access to all of these screens.

Enter New Hire is included in both Infinium HR and Infinium PY. You obtain identical results regardless of which system you use to hire employees. *Enter New Hire* automatically creates records for the new employee in both Infinium HR and Infinium PY.

Objectives

When you complete this part you should be able to use *Enter New Hire* to establish information for new employees.

Entering New Hires

The *Enter New Hire* Screens

If you have access to all of the *Enter New Hire* screens, the system identifies them and presents them in the order shown below. The prompt screen for the *Enter New Hire* function is not included in this list.

The displayed page number in this table changes if you are restricted from accessing one or more of these screens. For example, if you are not allowed to access the Payroll Information screen, the Contact and Miscellaneous Information screen displays “3 of 7” rather than “4 of 8” since this is now the third of the seven you can access.

Enter New Hire Screens

Order	Description	Displayed page number
1	Enter New Hire	1 of 8
2	Enter New Hire (with access to additional I-9 and foreign national data screens)	2 of 8
3	Payroll Information	3 of 8
4	Contact and Miscellaneous Information	4 of 8
5	Paid Time Off Information (with access to additional PTO screens)	5 of 8
6	Employee User Data	1 of 3
7	Employee User Data	2 of 3
8	Employee User Data	3 of 3
9	Update Employee Income Codes	none
10	Update Employee Deduction Codes (with access to authorization details screens)	none
11	Update Employee Benefit Enrollments (with access to enrollment details screens)	None
12	Employee Topic List selection screen	None

Choosing Whether to Re-Use Applicant Information during Hiring

During use of *Enter New Hire*, you can choose to bring existing applicant information into the *Enter New Hire* Basic Data fields. This is information previously entered through the Infinium HR *Update Applicant Data* function.

Advantages

Using the existing applicant information during *Enter New Hire* expedites the hiring process regardless of whether you use *Enter New Hire* in Infinium HR or Infinium PY.

The information you can bring in from the applicant record includes such items as the applicant's address, home telephone number and applied-for position. You can update any incomplete or outdated information in *Enter New Hire*.

Method

Specify the applicant in the *Applicant Name* field at the *Enter New Hire* prompt screen. You can type the name or you can press F4 to display a selection list of applicants.

If you select an applicant from the prompt list, the system displays key information from the applicant record on the prompt screen so that you can verify that you selected the correct applicant before you continue.

Automatic Update to Applicant Record

If you use applicant data and complete the *Enter New Hire* procedure, the system automatically updates the applicant's record to indicate that the applicant has been hired. The applicant record remains in Infinium HR so that you can do analysis and generate reports for applicant data.

Entering a New Hire

Accessing the *Enter New Hire* Function

Perform the following steps to access the *Enter New Hire* function:

1. From the Infinium HR or Infinium PY main menu select *Employee Data.*

2 Select *Update Employee Data.*

3 In Infinium HR, select *Enter New Hires* [HIRE].
In Infinium PY select *Enter New Hire* [ENH].

The system displays the Enter New Hire prompt screen.

Processing the Enter New Hire Prompt Screen

The Enter New Hire prompt screen provides fields for specifying the employer, employee number, and, if you are re-using data from the applicant record, the applicant being hired.

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

The *Employer* field is the only field that you must complete.

Employer

Specify the employer for which the new employee will work.

Employee

Use one of the following methods to assign an employee number:

- Leave the *Employee* field blank to allow the system to automatically assign the employee number based on the value in the *Next Employee #* field on the entity control record.
- Type the employee' tax identification number in the *Employee* field. The system copies this number to the *Tax ID #* field on *Enter New Hire* Screen 1.
- Type a user-defined number in the *Employee* field.

For additional information on selecting a method of assigning employee numbers, refer to the "Setting up Entity and Employer Controls" part of the *Infinium HR Guide to Controls* or the "Setting up the Entity Control" part of the *Infinium PY Guide to Controls*.

Applicant Name

If you track applicant information in Infinium HR, you can specify an applicant in this field to default information from the applicant data record into the new employee record.

Do one of the following:

- If not using default information from an applicant record, leave this field blank and press Enter to continue directly to Enter New Hire screen 1 (Basic Personal Data).
- Type the applicant's name, and press Enter to continue directly to Enter New Hire screen 1 (Basic Personal Data). The system supplies default information on Enter New Hire screen 1 (Basic Personal Data).
- To view applicant information before specifying an applicant and verifying the selection at this prompt screen, press F4 and continue to the next step.

Selecting an Applicant from the Applicant List

5 Use the information below to work with the list of applicants.

Locate

If you do not see the new employee's applicant record on the first Applicants screen, you can press PageDown to scroll through the list of applicants. To expedite locating the applicant record, type some or the applicant's entire last name in the *Locate* field at the top of the screen, and then press Enter. The system locates the specified applicant's record and displays it on a separate Applicants screen.

Opt

Type any character in this field to select the applicant.

Local ID

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

Or Passport

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

6 Press Enter to return to the Enter New Hire prompt screen.

Verifying the Applicant at the Prompt Screen

7 The bottom portion of the screen displays any of the following information that is available from the applicant record: last name, social security or social insurance number, and address. Use the information below to work with this screen.

Verify that you selected the correct applicant. You cannot make changes to this information on the Enter New Hire prompt screen, but you can update the information on the screen that follows.

8 Press Enter. The system displays Enter New Hire screen 1 (Basic Personal Data).

Processing Enter New Hire Screen 1 (Basic Personal Data)

Enter New Hire screen 1 provides fields for basic personal data such as tax ID, name, address, gender, birth date, marital status, and emergency contact information, as well as the employment position and date hired.

If you specified an applicant at the prompt screen, Enter New Hire screen 1 (Basic Personal Data) supplies any default information that is present in the applicant's record. There may be few or many defaults since most applicant data is optional. If the applicant applied for more than one position, the system supplies the position that the applicant specified as a first preference.

The only fields that cannot automatically display default values from the applicant record are *Common Name*, *Date of Hire*, *Marital Status* and the fields found in the Emergency Information section of the screen.

Required Information

The following field information is required at this screen: *Tax ID*, *Hire Position*, *Date of Hire*, *Last Name*, *First Name*, *Address*, *City/Town*, *State/Province*, *Date of Birth*, *Sex* and *Marital Status*.

Field Information

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

Tax I.D. #

If you are using the tax identification number as the employee number, this field displays the number you typed in the *Employee* field on the Enter New Hire prompt screen.

Specify the employee' tax identification number (Social Security Number in the U.S., Social Insurance Number in Canada) with or without hyphens. If you do not type the hyphens, the system later supplies the hyphens based on the value you enter in the *Payroll Country* field when you press Enter to exit this screen.

Hire Position

Type the code that represents the position into which you are hiring the employee. Press F4 to display a list of potential positions along with their authorized staffing level, current staffing level and openings.

Date of Hire

Type the date of hire of this employee.

Last Name

Type the employee’s last name. This is an 18-character field.

Unless you type information in the *Check Name* field on the Enter New Hire Payroll Information screen, the system uses the *Last Name, First Name* and *Middle Name* fields for payroll processing, including check printing and generation of year-end tax forms and slips such as the W-2 and 1099R.

Suffix

Type the employee’s suffix, such as JR, SR, II, III and so on. The information in this field is used only for W-2 processing.

First Name

Type the employee’s first name. This is an 18-character field.

Middle Initial

Type the employee’s middle initial, if applicable. This is a 1-character field.

To include the employee’s middle initial or middle name on the W-2 form, type the appropriate value in the *Middle Name* field.

Birth Name

Type the employee’s maiden name or name given at birth, if it is different from the employee’s current name. This is an 18-character field.

Common Name

You can use this field to type the employee’s preferred name or nickname if it is different from the employee’ first name. This is a 20-character field. You can use this field to locate the employee after he or she is hired.

If you leave this field blank, the system defaults the employee’s first name into this field when you press Enter to exit from this screen.

Middle Name

Type the employee’s middle name, if applicable.

This field is used for W-2 processing. If the employee’s middle name is longer than the space allowed on the W-2 form, the system uses the first initial of the middle name.

Address

Type the first line of the employee’s street address. This is a 30-character field.

Unless you type information in the *Check Address* fields on the Enter New Hire Payroll Information screen, the system uses the *Address, (Line 2), City/Town, State/Province* and *Postal Code* fields for payroll processing, including check printing and generation of year-end tax forms and slips such as the W-2, 1099R, T4 and RL-1.

(Line 2)

If necessary, type the second line of the employee’s street address.

City/Town

Type the name of the city or town in which the employee resides.

State/Province

Specify the state or province in which the employee resides. You define code values for this field using code type **STA**.

If you defined default *State/Province* values in your Infinium HR employer or level controls, the system supplies the default here.

Postal Code

Type the employee’s postal or ZIP code. This is a 10-character free-form field. When entering U.S. employees, you can type a standard five-digit ZIP code followed by a hyphen and a four digit extension.

Use the *Reqr Postal Code?* field in the *Update Employer Controls* function to require users to enter a postal code when using the new hire process, updating basic data, or working with Personal Change transactions in the *Enter Personnel Actions* function.

Country

Specify the country where the employee lives. You define country codes through *Update Employer Codes*, using code type **CTR**.

If you leave this field blank, the system assumes the employee's residence country is **USA**.

If you defined a default country value in your Infinium HR employer or level controls, the system supplies the default here.

County

Type the code that represents the county in which the employee lives. You establish code values for counties through the *Update Employer Codes* option, using code type **CNT**.

Payroll Country

Type the code that represents the country in which the employee works and to which you report the employee's wages. You establish code values for countries through the *Update Employer Codes* option, using code type **CTR**.

Valid values for payroll processing are:

USA	United States
CAN	Canada

If you leave this field blank, the system assumes the employee's payroll country is **USA**.

If you establish a default value for the *Country* field when you set up your employer control or level control records on Infinium PY, that value becomes the default value in this field for new hires.

User Field 1

Type the code value to be used with custom programming. The code type used for this field is U11.

Home Tel No

Type the employee' home telephone number. This is a 19-character free-form field. The system does not edit this field for format or area code. You can include the area code or other international codes; if you do, you can use any character (such as parentheses or dashes) to separate the codes from the rest of the telephone number.

For example, you can type **508-555-1212** or **(508) 555-1212** for U.S. and Canadian telephone numbers. For international numbers you can type the number using the appropriate format for each country such as **011-44-333-444555** for telephone numbers in the United Kingdom.

Infinium HR and Infinium PY users that use the *Enter New Hire* function should agree on a consistent format for this field in order to ensure compatible data for displays and reports.

User Field 3

Type a code value to be used with custom programming. The code type used for this field is U12.

Date of Birth

Type the employee' date of birth using the appropriate date format for this employer.

You specify the date format for your employer when you create the employer control. Refer to the *Infinium HR or Infinium PY Guide to Controls* for additional information.

Sex

Type either:

M	Male
F	Female

Marital Status

Type the employee' actual marital status. This is an informational field only. The system does not use this field for tax calculations.

Type one of the following values:

M	Married
S	Single
D	Divorced
W	Widowed
P	Separated
O	Other

Emergency Information

Type the name, address and telephone number of an emergency contact for this employee.

You can maintain the emergency contact information you enter here through the *Update Emergency Contact* function. The contact you enter here is the primary emergency contact.

All fields, with the exception of the *Relationship* field, are free-form and do not require special values. If you type a contact name, type a relationship code value in the *Relationship* field. If you type a contact name and choose to leave the *Relationship* field blank, press F21, or click Override from Actions on the Web, to continue with the new hire transaction.

You create code values for use in the *Relationship* field through the *Update Employer Codes* option using code type **REL**.

10 Press Enter. The system displays Enter New Hire screen 2 (Employment Data).

Processing Localized Payroll Information

You can enter localized payroll information when entering a new hire. To process localized payroll information you press F19 on the first Enter New Hire screen to display the Update Macau Name and Address screen.

For information about using the Update Macau Name and Address screen. see the *Guide to Localized Setup and Processing*.

Processing Enter New Hire Screen 2 (Employment Data)

Enter New Hire Screen 2 provides fields for employment data such as status (full or part time and so forth), base salary rate, frequency, and number of hours to be worked, job and payroll rates for multiple jobs such as teaching at one rate and coaching athletics at a different rate, and performance review scheduling.

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

The system supplies any of the following default information that is available in the applicable position controls:

- Position
- Levels
- Shift code
- PE benefit group
- Job code

The system supplies any of the following default information that is available in the applicable job controls:

- Personnel base rate
- Payroll rate or rates
- Pay grade
- Step-in-grade step, next step, and next step date

  This screen displays fields for this information only if this position is associated with step-in-grade processing.

- Next review type and next review date

Use the following field information to type new information or override default information on this screen, as necessary:

Status

Type the employee' active employment status code. You must establish status values through the *Update Employer Codes* option, using code type **STS**.

Personnel Rate

Type the base rate that your Personnel department uses for this employee. This field can contain hourly, monthly, annual or several other types of rates.

If the rate is outside the salary range for this job, the system displays a warning message when you try to exit this screen. You can either correct the rate or press F21 to override the warning.

The rate must be compatible with the value in the *Base Frequency* field. For example if you type a monthly salary amount in this field, you must type **M** (monthly) in the *Base Frequency* field.

Infinium PY does not calculate pay based on the information in this field; however, Infinium HR uses this rate in Personnel reports and to calculate the employee's annualized base rate.

If you use Infinium HR benefits administration and your employer calculates life insurance based on a multiple of base rate, the system uses the personnel base rate in this field to calculate life insurance coverage when you enroll the employee in a life insurance plan. The system can use other fields to compute life insurance coverage including the *Base Frequency*, *Scheduled Pay Pds* and *Regular Hours* fields.

Scheduled Pay Pds

Type the number of pay periods scheduled during the calendar year for this employee. If you do not state the employee's personnel rate on an annual basis, the system uses the value you enter in this field in conjunction with the value you enter in the *Regular Hours* field to annualize the employee's personnel rate.

If your employer calculates life insurance based on a multiple of base rate, the system includes this value in the calculation of coverage as indicated in the description of the *Personnel Rate* field.

Information from the *Scheduled Pay Pds* field is also included in various Infinium HR reports.

Base Frequency

Specify a frequency for the rate you typed in the *Personnel Rate* field.

Valid frequencies are:

H	Hourly
D	Daily
W	Weekly
B	Biweekly
S	Semimonthly
M	Monthly
A	Annually
10	10 pay periods per year
13	13 pay periods per year
22	22 pay periods per year
27	27 pay periods per year
53	53 pay periods per year

If your employer calculates life insurance based on a multiple of base rate, the system includes this value in the calculation of coverage as indicated in the description of the *Personnel Rate* field.

The system also includes the *Base Frequency* field in various Infinium HR reports.

Regular Hours

Type the number of regular hours per pay period that this employee is expected to work. The value you type in this field must be compatible with the amount you type in the *Scheduled Pay Pds* field. For example, if you type **40** regular hours in this field, you would probably type **52** in the *Scheduled Pay Pd* field. The system can use information in this field to generate auto pay entries for the employee during cycle processing, or you can establish auto pay groups to generate time entry records.

If your employer calculates life insurance based on a multiple of base rate, the system includes this value in the calculation of coverage as indicated in the description of the *Personnel Rate* field.

Information from the *Regular Hours* field also displays in various personnel specific reports.

Ethnicity/Race

Type the one-character ethnic identification code. You must establish ethnic code values in the *Update Employer Codes* option using code type **ETH**.

Shift Code

If this employee's position is associated with a particular shift, type the appropriate shift code in this field. You define values for this field using code type **SFT**.

If you specified a shift code on the position control record to which this employee is assigned, the system uses that value as the default for this field.

Step-in-Grade Fields

If this employee's position is not associated with step-in-grade processing, the system displays only the *Pay Grade* field. If the position is associated with step-in-grade processing, the system also displays the *Step*, *Next Step*, and *Next Step Date* fields.

The default information is from the pay grade you assign to the job control linked to the position. The default personnel rate and payroll rates are from the pay grade table.

You can use the following information to modify the step-in-grade controls for this employee, as necessary:

Pay Grade

You cannot override a default value in this field if using step-in-grade processing for this employee.

If using the pay grade for other purposes, type the grade to which the employee is assigned.

Step

Type a new step in this field to assign this employee to a starting step other than the default specified on the job control record.

Next Step

You can override the default.

The employee advances to this next step after meeting criteria that you set up in the *Update Pay Grade and Steps* function. You execute the *Mass Update Employee Steps* function to advance the employee to the next step.

Whether you override this value or not, the system sets the value in the *Step Override?* field on screen four of the employee's basic data record to **0** to apply hours-worked requirements specified on the pay grade control, if applicable.

Next Step Date

You can override the default value from the *Update Pay Grade and Steps* function. This is the date that the employee is scheduled to advance to the pay grade step specified in the *Next Step* field.

Leave this field blank if progression to the next step is based on hours worked and not on length of service.

The system uses criteria from the step to which the new employee is assigned to determine the next step date. When you execute the *Mass Update Employee Steps* function on or after the next step date, the system advances the employee to the next step provided the employee meets hours-worked requirements specified on the pay grade control.

Whether you override this value or not, the system sets the value in the *Step Override?* field on screen four of the employee's basic data record to **0** to apply hours-worked requirements specified on the pay grade control, if applicable.

Next Review

This code represents the type of performance review the new employee will receive. You can override the default. You establish code values for this field through the *Update Employer Codes* option using code type **RTP**.

If you type a value in this field, you must also enter a value in the *Next Review Date* field.

You can maintain this information through the *Enter Personnel Actions* option in Infinium HR.

Next Review Date

To override the default date for the employee’s next performance appraisal, type a different date in this field.

If you type a date in this field, you must type a value in the *Next Review* field.

PE Benefit Group

If you use the *Benefits Administration* function in Infinium HR and you created personnel benefit groups, you can use this field to assign the employee to a benefit group.

You can retain the personnel benefit group code that defaults from the position control record or you can type an override personnel benefit group code in this field.

When you type a code for a benefit group in this field, the system displays a screen at the end of the *Enter New Hire* option from which you can enroll the employee into authorized benefit plans.

Pay Frequency

Type a pay frequency that indicates how often you expect to pay this employee.

The value you type in this field must be compatible with the value you type in the *Scheduled Pay Pds* fields. For example, if you type **52** in the *Scheduled Pay Pds* field, type **W** in this field.

Type one of the following frequencies in this field:

D	Daily
W	Weekly

B	Biweekly
S	Semimonthly
M	Monthly
10	10 pay periods per year
13	13 pay periods per year
22	22 pay periods per year
27	27 pay periods per year
53	53 pay periods per year

Pay Type

Information in this field defaults from the job control record. The value you type in this field does not affect the personnel base rate you type on this screen. The system uses this field to automatically compute payroll rate(s) when personnel users enter salary change transactions using the *Enter Personnel Actions* function.

The pay type you specify in this field must be compatible with the value you type in the *Payroll Rate 1* field. For example, if you specify **H** (hourly) in this field, the *Payroll Rate 1* field should contain a dollars per hour rate.

Type one of the following values in this field:

S	Salaried: the employee is paid a flat amount per pay period and is exempt from overtime payment requirements.
N	Non-exempt salaried: the employee is paid a flat amount per pay period and is covered by overtime payment requirements.
H	Hourly: the employee is paid by the hour. The employee may or may not be subject to overtime payment requirements.

The system does not use the *Pay Type* field to verify information during payroll cycle processing. You can pay overtime to employees classified as pay type **S** without receiving an error or warning.

Job Code 1, 2, or 3

The value in *Job Code 1* field defaults from the position control to which the employee is assigned. If you want to record additional jobs for this employee, type the applicable job codes in the *Job Code 2* or *Job Code 3* fields.

Job Rate 1, 2 or 3

Type a rate in this field, if you pay this employee by the job. You can refer to the “Pay by Job Processing” chapter of the *Infinium PY Guide to Processing* for additional information.

Payroll Rate 1

You can use the *Payroll Rate 1, Payroll Rate 2* or *Payroll Rate 3* fields to establish payroll rates for this employee. The system uses *Payroll Rate 1* to compute incomes during cycle processing if you entered **B** in the *Income Basis* field on the associated income control record(s).

Typically, the value you type in the *Payroll Rate 1* field is equivalent to the value you enter in the *Personnel Rate* field, even if the rates are stated differently. For example, you can enter the employee’s personnel rate on an annual basis but state the employee’s payroll rate 1 on a weekly or hourly basis. If you enter **25000** as the employee’s annual personnel base rate, you would enter **480.77** as the employee’s payroll rate 1 if you pay the employee on a weekly basis using a flat amount income, or **12.02** if you pay the employee using an hourly income.

You can use the List Employee Base Pay Rates report in Infinium PY’s *List Employee Data* function to verify that the personnel base rate and payroll rate 1 are equivalent for employees even if they are stated differently.

Leave this field blank if you have not defined any income controls whose basis is **B**.

The value you type in the *Payroll Rate 1* field must be compatible with the value you type in the *Pay Type* field on the following screen. For example, if you type a dollar per hour rate in this field, you must specify **H** (hourly) in the *Pay Type* field on the following screen. If you type a flat amount in this field, you should enter **S** (salaried) or **N** (non-exempt salaried) in the *Pay Type* field on the following screen.

Payroll Rate 2

If applicable, type the employee’s second payroll rate. The system uses *Payroll Rate 2* to compute incomes during cycle processing if you entered **2** in the *Income Basis* field on the associated income control record(s). Typically, you use this field for an exception or alternate rate.

For example, in your transportation company you pay truck drivers at their standard hourly rate when they drive alone and a lower hourly rate when they share the driving with another employee. You set up two hourly incomes. The first income for solo drivers uses payroll rate 1; the income for team drivers uses payroll rate 2.

Leave this field blank if you have not defined any income controls whose basis is **2**.

Payroll Rate 3

If applicable, type the employee's third payroll rate. The system uses *Payroll Rate 3* to compute incomes during cycle processing if you entered **3** in the *Income Basis* field on the associated income control record(s). Typically, you use this field for an exception or alternate rate.

For example, in your school you have some employees who work full-time as teachers and part-time as coaches. They receive two different rates of pay. You set up a flat amount income that uses payroll rate 1 to generate salaried earnings for teachers; you set up an hourly income that uses payroll rate 3 for coaching pay.

Leave this field blank if you have not defined any income controls whose basis is **3**.

ERP LX Shop Fl?

Specify yes if this employee is also an Infor ERP $_{LX}$ shop floor employee. Otherwise, specify no.

Updating Employment Eligibility Data

12 Before exiting this screen, you can press F8 to display the Employment Eligibility Verification screen. You use this screen to enter I-9 information for the new employee. After you complete the Employment Eligibility Verification screen, press Enter to return to Enter New Hire screen 2.

You can enter this information during the new hire process or after the new hire process is complete. See the "Updating Additional Employee Data" part of the *Infinium HR Guide to Processing* for further information.

Updating Foreign National Data

13 Before exiting this screen, you can press F9 to display the Update Foreign National Data screen. You use this screen to enter non-domestic compensation information for the new employee. After you complete the Update Foreign National Data screen, press F3 to return to the Enter New Hire screen 2.

You can enter this information during the new hire process or after the new hire process is complete. See the “Updating Additional Employee Data” part of the *Infinium HR Guide to Processing* for further information.

Calculating pay rate 1

14 Before exiting this screen, you can press F11 to calculate the *Pay Rate 1* field value. The calculation is based on the values in the *Personnel Rate*, *Base Frequency*, *Regular Hours*, *Pay Frequency*, and *Pay Type* fields.

15 When done with Enter New Hire screen 2, press Enter. The system displays Enter New Hire screen 3 (Payroll Information).

Processing Enter New Hire Screen 3 (Payroll Information)

Enter New Hire screen 3 (Payroll Information) provides fields for payroll information such as pay cycle, federal, state, and local withholding related information, the employee’s current state, a payroll authorization group, earned income credit flag, tipping information, and the check name and address.

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

Pay Cycle

Type the code that represents the regular payroll cycle to which you assign this employee. You must assign each employee to a regular cycle for normal processing. You can process special checks through other cycles, such as a bonus or on-demand cycle; however, you do not assign the employee to a special cycle.

If the *Position Defaults* field is set to **1** in the *Update Employer Controls* function, then the *Payroll Cycle* value from the position defaults record for the new hire’s selected position is used as the default value for this field.

Auto Pay Group

If you want to generate incomes automatically for this employee during cycle processing, type the code that represents the auto pay group in this field. You create code values through the *Update Employer Codes* option using code type **APG** and assign incomes to the auto pay group using the *Update Auto Pay Groups* function.

If the *Position Defaults* field is set to **1** in the *Update Employer Controls* function, then the *Auto Pay Group* value from the position defaults record for the new hire’s selected position is used as the default value for this field.

Home Tax Co

For multi-tax processing, type the tax company code to attach this employee to a federal tax company that is different from the tax company on the employer control. Leave this field blank if the employee is hired under the default tax company or if this is not a multi-tax employer.

PY Auth. Group

Use this field to assign the employee to a pre-defined set of income and deductions.

You establish payroll authorization groups when you set up your system controls. For additional information on establishing payroll authorization groups, refer to the *Infinium PY Guide to Controls*.

If you are using Infinium HR and you specified a value in the *PY Auth Group* field on the Update Organization screen of the *Update Position Data* function, the system uses that value as the default for this field.

This default feature saves time when you are entering new hires. You can override the default value in this field if necessary.

Prt ID on Check

Specify whether to print the employee's tax identification number on the pay stub. Valid values are:

0	Do not print the employee's tax ID on the pay stub.
1	Print the employee's tax ID on the pay stub.
2	Print only the last four digits of the employee’s tax ID on the pay stub and mask the preceding digits with asterisks.

Prt Rates on Chk

Specify whether to print the employee's rate, hours, total hours, job code, or units on the pay stub. Valid values are:

0	Do not print the employee’s rate, hours, total hours, job code, or units on the pay stub.
1	Print the employee’s rate, hours, total hours, job code, or units on the pay stub.

Fed Filing

Type the employee’s federal filing status. Type either:

M Married

S Single

The system stores the value you type in this field in the employee's payroll data record. You can override the value on the employee payroll data record by specifying a filing status on the employee's ***FWT**, ***S** or the ***L** deduction records.

State Filing

Type a value that represents the employee's state filing status for W-2 processing purposes.

The system uses the value you type in this field as the default claiming status on the employee's state income tax deduction authorization record (***S--**). You can override this default by typing a different filing status in the *Claiming Status* field on the employee's ***S** deduction authorization record.

The following values are valid selections for all states. Type either:

M Married

S Single

If you leave this field blank, the system uses the value you type on the employee's ***S** deduction control record during state tax calculations.

Infinium PY has many other valid state-specific entries for this field. Since Infinium frequently updates these values, check the *Infinium PY Guide to Federal and State Reporting* or the Help text associated with *Claiming Status* field on the employee state income tax deduction authorization record(s) for the most current values.

Fed Exemptions

Type the number of federal exemptions this employee claims. If you do not make an entry in this field, the system defaults to **0**.

You can make changes to this exemption status through the *Update Payroll Data (USA)* option.

Add Fed W/H

You can use this field to withhold an additional dollar amount for federal taxes at an employee's request.

Type the additional dollar amount to be withheld per pay period. The system displays the additional amount withheld on the employee's ***FWT** deduction authorization record.

State Exemptions

Type the number of state exemptions for this employee.

The system uses the value you type in this field as the default for the number of exemptions allowed on the employee's ***S** deduction authorization record. You can override this default by typing a different number of exemptions in the *Exemptions* field on the employee's ***S** deduction control record.

Add State W/H

You can use this field to withhold an additional amount for state taxes at an employee's request.

Type the additional dollar amount to be withheld for state taxes per pay period. The system displays the additional amount withheld on the employee's ***S** deduction authorization record.

If you type an amount in this field, an additional tax amount is added to the deduction associated with the value you type in the *Current State* field.

Local Exemptions

Type the number of local exemptions for this employee.

The system uses the value you type in this field as the default for the number of exemptions allowed on the employee's user-defined locality deduction authorization record. You can override this default by typing a different number of exemptions in the *Exemptions* field on the employee's locality deduction control record.

Add Loc W/H

Use this field to withhold an additional amount for local taxes at an employee's request.

Type the additional dollar amount to be withheld for local taxes per pay period. The system displays the additional amount withheld on the employee's ***L** deduction authorization record.

If you specify one current locality, type the additional withholding amount.

If you specify more than one locality in the current locality fields and the additional locality withholding amount applies to only one of the locality values, leave this field blank and update the individual locality deduction.

If you type an amount in this field, the additional tax amount is added to the deductions associated with the values you type in the *Current Misc Loc*, *Current County*, and *Current City* fields.

Current State

Type the two-character code that represents the state where the employee currently works and is being paid.

The value in this field represents the default state for all employee earnings calculated by Infinium PY.

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

Information from this field becomes the default value for the *Current State* field on the employee's payroll data (USA) record.

Home State

Specify the home state where this employee resides. The system uses this value to determine the employee's resident or nonresident status for tax purposes and reciprocity calculations. If you leave this field blank, the system enters the value from the *Current State* field into this field.

SUTA State

Specify the SUTA state for this employee.

If you use the *Update Position Defaults* function and you specify a SUTA state value, that value is displayed here. If you leave this field blank, the system uses the value specified in the *Current State* field.

Multi-State

Specify whether the employee works in more than one state in a pay period.

Valid values:

0	No, this employee does not work in multiple states.
1	Yes, this employee does work in multiple states.

If the employee works in more that one state during the pay period, this field works with the *Prorate Meth. Ovr.* field on the *S deduction control to determine whether to base the state taxable wages on the hours the employee worked in the state.

If you type **1** in this field and the value in the *Prorate Meth. Ovr.* field on the *S deduction control is **01**, the employee is taxed on the number of hours he or she worked in the state during the pay period.

If you type **1** in this field and the value in the *Prorate Meth. Ovr.* field on the *S deduction control is **02**, the tax calculation is based on the total hours worked in all states and a percentage of the resulting tax is taken based on the number of hours worked in the state.

If you type **0** in this field, the employee's state tax is always based on the full number of hours worked in all states.

Current Misc Loc

If applicable, specify the value that represents the miscellaneous tax locality in which this employee pays local taxes, such as occupational taxes.

If you use the *Update Position Defaults* function and you specify a miscellaneous locality value, that value is displayed here.

You establish locality code values in the *Update Employer Codes* function by using code type **LCN**. This value is associated with locality type 4, miscellaneous.

Leave this field blank if miscellaneous local taxes do not apply.

Home Misc. Loc

If this employee is a resident of a miscellaneous locality, specify the home taxing locality for this employee. If this employee is not a resident of a miscellaneous locality, specify the locality where this employee lives. If you leave this field blank, the system enters the value from the *Current Misc.* field into this field.

The system uses this value to determine the employee’s resident or nonresident status for tax purposes and reciprocity calculations.

Current County

If applicable, specify the value that represents the county tax locality in which this employee pays local taxes. You establish locality code values in the *Update Employer Codes* function by using code type **LCN**. This value is associated with locality type 1, county.

If you use the *Update Position Defaults* function and you specify a county value, that value is displayed here.

Leave this field blank if local taxes do not apply.

Home County

If this employee is a resident of this county, specify the home taxing county for this employee. If this employee is not a resident of this locality, specify the value that represents the home county. If you leave this field blank, the system enters the value from the *Current County* field into this field.

The system uses this value to determine the employee's resident or nonresident status for tax purposes and reciprocity calculations.

Current City

If applicable, specify the value that represents the city tax locality in which this employee pays local taxes. You establish locality code values in the *Update Employer Codes* function by using code type **LCN**. This value is associated with locality type 2, city.

If you use the *Update Position Defaults* function and you specify a city value, that value is displayed here.

Leave this field blank if local taxes do not apply.

Home City

If this employee is a resident of this city, specify the home city taxing locality for this employee. If this employee is not a resident of this locality, specify the home city. If you leave this field blank, the system enters the value from the *Current City* field into this field.

The system uses this value to determine the employee's resident or nonresident status for tax purposes and reciprocity calculations.

Curr School Dist

If applicable, specify the value that represents the school district tax locality in which this employee pays local taxes. You establish locality code values in the *Update Employer Codes* function by using code type **LCN**. This value is associated with locality type 3, school district.

Leave this field blank if local taxes do not apply.

Home School Dist

If this employee is a resident of this school district, specify the home school district taxing locality for this employee. If this employee is not a resident of this locality, specify the value that represents the employee's home school district. If you leave this field blank, the system enters the value from the *Curr School Dist* field into this field.

The system uses this value to determine the employee’s resident or nonresident status for tax purposes and reciprocity calculations.

Earned Inc Credit

Use this field to indicate the employee’s eligibility status for the U.S. Federal Earned Income Credit program. Note that eligible employees must have dependent children, a modified adjusted gross income of less than a specified amount depending on the number of dependent children (such as $27,413 for one dependent child in tax year 2000) and submit a completed W-5 form.

Effective January 1, 2011, the Advance Earned Income Credit (EIC) is eliminated.

Valid values for this field are:

0 EIC does not apply to this employee.

1 EIC applies only to the employee; the employee’s spouse is not filing a certificate.

2 EIC applies to both the employee and the employee’s spouse. Both spouses are filing an EIC certificate.

3 EIC applies if the employee is single and is filing the certificate.

MQGE Employee

Specify whether the employee has an MQGE (Medicare Qualified Government Employee) status. Valid values are:

0 The employee does not have MQGE status.

1 The employee has MQGE status.

To be included on the W-2 reporting file as a MQGE employee, the employee must either have **1** in this field or be authorized to a MQGE user-defined deduction with a year-to-date amount for the tax year.

Tipped Employee

Use this field to establish the employee’s status for tip allocation processing.

Type one of the following values in this field:

0 This employee does not earn tipped income.

1 U.S. only: This U.S. employee receives tipped income and is to be included in tip allocation processing.

2 U.S. only: This U.S. employee receives tipped income but is not to be included in tip allocation processing.

3 Canada only: This Canadian employee receives tipped income that should be identified as such on the RL-1 tape.

If the employee is included in tip allocation processing, the type of tips (direct or indirect) must also be specified for the tips income during timesheet entry.

Nonres. Alien?

Specify whether the employee qualifies as a nonresident alien for federal withholding tax and Maine income tax calculations. The system performs special processing for nonresident aliens when calculating the federal withholding tax for deduction *FWT and, starting in 2011, the Maine state withholding tax for *SME.

Valid values are:

0 No. The employee is not a nonresident alien for federal and Maine withholding tax calculations.

1 Yes. The employee qualifies as a nonresident alien and requires special calculations for federal and Maine income tax withholding.

TEPA Start Date

Specify the date on which the employee filed the Tipped Employee Participation Agreement (TEPA) form, if applicable. Leave blank if the employee is not a tipped employee or if the employer does not participate in tip compliance.

TEPA – Curr Yr?

Specify whether the employee has an active Tipped Employee Participation Agreement (TEPA) for tip compliance processing.

Valid values are:

0 Not applicable. The employee does not have an active TEPA, is not a tipped employee, or the employer does not participate in tip compliance.

1	Yes

During cycle processing, Infinium PY generates a *TIPS income whenever you pay the employee an income whose income control has a *Create T/C *TIPS?* field value of **1** and the paid hours are associated with a job/position whose job control has a *Create T/C *TIPS?* field value of **1**.

17 Press Enter. The system displays Enter New Hire screen 4 (Contact and Miscellaneous Data).

Processing the Enter New Hire Contact and Miscellaneous Data Screen

The Enter New Hire Contact and Miscellaneous Data screen provides the two sets of fields below.

- Fields for communicating with the employee including telephone numbers, e-mail addresses, and a web URL address.
- Fields for miscellaneous information such as a classification you define for reporting purposes like executive, managerial, or clerical, the recruitment source such as advertising on the web, veteran, felony, alien registration, and license information, and spouse and supervisor information.

18 Use the information below to complete the fields on this screen:

Entering Contact Information

Office Tel. No.

Type the employee's telephone extension or complete office telephone number including area code. The system can use this information to generate telephone directories.

Misc Phone #1, #2, and *#3*

Type any other telephone numbers where this employee can be reached, such as the employee's cellular phone number. Examples: **617-555-9999** for a number in Boston, Massachusetts, **011-44-204-999999** for an international number in Dorset, England.

Email Address #1 and *#2*

Type one or two e-mail addresses where this employee can be reached such as John_Smith@XXX.com.

URL Address #1

Type the URL (Uniform Resource Locator) associated with this employee, if any, such as www.XXXCorp.com.

Entering Miscellaneous Information

The miscellaneous information fields are informational only and can be used to meet your company's business and reporting needs.

Class

You can use this field to classify employees for reporting purposes. For example, you can use this field to classify employees into categories such as clerical, managerial or executive. You use Infinium QY to develop reports using this field.

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

Hire Source

Specify the recruitment source for this employee. You define code values for this field using code type **HIR**.

There can be a default value from the employee's applicant data.

Security Group

You can use this field to restrict user access to this employee's records in the system. To use this feature you must:

- Establish security group code values for the code type **SEC** through the *Update Employer Codes* function.
- Use this screen or screen 3 of the employee's basic data record to enter the code for the security group to which you assign the employee. A default security group code can come from the job control to which the employee is assigned.
- To prevent users from accessing records of employees in this security group, specify the group restriction in the users' profiles through the *Update User Security Controls* function. For details, refer to the *Infinium HR Guide to Management Functions.*

Office Tel No

You can use this field to type the employee's office telephone number, extension, or both full telephone number and extension.

You can generate an office phone directory based on information from this field using the Infinium HR *Administrative Reporting / Miscellaneous Reporting / Internal Telephone Directory* [ITD] function. For additional information, refer to the *Infinium HR Guide to Processing*.

Veteran's

Type the code value that represents the employee's military status. You establish code values for the code type **MIL** through the *Update Employer Codes* option.

Handicap

Type the code value that identifies the employee's handicap status. You create the code values for this code type through the *Update Employer Codes* option using code type **HDC**.

Ex - Felon

You can use this field to record an employee's criminal conviction information. Type either:

0	No, this employee is not a convicted felon.
1	Yes, this employee is a convicted felon.

Alien Reg No

If this employee is a legal alien, type the employee's alien registration number in this field.

License

You can use this field to specify a code value that represents a license held by this employee. You create code values using code type **LTP** in the *Update Employer Codes* function.

For example, health industry employers can track licensing data for registered nurses, doctors, pharmacists and so on. Transportation companies can maintain driver's license information for employees.

The license code that you type in this field defaults into the *License Code* field in the Infinium HR *Update Employee License Data* function. You can use this function to enter additional related information, such as the issue date and expiration date of the license, the license number, license status, licensing authority and cost.

This field can contain a default from the *License Code Req* field on the job control for the job to which the employee is assigned.

License Expires

You can use this field to record the expiration date of the license you typed in the *License* field.

The license expiration date you type in this field is the default for the *Expiration* field in the *Update Employee License Data* function.

Spouse Name

If the employee is married, type the name of the employee's spouse.

Leave this field blank if the employee is not married.

Sup. Employer

Specify the employer of the employee's supervisor.

Sup. Name

Press F4 to display a list of valid supervisor names.

19 Press Enter. The system displays the Update PTO Accruals screen for processing paid time off (PTO) information.

Processing the Employee's PTO Accruals

On the Update PTO Accruals screen and other screens that you can access from the Update PTO Accruals screen, you can authorize the employee's participation in one or more paid time off accrual plans.

Setup Required

Defining paid time off accrual information for a new employee requires the following prior setup for the employer:

- Definition of paid time off accrual categories such as vacation, sick time, and STD (short term disability) in the employer controls. You can define up to six categories for each employer.
- Definition of individual paid time off benefit plan codes in *Update Employer Codes* using code type **ACR**. For example, you can define **VACS** as the code for a vacation plan that applies to salaried employees and **VACH** as the code for the plan for hourly employees.
- Definition of each plan's rules through *Update Accrual Controls*. For example you can specify whether to track hours or dollar amounts or both under this plan, and the rate at which these are accrued. These controls

also specify whether you are tracking the history of paid time off accrual transactions for employees assigned to the plan.

Defining plans by code allows you to specify different methods of calculating paid time off hours or dollar amounts for different groupings of employees. For example, you can do the following:

- Define different vacation plan rules for employees who work in different Canadian provinces in order to meet provincial regulations
- Define different vacation plan rules for employees who are or are not represented by a specific union

Pay Period Accrual Processing

Once you have assigned the employee to paid time off accrual plans in *Enter New Hire*, the system uses the information when you run *Calculate Benefit Accruals* after each pay period. The system credits the employee with the appropriate number of accrued and earned paid time off hours and/or dollars and reduces the employee's earned hours and/or dollars by the amount he or she took that pay period.

For more information on establishing accrual controls and maintaining accrued and earned hour and dollar amount balances for employees, refer to the *Infinium PY Guide to Management Functions*.

Processing the Update PTO Accruals Screen

On the Update PTO Accruals screen, you can authorize the employee to participate in applicable paid time off plans. This screen provides two lines of fields for each paid time off category defined for this employer, such as vacation.

To assign an employee to a specific plan, specify the plan's code next to the applicable category such as **VACS** next to the vacation category.

The column headings apply to the two lines per category. For example, the *Hours/Amount Earned* column provides a field for accrued hours on the first line and a field for accrued dollar amounts on the second line.

When you first assign the employee to a plan during *Enter New Hire*, you can also specify the eligibility date and, if applicable, any hours and/or dollar amounts that the new employee is receiving effective with the date of hire.

Once you have specified a plan and its initial information, you can edit the information directly on this screen only if the plan's accrual controls indicate that you are not tracking accrual transaction history for this plan. If you are tracking history you must access the PTO accrual history screens as indicated later in this procedure.

Do not press Enter until you are done with this employee's PTO accrual information. When you press Enter at this screen, the system exits PTO accrual information and continues to User Defined Data screens.

Update PTO Accruals Screen Fields

20 Use the following information to complete the fields on this screen. Ordinarily, only the *Code*, *Elig Date* and under some circumstances the *Ovr %* field apply during entry of a new employee.

If the system does not allow you to access the fields for a plan at this screen after you have typed information, continue to the next step to access the history and transaction screens for that plan.

Accr Type

In the *Accr Type* column, the system displays each accrual category specified in this employer's controls.

Hours Earned, Accrued, Taken, and Remaining

These hour fields are on the first line of information for each plan. They do not ordinarily apply during entry of a new employee.

The system updates the *Hours Earned* and *Hours Accrued* fields each time you run *Calculate Benefit Accruals*.

The value in the *Hours Accrued* field represents paid time off hours an employee has earned but cannot yet take. The value in the *Hours Earned* field represents paid time off hours an employee has earned and can take at any time.

The system updates the *Hours Taken* field when you post a payroll cycle or an on-demand check. It represents the earned hours an employee has taken during the current accrual period.

The system automatically calculates and displays the *Hours Remaining* value by subtracting the value in the *Hours Taken* field from the value in the *Hours Earned* field.

Elig Date

Type the earliest date on which the employee is eligible to use this accrual type. When you run the *Prove Timesheet Data* function, the system compares this date to the pay period ending date of the cycle. It generates a warning message if you enter hours of a designated paid time off income for an employee whose eligible date is after the pay period ending date.

Ovr %

If you are accruing dollar amounts under this plan but a different percentage applies to this employee than the percent specified in the accrual plan controls, specify the override percentage here. The system uses this percentage rather than the percentage from the controls during *Calculate Benefit Accruals*.

To use the value from the accrual controls, or if you are accruing only hours under this plan for this employee, leave this field blank.

Amount Earned, Accrued, Taken, and Remaining

These values are on the second line for each category and do not ordinarily apply during entry of a new employee.

The meaning and uses of these values are similar to those for the hours but are measured in dollar amounts rather than hours.

21 Under some circumstances, the system does not allow you to return to the fields for a plan that tracks accrual transaction history even during this initial session at this screen. For example, this happens if you have selected the plan with **5** to view the transactions created when you added this plan.

If this occurs when you need to make a change to the information before continuing the *Enter New Hire* procedure, you must create a new transaction to modify the information before leaving this screen.

To create a new transaction modifying the information, type **5** in *Opt* next to the category and press Enter. The system displays the Update PTO Accrual History screen.

Update PTO Accrual History Screen

22 On the Update PTO Accrual History screen, you can view the existing transactions for this employee under this plan and you can take either of the following actions:

- Type **5** next to a listed transaction and press Enter to view the transaction details on the Display PTO Accrual History screen. Press Enter to return to the Update PTO Accrual History screen.
- Press F6 to display the Create PTO Accrual History screen and enter a transaction.

For information about these screens' fields, press Help or refer to the "Processing Paid Time Off Accruals" part of the *Infinium PY Guide to Management Functions*.

When done with accrual history, press F3 at the Update PTO Accrual History screen to return to the Update PTO Accruals screen.

23 When done with paid time off accruals, press Enter at the Update PTO Accruals screen. The system displays Employee User Data screen 1.

Processing Enter New Hire User-Defined Data

The three employee user-defined data screens allow you to track information that is specific to your organization and not otherwise tracked in Infinium HR/PY. You must already have done the following:

- Defined descriptions for your user-defined fields in the Infinium HR or Infinium PY *Update User Defined Titles* function
- Defined code values for the code fields in the *Update Employer Codes* function using code types UC1 through UC9 and UCX

For details on defining the field titles and the code values, refer to the *Infinium HR* or *Infinium PY Guide to Controls*.

You can also later enter and update an employee's user-defined information through the *Update User Defined Data* function.

Employee User Data Screen 1

24 Use the information below to complete the fields on the first Employee User Data screen.

The system displays three types of user-defined data fields on this screen: code fields, amount fields, and date fields. The field descriptions are as you defined them in your system.

Code Description, Value

You can type a code value in up to 10 user-defined code fields. Press F4 to display the name of the code type used for each field and the valid values that have been established for each code type.

Amount Description, Amount

You can type numeric information in up to 10 user-defined numeric fields. The system allows a value of up to 9,999,999.99 per field.

Date Description, Date

You can type a date in up to 10 user-defined date fields.

25 Press Enter. The system displays Enter New Hire User Data screen 2.

Enter New Hire User Data Screen 2

26 Use the information below to complete the fields on this screen:

The screen displays two categories of user-defined fields: hours and free-form characters.

Hours Description, Hours

You can type hours information into up to 10 user-defined hours fields. The system allows a value of up to 99,999,99 per field.

Description, Characters

You can type alpha-numeric information in up to 20 user-defined character fields. Each character field is 20 characters in length.

27 Press Enter. The system displays Employee User Data screen 3.

Enter New Hire User Data Screen 3

28 Use the information below to complete the fields on this screen.

The system displays two categories of user-defined fields on this screen: numeric and free-form comment.

Numeric Description   Value

You can type numeric information in up to 10 user-defined numeric fields. The system allows a value of up to 99,999,999,999 per field.

Description

You can use this large comment field to type miscellaneous information for the new employee. This is a 100-character free-form field that accepts alpha-numeric text.

29 Press Enter. The system displays the Update Employee Income Codes screen.

Processing the Employee's Income Authorizations

On the Update Employee Income Codes screen, you can select and provide information for the incomes this employee is authorized to receive. If you specified a payroll authorization group for this employee on Enter New Hire screen 3, the system automatically displays the incomes associated with that group at the bottom of this screen.

If you do not need to authorize the employee to any additional income, make changes to the employee's existing income authorizations, or delete the employee's existing incomes, continue to "Processing the Employee's Deduction Authorizations."

30 Use the information below to authorize incomes for this employee at this Update Employee Income Codes screen:

Authorizing an Income for This Employee

Income Code

Specify the income that you want to assign to this employee. Press F4 to display a selection list of valid income codes.

31 Press Enter. The system displays fields for entering income authorization details in the middle of this screen. The fields may vary depending on the income you specified.

32 To provide details for this authorization, do the following:

- Type or select the cycle during which this employee can receive this income. You can enter the generic cycle name ***AUTO** if the system should auto-generate this income for the employee during any normal pay cycle to which this employee is assigned.
- Type any additional individual employee information for this income. Any information you type overrides information in the corresponding field in the income control record.

  For example, if you enter **2000** in the *YTD Limit* field on the income control, but specify **2400** in the *YTD Limit* field on this employee's income authorization record, the system uses the higher employee value when it processes the employee's paycheck.

  For additional information on creating income controls, refer to the *Infinium PY Guide to Controls*.
- If you specify a rate or amount, you must specify basis value **I**.
- If you use Infinium Self Service Time Entry, you can authorize employees to enter their own timesheet data for this income.

  To override the value in the *Self Service Time Entry* field on Update Income Controls screen 2 of 3, type one of the following in the *Self Service Time Entry* field here:

1	Yes, allow this employee access to this income through Infinium Self Service Time Entry.

0 No, deny this employee access to this income through Infinium Self Service Time Entry.

If you leave this field blank, the system uses the value in the income control record.

33 Press Enter to save the information. The system adds the income code and summary details to the list at the bottom of this screen.

Changing an Existing Income Authorization

34 To change an existing income authorization listed at the bottom of this screen, type **2** in the *Opt* field next to that income and press Enter. The system displays information for that authorization in the middle of the screen.

Make the changes and press Enter again to return the updated authorization to the list on the bottom of the screen.

The system repositions your cursor to the *Income Code* field from which you can add, change, or delete other income authorizations.

Deleting an Existing Income Authorization

35 To delete any listed income authorization, type **4** in the *Opt* field next to the appropriate income and press Enter. The system replaces the income authorization record in the list with **DELTD**. It removes the record completely when you press F3 to exit this screen.

Continuing to the Deduction Authorization Procedure

36 When done with income authorizations at the Update Employee Income Codes main screen, press F3. The system displays the Update Employee Deduction Codes screen.

Processing the Employee’s Deduction Authorizations

On the Update Employee Deduction Codes screen, you can select and provide information for deductions that are authorized for this employee.

If you specified a payroll authorization group for this employee on the Enter New Hire Payroll Information screen, the system automatically displays that group’s deductions at the bottom of this screen.

If you do not need to authorize the employee to any additional deductions, make changes to the employee’s existing deduction authorizations, or delete the employee's existing deductions, continue to "Processing the Employee's Benefit Enrollments."

Authorizing a Deduction for This Employee

37 Use the following information to authorize a deduction for this employee:

Deduction

Specify the deduction that you want to assign to this employee. Press F4 to display a selection list of valid deduction codes.

38 Press Enter. The system displays Update Employee Deduction Codes detail screen 1.

Update Employee Deduction Code Details Screen 1

39 On the Update Employee Deduction Code details screen 1, you can type information into any of the fields for this employee. The fields can vary depending on the type of deduction.

When you enter information into a field on this screen or the next details screen, it overrides information in the corresponding field on the deduction control record. For example, if you enter **50.00** in the *Deduction Amount* field on the deduction control but specify an employee deduction amount of **25.00** here in this employee's deduction authorization record, the system uses the lower employee value when it processes the employee's paycheck.

For additional information on creating deduction controls, refer to the *Infinium PY Guide to Controls*.

If you specify a rate or amount, you must specify basis value **I.**

40 Press Enter. The system displays the second Update Employee Deduction Code details screen

Update Employee Deduction Codes Details Screen 2

41 The second Update Employee Deduction Code details screen includes fields for the employer general ledger numbers. If you select a non-tax deduction, the system displays additional fields.

You can use these fields to specify the basis used to calculate the employer's contribution to employee's benefit plans.

For example, you want the employer contribution to a 401(K) plan to be a percent of the employee's taxable income up to $150,000 per year. Because you type **1** in the *Use *FWT for Income* field, **150000** in the *Income Limit*

Amount field and **3** in the *Income Limit* type field, the system calculates the employer's contribution to the employee's 401(k) plan on up to $150,000 of the employee's annual income.

You can enter information in some or all of the fields, or leave all of them blank. You can also enter this information on the deduction control record so that it applies to all employees authorized to this deduction. See the *Infinium PY Guide to Controls* for details.

42 Press Enter to save the deduction information you entered.

Initial Update Employee Deduction Codes Screen

43 The system returns you to the initial Update Employee Deduction Codes screen and adds this deduction to the list of this employee's deduction authorizations.

Changing an Existing Deduction Authorization

44 To change any existing deduction authorization listed at the bottom of this screen, type **2** in the *Opt* field next to that deduction and press Enter. The system displays the two deduction details screens for you to make the changes as for a new deduction. Make the changes and press Enter at each screen.

When you press Enter at the second details screen, the system returns you to the initial screen and displays the updated authorization summary in the list on the bottom of the screen.

The system repositions your cursor to the *Deduction* field from which you can add, change, or delete other deduction authorizations.

Deleting an Existing Deduction Authorization

45 To delete any listed deduction authorization, type **4** in the *Opt* field next to the appropriate deduction and press Enter. The system replaces the authorization record in the list with **DELTD**. It removes the record completely when you press F3 to exit this screen.

Continuing to the Employee Benefit Enrollments Procedure

46 When done with deduction authorizations at the Update Employee Deduction Codes main screen, press F3. The system displays the Select Benefit Plan Year screen.

Processing the Employee's Benefit Enrollments

Refer to the *Infinium HR Guide to Setup and Processing for Benefits Administration* for detailed information on establishing employee benefit plans and enrolling employees in plans.

Use the information below to specify benefit enrollment information for this employee.

Select Benefit Plan Year Screen

47 If you use plan year processing, specify the plan year to use for the employee's benefit plan enrollments.

If your employer is set up to use plan year processing, the system uses a default *Plan Year* field value from the *Update Benefit Controls* function. Verify with your benefits administrator what plan year to use for new hires before you change the default value.

If you do not use plan year processing, leave blank.

48 Press Enter. The system displays the Update Employee Benefit Enrollments screen.

Update Employee Benefit Enrollments Screen

On the Update Employee Benefit Enrollments screen, you can specify the benefits in which this employee is enrolling.

If you assigned a personnel benefit group to this employee on Enter New Hire screen 2, the system displays a list of benefits for which the employee is eligible.

49 Type **5** in the *Opt* field next to each benefit plan selected by the employee.

50 Press Enter. The system displays a screen for each benefit plan you select for this employee unless the benefits administrator has defined a plan as an auto entry plan.

Continue to press Enter to proceed through the selected benefit plan screens. The system creates a pending enrollment record in each plan for the employee.

The employee is not actually enrolled in the plans until the benefits administrator runs the *Mass Update Employee Enrollments* function. The system authorizes the employee to deductions associated with the employee's benefit plans when you process the begin step of pay cycle processing.

51 To work with beneficiary and dependent information for this employee, press F5 to access the Update Dependents/Beneficiaries screen.

Update Dependents /Beneficiaries Screen

Provide the applicable information and press Enter. The system displays the Employee Topic List selection screen.

Using the Employee Topic List

Refer to the *Infinium PY Guide to Management Functions*for information on access to the employee topic list. Refer to the *Infinium PY Guide to Processing* for information on using the employee topic list.

Employee Topic List Selection Screen

On the Employee Topic List selection screen you can do the following:

- Update employee information by typing **2** in the *Opt* fields next to the topic to update.
- Display employee information by typing **5** in the *Opt* fields next to the topic to display.
- Refresh the default values in the *Opt* field by pressing F5.
- Save the values you entered in the *Opt* fields by pressing F16.
- Clear the default values displayed in the *Opt* fields by pressing F17.

1 Type **2** next to the topic to update.

2 Press Enter. The system displays the screen for the topic you selected.

3 Update the topic and press Enter. The system displays the next topic you selected. When you complete updating the selected topics and press Enter, the system returns to the Employee Topic List selection screen.

4 Press F3 to return to the Enter New Hire prompt screen from which you can hire additional employees.

Initial Enter New Hire Prompt Screen

When returned to the initial Enter New Hire prompt screen, you can repeat the preceding procedures to enter information for another new employee.

You cannot use the *Enter New Hire* function to change information you have already entered for an employee.

Refer to the “Updating Employee Data” part of the *Infinium HR* or *Infinium PY Guide to Processing* for information on how to make changes to information for current employees.

Exiting the *Enter New Hire* Function

When done entering new employees, press F3 at the initial employee prompt screen to exit to the menu.

Generating Reports to Verify New Employee Information

To verify key information about new employees hired during a specified time period, you can use the following Infinium HR functions:

- *Employee Data / List Employee Data / List PE Actions*
- *Employee Data / List Employee Data / List PE Action Details*

Notes

Chapter 4 Hiring New Employees into Canadian Employers

4

This chapter of the guide describes using *Enter New Hire* for new employees you pay in Canada.

The chapter consists of the following topics:

Overview of the Hiring New Employees into Canadian Employers Process

In this chapter of the guide you learn to use *Enter New Hire* to hire employees you pay in Canada. This chapter presents information on all of the *Enter New Hire* function screens. Depending on your security restrictions, you may not have access to all of these screens.

Enter New Hire is included in both Infinium HR and Infinium PY. You obtain identical results regardless of which system you use to hire employees. *Enter New Hire* automatically creates records for the new employee on both Infinium HR and Infinium PY.

Objectives

When you complete this chapter you should be able to use *Enter New Hire* to establish information for new employees.

Entering New Hires

The *Enter New Hire* Screens

If you have access to all of the *Enter New Hire* screens, the system identifies them and presents them in the order shown below. The prompt screen for the *Enter New Hire* function is not included in this list.

The displayed page number in this table changes if you are restricted from accessing one or more of these screens. For example, if you are not allowed to access the Payroll Information screen, the Contact and Miscellaneous Information screen displays “3 of 7” rather than “4 of 8” since this is now the third of the seven you can access.

Enter New Hire Screens

Order	Description	Displayed page number
1	Enter New Hire	1 of 8
2	Enter New Hire (with access to additional I-9 and foreign national data screens)	2 of 8
3	Payroll Information	3 of 8
4	Contact and Miscellaneous Information	4 of 8
5	Paid Time Off Information (with access to additional PTO screens)	5 of 8
6	Employee User Data	1 of 3
7	Employee User Data	2 of 3
8	Employee User Data	3 of 3
9	Update Employee Income Codes	none
10	Update Employee Deduction Codes (with access to authorization details screens)	none
11	Update Employee Benefit Enrollments (with access to enrollment details screens)	None
12	Employee Topic List	None

Choosing Whether to Re-Use Applicant Information during Hiring

During use of *Enter New Hire*, you can choose to bring existing applicant information into the *Enter New Hire* basic data fields. This is information previously entered through the Infinium HR *Update Applicant Data* function.

Advantages

Using the existing applicant information during *Enter New Hire* expedites the hiring process regardless of whether you use *Enter New Hire* in Infinium HR or Infinium PY.

The information you can bring in from the applicant record includes such items as the applicant's address, home telephone number and applied-for position. You can update any incomplete or outdated information in *Enter New Hire*.

Method

Specify the applicant in the *Applicant Name* field at the *Enter New Hire* prompt screen. You can type the name or you can press F4 to display a selection list of applicants.

If you select an applicant from the prompt list, the system displays key information from the applicant record on the prompt screen so that you can verify that you selected the correct applicant before you continue.

Automatic Update to Applicant Record

If you use applicant data and complete the *Enter New Hire* procedure, the system automatically updates the applicant's record to indicate that the applicant has been hired. The applicant record remains in Infinium HR so that you can do analysis and generate reports for applicant data.

Entering a New Hire

Accessing the *Enter New Hire* Function

Perform the following steps to access the *Enter New Hire* function:

1. From the Infinium HR or Infinium PY main menu select *Employee Data.*

2 Select *Update Employee Data.*

3 In Infinium HR, select *Enter New Hires* [HIRE].
In Infinium PY select *Enter New Hire* [ENH].

The system displays the Enter New Hire prompt screen.

Processing the Enter New Hire Prompt Screen

The Enter New Hire prompt screen provides fields for specifying the employer, employee number, and, if you are re-using data from the applicant record, the applicant being hired.

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

The *Employer* field is the only field that you must complete.

Employer

Specify the employer for which the new employee will work.

Employee

Use one of the following methods to assign an employee number:

- Leave the *Employee* field blank to allow the system to automatically assign the employee number based on the value in the *Next Employee #* field on the entity control record.
- Type the employee' tax identification number in the *Employee* field. The system copies this number to the *Tax ID #* field on *Enter New Hire* Screen 1.
- Type a user-defined number in the *Employee* field.

For additional information on selecting a method of assigning employee numbers, refer to the "Setting up Entity and Employer Controls" chapter of the *Infinium HR Guide to Controls* or the "Setting up the Entity Control" chapter of the *Infinium PY Guide to Controls*.

Applicant Name

If you track applicant information in Infinium HR, you can specify an applicant in this field to default information from the Applicant Data record into the new employee record.

Do one of the following:

- If not using default information from an applicant record, leave this field blank and press Enter to continue directly to Enter New Hire screen 1 (Basic Personal Data).
- Type the applicant's name, and press Enter to continue directly to Enter New Hire screen 1 (Basic Personal Data). The system supplies default information on Enter New Hire screen 1 (Basic Personal Data).
- To view applicant information before specifying an applicant and verifying the selection at this prompt screen, press F4 and continue to the next step.

Selecting an Applicant from the Applicant List

5 Use the information below to work with the list of applicants.

Locate

If you do not see the new employee's applicant record on the first Applicants screen, you can press PageDown to scroll through the list of applicants. To expedite locating the applicant record, type some or the applicant's entire last name in the *Locate* field at the top of the screen, and then press Enter. The system locates the specified applicant's record and displays it on a separate Applicants screen.

Opt

Type any character in this field to select the applicant.

Local ID

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

Or Passport

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

6 Press Enter to return to the Enter New Hire prompt screen.

Verifying the Applicant at the Prompt Screen

7 The bottom portion of the screen displays any of the following information that is available from the applicant record: last name, social security or social insurance number, and address. Use the information below to work with this screen.

Verify that you selected the correct applicant. You cannot make changes to this information on the Enter New Hire prompt screen, but you can update the information on the screen that follows.

8 Press Enter. The system displays Enter New Hire screen 1 (Basic Personal Data).

Processing Enter New Hire Screen 1 (Basic Personal Data)

Enter New Hire screen 1 provides fields for basic personal data such as tax ID, name, address, gender, birth date, marital status, and emergency contact information, as well as the employment position and date hired.

If you specified an applicant at the prompt screen, Enter New Hire screen 1 (Basic Personal Data) supplies any default information that is present in the applicant's record. There may be few or many defaults since most applicant data is optional. If the applicant applied for more than one position, the system supplies the position that the applicant specified as a first preference.

The only fields that cannot automatically display default values from the applicant record are *Common Name*, *Date of Hire*, *Marital Status* and the fields found in the Emergency Information section of the screen.

Required Information

The following information is required at this screen: Tax ID, Hire Position, Date of Hire, Last Name, First Name, Address, City/Town, State/Province, Date of Birth, Sex and Marital Status.

Field Information

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

Tax I.D. #

If you are using the tax identification number as the employee number, this field displays the number you typed in the *Employee* field on the Enter New Hire prompt screen.

Specify the employee' tax identification number (Social Security Number in the U.S., Social Insurance Number in Canada) with or without hyphens. If you do not type the hyphens, the system later supplies the hyphens based on the value you enter in the *Payroll Country* field when you press Enter to exit this screen.

Hire Position

Type the code that represents the position into which you are hiring the employee. Press F4 to display a list of potential positions along with their authorized staffing level, current staffing level and openings.

Date of Hire

Type the date of hire of this employee.

Last Name

Type the employee's last name. This is an 18-character field.

Unless you type information in the *Check Name* field on the Enter New Hire Payroll Information screen, the system uses the *Last Name, First Name* and *Middle Name* fields for payroll processing, including check printing and generation of year-end tax forms and slips such as the T4 and RL-1.

Suffix

Type the employee's suffix, such as JR, SR, II, III and so on.

First Name

Type the employee's first name. This is an 18-character field.

Middle Initial

Type the employee's middle initial. This is a 1-character field.

Birth Name

Type the employee's maiden name or name given at birth, if it is different from the employee's current name. This is an 18-character field.

Common Name

You can use this field to type the employee's preferred name or nickname if it is different from the employee' first name. This is a 20-character field. You can use this field to locate the employee after he or she is hired.

If you leave this field blank, the system defaults the employee's first name into this field when you press Enter to exit from this screen.

Middle Name

Type the employee's middle name, if applicable.

Address

Type the first line of the employee's street address. This is a 30-character field.

Unless you type information in the *Check Address* fields on the Enter New Hire Payroll Information screen, the system uses the *Address, (Line 2), City/Town, State/Province* and *Postal Code* fields for payroll processing, including check printing and generation of year-end tax forms and slips such as the W-2, 1099R, T4 and RL-1.

(Line 2)

If necessary, type the second line of the employee's street address.

City/Town

Type the name of the city or town in which the employee resides.

State/Province

Specify the state or province in which the employee resides. You define code values for this field using code type **STA**.

If you defined default *State/Province* values in your Infinium HR employer or level controls, the system supplies the default here.

Postal Code

Type the employee's postal or ZIP code. This is a 10-character free-form field. For U.S. addresses you can use the five-digit ZIP code followed by a hyphen plus four more digits. For Canadian addresses, use three characters followed by a space and three more characters.

Use the *Reqr Postal Code?* field in the *Update Employer Controls* function to require users to enter a postal code when using the new hire process, updating basic data, or working with Personal Change transactions in the *Enter Personnel Actions* function.

Country

Specify the country where the employee lives. You define country codes through *Update Employer Codes*, using code type **CTR**.

If you leave this field blank, the system assumes the employee's residence country is **USA**.

If you defined a default country value in your Infinium HR employer or level controls, the system supplies the default here.

County

Type the code that represents the county in which the employee lives. You establish code values for counties through the *Update Employer Codes* option, using code type **CNT**.

For Canadian addresses, you can use a **CNT** code value in this field to represent the Census Metropolitan Area for Canadian Employment Equity Act reporting in Infinium HR. For information on setting up code values for EEA statutory reporting, see instructions for setting up employer codes in the *Infinium HR Guide to Controls* or the *Infinium PY Guide to Controls*.

Payroll Country

Type the code that represents the country in which the employee works and to which you report the employee's wages. You establish code values for countries through the *Update Employer Codes* option, using code type **CTR**.

Valid values for payroll processing are:

USA	United States
CAN	Canada

If you leave this field blank, the system assumes the employee's payroll country is **USA**.

If you establish a default value for the *Country* field when you set up your employer control or level control records on Infinium PY, that value becomes the default value in this field for new hires.

Home Tel No

Type the employee' home telephone number. This is a 19-character free-form field. The system does not edit this field for format or area code. You can include the area code or other international codes; if you do, you can use any character (such as parentheses or dashes) to separate the codes from the rest of the telephone number.

For example, you can type **508-555-1212** or **(508) 555-1212** for U.S. and Canadian telephone numbers. For international numbers you can type the number using the appropriate format for each country such as **011-44-333-444555** for telephone numbers in the United Kingdom.

Infinium HR and Infinium PY users that use the *Enter New Hire* function should agree on a consistent format for this field in order to ensure compatible data for displays and reports.

Date of Birth

Type the employee' date of birth using the appropriate date format for this employer.

You specify the date format for your employer when you create the employer control. Refer to the *Infinium HR or Infinium PY Guide to Controls* for additional information.

Sex

Type either:

M	Male
F	Female

Marital Status

Type the employee' actual marital status. This is an informational field only. The system does not use this field for tax calculations.

Type one of the following values:

M	Married
S	Single
D	Divorced
W	Widowed
P	Separated
O	Other

Emergency Information

Type the name, address and telephone number of an emergency contact for this employee.

You can maintain the emergency contact information you enter here through the *Update Emergency Contact* function. This contact you enter here is the primary emergency contact.

All fields, with the exception of the *Relationship* field, are free-form and do not require special values. If you type a contact name, type a relationship code value in the *Relationship* field. If you type a contact name and choose to leave the *Relationship* field blank, press F21, or click Override from Actions on the Web, to continue with the new hire transaction.

You create code values for use in the *Relationship* field through the *Update Employer Codes* option using code type **REL**.

10 Press Enter. The system displays Enter New Hire screen 2 (Employment Data).

Processing Localized Payroll Information

You can enter localized payroll information when you enter a new hire. To process localized payroll information, you press F19 on the first Enter New Hire screen to display the Update Macau Name and Address screen.

For information about using the Update Macau Name and Address screen, see the *Guide to Localized Setup and Processing*.

Processing Enter New Hire Screen 2 (Employment Data)

Enter New Hire Screen 2 provides fields for employment data such as status (full or part time and so forth), base salary rate, frequency, and number of hours to be worked, job and payroll rates for multiple jobs such as teaching at one rate and coaching athletics at a different rate, and performance review scheduling.

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

The system supplies any of the following default information that is available in the applicable position controls:

- Position
- Levels
- Shift code
- PE benefit group
- Job code

The system supplies any of the following default information that is available in the applicable job controls:

- Personnel base rate
- Payroll rate or rates
- Pay grade
- Step-in-Grade step, next step, and next step date

This screen displays fields for this information only if this position is associated with step-in-grade processing

- Next review type and next review date

Use the following field information to type new information or override default information on this screen, as necessary.

Status

Type the employee' active employment status code. You must establish status values through the *Update Employer Codes* option, using code type **STS**.

Personnel Rate

Type the base rate that your personnel department uses for this employee. This field can contain hourly, monthly, annual or several other types of rates.

If the rate is outside the salary range for this job, the system displays a warning message when you try to exit this screen. You can either correct the rate or press F21 to override the warning.

The rate must be compatible with the value in the *Base Frequency* field. For example if you type a monthly salary amount in this field, you must type **M** (monthly) in the *Base Frequency* field.

Infinium PY does not calculate pay based on the information in this field; however, Infinium HR uses this rate in Personnel reports and to calculate the employee's annualized base rate.

If you use Infinium HR benefits administration and your employer calculates life insurance based on a multiple of base rate, the system uses the personnel base rate in this field to calculate life insurance coverage when you enroll the employee in a life insurance plan. The system can use other fields to compute life insurance coverage including the *Base Frequency*, *Scheduled Pay Pds* and *Regular Hours* fields.

Scheduled Pay Pds

Type the number of pay periods scheduled during the calendar year for this employee. If you do not state the employee's personnel rate on an annual basis, the system uses the value you enter in this field in conjunction with the value you enter in the *Regular Hours* field to annualize the employee's personnel rate.

If your employer calculates life insurance based on a multiple of base rate, the system includes this value in the calculation of coverage as indicated in the description of the *Personnel Rate* field.

Information from the *Scheduled Pay Pds* field is also included in various Infinium HR reports.

Base Frequency

Specify a frequency for the rate you typed in the *Personnel Rate* field.

Valid frequencies are:

H	Hourly
D	Daily
W	Weekly
B	Biweekly
S	Semimonthly
M	Monthly
A	Annually
10	10 pay periods per year
13	13 pay periods per year
22	22 pay periods per year
27	27 pay periods per year
53	53 pay periods per year

If your employer calculates life insurance based on a multiple of base rate, the system includes this value in the calculation of coverage as indicated in the description of the *Personnel Rate* field.

The system also includes the *Base Frequency* field in various Infinium HR reports.

Regular Hours

Type the number of regular hours per pay period that this employee is expected to work. The value you type in this field must be compatible with the amount you type in the *Scheduled Pay Pds* field. For example, if you type **40** regular hours in this field, you would probably type **52** in the *Scheduled Pay Pd* field. The system can use information in this field to generate auto pay entries for the employee during cycle processing, or you can establish auto pay groups to generate time entry records.

If your employer calculates life insurance based on a multiple of base rate, the system includes this value in the calculation of coverage as indicated in the description of the *Personnel Rate* field.

Information from the *Regular Hours* field also displays in various personnel specific reports.

Ethnic ID

Type the one-character ethnic identification code. You must establish ethnic code values in the *Update Employer Codes* option using code type **ETH**.

Shift Code

If this employee's position is associated with a particular shift, type the appropriate shift code in this field. You define values for this field using code type **SFT**.

If you specified a shift code on the position control record to which this employee is assigned, the system uses that value as the default for this field.

Step-in-Grade Fields

If this employee's position is not associated with step-in-grade processing, the system displays only the *Pay Grade* field. If the position is associated with step-in-grade processing, the system also displays the *Step*, *Next Step*, and *Next Step Date* fields.

The default information is from the pay grade you assign to the job control linked to the position. The default personnel rate and payroll rates are from the pay grade table.

You can use the following information to modify the step-in-grade controls for this employee, as necessary:

- *Pay Grade*

  You cannot override a default value in this field if using step-in-grade processing for this employee.

  If using the pay grade for other purposes, type the grade to which the employee is assigned.

- *Step*

  Type a new step in this field to assign this employee to a starting step other than the default specified on the job control record.

- *Next Step*

  You can override the default.

  The employee advances to this next step after meeting criteria that you set up in the *Update Pay Grade and Steps* function. You execute the *Mass Update Employee Steps* function to advance the employee to the next step.

  Whether you override this value or not, the system sets the value in the *Step Override?* field on screen four of the employee' basic data record to **0** to apply hours-worked requirements specified on the pay grade control, if applicable.

- *Next Step Date*

  You can override the default value from the *Update Pay Grade and Steps* function. This is the date that the employee is scheduled to advance to the pay grade step specified in the *Next Step* field.

  Leave this field blank if progression to the next step is based on hours worked and not on length of service.

  The system uses criteria from the step to which the new employee is assigned to determine the next step date. When you execute the *Mass Update Employee Steps* function on or after the next step date, the system advances the employee to the next step provided the employee meets hours-worked requirements specified on the pay grade control.

  Whether you override this value or not, the system sets the value in the *Step Override?* field on screen four of the employee' basic data record to **0** to apply hours-worked requirements specified on the pay grade control, if applicable.

Next Review

This code represents the type of performance review the new employee will receive. You can override the default. You establish code values for this field through the *Update Employer Codes* option using code type **RTP**.

If you type a value in this field, you must also enter a value in the *Next Review Date* field.

You can maintain this information through the *Enter Personnel Actions* option in Infinium HR.

Next Review Date

To override the default date for the employee's next performance appraisal, type a different date in this field.

If you type a date in this field, you must type a value in the *Next Review* field.

PE Benefit Group

If you use the *Benefits Administration* function in Infinium HR and you created personnel benefit groups, you can use this field to assign the employee to a benefit group.

You can retain the personnel benefit group code that defaults from the position control record or you can type an override personnel benefit group code in this field.

When you type a code for a benefit group in this field, the system displays a screen at the end of the *Enter New Hire* option from which you can enroll the employee into authorized benefit plans.

Pay Frequency

Type a pay frequency that indicates how often you expect to pay this employee.

The value you type in this field must be compatible with the value you type in the *Scheduled Pay Pds* fields. For example, if you type **52** in the *Scheduled Pay Pds* field, type **W** in this field.

Type one of the following frequencies in this field:

D	Daily
W	Weekly
B	Biweekly
S	Semimonthly
M	Monthly
10	10 pay periods per year
13	13 pay periods per year
22	22 pay periods per year

27	27 pay periods per year
53	53 pay periods per year

Pay Type

Information in this field defaults from the job control record. The value you type in this field does not affect the personnel base rate you type on this screen. The system uses this field to automatically compute payroll rate(s) when personnel users enter salary change transactions using the *Enter Personnel Actions* function.

The pay type you specify in this field must be compatible with the value you type in the *Payroll Rate 1* field. For example, if you specify **H** (hourly) in this field, the *Payroll Rate 1* field should contain a dollars per hour rate.

Type one of the following values in this field:

S	Salaried: the employee is paid a flat amount per pay period and is exempt from overtime payment requirements.
N	Non-exempt salaried: the employee is paid a flat amount per pay period and is covered by overtime payment requirements.
H	Hourly: the employee is paid by the hour. He or she may or may not be subject to overtime payment requirements.

The system does not use the *Pay Type* field to verify information during payroll cycle processing. You can pay overtime to employees classified as pay type **S** without receiving an error or warning.

Job Code 1, 2, or 3

The value in *Job Code 1* field defaults from the position control to which the employee is assigned. If you want to record additional jobs for this employee, type the applicable job codes in the *Job Code 2* or *Job Code 3* fields.

Job Rate 1, 2 or 3

Type a rate in this field, if you pay this employee by the job. You can refer to the “Pay by Job Processing” chapter of the *Infinium PY Guide to Processing* for additional information.

Payroll Rate 1

You can use the *Payroll Rate 1, Payroll Rate 2* or *Payroll Rate 3* fields to establish Payroll rates for this employee. The system uses *Payroll Rate 1* to compute incomes during cycle processing if you entered **B** in the *Income Basis* field on the associated income control record(s).

Typically, the value you type in the *Payroll Rate 1* field is equivalent to the value you enter in the *Personnel Rate* field, even if the rates are stated differently. For example, you can enter the employee's personnel rate on an annual basis but state the employee's payroll rate 1 on a weekly or hourly basis. If you enter **25000** as the employee's annual personnel base rate, you would enter **480.77** as the employee's payroll rate 1 if you pay the employee on a weekly basis using a flat amount income, or **12.02** if you pay the employee using an hourly income.

You can use the List Employee Base Pay Rates report in Infinium PY's *List Employee Data* function to verify that the personnel base rate and Payroll Rate 1 are equivalent for employees even if they are stated differently.

Leave this field blank if you have not defined any income controls whose basis is **B**.

The value you type in the *Payroll Rate 1* field must be compatible with the value you type in the *Pay Type* field on the following screen. For example, if you type a dollars per hour rate in this field, you must specify **H** (hourly) in the *Pay Type* field on the following screen. If you type a flat amount in this field, you should enter **S** (salaried) or **N** (non-exempt salaried) in the *Pay Type* field on the following screen.

Payroll Rate 2

If applicable, type the employee's second payroll rate. The system uses *Payroll Rate 2* to compute incomes during cycle processing if you entered **2** in the *Income Basis* field on the associated income control record(s). Typically, you use this field for an exception or alternate rate.

For example, in your transportation company you pay truck drivers at their standard hourly rate when they drive alone and a lower hourly rate when they share the driving with another employee. You set up two hourly incomes. The first income for solo drivers uses payroll rate 1; the income for team drivers uses payroll rate 2.

Leave this field blank if you have not defined any income controls whose basis is **2**.

Payroll Rate 3

If applicable, type the employee's third payroll rate. The system uses *Payroll Rate 3* to compute incomes during cycle processing if you entered **3** in the *Income Basis* field on the associated income control record(s). Typically, you use this field for an exception or alternate rate.

For example, in your school you have some employees who work full-time as teachers and part-time as coaches. They receive two different rates of pay. You set up a flat amount income that uses payroll rate 1 to generate salaried earnings for teachers; you set up an hourly income that uses payroll rate 3 for coaching pay.

Leave this field blank if you have not defined any income controls whose basis is **3**.

ERP LX Shop Fl?

Specify yes if this employee is also an Infor ERP $_{LX}$ shop floor employee. Otherwise, specify no.

Updating Employment Eligibility Data – U.S. Employees Only

12 Before exiting this screen, you can press F8 to display the Employment Eligibility Verification screen. You use this screen to enter I-9 information for the new employee. After you complete the Employment Eligibility Verification screen, press Enter to return to Enter New Hire screen 2.

You can enter this information during the new hire process or after the new hire process is complete. See the "Updating Additional Employee Data" chapter of the *Infinium HR Guide to Processing* for further information.

Updating Foreign National Data

13 Before exiting this screen, you can press F9 to display the Update Foreign National Data screen. You use this screen to enter non-domestic compensation information for the new employee. After you complete the Update Foreign National Data screen, press F3 to return to the Enter New Hire screen 2.

You can enter this information during the new hire process or after the new hire process is complete. See the "Updating Additional Employee Data" chapter of the *Infinium HR Guide to Processing* for further information.

Calculating pay rate 1

14 Before exiting this screen, you can press F11 to calculate the *Pay Rate 1* field value. The calculation is based on the values in the *Personnel Rate*, *Base Frequency*, *Regular Hours*, *Pay Frequency*, and *Pay Type* fields.

15 When done with Enter New Hire screen 2, press Enter. The system displays Enter New Hire screen 3 (Payroll Information).

Processing Enter New Hire Screen 3 (Payroll Information)

Enter New Hire screen 3 (Payroll Information) provides fields for payroll information such as the pay cycle and separate additional sets of fields for federal and Quebec details.

16 Use the information below to complete the fields on this screen.

Pay Cycle

Type the code that represents the regular payroll cycle to which you assign this employee. You must assign each employee to a regular cycle for normal processing. You can process special checks through other cycles, such as a bonus or on-demand cycle; however, you do not assign the employee to a special cycle.

If the *Position Defaults* field is set to **1** in the *Update Employer Controls* function, then the *Payroll Cycle* value from the position defaults record for the new hire’s selected position is used as the default value for this field.

Auto Pay Group

If you want to generate incomes automatically for this employee during cycle processing, type the code that represents the auto pay group in this field. You create code values through the *Update Employer Codes* option using code type **APG** and assign incomes to the auto pay group using the *Update Auto Pay Groups* function.

If the *Position Defaults* field is set to **1** in the *Update Employer Controls* function, then the *Auto Pay Group* value from the position defaults record for the new hire’s selected position is used as the default value for this field.

Completing the FEDERAL Fields

Use this information to complete the fields in the Federal section of the screen. You can enter information into these fields for employees in all provinces. The fields described below do not follow cursor flow, but are best discussed in the following order.

Province

Type the code value that represents the province in which this employee works.

Net Claim Amount

Type the appropriate net claim amount in this field as indicated on this employee's TD1 form. If you leave this field blank, the system uses the current minimum amount specified on the Infinium PY tax tables.

Additional Tax

You can use this field to withhold an additional amount for taxes, at an employee's request. Type the additional amount to be withheld for tax purposes, as indicated on the employee's TD3 form.

HD Annual Ded

If the employee resides in the Yukon, Northwest Territories or another prescribed area for more than six continuous months, type the amount of the annual deduction. The value you type in this field must agree with the value on the employee's TD1 form.

Tax Off Deduct

Type the total annual deduction authorized by the District Taxation Offices. Authorized tax deductions can include such expenses as child care expenses, alimony payments, and tuition fees.

Tax Off Credit

Type the amount of other federal tax credits authorized by the District Taxation Office.

For Canadian provinces that use the tax on income (TONI) method for calculating provincial tax, use the *Prov Tax Off Cr* field on the Update Employee Deduction Codes screen to record the provincial tax office credit amount for *CF deductions. Infinium PY can then calculate the federal and provincial components of income tax by using different tax office credit amounts, if applicable.

Annual Income

If you type **1** in the *Commissioned* field, you must type an estimated annual income in this field (based on the TD1X form).

Expenses

If you type **1** in the *Commissioned* field, you must type the estimated amount of expenses (previous year actual or current year estimates) in this field.

No Tax Status

If the employee' TD1 form indicates a net claim code of E, type **1** in this field.

Leave this field blank, if the TD1 form indicates anything other than E.

The system accumulates year-to-date wages; it does not withhold income tax from earnings.

PY Auth. Group

Use this field to assign the employee to a pre-defined set of income and deductions.

You establish payroll authorization groups when you set up your system controls. For additional information on establishing payroll authorization groups, refer to the *Infinium PY Guide to Controls*.

If you are using Infinium HR and you specified a value in the *PY Auth Group* field on the Update Organization screen of the *Update Position Data* function, the system uses that value as the default for this field.

This default feature saves time when you are entering new hires. You can override the default value in this field if necessary.

Net Claim = 0?

Type **1** in this field, if the employee is a non-resident and does not receive more than 90% of earnings in Canada.

Type **0** in this field if the net claim code is anything other than 0.

The value you type in this field must agree with the code an employee claims on the TD1 form.

Tipped Employee

Use this field to establish the employee's status for tip allocation processing.

Type one of the following values in this field:

0	This employee does not earn tipped income.

1	U.S. only: This U.S. employee receives tipped income and is to be included in tip allocation processing.
2	U.S. only: This U.S. employee receives tipped income but is not to be included in tip allocation processing.
3	Canada only: This Canadian employee receives tipped income that should be identified as such on the RL-1 tape.

If the employee is included in tip allocation processing, the type of tips (direct or indirect) must also be specified for the tips income during timesheet entry.

Non-Resident

Type **1** in this field if the employee is a non-resident and if you typed **1** in the *Net Claim Code* field.

A non-resident employee is one who works less than 183 days per year in Canada.

Leave this field blank, if non-resident status does not apply to this employee.

Commissioned

If you pay the employee on commission or salary plus commission, type **1** in the field.

Leave this field blank, if you do not pay employees by salary or salary plus commission.

WLRP Exclusion

Employers with Wage Loss Replacement Plans must link reduced unemployment insurance premiums to the *CUIC deduction. You type the UIC identification numbers and reduced employer rates on screens 2 and 4 of the *CUIC deduction control record.

Type **0** if you want the system to use the employer's reduced UI rate on the second screen of the *CUIC deduction. Type **1** if you want the system to use the standard employer UI rate from the tax tables.

If you have additional UI rates, you type the number that corresponds to the line number on which you entered the employer's identification number and reduced rate on the fourth screen of the *CUIC deduction control. Refer to the *Infinium Payroll Guide to Controls* for additional information on establishing deduction controls.

Completing the QUEBEC Fields

Use the following information to complete the fields in the QUEBEC section of this screen. Leave these fields blank for employees who do not pay taxes in Quebec.

The fields described below do not follow cursor flow, but are best discussed in the following order.

No Tax Status

Type **1** in this field if the employee enters **X** in the Deduction Code line on the TP-1015.3-V form.

Type **0** if the employee's TP-1015.3-V form indicates anything other than **X** in the Deduction Code line.

If you type **1** in this field, the system accumulates year-to-date wages but does not withhold Quebec income tax from the employee.

Net Claim Amount

If the employee specifies a claim amount greater than the Quebec minimum basic value on the TP-1015.3-V form, type the net claim amount for this employee. The claim amount you type in this field must agree with the value the employee enters in the total line above the Deduction Code line on the TP-1015.3-V form.

The system uses this value to compute the E variable in the Quebec provincial income tax calculation.

When you leave this field blank the system retrieves the current minimum value specified on the Infinium PY Quebec provincial tax table.

You must leave this field blank if you enter **1** in the *QC-Net Claim = 0?* field.

Additional Tax

Type the additional amount of tax to be withheld if requested by the employee. The value you type in this field must agree with the amount the employee specifies on one of the following forms:

- TP-1017-V: Request to Have an Additional Tax Withheld at Source
- TP-1015.N-V: Election by Fishermen to Have Income Tax Deducted at Source
- TP-1015.3-V: Source Deductions Return

The system uses this value to compute the L variable in the Quebec provincial income tax calculation.

HD Annual Ded.

Type the total annual amount of other deductions and credits the employee has entered on the TP-1015.3-V form including those for:

- Support payments
- Residing in a designated remote area
- Amounts respecting a severe and prolonged mental or physical impairment
- Child care expenses

The system uses this value to compute the J variable in the Quebec provincial income tax calculation.

Tax Off. Ded.

Type the total of other annual deductions authorized by the Ministere du Revenu du Quebec including the deduction granted to an employee working outside Canada. You must make an adjustment if you enter this value after the first pay period of the calendar year for an employee. Refer to information provided by the Quebec provincial government for instructions.

The system uses this value to compute the J1 variable in the Quebec provincial income tax calculation.

Tax Off. Credit

Type the total of other annual non-refundable tax credits authorized by the Ministere du Revenu du Quebec including tax credits for medical expenses and charitable donations. You must make an adjustment if you enter this value after the first pay period of the calendar year for an employee. Refer to information provided by the Quebec provincial government for instructions.

The system uses this value to compute the K1 variable in the Quebec provincial income tax calculation.

QC-Net Claim = 0?

Use this field to identify employees who claim a Quebec income tax exemption amount of nil (zero). Use the deduction code value entered on the employee's TP-1015.3-V form to complete this field. Valid values are:

1	Yes. The employee's deduction code value is nil (zero).
0	No. The employee's deduction code value is between **A** and **N**.

You typically type **1** in this field for an employee who is in one of the following situations:

- The employee has worked for more than one employer or payer in the calendar year and has already claimed the Quebec basic exemption amount
- The employee is not a resident of Canada and spends fewer than 183 days in Quebec

You must enter **0** in this field if you enter a value in the *Net Claim Amount* field.

17 Press Enter. The system displays Enter New Hire screen 4 (Contact and Miscellaneous Data).

Processing the Enter New Hire Contact and Miscellaneous Data Screen

The Enter New Hire Contact and Miscellaneous Data screen provides two sets of fields:

- Fields for communicating with the employee including telephone numbers, e-mail addresses, and a web URL address
- Fields for miscellaneous information such as a classification you define for reporting purposes like executive, managerial, or clerical, the recruitment source such as advertising on the web, veteran, felony, alien registration, and license information, and spouse and supervisor information

18 Use the information below to complete the fields on this screen.

Entering Contact Information

Office Tel. No.

Type the employee’s telephone extension or complete office telephone number including area code. The system can use this information to generate telephone directories.

Misc Phone #1, #2, and *#3*

Type any other telephone numbers where this employee can be reached, such as the employee’s cellular phone number. Examples: **617-555-9999** for number in Boston, Massachusetts, **011-44-204-999999** for an international number in Dorset, England.

Email Address #1 and *#2*

Type one or two e-mail addresses where this employee can be reached such as John_Smith@XXX.com.

URL Address #1

Type the URL (Uniform Resource Locator) associated with this employee, if any, such as www.XXXCorp.com.

Entering Miscellaneous Information

The miscellaneous information fields are informational only and can be used to meet your company's business and reporting needs.

Class

You can use this field to classify employees for reporting purposes. For example, you can use this field to classify employees into categories such as clerical, managerial or executive. You use Infinium QY to develop reports using this field.

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

Hire Source

Specify the recruitment source for this employee. You define code values for this field using code type **HIR**.

There can be a default value from the employee's applicant data.

Security Group

You can use this field to restrict user access to this employee's records in the system. To use this feature you must:

- Establish security group code values for the code type **SEC** through the *Update Employer Codes* function.
- Use this screen or screen 3 of the employee's basic data record to enter the code for the security group to which you assign the employee. A default security group code can come from the job control to which the employee is assigned.
- To prevent users from accessing records of employees in this security group, specify the group restriction in the users' profiles through the *Update User Security Controls* function. For details, refer to the *Infinium HR Guide to Management Functions.*

Office Tel No

You can use this field to type the employee's office telephone number, extension, or both full telephone number and extension.

You can generate an office phone directory based on information from this field using the Infinium HR *Administrative Reporting / Miscellaneous Reporting / Internal Telephone Directory* [ITD] function. For additional information, refer to the *Infinium HR Guide to Processing*.

Veteran's

Type the code value that represents the employee's military status. You establish code values for the code type **MIL** through the *Update Employer Codes* option.

Handicap

Type the code value that identifies the employee's handicap status. You create the code values for this code type through the *Update Employer Codes* option using code type **HDC**.

Ex - Felon

You can use this field to record an employee's criminal conviction information. Type either:

0	No, this employee is not a convicted felon.
1	Yes, this employee is a convicted felon.

Alien Reg No

If this employee is a legal alien, type the employee's alien registration number in this field.

License

You can use this field to specify a code value that represents a license held by this employee. You create code values using code type **LTP** in the *Update Employer Codes* function.

For example, health industry employers can track licensing data for registered nurses, doctors, pharmacists and so on. Transportation companies can maintain driver's license information for employees.

The license code that you type in this field defaults into the *License Code* field in the Infinium HR *Update Employee License Data* function. You can use this function to enter additional related information, such as the issue date and expiration date of the license, the license number, license status, licensing authority and cost.

This field can contain a default from the *License Code Req* field on the job control for the job to which the employee is assigned.

License Expires

You can use this field to record the expiration date of the license you typed in the *License* field.

The license expiration date you type in this field is the default for the *Expiration* field in the *Update Employee License Data* function.

Spouse Name

If the employee is married, type the name of the employee's spouse.

Leave this field blank if the employee is not married.

Sup. Employer

Specify the employer of the employee's supervisor.

Sup. Name

Press F4 to display a list of valid supervisor names.

19 Press Enter. The system displays the Update PTO Accruals screen for processing paid time off (PTO) information.

Processing the Employee's PTO Accruals

On the Update PTO Accruals screen and other screens that you can access from the Update PTO Accruals screen, you can authorize the employee's participation in one or more paid time off accrual plans.

Setup Required

Defining paid time off accrual information for a new employee requires the following prior setup for the employer:

- Definition of paid time off accrual categories such as vacation, sick time, and STD (short term disability) in the employer controls. You can define up to six categories for each employer.
- Definition of individual paid time off benefit plan codes in *Update Employer Codes* using code type **ACR**. For example, you can define

VACS as the code for a vacation plan that applies to salaried employees and **VACH** as the code for the plan for hourly employees.

- Definition of each plan's rules through *Update Accrual Controls*. For example you can specify whether to track hours or dollar amounts or both under this plan, and the rate at which these are accrued. These controls also specify whether you are tracking the history of paid time off accrual transactions for employees assigned to the plan.

Defining plans by code allows you to specify different methods of calculating paid time off hours or dollar amounts for different groupings of employees. For example, you can do the following:

- Define different vacation plan rules for employees who work in different Canadian provinces, in order to meet provincial regulations
- Define different vacation plan rules for employees who are or are not represented by a specific union

Pay Period Accrual Processing

Once you have assigned the employee to paid time off accrual plans in *Enter New Hire*, the system uses the information when you run *Calculate Benefit Accruals* after each pay period. The system credits the employee with the appropriate number of accrued and earned paid time off hours and/or dollars and reduces the employee's earned hours and/or dollars by the amount he or she took that pay period.

For more information on establishing accrual controls and maintaining accrued and earned hour and dollar amount balances for employees, refer to the *Infinium PY Guide to Management Functions*.

Processing the Update PTO Accruals Screen

On the Update PTO Accruals screen, you can authorize the employee to participate in applicable paid time off plans. This screen provides two lines of fields for each paid time off category defined for this employer, such as vacation.

To assign an employee to a specific plan, specify the plan's code next to the applicable category such as **VACS** next to the vacation category.

The column headings apply to the two lines per category. For example, the *Hours/Amount Earned* column provides a field for accrued hours on the first line and a field for accrued dollar amounts on the second line.

When you first assign the employee to a plan during *Enter New Hire*, you can also specify the eligibility date and, if applicable, any hours and/or dollar amounts that the new employee is receiving effective with the date of hire.

Once you have specified a plan and its initial information, you can edit the information directly on this screen only if the plan's accrual controls indicate that you are not tracking accrual transaction history for this plan. If you are tracking history you must access the PTO accrual history screens as indicated later in this procedure.

Do not press Enter until you are done with this employee's PTO accrual information. When you press Enter at this screen, the system exits PTO accrual information and continues to User Defined Data screens.

Update PTO Accruals Screen Fields

20 Use the following information to complete the fields on this screen. Ordinarily, only the *Code*, *Elig Date* and under some circumstances the *Ovr %* field apply during entry of a new employee.

If the system does not allow you to access the fields for a plan at this screen after you have typed information, continue to the next step to access the history and transaction screens for that plan.

Accr Type

In the *Accr Type* column, the system displays each accrual category specified in this employer's controls.

Hours Earned, Accrued, Taken, and Remaining

These hour fields are on the first line of information for each plan. They do not ordinarily apply during entry of a new employee.

The system updates the *Hours Earned* and *Hours Accrued* fields each time you run *Calculate Benefit Accruals*.

The value in the *Hours Accrued* field represents paid time off hours an employee has earned but cannot yet take. The value in the *Hours Earned* field represents paid time off hours an employee has earned and can take at any time.

The system updates the *Hours Taken* field when you post a payroll cycle or an on-demand check. It represents the earned hours an employee has taken during the current accrual period.

The system automatically calculates and displays the *Hours Remaining* value by subtracting the value in the *Hours Taken* field from the value in the *Hours Earned* field.

Elig Date

Type the earliest date on which the employee is eligible to use this accrual type. When you run the *Prove Timesheet Data* function, the system compares this date to the pay period ending date of the cycle. It generates a **WARNING** message if you enter hours of a designated paid time off income for an employee whose eligible date is after the pay period ending date.

Ovr %

If you are accruing dollar amounts under this plan but a different percentage applies to this employee than the percent specified in the accrual plan controls, specify the override percentage here. The system uses this percentage rather than the percentage from the controls during *Calculate Benefit Accruals*.

To use the value from the accrual controls, or if you are accruing only hours under this plan for this employee, leave this field blank.

Amount Earned, Accrued, Taken, and Remaining

These values are on the second line for each category and do not ordinarily apply during entry of a new employee.

The meaning and uses of these values are similar to those for the hours but are measured in dollar amounts rather than hours.

Under some circumstances, the system does not allow you to return to the fields for a plan that tracks accrual transaction history even during this initial session at this screen. For example, this happens if you have selected the plan with **5** to view the transactions created when you added this plan.

If this occurs when you need to make a change to the information before continuing the *Enter New Hire* procedure, you must create a new transaction to modify the information before leaving this screen.

To create a new transaction modifying the information, type **5** in *Opt* next to the category and press Enter. The system displays the Update PTO Accrual History screen.

Update PTO Accrual History Screen

21 On the Update PTO Accrual History screen, you can view the existing transactions for this employee under this plan and you can take either of the following actions:

- Type **5** next to a listed transaction and press Enter to view the transaction details on the Display PTO Accrual History screen. Press Enter to return to the Update PTO Accrual History screen.

- Press F6 to display the Create PTO Accrual History screen and enter a transaction.

For information about these screens' fields, press Help or refer to the "Processing Paid Time Off Accruals" chapter of the *Infinium PY Guide to Management Functions*.

When done with accrual history, press F3 at the Update PTO Accrual History screen to return to the Update PTO Accruals screen.

22 When done with paid time off accruals, press Enter at the Update PTO Accruals screen. The system displays Employee User Data screen 1.

Processing Enter New Hire User-Defined Data

The three employee user-defined data screens allow you to track information that is specific to your organization and not otherwise tracked in Infinium HR/PY. You must already have done the following:

- Defined descriptions for your user-defined fields in the Infinium HR or Infinium PY *Update User Defined Titles* function
- Defined code values for the code fields in the *Update Employer Codes* function using code types UC1 through UC9 and UCX

For details on defining the field titles and the code values, refer to the *Infinium HR* or *Infinium PY Guide to Controls*.

You can also later enter and update an employee's user-defined information through the *Update User Defined Data* function.

Employee User Data Screen 1

23 Use the information below to complete the fields on the first Employee User Data screen.

The system displays three types of user-defined data fields on this screen: code fields, amount fields, and date fields. The field descriptions are as you have defined them in your system.

Code Description, Value

You can type a code value in up to 10 user-defined code fields. Press F4 to display the name of the code type used for each field and the valid values that have been established for each code type.

Amount Description, Amount

You can type numeric information in up to 10 user-defined numeric fields. The system allows a value of up to 9,999,999.99 per field.

Date Description, Date

You can type a date in up to 10 user-defined date fields.

24 Press Enter. The system displays Enter New Hire User Data screen 2.

Enter New Hire User Data Screen 2

25 Use the information below to complete the fields on this screen.

The screen displays two categories of user-defined fields: hours and free-form characters.

Hours Description, Hours

You can type hours information into up to 10 user-defined hours fields. The system allows a value of up to 99,999,99 per field.

Description, Characters

You can type alpha-numeric information in up to 20 user-defined character fields. Each character field is 20 characters in length.

26 Press Enter. The system displays Employee User Data screen 3.

Enter New Hire User Data Screen 3

27 Use the information below to complete the fields on this screen.

The system displays two categories of user-defined fields on this screen: numeric and free-form comment.

Numeric Description, Value

You can type numeric information in up to 10 user-defined numeric fields. The system allows a value of up to 99,999,999,999 per field.

Description

You can use this large comment field to type miscellaneous information for the new employee. This is a 100-character free-form field that accepts alpha-numeric text.

28 Press Enter. The system displays the Update Employee Income Codes screen.

Processing the Employee's Income Authorizations

On the Update Employee Income Codes screen, you can select and provide information for the incomes this employee is authorized to receive. If you specified a payroll authorization group for this employee on Enter New Hire screen 3, the system automatically displays the incomes associated with that group at the bottom of this screen.

If you do not need to authorize the employee to any additional income, make changes to the employee's existing income authorizations, or delete the employee's existing incomes, continue to "Processing the Employee's Deduction Authorizations."

Authorizing an Income for This Employee

29 Use the following information to authorize incomes for this employee at this Update Employee Income Codes screen.

Income Code

Specify the income that you want to assign to this employee. Press F4 to display a selection list of valid income codes.

30 Press Enter. The system displays fields for entering income authorization details in the middle of this screen. The fields may vary depending on the income you specified.

31 To provide details for this authorization, do the following:

- Type or select the cycle during which this employee can receive this income. You can enter the generic cycle name ***AUTO** if the system should auto-generate this income for the employee during any normal pay cycle to which this employee is assigned.
- Type any additional individual employee information for this income. Any information you type overrides information in the corresponding field in the income control record.

  For example, if you enter **2000** in the *YTD Limit* field on the income control, but specify **2400** in the *YTD Limit* field on this employee's income authorization record, the system uses the higher employee value when it processes the employee's paycheck.

  For additional information on creating income controls, refer to the *Infinium PY Guide to Controls*.

- If you specify a rate or amount, you must specify basis value **I**.
- If you use Infinium Self Service Time Entry, you can authorize employees to enter their own timesheet data for this income.

  To override the value in the *Self Service Time Entry* field on Update Income Controls screen 2 of 3, type one of the following in the *Self Service Time Entry* field here:

1	Yes, allow this employee access to this income through Infinium Self Service Time Entry.
0	No, deny this employee access to this income through Infinium Self Service Time Entry.

  If you leave this field blank, the system uses the value in the income control record.

32 Press Enter to save the information. The system adds the income code and summary details to the list at the bottom of this screen.

Changing an Existing Income Authorization

33 To change an existing income authorization listed at the bottom of this screen, type **2** in the *Opt* field next to that income and press Enter. The system displays information for that authorization in the middle of the screen.

Make the changes and press Enter again to return the updated authorization to the list on the bottom of the screen.

The system repositions your cursor to the *Income Code* field from which you can add, change, or delete other income authorizations.

Deleting an Existing Income Authorization

34 To delete any listed income authorization, type **4** in the *Opt* field next to the appropriate income and press Enter. The system replaces the income authorization record in the list with **DELTD**. It removes the record completely when you press F3 to exit this screen.

Continuing to the Deduction Authorization Procedure

35 When done with income authorizations at the Update Employee Income Codes main screen, press F3. The system displays the Update Employee Deduction Codes screen.

Processing the Employee’s Deduction Authorizations

On the Update Employee Deduction Codes screen, you can select and provide information for deductions that are authorized for this employee.

If you specified a payroll authorization group for this employee on the Enter New Hire Payroll Information screen, the system automatically displays that group’s deductions at the bottom of this screen.

If you do not need to authorize the employee to any additional deductions, make changes to the employee’s existing deduction authorizations, or delete the employee’s existing deductions, continue to “Processing the Employee’s Benefit Enrollments.”

Authorizing a Deduction for This Employee

36 Use the information below to authorize a deduction for this employee.

Deduction

Specify the deduction that you want to assign to this employee. Press F4 to display a selection list of valid deduction codes.

37 Press Enter. The system displays Update Employee Deduction Codes detail screen 1.

Update Employee Deduction Code Details Screen 1

38 On the Update Employee Deduction Code details screen 1, you can type information into any of the fields for this employee. The fields can vary depending on the type of deduction.

When you enter information into a field on this screen or the next details screen, it overrides information in the corresponding field on the deduction control record. For example, if you enter **50.00** in the *Deduction Amount* field on the deduction control, but specify an employee deduction amount of **25.00** here in this employee’s deduction authorization record, the system uses the lower employee value when it processes the employee’s paycheck.

For additional information on creating deduction controls, refer to the *Infinium PY Guide to Controls*.

If you specify a rate or amount, you must specify basis value **I.**

39 Press Enter. The system displays the second Update Employee Deduction Code details screen

Update Employee Deduction Codes Details Screen 2

40 The second Update Employee Deduction Code details screen includes fields for the employer general ledger numbers. If you select a non-tax deduction, the system displays additional fields.

You can use these fields to specify the basis used to calculate the employer’s contribution to employee’s benefit plans.

For example, you can specify that only wages up to $150,000 per year can be used to compute the employer’s contribution to the employee’s savings plan.

You can enter information in some or all of the fields, or leave all of them blank. You can also enter this information on the deduction control record so that it applies to all employees authorized to this deduction. See the *Infinium PY Guide to Controls* for details.

41 Press Enter to save the deduction information you entered.

Initial Update Employee Deduction Codes Screen

42 The system returns you to the initial Update Employee Deduction Codes screen and adds this deduction to the list of this employee’s deduction authorizations.

Changing an Existing Deduction Authorization

43 To change any existing deduction authorization listed at the bottom of this screen, type **2** in the *Opt* field next to that deduction and press Enter. The system displays the two deduction details screens for you to make the changes as for a new deduction. Make the changes and press Enter at each screen.

When you press Enter at the second details screen, the system returns you to the initial screen and displays the updated authorization summary in the list on the bottom of the screen.

The system repositions your cursor to the *Deduction* field from which you can add, change, or delete other deduction authorizations.

Deleting an Existing Deduction Authorization

44 To delete any listed deduction authorization, type **4** in the *Opt* field next to the appropriate deduction and press Enter. The system replaces the authorization record in the list with **DELTD**. It removes the record completely when you press F3 to exit this screen.

Continuing to the Employee Benefit Enrollments Procedure

45 When done with deduction authorizations at the Update Employee Deduction Codes main screen, press F3. The system displays the Select Benefit Plan Year screen.

Processing the Employee’s Benefit Enrollments

Refer to the *Infinium HR Guide to Setup and Processing for Benefits Administration* for detailed information on establishing employee benefit plans and enrolling employees in plans.

Use the information below to specify benefit enrollment information for this employee.

Select Benefit Plan Year Screen

46 If you use plan year processing, specify the plan year to use for the employee’s benefit plan enrollments.

If your employer is set up to use plan year processing, the system uses a default *Plan Year* field value from the *Update Benefit Controls* function. Verify with your benefits administrator what plan year to use for new hires before you change the default value.

If you do not use plan year processing, leave blank.

47 Press Enter. The system displays the Update Employee Benefit Enrollments screen.

Update Employee Benefit Enrollments Screen

On the Update Employee Benefit Enrollments screen, you can specify the benefits in which this employee is enrolling.

If you assigned a personnel benefit group to this employee on Enter New Hire screen 2, the system displays a list of benefits for which the employee is eligible.

48 Type **5** in the *Opt* field next to each benefit plan selected by the employee.

49 Press Enter. The system displays a screen for each benefit plan you select for this employee, unless the benefits administrator has defined a plan as an auto entry plan.

Continue to press Enter to proceed through the selected benefit plan screens. The system creates a pending enrollment record in each plan for the employee.

The employee is not actually enrolled in the plans until the Benefits Administrator runs the *Mass Update Employee Enrollments* function. The system authorizes the employee to deductions associated with the employee's benefit plans when you process the begin step of pay cycle processing.

50 To work with beneficiary and dependent information for this employee, press F5 to access the Update Dependents/Beneficiaries screen.

Update Dependents /Beneficiaries Screen

Provide the applicable information and press F3 to return to the initial Update Employee Benefit Enrollments screen.

Initial Benefit Enrollments Screen

51 Provide the applicable information and press Enter. The system displays the Employee Topic List selection screen.

Using the Employee Topic List

Refer to the *Infinium PY Guide to Management Functions* for information on access to the employee topic list. Refer to the *Infinium PY Guide to Processing* for information on using the employee topic list.

Employee Topic List Selection Screen

On the Employee Topic List selection screen you can do the following:

- Update employee information by typing **2** in the *Opt* fields next to the topic to update.
- Display employee information by typing **5** in the *Opt* fields next to the topic to display.
- Refresh the default values in the *Opt* field by pressing F5.
- Save the values you entered in the *Opt* fields by pressing F16.
- Clear the default values displayed in the *Opt* fields by pressing F17.

1 Type **2** next to the topic to update.

2 Press Enter. The system displays the screen for the topic you selected.

3 Update the topic and press Enter. The system displays the next topic you selected. When you complete updating the selected topics and pressEnter, the system returns to the Employee Topic List selection screen.

4 Press F3 to return to the Enter New Hire prompt screen from which you can hire additional employees.

Initial Enter New Hire Prompt Screen

When returned to the initial Enter New Hire prompt screen, you can repeat the preceding procedures to enter information for another new employee.

You cannot use the *Enter New Hire* function to change information you have already entered for an employee.

Refer to the "Updating Employee Data" chapter of the *Infinium HR* or *Infinium PY Guide to Processing* for information on how to make changes to information for current employees.

Exiting the *Enter New Hire* Function

When done entering new employees, press F3 at the initial employee prompt screen to exit to the menu.

Generating Reports to Verify New Employee Information

To verify key information about new employees hired during a specified time period, you can use the following Infinium HR functions:

- *Employee Data / List Employee Data / List PE Actions*
- *Employee Data / List Employee Data / List PE Action Details*

Chapter 5 Updating Employee Data

5

This chapter provides you with an overview of steps you can follow to change, add or delete employee data in your Infinium PY system. You can make changes to the following employee data through this function:

- Basic data
- Payroll master data
- Employee income and deduction data

The chapter consists of the following topics:

Overview of Updating Employee Data

If you do not use the Infinium HR application, you can access a new hire function by pressing F6 from the Employee Update screen shown in Figure 5-1. This method does not allow the system to take advantage of employee information created through the Infinium HR application.

Use the F6 hire function only if circumstances prevent you from using the Infinium HR system in conjunction with your Infinium PY system.

Objectives

When you complete this chapter you should be able to change, add or delete existing employee basic, payroll, income and deduction data.

Updating Employee Data

Follow the steps below to update your employee data.

1 From the Infinium PY main menu select *Employee Data.*

2 Select *Update Employee Data*.

3 Select *Update Employee Data* [UZZ]. The system displays the Employee Update screen 1 of 2.

4 Type the values that identify your employer and employee. Press Enter. The system displays the screen shown in Figure 5-1.

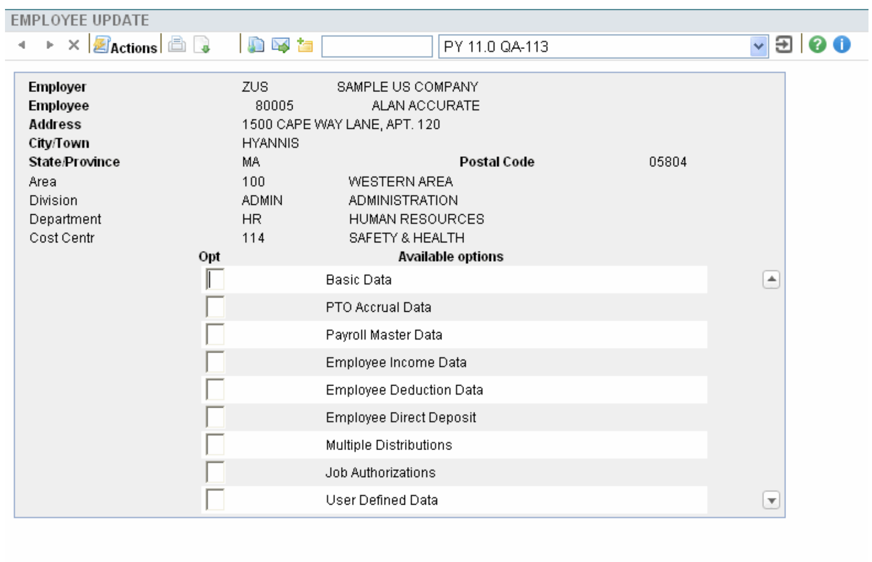


Figure 5-1: Employee Update option selection screen 1

5 Select from the available options to indicate the type of employee information you want to change or update. Or, press PageDown for more selections as shown in Figure 5-2.

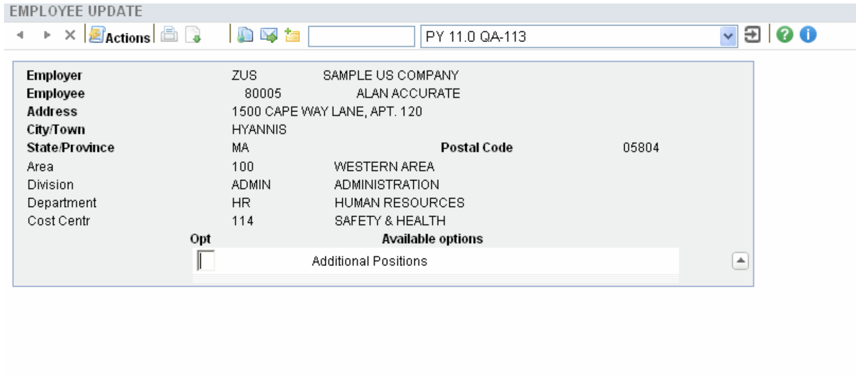


Figure 5-2: Employee Update option selection screen 2

6 Press Enter. The system displays the appropriate option.

The following four sections of this chapter provide you with an overview of how to use each of the available options. To access each of these options, follow steps 1 through 6 listed above.

Working with Employee Basic Data

1 Follow steps 1 through 6 listed in the “Updating Employee Data” section of this chapter to access Update Employee Basic Data screen 1 (Personal Information).

Update Employee Basic Data Screen 1 (Personal Information)

2 Use Update Employee Basic Data screen 1 to change personal information about this employee. The values in these fields default from the position control.

If you typed **1** on the *Position File Used* field on the personnel employer control, each of the level fields is protected on this screen.

3 Press Enter to save your changes. The system displays Update Employee Basic Data screen 2 (Job and Performance Information).

Update Employee Basic Data Screen 2 (Job and Performance Information)

Use Update Employee Basic Data screen 2 to change job and performance related information.

If you typed **1** in the *Position File Used* field on the personnel employer control, then you cannot override the *Job Code 1* field.

The *Position* and *EEO Category* fields always are protected and cannot be overridden.

If you are using multiple positions and an employee is assigned to at least one additional position, the system displays **Addn’l Position Assigned** in reverse image next to the employee’s primary position.

To change or display additional position information, press F8 and select the position to view. To change a position, type **2** next to the position. To view a position, type **5** next to the position.

To add a secondary position for the employee, press F8 to display the Update Additional Positions selection screen and then press F6.

4 Press Enter to save your changes. The system displays Update Employee Basic Data screen 3 (Contact and Miscellaneous Information).

Update Employee Basic Data Screen 3 (Contact and Miscellaneous Information)

You can use Update Employee Basic Data Screen 3 to change telephone numbers, e-mail addresses, and the web address for the employee. You can change miscellaneous information such as the recruitment source, work permit date, security group, preferred language, labor category, and so forth for this employee.

You can also access the Update Employee User Groups screen by pressing F9. Use the Update Employee User Groups screen to associate the specified employee with up to four user groups. See the "Updating Employee Basic Data" chapter in the *Infinium HR Guide to Processing* for more information about employee user groups.

5. Press Enter to save your changes. The system displays Update Employee Basic Data screen 4 (Compensation Information).

Update Employee Basic Data Screen 4 (Compensation Information)

Use the fields on Update Employee Basic Data screen 4 to change compensation information for this employee.

The fields associated with step-in-grade processing default from the job code control record. These fields are *Pay Grade, Pay Grade Date, Step, Step Date, Next Step, Next Step Date, Freeze Step and Step Override.*

The system updates the increase fields through the Infinium HR function, *Enter Personnel Actions*.

The system updates the *Date Last Worked* field each time you run a cycle containing this employee.

6. Press Enter to save your changes. The system displays Update Employee Basic Data screen 5 (Break in Service Information).

Update Employee Basic Data screen 5 (Break in Service Information, Retirement Information and Time Clock Information)

You can use Update Employee Basic Data screen 5 to change break in service, retirement and time clock information.

To create history in the system of any changes or updates you make, you must update this information through the Infinium HR *Enter Personnel Action* function.

7. Press Enter to save your changes. The system returns you to the applicable prompt screen.

Update Paid-time-off Accrual Information

When you use the *Enter New Hire* function to enter an employee's basic data for the first time, Infinium PY displays an Update PTO Accruals screen that you can use to set up the employee's paid-time-off accrual information. To update the employee's paid-time-off accrual information at a later time, use the *Update Employee Accruals* [UEEA] function within *Accrual Processing* within *Accrual/Bonus Operations*. For information on using the *Update Employee Accruals* function, refer to the "Processing Paid Time Off Accruals" chapter in the *Infinium PY Guide to Management Functions*.

Working with US Employee Payroll Data

1 Refer to steps 1 through 6 listed in the “Updating Employee Data” section of this chapter to access this screen.

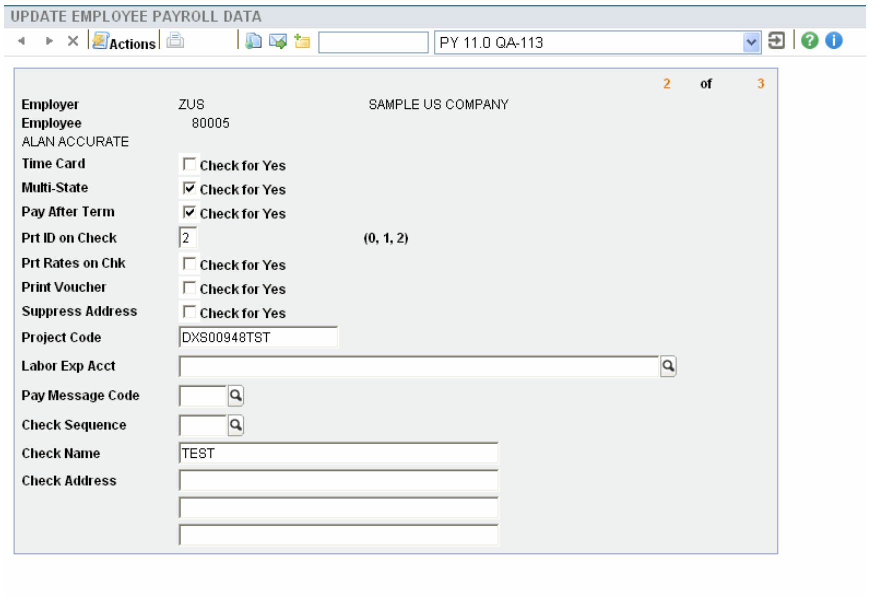


Figure 5-3: Update Employee Payroll Data screen 1

2 Use the fields on this screen to update or change information on an employee payroll data record.

3 Press Enter to save your changes. The system displays the screen shown in Figure 5-4.

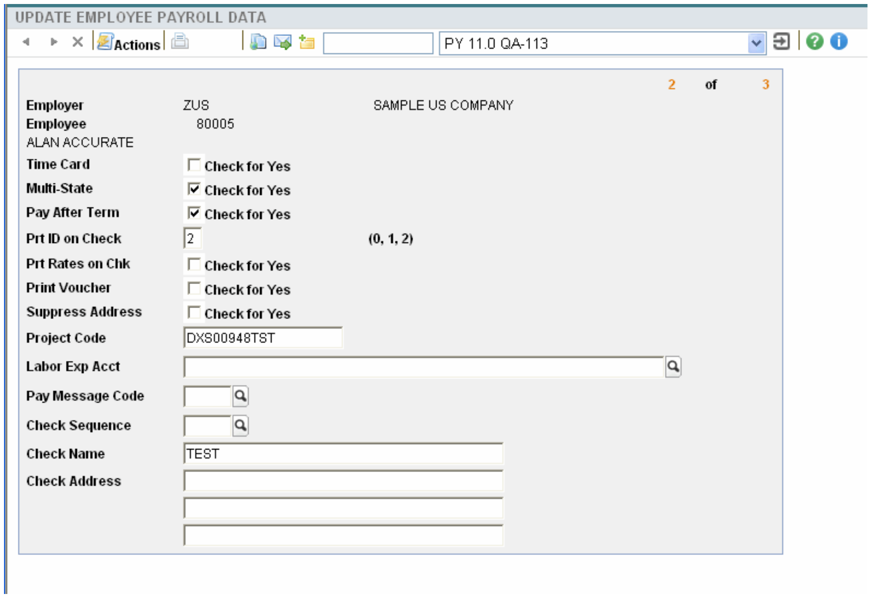


Figure 5-4: Update Employee Payroll Data screen 2

4 Use the fields on this screen to make further updates or changes to the employee's payroll data record.

5 Press Enter to save your changes. The system displays the screen shown in Figure 5-5.

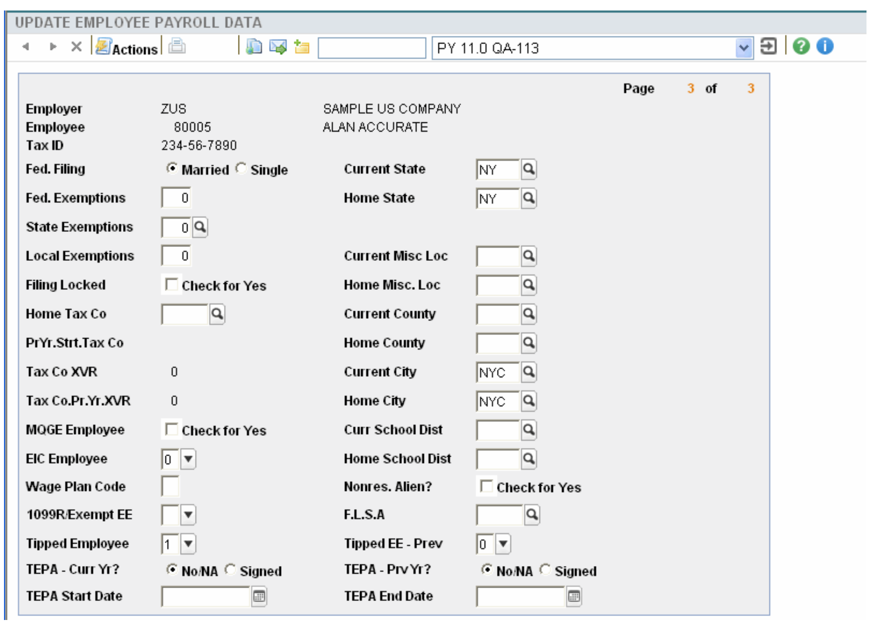
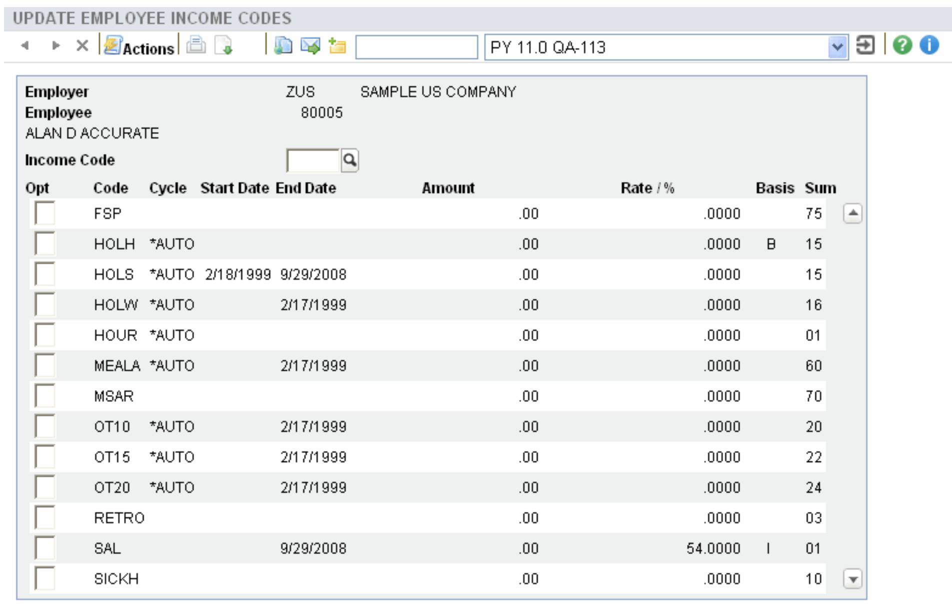


Figure 5-5: Update Employee Payroll Data screen 3

6 Press Enter to save your changes. The system returns you to the Employee Update prompt screen.

Working with Employee Income Data

1 Refer to steps 1 through 6 listed in the “Updating Employee Data” section of



this chapter to access this screen.

Figure 5-6: Update Employee Income Codes selection screen

2 Type or select the code that represents the income to which you want to make changes or updates.

3 Press Enter. The system displays a screen similar to Figure 5-7.

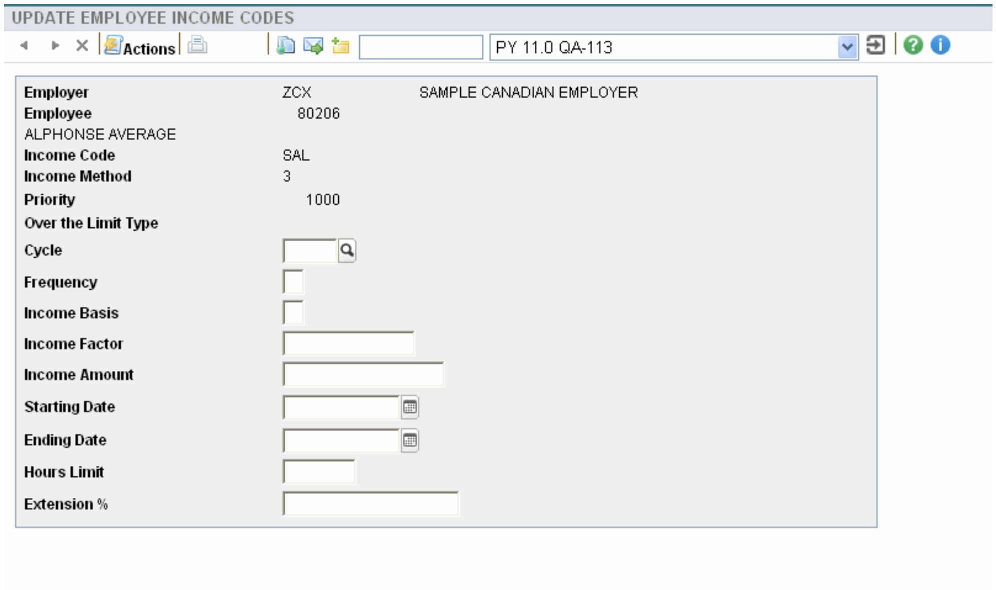


Figure 5-7: Update Employee Income Codes screen 1

4 Use the fields on this screen to make changes to this income for this employee.

5 Press Enter. The system displays the Update Employee's Income Codes screen 2 of 2.

6 Type any changes you want to make to the employer deduction expense or liability accounts.

7 Press Enter. The system returns you to the Update Employee Income Codes prompt screen.

8 Press F3 to exit this option.

Working with Employee Deduction Data

1 Refer to steps 1 through 6 listed in the "Updating Employee Data" section of this chapter to access this screen.

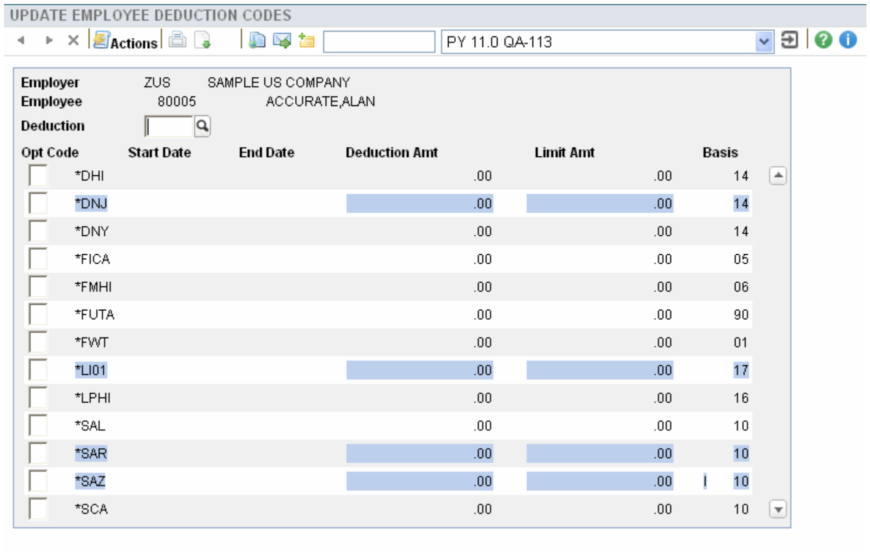


Figure 5-8: Update Employee Deduction Codes prompt screen

2 Type or select the code that represents the deduction to which you want to make changes or updates.

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

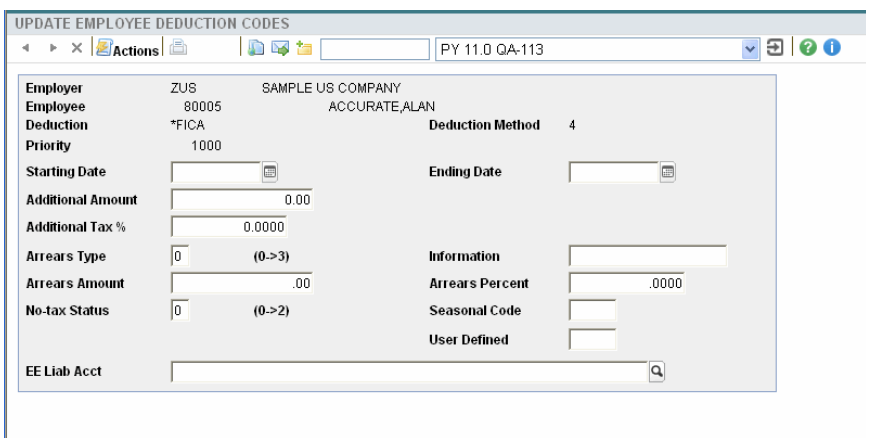


Figure 5-9: Update Employee Deduction Codes screen 1

4 Use the fields on this screen to make changes to this deduction for this employee.

No Tax Status

Use this field to specify the employee tax status for calculating this employee deduction.

For U.S. processing, valid values are:

Blank or 0	Withhold the normal tax amount.
1	Update the employee deduction wage base during cycle processing, but do not calculate the normal tax amount. Process the employee as a statutory employee during W-2 processing.
2	Update the employee deduction wage base during cycle processing, but do not calculate the normal tax amount. For Connecticut type **2** for filing status E.

If the employee wants to withhold a flat amount or a percent of tax, type **1** or **2** here and type the flat amount or the percentage amount in the appropriate fields on the deduction screen.

If an employee is considered a statutory employee for *FWT withholding, the system marks the statutory employee check box on the W-2 form, prints S on the W-2 federal tape register, places S in position 123 on the W record for the W-2 federal tape, and prints X in the Stat Emp column on part III of the W-2 review list and the W-2 register.

5 Press Enter. The system displays the Update Employee’ Deduction Codes screen 2 of 2.

6 Type any changes you want to make to the employer deduction expense or liability accounts.

7 Press Enter. The system returns you to the Update Employee Deduction Codes prompt screen.

8 Press F3 to exit this option.

Working with Canadian Employee Payroll Data

1 Refer to steps 1 through 6 listed in the “Updating Employee Data” section of this chapter to access this screen.

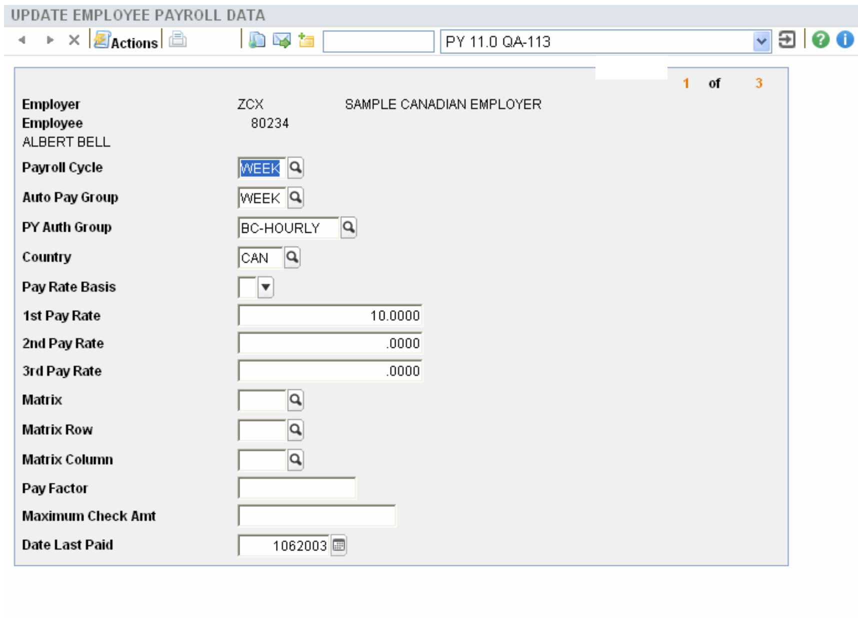


Figure 5-10: Update Employee Payroll Data screen 1

2 Use the fields on this screen to update or change information on an employee payroll data record.

3 Press Enter to save your changes. The system displays a screen similar to Figure 5-11.

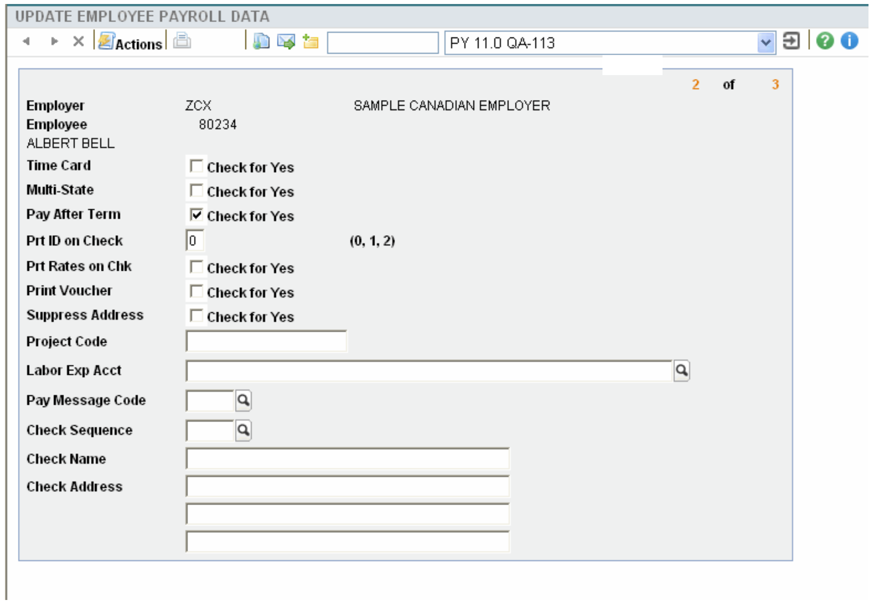


Figure 5-11: Update Employee Payroll Data screen 2

4 Use the fields on this screen to make further updates or changes to the employee's payroll data record.

5 Press Enter to save your changes. The system displays a screen similar to Figure 5-12.

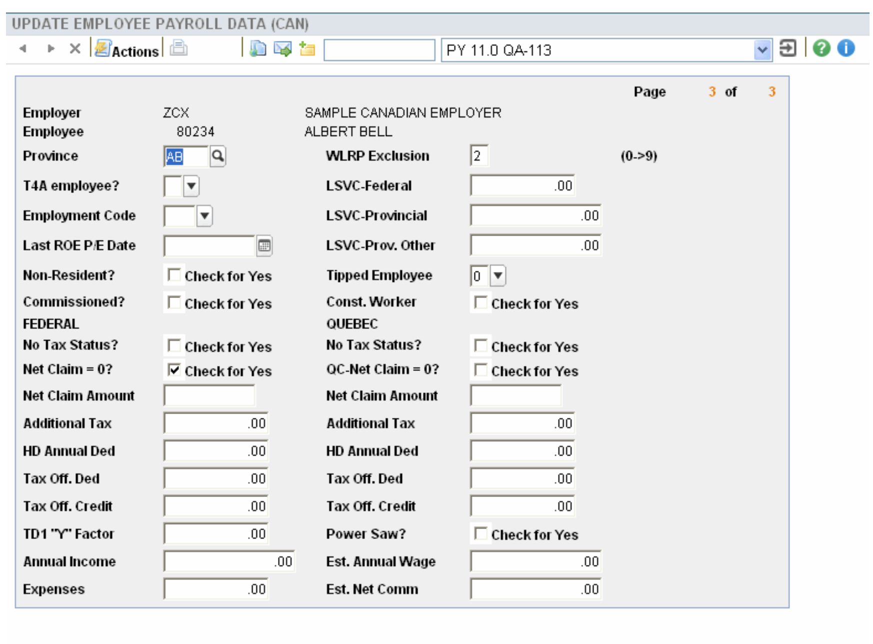


Figure 5-12: Update Employee Payroll Data (CAN) screen 3

6 Press Enter to save your changes. The system returns you to the Employee Update prompt screen.

Working with Employee Income Data

1 Refer to steps 1 through 6 listed in the “Updating Employee Data” section of this chapter to access this screen.

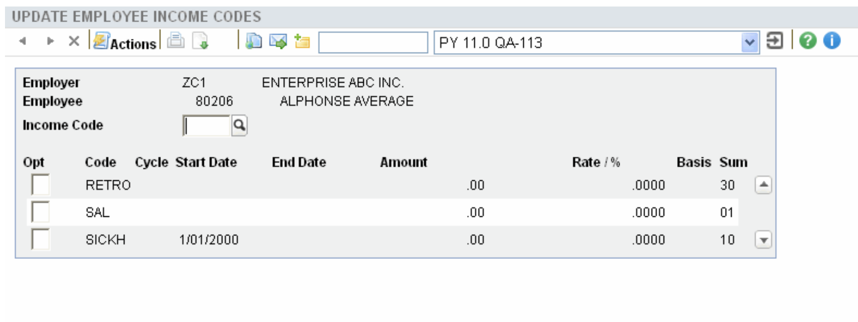


Figure 5-13: Update Employee Income Codes prompt screen

2 Type or select the code that represents the income to which you want to make changes or updates.

3 Press Enter. The system displays a screen similar to Figure 5-14.

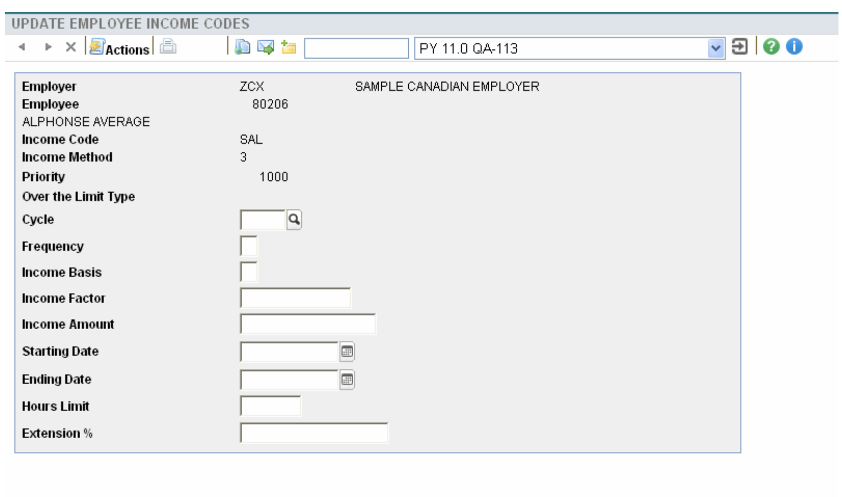


Figure 5-14: Update Employee Income Codes screen 1

4 Use the fields on this screen to make changes to this income for this employee.

5 Press Enter. The system displays the Update Employee Income Codes screen 2 of 2.

6 Type any changes you want to make to the employer deduction expense or liability accounts.

7 Press Enter. The system returns you to the Update Employee Income Codes prompt screen.

8 Press F3 to exit this option.

Working with Employee Deduction Data

1 Refer to steps 1 through 6 listed in the “Updating Employee Data” section of this chapter to access this screen.

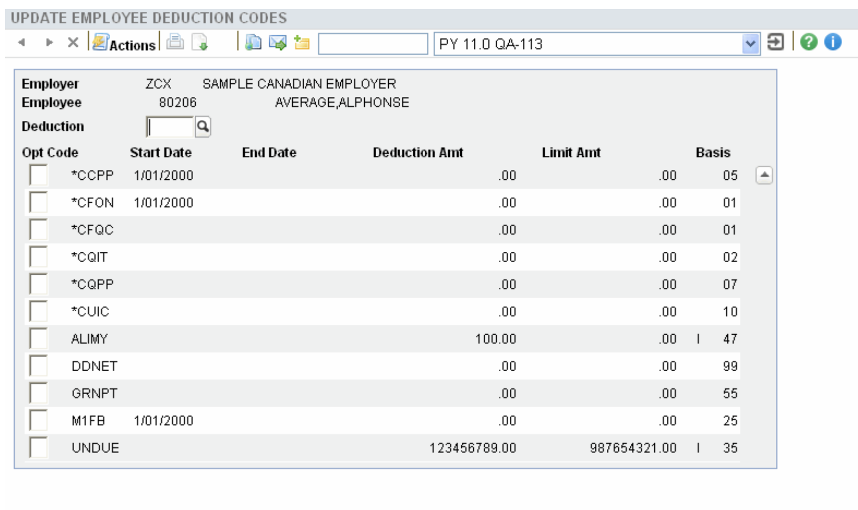


Figure 5-15: Update Employee Deduction Codes prompt screen

2 Type or select the code that represents the deduction to which you want to make changes or updates.

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

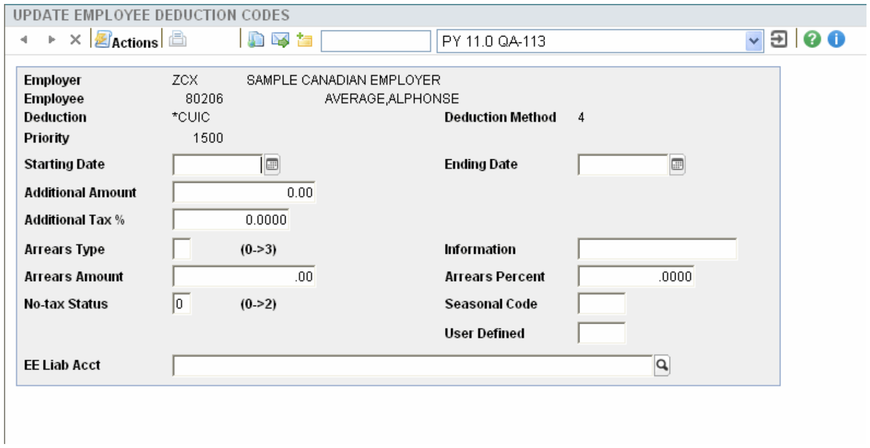


Figure 5-16: Update Employee Deduction Codes screen 1

4 Use the fields on this screen to make changes to this deduction for this employee.

5 Press Enter. The system displays the second Update Employee Deduction Codes screen.

6 Type any changes you want to make to the employer deduction expense or liability accounts.

7 Press Enter. The system displays the third Update Employee Deduction Codes screen.

8 Complete the fields on this screen as appropriate and press Enter. The system displays the fourth Update Employee Deduction Codes screen.

9 Complete the fields on this screen as appropriate.

10 Press Enter. The system returns you to the Update Employee Deduction Codes prompt screen.

11 Press F3 to exit this option.

Chapter 6 Establishing Multiple Distributions

6

This chapter addresses setting up and using the *Multiple Distribution* function to apportion pay amounts for an employee who divides his or her work time consistently between multiple jobs.

You can use Infinium PY's *Multiple Distributions* function to apportion an employee's labor expenses and the associated employer liabilities to multiple general ledger accounts.

If the labor distribution for an employee is consistent from pay period to pay period, you can set up a multiple distribution to automate the apportionment. You do not set up a multiple distribution for an employee whose distributions differ from one pay period to another; instead you manually type in their hours at timesheet entry.

The chapter consists of the following topics:

Overview of the Multiple Distribution Functions

Objectives

When you complete this chapter, you should be familiar with using the *Multiple Distribution* option to:

- Establish proration factors for various jobs worked
- Distribute labor expenses to the appropriate general ledger accounts

Understanding the Multiple Distribution Option

Proration

You can use the *Multiple Distribution* option to prorate and then cost specific labor expenses associated with a particular employee to multiple general ledger accounts. You can also enable the system to prorate the employer's share of selected tax and benefit costs.

For example, an employee works a 40-hour week. This employee is assigned to work 30 hours each week as an administrative assistant for the sales department and 10 hours each week as an administrative assistant for the company vice-president. To accurately prorate all costs associated with this employee, 75% of the employee expense must be charged to the sales department and 25% must be charged to the executive department.

Using the *Multiple Distribution* option, you can enable the system to accurately cost out all employee related labor expenses and employer liabilities. You can use reporting levels, position, job codes and/or project codes to create multiple distribution entries including taxes and benefits paid by the employer. You can specify reporting levels, positions, job codes or project codes by which the system can distribute expenses during cycle processing.

You use this option only when an employee divides his or her work time between multiple assignments in a consistent and on-going basis.

If an employee experiences changes to work assignments or work hours from pay period to pay period, you should consider using an alternate means of establishing this information into the system.

Implementation

Once you set up your multiple distribution, you must enable the system to perform the calculation. You can enable the system to apportion the distributions in either of the following two ways:

- Include your multiple distribution incomes as part of an auto pay group.
- Press F13 during the timesheet entry phase of each payroll cycle you process to activate multiple distribution processing.

If you do not perform either of the above actions, the system does not process the distributions.

Close to general ledger

If you are using your organization's levels to distribute labor expenses and employer liabilities to your general ledger, you must type **W** in the *Ded. Substitution* field during the *Trial Close to General Ledger* and/or the *Close to General Ledger* options. A value of **W** indicates that the deductions are to be costed to the levels where the employee worked.

Establishing Multiple Distributions

Follow the steps below to establish a multiple distribution for an employee.

1 From the Infinium PY main menu select *Employee Data.*

2 Select *Update Employee Data.*

3 Select *Update Multiple Distributions* [UMD]. The system displays the screen shown below in Figure 6-1.

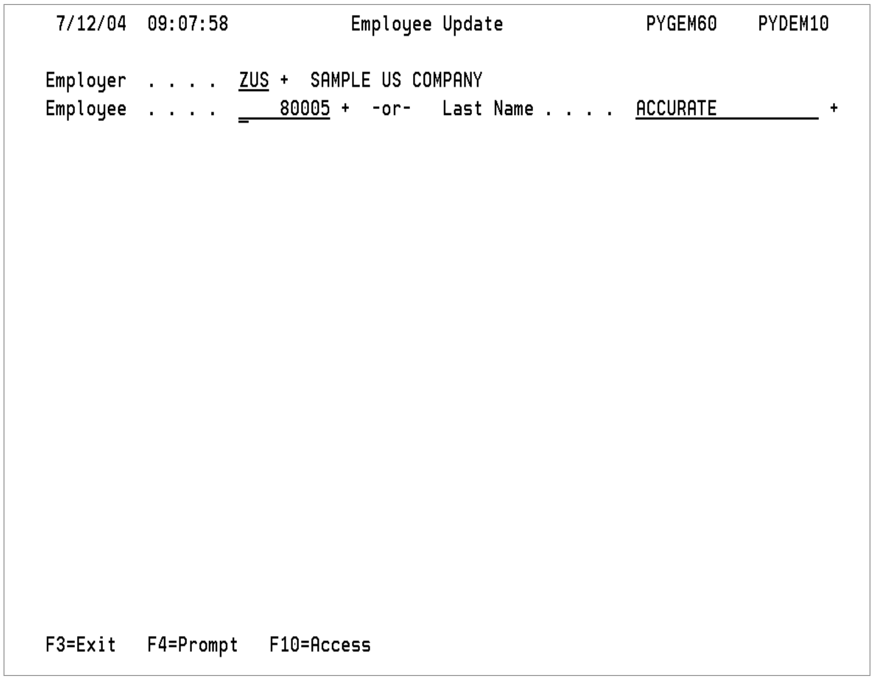


Figure 6-1: Employee Update prompt screen

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

Employer

Type the value that identifies your employer.

Employee
Last Name

Type the employee number or the last name of the employee for whom you are setting up this multiple distribution.

5 Press Enter. The system displays the screen shown Figure 6-2.

```
 7/12/04  09:28:11      Update Multiple Distributions      PYGMMD     PYDMMD

Employer  . . . :  ZUS    SAMPLE US COMPANY
Employee  . . . :      80005    ALAN N ACCURATE
Level 1 . . . . :  100                 Level 2 . . . . :  ADMIN
Level 3 . . . . :  HR                  Level 4 . . . . :  112
Income Code . . .  HOUR_ +









2=Change 4=Delete
Code   Factor  Account #                                    Job         Opt






F3=Exit   F4=Prompt   F10=Access   F12=Cancel
```

Figure 6-2: Update Multiple Distributions screen 1

6 Type or select the code that represents the income for which you are creating a multiple distribution.

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

```
 7/12/04  09:28:50      Update Multiple Distributions      PYGMMD     PYDMMD

Employer  . . . :  ZUS    SAMPLE US COMPANY
Employee  . . . :      80005    ALAN N ACCURATE
Level 1 . . . . :  100                  Level 2 . . . . :  ADMIN
Level 3 . . . . :  HR                   Level 4 . . . . :  112
Income Code . . :  HOUR                 Income Method . :  2
Proration Factor.  ________             Position  . . . .  ______ +
Labor Exp. Acct .  _____________________________________________ +
Job Code  . . . .  _____ +              Project Code  . .  _______________
Level 1 . . . . .  _____ +              Level 2 . . . . .  _____ +
Level 3 . . . . .  _____ +              Level 4 . . . . .  _____ +
State . . . . . .  ___ +
Locality -Misc. .  ___ +                Locality -County.  ___ +
Locality -City. .  ___ +                Locality -School.  ___ +
2=Change 4=Delete
Code   Factor  Account #                                   Job         Opt
HOUR      1.00                                                          _
      Project...:     000000000100074
HOUR     50.00                                                          _
      Project...:

F3=Exit   F4=Prompt   F10=Access   F12=Cancel
```

Figure 6-3: Update Multiple Distributions screen 2

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

Proration Factor

Use this field to specify hours worked at specific jobs or levels during the pay period or percentages of the employee’s work time spent at various jobs or levels during a pay period.

To complete this field, type either:

- Hours

  If you choose to type hours in this field, you must type the hours an employee normally works for each distribution of the income type.

  For example, you are setting up a multiple distribution for the income type, **Salry**. You type 20 hours for one job and another 20 hours for a different job. The system adds all the hours you type for this income type and converts them to a percentage of the employee’s total time worked.

  In this example the system adds the 20 hours to 20 hours, thereby determining that 100 percent of the employee’s time is equal to 40 hours. The system can then use the distribution percentages of 50% and 50% during payroll processing.

- Percentages

If you choose to type a percentage of the employee’s time in this field, you must type a percentage for each distribution of this income type.

For example, you are setting up a multiple distribution for the income type, **Salry**. You type 33.3 for each of three jobs between which this employee divides his or her time equally. The system adds all the percentages you type for this income type and converts them to a percentage of the employee’ total time worked. In this case, the system arrives at the same percentages that you typed.

You cannot mix hours and percentages when establishing distributions for any one income type.

Position

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

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

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

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

Labor Exp Acct

Leave this field blank to allow the system to automatically resolve the account number using account components located at the various levels to which you are assigning portions of this employee’s pay.

To cost this expense for this income to a specific account, you can type the expense account number in this field.

Job Code

Type the code that represents the job control record you want the system to use to process the pay for this income.

Depending on how you set up your job controls, the information you type in this field can be informational only or it can affect the calculation and costing out of the income.

If you specified an income basis of **J** and a specific rate on the job control record, the system checks the employee's job authorization record. If a job and position were assigned to the employee, these are displayed. You can specify a different job and position. The system uses this information to find a rate on which to base the calculation of this income. You can also specify a specific general ledger account number to be charged with labor expenses associated with his job.

If the job control record does not contain information on which income calculation is based, the job code can still be used for reporting such things as hours and dollars associated with employees occupying this job. However, regardless of whether the employee was assigned a job and position, the system does not check the employee's job authorization record

Project Code

Type a code that represents the project to which you want to cost the labor expenses associated with this income. Leave this field blank if you do not want to cost the expenses associated with this income to a specific project.

Levels

Type the level or levels to which you want to cost the labor expenses associated with this income. If you leave the levels blank, the system uses the employee's default levels.

You must type levels to enable the system to automatically prorate employer liability to different general ledger accounts during the close to general ledger.

State

Type code that represents the state in which this employee pays state taxes.

Locality - Misc

Specify the miscellaneous local tax authority in which this employee pays taxes, if applicable. This value is associated with employer code type LCN and locality type 4, miscellaneous.

Locality - County

Specify the current county local tax authority in which the employee is paid, if applicable. This value is associated with employer code type LCN and locality type 1, county.

Locality - City

Specify the current city local tax authority in which the employee is paid, if applicable. This value is associated with employer code type LCN and locality type 2, city.

Locality - School

Specify the current school district local tax authority in which the employee is paid, if applicable. This value is associated with employer code type LCN and locality type 3, school district.

8. Press Enter. The system accepts the information and displays the distribution amount in the subfile on the bottom of the screen.

9. To continue creating distributions for this income type, repeat steps 7 and 8.

10. Press F3 once you have completed specifying distributions for this income type. The system displays the Update Multiple Distributions screen from which you can specify a new income type for which to create distributions.

11. Press F3 to exit this option once you have completed working with multiple distributions.

Notes

Chapter 7 Using Pay-by-Job Processing

7

This chapter addresses setting up and using the *Pay-by-Job* function. You use this function to pay employees who work at multiple jobs when the rate at which you pay the employee is unique to the individual job.

You can use the Infinium PY pay-by-job capability to set up and process pay for those employees who work multiple jobs at various rates.

The chapter consists of the following topics:

Overview of the Pay-by-Job Function

Objectives

When you complete this chapter, you should be familiar with setting up various control and authorization records to allow the system to pay employees based on job specific rates.

Using Infinium Payroll with Infor ERP_{LX} General Ledger

If you use the Infor ERP_{LX} general ledger interface with Infinium PY, see the “Using the Infinium Payroll Interface with Infor ERP_{LX} General Ledger” chapter in the *Infinium PY Guide to Management Functions.* When Infor ERP_{LX} is used as the general ledger interface, the definition for building account numbers is stored in the Infor ERP_{LX} product, not in Infinium PY. Information in the account number fields on the various employer control files and in employee files is ignored by Infinium PY. Instead, the Infor ERP_{LX} configuration files are used when the Infor ERP_{LX} system builds the account number for each payroll transaction.

Understanding the Pay-by-Job Function

You can use the *Pay-by-Job* function to pay employees who frequently work at multiple jobs. This function is designed to accurately pay employees who work at multiple jobs when each job can require a unique pay rate.

To set up and use the *Pay-by-Job* function, you must complete the following tasks:

- Create the income control record

  When you establish an income control for a pay-by-job income type, you specify that the system must use the pay rate that is associated with that job.

- Update the job control record

On the job control you specify criteria that directs the system how to calculate pay generated by this job. For example, you can specify the pay rate on the job control.

- Authorize the employee to multiple jobs

  You must authorize an employee to all the jobs at which he or she may work. This allows you to type in the hours an employee worked at each job.

Creating the Income Control Record

You use the income control record to specify that the system must locate the pay rate for this income type on either the job control record or on the individual employee's job authorization record.

To use pay-by-job processing, you must type **J** in the *Income Basis* field on the income control record.

Follow the steps below to create a pay-by-job income control record:

1. From the Infinium PY main menu select *Master Files*.
2. Select *Update Master Files*.
3. Select *Update Income Controls* [UIC]. The system displays the Update Income Controls selection screen.
4. Type the value that represents your employer, a code to represent the income and the code that represents the way in which the system must calculate this income. Press Enter. The system displays the screen shown in Figure 7-1.

```
 6/08/06  16:10:28        Update Income Controls         PYGMIC     PYDMIC
                                                               Page  1 of  4
Employer  . . . :  ZUS    SAMPLE US COMPANY
Income  . . . . :  HOUR
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 7-1: Update Income Controls screen 1

5 Type **J** in the *Income Basis* field, to indicate that the system must use the job specific pay rate to calculate income for this job.

6 Complete the appropriate fields on the remaining screens in this option by following the same guidelines you use when creating any income control record.

You can refer to the detailed field descriptions in the “Setting Up Accumulators and Controls for Hourly Incomes” chapter in the *Infinium Payroll Guide to Controls*.

7 Press Enter to save your changes. Then press F3 to exit this option.

8 To continue setting up pay-by-job processing, follow the procedures outlined on the next page.

Updating the Job Control Record

To enable the use of the pay-by-job feature, you must update the pay rate related fields on the job control record.

Typically you establish job controls through Infinium HR and you can update the pay, rate and general ledger related fields on the job control record through Infinium PY.

Follow the steps below to update a job control record.

1. From the Infinium PY main menu select *Master Files*.
2. Select *Update Master Files*.
3. Select *Update Job Controls* [UJB]. The system displays the Update Job Controls Selection screen.
4. Press Enter. The system displays the screen shown in Figure 7-2.

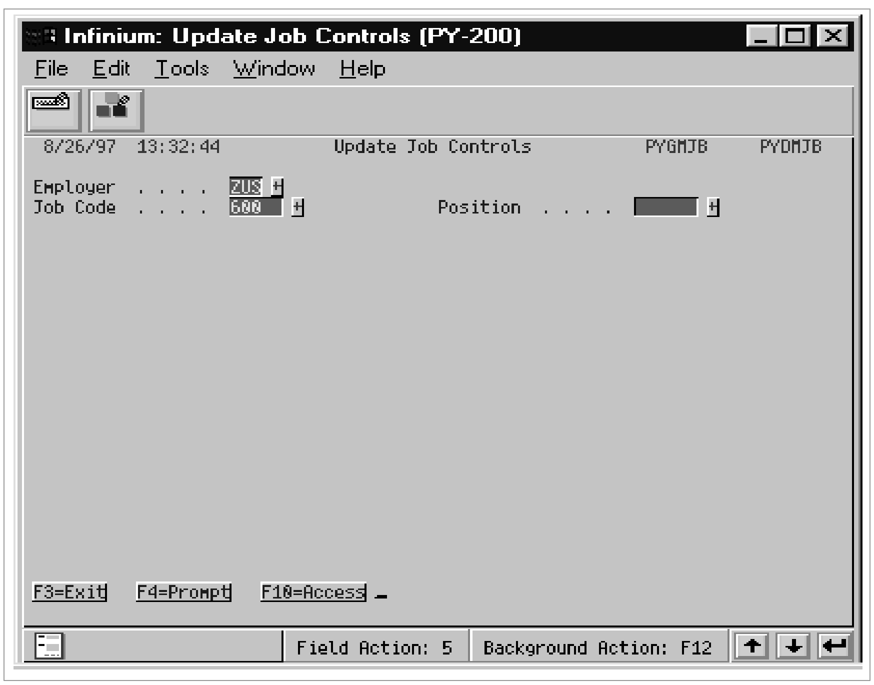


Figure 7-2: Update Job Controls prompt screen

5. Type the value that represents your employer and select or type the job code that represents the job for which you want to establish a pay-by-job rate.

Do not complete any information in the *Position* field, unless you have a need to create a job control for a unique combination of a specific job and position.

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

```
11/06/02  10:48:42           Update Job Controls           PYGMJB     PYDMJB

Employer  . . . :  ZUS SAMPLE US COMPANY
Position  . . . :
Job Code  . . . :  600

Description . . .  MECHANIC______________________
EEO Category  . .  6____ +
Pay Type  . . . .  H                    Security Group  .  _____ +
Base Rate Min.? .  1  (0=No 1=Yes)
Start Date  . . .  ________             End Date  . . . .  ________
Pay Basis . . . .  _                    Pay Rate  . . . .  ______12.0000
Pay Factor  . . .  __________           Tips Code . . . .  _
Pay Matrix  . . .  _____ +              Tip Comp/TRDA ? .  0  (0,1,2)
Matrix Column . .  _____ +              Create T/C *TIPS?  0  (0=No, 1=Yes)
Matrix Row  . . .  _____ +              Tip Comp Occup. .  _________ +
                                        Use Alt Min Wage.  _
Labor  Exp. Acct.  001-***-***-****-001_________________ +
EE Liab Mask Acct  ____________________________________ +
ER Liab Mask Acct  ____________________________________ +
Statistical Acct.  ____________________________________ +

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

Figure 7-3: Update Job Controls screen

7 Use the following field information to specify rate and pay information for this job.

The fields on this screen that you can update that must be completed specifically with pay-by-job processing in mind are listed and described below.

Base Rate Min.?

You use this field to specify the job rate the system must use if the pay rate for this job falls below an employee’s base pay rate. This field allows you to prevent an employee from being paid at a rate that is lower than the base rate listed on his or her Payroll Data record.

Valid selections for this field are as follows:

1	Use the pay rate located on the employee’s payroll data record in place of the lower job rate.
0	Use this job rate regardless of the employee’s pay rate.

Pay Basis

Use this field to specify where the system obtains a pay rate for this job.

Valid values for this field are:

Blank	Use the pay rate on the job control record or on the employee's job authorization record.
M	Allow the system to reference a matrix for the pay rate of this job.

Pay Rate

Type the rate at which income from this job will be calculated.

Do not type a value in this field if you are using a matrix to calculate the pay rate.

Pay Factor

If you selected to store the rate for this job on a matrix, you can use this field to specify a factor by which the pay rate from this job can be multiplied. If you leave this field blank, the system uses a factor of 1.000 as the default.

Pay Matrix

If you typed **M** in the *Pay Basis* field, you must type a code that represents a matrix for the system to reference.

Matrix Column

If you are using a matrix to establish a pay rate for this job, you can indicate a specific column in which the system must locate the rate.

The system uses this column unless you specify a different column on the individual employee's job authorization record.

Matrix Row

If you are using a matrix to establish a pay rate for this job, you can indicate a specific row number in which the system must locate the rate.

Use Alt Min Wage

Type whether this job function uses an alternate minimum wage, if required by the associated state. When a tipped employee is paid for time worked in this job function, the system calculates the applicable tip credit amount for income *TIPC by using the alternate minimum wage rather than the standard minimum wage, if an alternate minimum wage is available.

Valid values are:

Blank	Use the standard minimum wage
A	Use the alternate minimum wage when required by the state

Account Information fields

You can use the *Labor Exp. Acct., EE Liab Mask Acct., ER Liab Mask Acct.* and *Statistical Acct.* fields to specify specific accounts or account components to which the system must cost expenses associated with this job.

8 Press Enter to save your changes. Then press F3 to exit this function.

9 To continue setting up pay-by-job processing, follow the procedures outlined in the “Authorizing the Employee to Multiple Jobs” section.

Authorizing the Employee to Multiple Jobs

You use this option to authorize an employee to all the jobs he or she can work that have job specific pay rates.

Follow the steps below to authorize the employee to the job(s):

1. From the Infinium PY main menu select *Employee Data*.
2. Select *Update Employee Data*.
3. Select *Update Job Authorizations* [UJO]. The system displays the Employee Update Selection screen.
4. Type the values that represent your employer and employee. Press Enter. The system displays the screen shown in Figure 7-4.

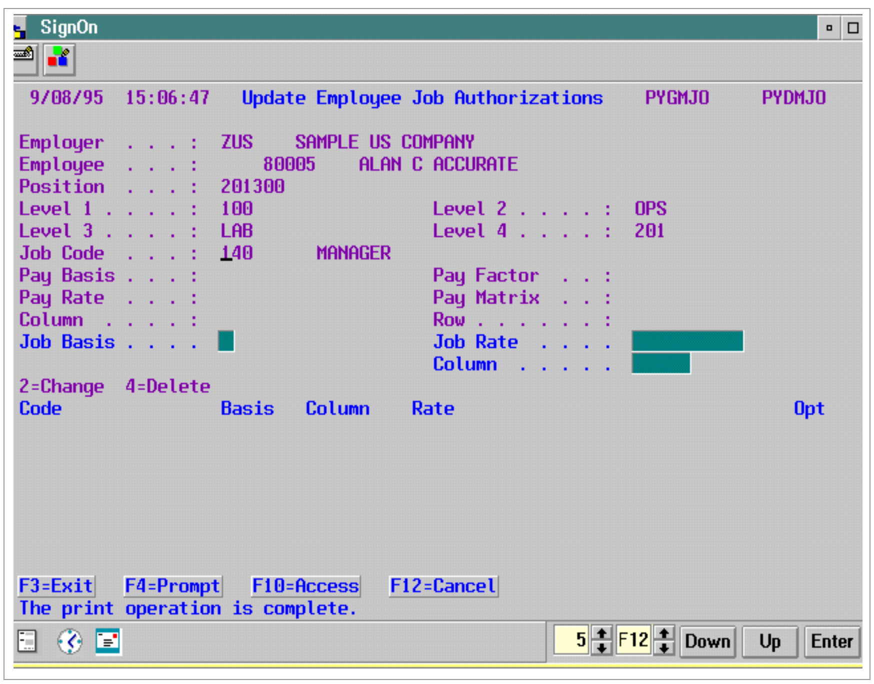


Figure 7-4: Update Employee Job Authorization screen

5. Type or select the code that represents the job to which you are authorizing this employee.
6. Press Enter. The system displays the individual employee's job authorization record for the job you specified.

7 Use the following information to change or specify information about the job basis, job rate or matrix column for this employee only.

The information you include on this record affects pay processing for only this employee and this job.

Job Basis

Use this field to specify where the system must obtain the pay rate for this job.

Valid selections for this field are as follows:

I	Use the pay rate listed in the *Job Rate* field on this record.
blank	Use the pay rate listed on the job control record for this job.

Job Rate

If you typed **I** in the *Job Basis* field, type the rate at which this employee receives income for this job.

Column

If you are using a matrix to establish a pay rate for this job, you can indicate a specific column in which the system must locate the rate each time this employee receives pay for this job.

8 Press Enter. The system places an authorization for this employee into the subfile at the bottom of the screen.

9 To authorize this employee to additional jobs, repeat steps 5 through 8.

10 Press F3 to exit this function.

Notes

Chapter 8 Using Multiple Position Processing

8

This chapter discusses setting up and using multiple position capability in Infinium PY. You can use this functionality to assign employees to multiple positions, pay employees in more than one position concurrently and track multiple position information.

The chapter consists of the following topics:

Overview of Multiple Position Processing

Use multiple position processing to pay employees who are assigned to a primary position and any number of additional positions. You assign a primary position to an employee during the new hire process. The employee’s primary position, which controls all personnel and benefits processing, is stored with the employee’s basic data information.

To set up and use the multiple position processing, you must complete the following tasks:

- Update the employer control

  Through the employer control, you must specify that you are using multiple position processing in Infinium PY. In addition, you specify the source of position information for prompting on the *Position* field during payroll processing.

- Update user security controls

  Using the *Update User Security Controls* function, you must specify which users will have access to multiple position processing in Infinium PY.

- Create additional positions

  Use the *Update Add’l Employee Positions* function to assign an employee to an additional position and to set up the additional position information. The information includes pay rate information, shift, whether the position is active, union ID, state/province, locality, the beginning and ending dates when the position can be used as an additional position and several user-defined fields.

  Each position assigned as an additional position must first be set up in the position control file. Use *Update Position Data* under *Update Master Files* under *Master Files* in Infinium HR to set up positions in the position control file.

  You can also assign an employee to additional positions through *Update Basic Data*, *Employee Topic List* or *Update Employee Data*. You then select additional positions to update.

- Processing Payroll

  After you complete the *Begin Cycle* and *Begin Bonus Cycle* functions, the employee’s basic data position is stored in the check header record, PYPTN. For auto pay incomes the employee's basic data position is also stored in the employee's cycle income record, PYPTE.

When you select time entry functions, the employee's primary position is displayed unless the position was changed when you used a non-Infinium time entry process. During processing of the functions below, you can change the primary position to a secondary position.

- *Enter Timesheet Data*
- *Express Timesheet Data*
- *Mass Entry of Payroll Data*
- *Update Daily Time*
- *Enter On-Demand Checks*
- *Update Checks*

Objectives

When you complete this chapter you should be familiar with setting up control and authorization records for paying employees in multiple positions. Also, you should understand how to assign secondary positions to employees during payroll processing.

Updating the Employer Control

Overview

You use the employer control to specify that the employer is using multiple position processing. You also specify which positions are displayed when you prompt on the *Position* field.

Use the menu path below.

- Infinium PY
- *Master Files*
- *Update Master Files*
    - *Update Employer Controls* [UCO]

Specifying the Employer is Using Multiple Positions

To access the page described below, complete the Employer Controls prompt page, complete the Update Employer Controls pages 1 and 2 and press Enter after completing each page.

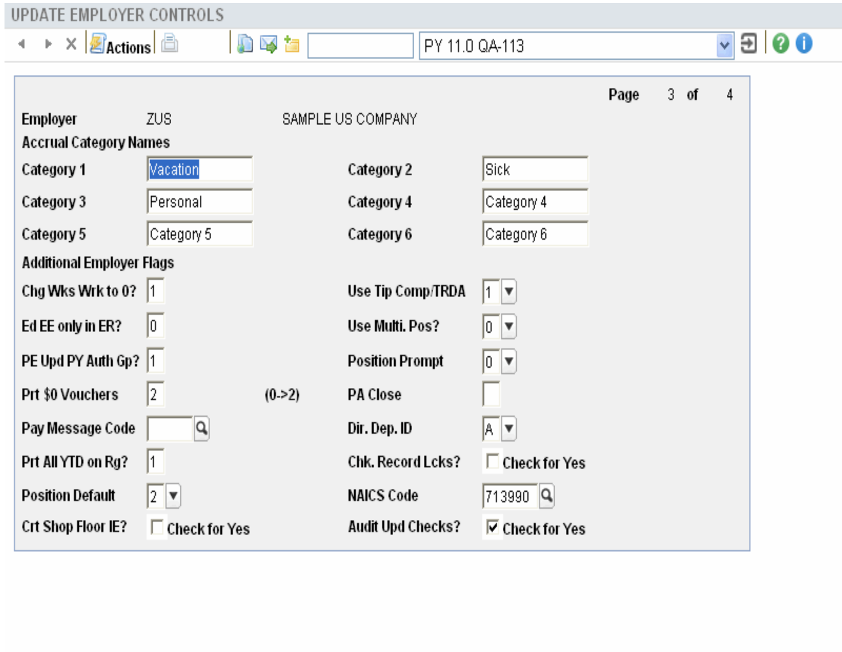


Figure 8-1: Update Employer Controls miscellaneous information screen

On the Update Employer Controls miscellaneous information page, you can specify that the employer is using multiple positions in the payroll cycle and the type of information to be displayed when you prompt on *Position* throughout Infinium PY.

Use the information below to complete this page.

Use Multi Pos?

Specify **Yes (1)** if the employer is using multiple position processing in the payroll cycle. Otherwise, specify **No (0)**.

Position Prompt

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

0	Display only the primary position 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. Messages are also displayed on processing screens if the date range for the position is not within the pay period or the selected position is unauthorized.

The table below describes how to use the various prompt options for *Position Prompt.*

The employer…	When you specify…
Is not using multiple position or tip compliance processing	**0**
Is using multiple position processing but not tip compliance processing	**0**, **2**
Is using tip compliance processing but not multiple position processing	**0**, **1**
Is using tip compliance and multiple position processing	**0**, **1**, **2**

How Do I…	
Specify the employer is using multiple positions and the type of position to display when prompting on *Position* when processing a payroll cycle	Complete *Use Multi. Pos?*, *Position Prompt* and press Enter.

Updating User Security Controls

Overview

You use the *Update User Security Controls* function to identify whether a user can view and update additional position information and, if so, if the access is from Infinium PY, Infinium HR or both.

Use the menu path below.

- Infinium PY
- *System Operations*
- *Supervisor's Functions*
  - *Update User Security Controls* [USC]

Specifying User Access to Additional Position Information

To access the page described below, complete the *User Profile* field on the User Security Update prompt page.

```
 7/11/06  15:33:46         User Security Update         PRGMUC     PRDMUC

User Profile  . :  JTH                  Current User
Description . . :  Joe T. Horgan

Restrictions
Employer Group  .  ____ +               Cycle Group . . .  ____ +
Compensation Info  1  (1->3)            Topic List Group.  ____ +
HIPAA PHI access   0  (0->3)            Add'l Pos Access.  0 (0,1,2,3)
Employee Display   0  (0,1)
Defaults
Employer  . . . .  __ +
Level 1 . . . . .  ____ +               Level 2 . . . . .  ____ +
Level 3 . . . . .  ____ +               Level 4 . . . . .  ____ +
Incl. Inact. EE?.  0 (0/1)              User Preference .  1 (1,2,3,4)

Screen Selection for Enter New Hire
Payroll Data  . .  1 0=No 1=Yes         PTO Accruals  . .  1 0=No 1=Yes
User Defined  . .  1 0=No 1=Yes         Benefits  . . . .  1 0=No 1=Yes
Incomes . . . . .  1 0=No 1=Yes         Deductions  . . .  1 0=No 1=Yes
Foreign Natl Data  1 0=No 1=Yes         Misc Data   . . .  1 0=No 1=Yes
EE Topic List ? .  0 0=No 1=Yes         New Hire Topic Gp  ____ +
F3=Exit   F4=Prompt   F7=Personnel Flags   F8=Payroll Flags   F24=More Keys
```

Figure 8-2: User Security Update screen

On the User Security Update page you must identify the type of access to additional position information for the specified user.

Use the information below to complete this page.

Add'l Pos Access

Specify whether this user can view and update additional position information and, if so, whether the access is from Infinium PY, Infinium HR or both.

0	User does not have access (default).
1	User has access through Infinium PY.
2	User has access through Infinium HR.
3	User has access through both Infinium PY and Infinium HR.

Assigning Additional Positions to an Employee

Overview

Use *Update Add'l Employee Positions* to assign secondary positions to employees. You can also assign secondary positions to employees through *Update Basic Data Employee Topic List* or *Update Employee Data*. You then select additional positions.

You use *Update Position Data* under *Update Master Files* under *Master Files* on the Infinium HR main menu to define position controls. When you enter additional positions, you select from a list of positions from the position control file.

Values are provided from the position control for the fields below. You cannot change these values.

- *Levels 1-4*
- *Job*
- *Union Code*
- *Location*

The value for *Shift* is supplied from the position control or the employee's basic data record. If *Shift* on the employee's basic data record is blank, the system uses the value in *Shift* on the position control.

The values in *Current State* and *Current Locality* are supplied from the employee's payroll master file.

Level Security

Caution: No level security is associated with additional position processing.

The security associated with *Level 1, 2, 3, 4* is the security that was assigned to the employee's position in employee basic data. Users who are authorized to an employee's level set will also have access to the employee's additional position information regardless of the levels that are assigned to the additional position.

Use the menu path below.

- Infinium PY
- *Employee Data*
- *Update Employee Data*
  - *Update Add'l Employee Positions* [PYMMP]

Specifying an Employer and Employee

On the Employee Update prompt page, you can specify the employer and employee whose position information you are updating.

Use the information below to complete this page.

Employer

Specify the employer.

Employee

Specify the employee whose position information you are updating.

How Do I…

Create, delete or update additional position information	Complete this page and press Enter.

Selecting an Additional Position to Update

To access the page described below, complete the Employee Update prompt page and press Enter.

```
 5/08/02  15:40:51  Update Additional Employee Positions   PYGMOP     PYDMOP

Employer  . . . . . : ZUS  SAMPLE US COMPANY
Employee  . . . . . :     80005  ACCURATE,ALAN N
                                                       (Highlighted=Active)
2=Change   4=Delete   5=Display
                                     Start     End
O   Pos     Title                    Date      Date    Shift     Pay Rate 1
_ 100140  ACCOUNTING MANAGER                           1             100.0000






F3=Exit  F6=Add  F10=QuikAccess
```

Figure 8-3: Update Additional Employee Positions selection page

On the Update Additional Employee Positions selection page, you can select the employee's position information to change, delete or display. You can also assign a new additional position to the employee.

How Do I…

Create an additional position for this employee	Press F6.
Change additional position information	Type **2** next to the additional position. Press Enter.
Delete additional position information	Type **4** next to the additional position. Press Enter.
Display additional position information	Type **5** next to the additional position. Press Enter.

Updating Additional Employee Positions

To access the page described below, type **2** next to the employee whose additional position information you want to update. You can also press F6 on the Update Additional Employee Positions selection page to add a position for the employee.

```
  7/12/04  11:24:55  Update Additional Employee Positions   PYGMOP     PYDMOP

 Employer  . . . : ZUS  SAMPLE US COMPANY
 Employee  . . . :     80005  ACCURATE,ALAN N
 Position  . . . . _____  +
 Area        . . :                       Division    . . :
 Department  . . :                       Cost Centr  . . :
 Job Code. . . . :                       Location Code . :
 Active/Inactive?. 0 (0=Act./1=Inact)    Date Last Paid. :
 Start Date. . . . _______               End Date. . . . . _______
 State/Province. . CA_ +
 Locality -Misc. . CLE +                 Locality -County. ___  +
 Locality -City. . ___ +                 Locality -School. ___  +
 Shift . . . . . . 1___ +
 Pay Basis . . . . _                     Base Rate Min?. . _ (0=No 1=Yes)
 Pay Rate. . . . . __________.0000       Matrix. . . . . . ____  +
 2nd Pay Rate. . . __________.0000       Matrix Row. . . . ____  +
 3rd Pay Rate. . . __________.0000       Matrix Column . . ____  +
 Scheduled Hrs . . ___.00                Pay Factor. . . . __________
 Union Code  . . :                       Union ID  . . . . _________
 Union Elig. Date. _______               Primary Position: 112160
 Comment . . . . . __________________________________________________
 F3=Exit   F4=Prompt   F10=Access   F12=Cancel
```

Figure 8-4: Update Additional Employee Positions payroll information page

On the Update Additional Employee Positions payroll information page, you can specify the additional position, a starting and ending date for the additional position, pay rate or matrix, shift, state/province, locality and union ID.

When you select a position, the job, levels, union code and location from the position control file are displayed. You cannot change this information.

The shift from the position control file or basic data record is displayed. The state and locality from the employee's payroll master record is displayed. You can change this information.

Use the information below to complete this page.

Position

Specify the additional position for this employee. This position must have been created using *Update Position Data* in Infinium HR.

Active/Inactive?

Specify whether this position is active or inactive.

Start Date

Specify the effective date for this position for this employee.

End Date

Specify the date when this position is no longer effective for this employee.

State/Province

Specify the state or province code that represents where the employee is currently assigned and is being paid.

Locality - Misc

Specify the current miscellaneous tax locality in which the employee is paid, if applicable. This value is associated with employer code type LCN and locality type 4, miscellaneous.

Locality - County

Specify the current county tax locality in which the employee is paid, if applicable. This value is associated with employer code type LCN and locality type 1, county.

Locality - City

Specify the current city tax locality in which the employee is paid, if applicable. This value is associated with employer code type LCN and locality type 2, city.

Locality - School

Specify the current school tax locality in which the employee is paid, if applicable. This value is associated with employer code type LCN and locality type 3, school district.

Shift

Specify the appropriate shift number for this position.

Pay Basis

Specify how the employee's pay rate is determined

blank	The pay rate is the amount found in one of the *Pay Rate* fields.
M	The pay rate is found in the specified matrix column/row.

Base Rate Min?

Specify the additional position rate that must be used if the pay rate for this position falls below the employee's base pay rate. This can prevent an employee from being paid at a rate that is lower than the base rate listed on his or her payroll data record.

0	Use this additional position rate regardless of the employee's pay rate.
1	Use the pay rate located on the employee's payroll data record in place of the lower additional position rate.

Pay Rate

Specify the employee's pay rate, if *Pay Basis* is blank. This can be a salary or hourly amount. If blank, the first pay rate from the employee's payroll master is used.

Matrix

If *Pay Basis* is **M**, specify the valid matrix code that contains the pay rate.

2nd Pay Rate

Specify the second pay rate, if applicable. If the pay rate on the position is zero, the second pay rate on the employee's payroll master file is used.

Matrix Row

If *Pay Basis* is **M**, specify the row reference within the pay matrix.

3rd Pay Rate

Specify the third pay rate, if applicable. If the pay rate on this position is zero, the third pay rate on the employee's payroll master file record is used.

Matrix Column

If *Pay Basis* is **M**, specify a column reference within the pay matrix.

Scheduled Hrs

Specify the number of scheduled hours in a pay period for this additional position. This field is informational only.

Pay Factor

If *Pay Basis* is **M**, you may type a pay factor here. This factor is multiplied by the rate in the matrix to establish an actual rate. The default pay factor is 1.0000.

Union ID

If the employee is a member of a union, specify a membership number. Use only if the union is identified in *Union Code*.

Union Elig. Date

If the employee is a member of a union, specify a union eligibility date. Use only if the union is identified in *Union Code*.

Comment

Provide additional information about this position.

How Do I…

Create or update additional position information	Complete the fields on this page and press Enter.
Cancel creating or updating additional position information	Press F12.

Updating User Defined Additional Position Information

To access the page described below, complete the Update Employee Additional Position compensation page and press Enter.

```
 5/08/02  15:42:32  Update Additional Employee Positions   PYGMOP     PYDMOP

Employer  . . . : ZUS  SAMPLE US COMPANY
Employee  . . . :     80005  ACCURATE,ALAN N
Position  . . . : 100140     ACCOUNTING MANAGER

User Code 1 . . . _____              User Code 2 . . . __________
User Amount 1 . . _________.00       User Amount 2 . . _________.00
User Rate 1 . . . ___________.0000   User Rate 2 . . . ___________.0000
User Hours 1. . . _______.00         User Hours 2. . . _______.00
User Date 1 . . . ________           User Date 2 . . . ________







Last Chg by User: SD                 Last Chg Program: PYGMOP
Last Chg Date . :  5/08/2002         Last Time Chged : 15:40:51


F3=Exit  F10=QuikAccess  F12=Cancel
```

Figure 8-5: Update Additional Employee Positions user-defined page

On the Update Additional Positions user-defined information page, you can specify user defined codes and the associated amounts and hours.

To change the user field text for the fields below, see the “Updating User Field Controls” section in the “Creating and Using User-defined Data” chapter in the *Infinium PY Guide to Controls*.

Use the information below to complete this page.

User Code 1

Specify the code value associated with this user-defined code type.

User Code 2

Specify the code value associated with this user-defined code type.

User Amount 1

Specify the amount associated with *User Amount 1*.

User Amount 2

Specify the amount associated with *User Amount 2*.

User Rate 1

Specify the pay rate associated with *User Rate 1*.

User Rate 2

Specify the pay rate associated with *User Rate 2*.

User Hours 1

Specify the hours associated with *User Hours 1*.

User Hours 2

Specify the hours associated with *User Hours 2*.

User Date 1

Specify the date associated with *User Date 1*.

User Date 2

Specify the date associated with *User Date 2.*

Last Chg by User

This is the last user who updated additional position information.

Last Chg Program

This is the program that was affected by the last changes made to additional position information.

Last Chg Date

This is the last date this additional position information was changed.

Last Time Chged

This is the last time this additional position information was changed.

How Do I…

Exit and save additional position information	Press F3.
Cancel updating additional position information	Press F12.

Processing Payroll and Additional Positions

Begin Cycle/ Begin Bonus Cycle Operations

When you use the *Begin Cycle* or *Begin Bonus Cycle Operations* function, the system brings position information from the employee's basic data record into the cycle header record. For auto pay incomes the position information comes into the cycle income record from the employee's basic data record.

Enter Timesheet Data

If the position on the cycle income record is blank, the employee's primary position from the cycle header record is moved into *Position* on the cycle income record and displayed in *Position* on the Timesheet Entry – Summary and Timesheet Entry – Incomes pages. If you use a non-Infinium time entry process, the position on the cycle income record is from that process and is displayed in *Position* on the Timesheet Entry - Summary and Timesheet Entry - Incomes pages. You can change this position to a secondary position for the employee.

When you enter the secondary position, the values from the position control file are displayed in *Levels 1-4* and *Job Code*. If the *State/Province* or *Locality* fields are updated on the employee's additional position record, the values from the additional position record are displayed in these fields. If these fields are not updated with additional position information, the values are from the payroll master file record.

If *Shift* is updated on the employee's additional position record, the value from the additional position record is displayed in *Shift*. If the field is not updated with additional position information, the value is from the position control file. The *Tip Code* value is from the job control. You can override the values in each of the fields.

If the value in *Position* is removed or blank, the employee's primary position and associated information (levels, job and so on) will be the default values on the time sheet entry screen.

When you use the **Copy Previous** and **Copy Base** actions, the system copies only those time entry records that contain incomes and positions to which the employee is authorized.

When you update the *Position* field in the time entry record, the system compares the dates in *Start Date* and *End Date* for this position on the Update Additional Employee Positions page to the beginning and ending dates of the pay period. If the start and end dates for the position are not within the start and end dates for the pay period, the system provides a warning message and allows you to override the message and proceed with processing.

The system prints a warning on the Daily Time Proof report and the Trial Register when the start and end dates for the additional position are not within the period beginning and ending dates of the cycle.

Express Timesheet Entry

The employee's primary position is displayed in *Position* on the Express Time Sheet Detail and Express Timesheet Entry pages. The value in *Position* is from the cycle income record.

When you enter the secondary position, the values from the position control file are displayed in *Levels 1-4* and *Job Code*. If *State/Province* or *Locality* is updated on the employee's additional position record, the values from the additional position record are displayed in these fields. If these fields are not updated with additional position information, the values are from the payroll master file record.

If *Shift* is updated on the employee's additional position record, the value from the additional position record is displayed in *Shift.* If the field is not updated with additional position information, the value is from the position control file. The *Tip Code* value is from the job control. You can override the values in each of the fields.

If the value in *Position* is removed or blank, the values from the employee's primary position are the default values on the timesheet entry page.

Update Daily Time

The employee's primary position from the employee's basic data record is displayed in the *Position* field on the Enter/Update Daily Hours – Incomes page.

When you enter the secondary position, the values from the position control file are displayed in *Levels 1-4* and *Job Code*. If *State/ Province* or *Locality* is updated on the employee's additional position record, the values from the additional position record are displayed in these fields. If these fields are not updated with additional position information, the values are from the payroll master file record.

If *Shift* is updated on the employee's additional position record, the value from the additional position record is displayed in *Shift*. If the field is not updated with additional position information, the value is from the position control file. The *Tip Code* value is from the job control. You can override the values in each of the fields.

If the value in *Position* is removed or blank, the default values on the time entry page are from the employee's primary position.

Print Daily Time Report

When you print the Daily Time report, the system checks for the effective dates of the employee's additional position. If the additional position dates are not within the starting and ending dates of the report, a warning is printed on the Cycle Exception report. Unauthorized additional positions and invalid positions are checked in the daily time records.

Mass Entry of Daily Time

When you use *Mass Entry of Daily Time*, the employee's primary position is displayed.

You can override the value in *Position*.

Multiple Distributions

When you add a new income while entering mulitiple distributions, the employee's primary position is displayed in the *Position* field on the Update Multiple Distributions page. You can enter a secondary position for the employee into the *Position* field.

When you enter the secondary position, the values in *Levels 1-4* and *Job Code* are from the position control file. If *State/Province* or *Locality* is updated on the employee's additional position record, the values from the additional position record are displayed. If not, the values are from the payroll master file record. You can override the values in each of the fields.

In *Time Sheet Entry*, *Update Checks* and *On Demand Checks*, the value in *Position* on the multiple distribution income are placed in each cycle income record that is generated. You can override the position on each of these screens.

Enter On Demand Checks

When you add a new income or check while entering an on demand check, the employee's primary position is displayed in the *Position* field on the On Demand Checks – Verify Employee and On Demand Checks – Incomes pages.

When you enter the secondary position, the values from the position control file are displayed in *Levels 1-4* and *Job Code*. If *State/Province* or *Locality* is updated on the employee's additional position record, the values from the additional position record are displayed in these fields. If these fields are not updated with additional position information, the values are from the payroll master file record.

If *Shift* is updated on the employee's additional position record, the value from the additional position record is displayed in *Shift.* If the field is not updated with additional position information, the value is from the position control file. The *Tip Code* value is from the job control. You can override the values in each of the fields.

If the value in *Position* is removed or blank, the employee's primary position and associated information (levels, job, and so on) are the default values on the timesheet entry page.

Update Checks

When you use *Update Checks* and add a new income or check, the employee's primary position is displayed in *Position* on the On Demand Checks – Verify Employee and On Demand Checks – Incomes pages. You can enter a secondary position for the employee into *Position*.

When you enter the secondary position, the values from the position control file are displayed in *Levels 1-4* and *Job Code*. If *State/Province* or *Locality* is updated on the employee's additional position record, the values from the additional position record are displayed in these fields. If these fields are not updated with additional position information, the values are from the payroll master file record.

If *Shift* is updated on the employee’s additional position record, the value from the additional position record is displayed in *Shift*. If the field is not updated with additional position information, the value is from the position control file. The *Tip Code* value is from the job control. You can override the values in each of the fields.

If using multiple distribution processing, the position is updated from the multiple distribution file to the cycle income position record.

If the value in *Position* is removed or blank, the employee’s primary position and associated information (levels, job and so on) are the default values on the timesheet entry page.

Print Trial Register

When you print the Trial Register, the system checks for the effective dates of the employee’s additional position. If the additional position dates are not within the starting and ending dates of the cycle, a warning is printed on the trial register report and exception report. Unauthorized additional positions and invalid positions are checked in the cycle income records.

Release

Refer to the “Releasing Timesheet Data” section in the “Working with Timesheet Data” chapter for more information.

Post and Print Checks

If an additional position was used to calculate the employee’s pay, the *Date Last Paid* fields on the employee’ additional position record are updated.

Listing Additional Employee Positions

Overview

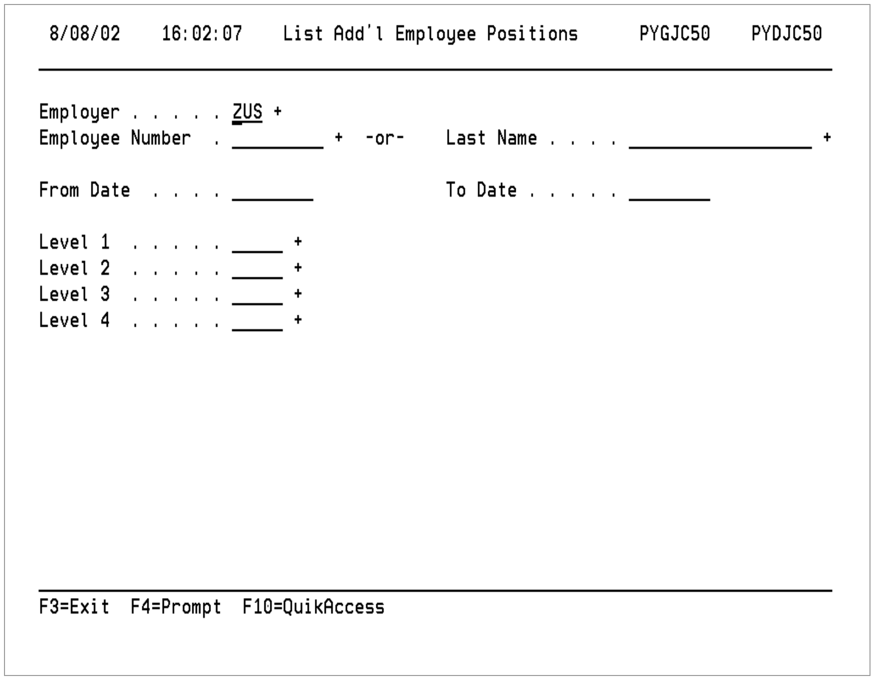
Use *List Add'l Employee Positions* to generate a report showing employee additional position information by employer, employee or levels.

Use the menu path below.

- Infinium PY
- *Employee Data*
- *List Employee Data*
  - *List Add'l Employee Positions* [LSTADDPOS]

Listing Additional Employee Positions

On the List Add'l. Employee Positionsprompt page, you can specify the information to include when you generate the Add'l Employee Positions list.



```
 8/08/02    16:02:07    List Add'l Employee Positions      PYGJC50    PYDJC50

Employer . . . . . ZUS +
Employee Number  . _________ +  -or-    Last Name . . . . _________________ +

From Date  . . . . ________             To Date . . . . . ________

Level 1  . . . . . _____ +
Level 2  . . . . . _____ +
Level 3  . . . . . _____ +
Level 4  . . . . . _____ +

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

Figure 8-6: List Add’l Employee Positions screen

Use the information below to complete this page.

Employer

Specify the employer for whom you are generating a listing.

Employee Number

Specify the number of the employee for whom you are listing information. Leave blank for all employees.

Last Name

Specify the last name of the employee for whom you are listing information. Leave blank for all employees

From Date

Specify the earliest start date in a range for which you want to generate the listing. The system includes information for those additional positions whose *Start Date* is the same as or later than this date. Leave blank to include information for all start dates.

To Date

Specify the last end date in a range for which you want to generate the listing. The system includes information for those additional positions whose

End Date is the same as or earlier than this date. Leave blank to include information for all end dates.

Levels 1,2,3,4

Specify the organization levels for which you want to include additional position information. Leave blank for all levels.

Level security is in place and is based upon the employee’s basic data levels.

How Do I…

Generate the Employee Additional Position list	Complete this page and press Enter.

Displaying Additional Position Information

Overview

Use *Display Employee Data* to display additional position information.

Use the menu path below.

- Infinium PY
- *Employee Data*
  - *Display Employee Data* [DEED]

Selecting an Employer and Employee

On the Display Employee Data prompt page, you can specify the employer and employee for whom you are displaying additional information.

Selecting Additional Position Information to Display

On the Display Employee Data options page, you can specify the type of employee information to display.

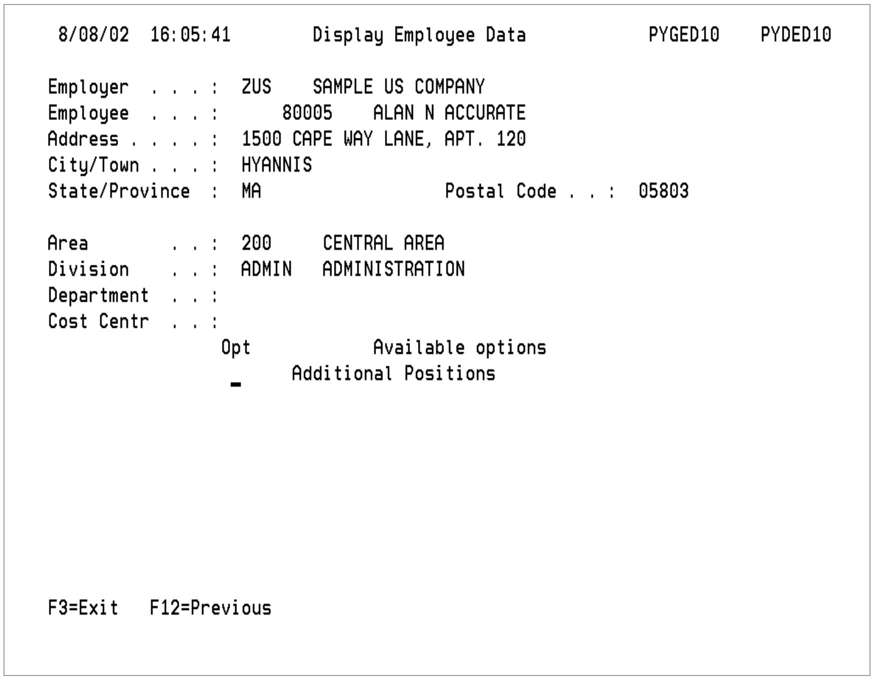


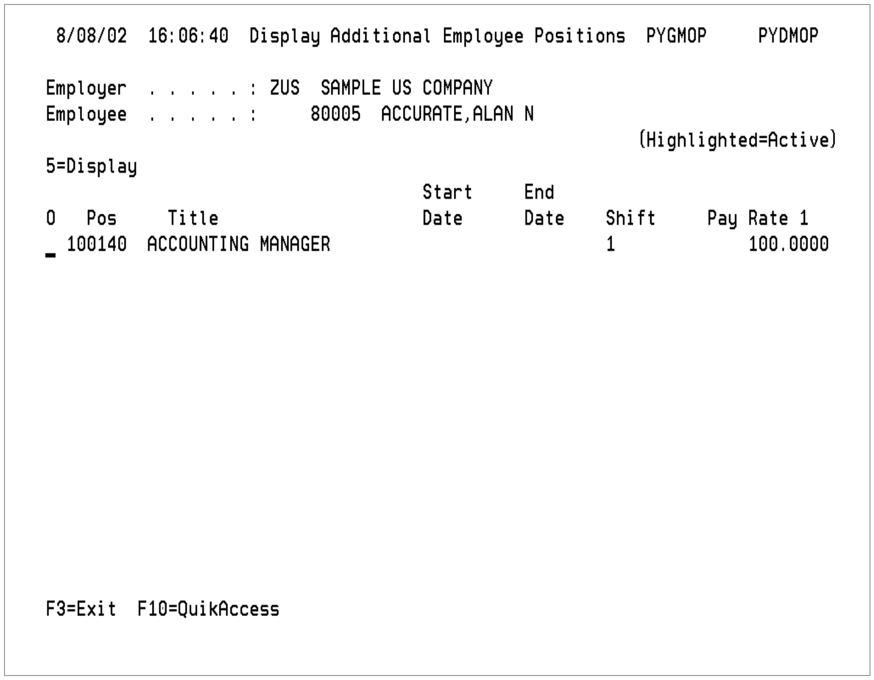
Figure 8-7: Display Employee Data selection screen

How Do I…

Select the Additional Position option	Type any character in *Opt* next to Additional Position. Press Enter.

Selecting the Additional Position to Display

On the Display Additional Employee Positions selection page, you can select the position for the specified employee to display.



```
 8/08/02  16:06:40  Display Additional Employee Positions  PYGMOP     PYDMOP

Employer  . . . . . : ZUS  SAMPLE US COMPANY
Employee  . . . . . :     80005  ACCURATE,ALAN N
                                                          (Highlighted=Active)
5=Display
                                   Start     End
O   Pos     Title                  Date      Date    Shift     Pay Rate 1
_ 100140  ACCOUNTING MANAGER                         1             100.0000










F3=Exit  F10=QuikAccess
```

Figure 8-8: Display Additional Positions selection screen

How Do I…

Select additional positions to display	Type **5** in *Opt* next to the additional position. Press Enter.

Displaying an Employee's Additional Position

On the Display Additional Position screen you can view information about the employee's additional position.

```
_ 8/10/04  11:29:02  Display Additional Employee Positions  PYGMOP     PYDMOP

  Employer  . . . : ZUS  SAMPLE US COMPANY
  Employee  . . . :     80005  ACCURATE,ALAN N
  Position  . . . : 100140     ACCOUNTING MANAGER
  Area        . . : 200                   Division    . . : ADMIN
  Department  . . : ACCT                  Cost Centr  . . : 103
  Job Code. . . . : 140                   Location Code . : HQ
  Active/Inactive?: 0 (0=Act./1=Inact)    Date Last Paid. :
  Start Date. . . : ________              End Date. . . . : ________
  State/Province. : CA_
  Locality -Misc. : CLE                   Locality -County: ___
  Locality -City. : ___                   Locality -School: ___
  Shift . . . . . : 1____
  Pay Basis . . . : _                     Base Rate Min?. : _ (0=No 1=Yes)
  Pay Rate. . . . : ________100.0000_     Matrix. . . . . : _____
  2nd Pay Rate. . : ___________.0000_     Matrix Row. . . : _____
  3rd Pay Rate. . : ___________.0000_     Matrix Column . : _____
  Scheduled Hrs . : ___.00_               Pay Factor. . . : ___________
  Union Code  . . :                       Union ID  . . . : __________
  Union Elig. Date: ________              Primary Position: 112160
  Comment . . . . : __________________________________________________
  F3=Exit   F10=Access   F12=Cancel
```

Figure 8-9: Display Additional Employee Positions

How Do I…

Exit from this screen	Press F3.

Notes

Chapter 9 Processing Wage Attachments

9

This part discusses the steps necessary to setting up processing employee wage attachments.

The chapter consists of the following topics:

Overview of Processing Wage Attachments

Objectives

When you complete this chapter, you should be able to set up and process wage attachments including:

- Federal tax levies
- Garnishments
- Child support payments

Setting Up Wage Attachments

Through the proper setup of your Infinium PY system, you can establish and process wage attachments on an employee's income.

To set up and enable the system to calculate and process employee wage attachments, you must complete each of the following tasks:

- Create a deduction expense account

  A separate deduction expense account allows the system to keep a record of individual attachment amounts collected and provides you with the ability to close that information directly to the general ledger in individual accounts.

- Create the accumulator and link it to income and deduction controls

  The accumulator you create for calculating wage attachments allows you to define a unique wage base on which you can base the wage attachment calculations.

  You link the accumulator to the appropriate income and deduction controls to enable the system to calculate the wage base.

- Set up a deduction control record

  Setting up a control record for this wage attachment deduction type allows you to specify how you want the system to calculate this type of wage attachment for all employees having this deduction.

- Assign and customize the wage attachment deduction for an individual employee

  When you assign a particular wage attachment to an employee, you can further define the specific details of the attachment for an individual employee.

- Process the payroll cycle

  Once you establish your processing controls for this wage attachment deduction, the system calculates the deduction during the employee's assigned payroll cycle.

Types of Wage Attachments

The system bases calculations of wage attachments on a combination of regulations established by your state or the federal government in addition to the controls and calculations you can administer. There are two types of wage attachments: levies and garnishments.

Levies

Levies are attachments that the federal government imposes to collect unpaid federal taxes. The system bases calculations for levies on the employee's federal exemption status and the percentage or dollar amount the government allows to be taken from an employee during a one week period.

The system stores government mandated specifications on tax tables within Infinium PY.

Garnishments/Child Support

Garnishments and child support payments are usually imposed at the state or local governmental level. Calculations for these types of wage attachments can be subject to state regulated criteria similar to those regulations specified by the federal government.

Refer to the *Infinium PY Guide to Federal and State Reporting* for information on setting up state-specific child support withholding deductions.

Choosing Deduction Methods

Because you calculate federal tax levies differently from child support payments and other garnishments, you must determine the appropriate deduction method to use for a wage attachment.

The two methods appropriate to use when establishing a deduction control for a wage attachment are methods 1 and 3.

Flat Amount Deduction (Method 1)

You use this method to define a deduction for user-defined child support or other non-system calculated garnishments. This method allows you to deduct a flat amount from the employee, without referencing state regulations.

Amount Extension Deduction (Method 3)

Use the Amount Extension deduction method (Method 3) for federal tax levies and other system calculated garnishments, including child support deductions supported by Infinium PY. You must first define an accumulator to establish a disposable wage base. Then you attach the accumulator to the amount extension deduction control.

For additional information on accumulator and deduction methods, refer to the *Infinium Payroll Guide to Controls*.

Viewing Tax Tables

You can view current garnishment, child support and federal tax levy rules and regulations criteria from within Infinium PY.

Follow the steps below to display the tax tables within Infinium PY.

1. From the Infinium PY main menu select *Tax Operations.*
2. Select *Tax Table Functions.*
3. Select *Display Tax Tables*. The system displays a list of tax tables from which you can choose.
4. Select the table you want to view.

Creating a Deduction Expense Account

In this step you create a deduction expense account for an employee.

Follow the steps below to create a deduction expense account.

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 Update Chart of Accounts prompt screen.

4 Type a general ledger account number to represent the garnishment account you are creating in the *Account Number* field.

Make sure you include your general ledger company code and any break characters.

5 Press Enter. The system displays the screen shown in Figure 9-1.

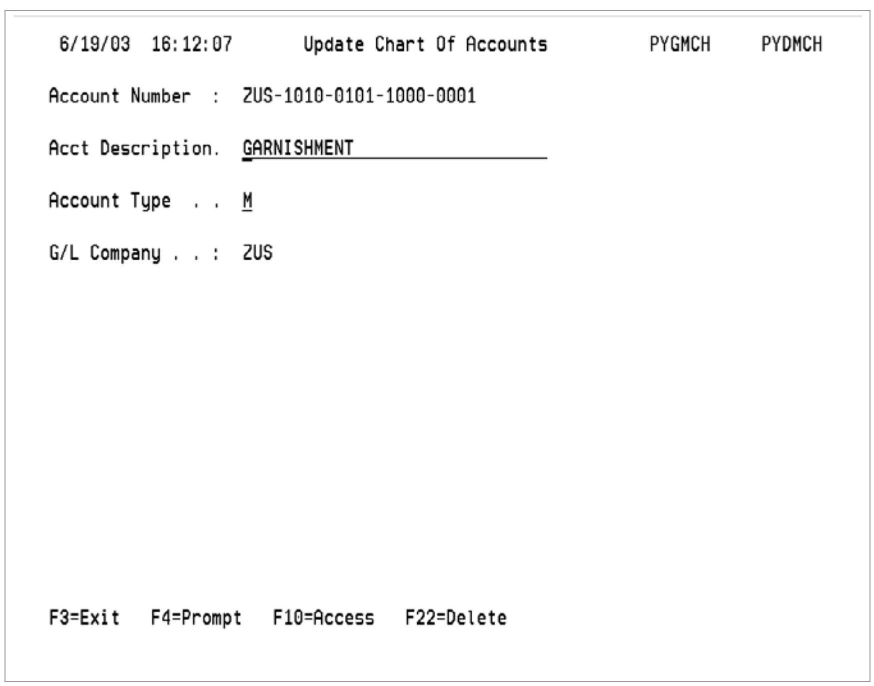


Figure 9-1: Update Chart of Accounts screen

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

Acct Description

Type a description to define this expense account.

Account Type

Specify an account type for this account using one of the following values:

M	Monetary
S	Statistical
B	Both monetary and statistical

Normally you use type **M** to indicate a monetary value for levies and garnishments.

7 Press Enter. The system saves your entry and returns you to the Update Chart of Accounts selection screen from which you can create additional accounts.

8 Press F3 to exit this option.

9 To continue setting up your wage attachment, follow the procedure for creating and using an accumulator for wage attachments outlined in the "Creating and Using an Accumulator for Wage Attachments" section.

Creating and Using an Accumulator for Wage Attachments

To establish a wage base on which the system can base employee wage attachments, you must first create an accumulator and then attach the accumulator to the appropriate income and deduction controls.

This accumulator must contain all wages minus the mandatory deductions required by law.

Follow the steps below to create an accumulator for a wage attachment.

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 9-2.

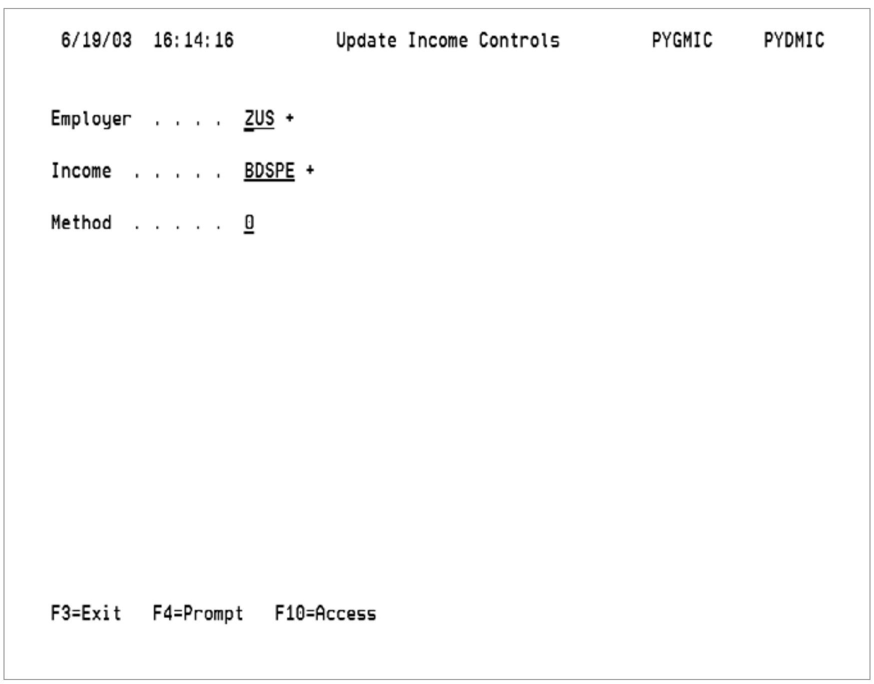


Figure 9-2: Update Income Controls screen 1 of 2

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

Employer

Type the value that represents your employer.

Income

Type the code that represents the garnishment income code.

Method

Type **0** in this field to create an accumulator.

5 Press Enter. The system displays the Update Income Controls Screen 2 of 2*.*

6 Type a description in the *Description* field to further define this accumulator.

7 Press Enter. The system creates the accumulator and returns you to the Update Income Controls screen from which you can create additional income controls.

8 Press F3 to exit this option.

9 To continue setting up your wage attachment, follow the procedures outlined below.

Typing the Accumulator Code on the Income Control

You must type the code that represents the accumulator in the *Accum Code* field on the third screen of the *Update Income Controls* option. Type the accumulator name on each income control that the system should include in the calculation of disposable wages for this garnishment or levy.

Follow the steps below to type the accumulator code on the appropriate income controls.

1 From the Infinium PY main menu select *Master Files*.

2 Select *Update Master Files.*

3 Select *Update Income Controls* [UIC]. The system displays the Update Income Controls prompt screen.

4 Type the value that represents your employer and then type the code that represents the income control to which you want to add this accumulator.

5 Press Enter twice to proceed to the third screen of this option. The system displays the screen shown Figure 9-3.

```
10/22/02  17:16:45        Update Income Controls         PYGMIC     PYDMIC
                                                               Page  3 of  4
Employer  . . . :  ZUS    SAMPLE US COMPANY
Income  . . . . :  HOUR
Method  . . . . :  2 - Hours Extension
                  A c c u m u l a t o r   C o n t r o l s
Accum. +/-H/A   Maximum   Accumulator   Accum. +/-H/A   Maximum   Accumulator
Code   Op.Op.   Amount    Percentage    Code   Op.Op.   Amount    Percentage
BTX     + +  _        .00      .0000    _____  + +  _        .00      .0000
BTXG    + +  _        .00      .0000    _____  + _  _        .00      .0000
BTXK    + +  _        .00      .0000    _____  + _  _        .00      .0000
BTXKG   + +  _        .00      .0000    _____  + _  _        .00      .0000
BGROS   + +  _        .00      .0000    _____  + _  _        .00      .0000
B401    + +  _        .00      .0000    _____  + _  _        .00      .0000
BAWC    + +  _        .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 9-3: Update Income Controls screen 3

6 Type the code that represents your garnishment or levy accumulator in the *Accum Code* field. Press Enter.

7 Press F3 to exit this option.

To continue setting up your wage attachment, follow the procedures outlined below.

Typing the Accumulator Code on the Deduction Control

You must type the code that represents the accumulator in the *Accum Code* field on the third screen of the *Update Deduction Controls* option for each applicable deduction.

You are normally permitted to reduce total disposable wages by the amounts withheld for taxes and other specific voluntary deductions as specified in the wage attachment or child support court order.

Follow the steps below to type the accumulator code on the appropriate deduction controls.

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 Update Deduction Controls prompt screen.

4 Type the value that represents your employer and then type the code that represents the deduction control to which you want to include this accumulator.

5 Press Enter twice to proceed to the third screen of this option. The system displays the screen shown Figure 9-4.

```
10/23/02  09:16:52      Update Deduction Controls        PYGMDC     PYDMDC
                                                               Page  3 of  3
Employer  . . . :  ZUS    SAMPLE US COMPANY
Deduction . . . :  *FWT   FEDERAL INCOME TAX
Method  . . . . :  4  Tax Calculation
                              Accumulate to Employee / Employer
Accum. EE ER   Maximum     Accumulator  Accum. EE ER   Maximum     Accumulator
Code   Op Op    Amount     Percentage   Code   Op Op    Amount     Percentage
BDSPE  + -  _          .00       .0000  _____  + _  _          .00       .0000
_____  + _  _          .00       .0000  _____  + _  _          .00       .0000
_____  + _  _          .00       .0000  _____  + _  _          .00       .0000
_____  + _  _          .00       .0000  _____  + _  _          .00       .0000
_____  + _  _          .00       .0000  _____  + _  _          .00       .0000
_____  + _  _          .00       .0000  _____  + _  _          .00       .0000
_____  + _  _          .00       .0000  _____  + _  _          .00       .0000
_____  + _  _          .00       .0000  _____  + _  _          .00       .0000
_____  + _  _          .00       .0000  _____  + _  _          .00       .0000
_____  + _  _          .00       .0000  _____  + _  _          .00       .0000
_____  + _  _          .00       .0000  _____  + _  _          .00       .0000
_____  + _  _          .00       .0000  _____  + _  _          .00       .0000
_____  + _  _          .00       .0000  _____  + _  _          .00       .0000
_____  + _  _          .00       .0000  _____  + _  _          .00       .0000
F3=Exit   F4=Prompt   F10=Access   F12=Previous
```

Figure 9-4: Update Deduction Controls screen 3

6 Type the code that represents your garnishment or levy accumulator in the *Accum Code* field. Press Enter.

7 Press F3 to exit this option.

8 To continue setting up your wage attachment, follow the procedures outlined in the “Creating a Deduction Control Record for a Wage Attachment” section.

Creating a Deduction Control Record for a Wage Attachment

You should create a separate deduction control for each type of wage attachment. The deduction control tells the system how to calculate the deduction for this type of wage attachment.

Follow the steps below to create a deduction control record.

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 9-5.

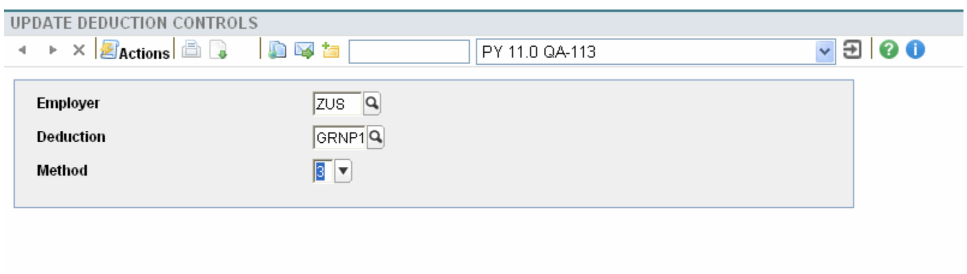


Figure 9-5: Update Deduction Controls prompt screen

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

Employer

Type the value that represents your employer.

Deduction

Type a deduction code that represents the deduction for which you are creating a control record.

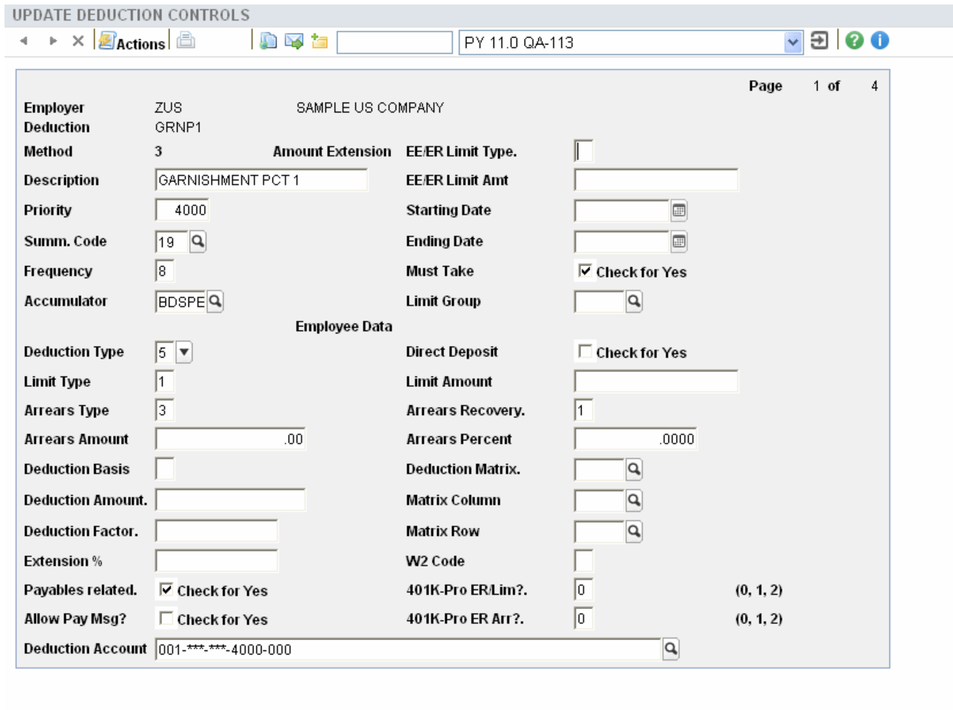
Method

Select the deduction method to calculate this type of deduction.

Use method 3 if you are creating a deduction control for wage attachments where the employee disposable earnings are needed for the regulatory system calculation, such as federal levies, system calculated garnishments and child support supported by Infinium PY.

Use method 1 if you are creating a deduction control for other flat amount garnishments or child support not currently supported by Infinium PY.

5 Press Enter. The system displays the screen shown in Figure 9-6.


UPDATE DEDUCTION CONTROLS

Actions | PY 11.0 QA-113

Page 1 of 4

Employer ZUS SAMPLE US COMPANY
Deduction GRNP1
Method 3 Amount Extension
EE/ER Limit Type.
Description GARNISHMENT PCT 1
EE/ER Limit Amt
Priority 4000
Starting Date
Summ. Code 19
Ending Date
Frequency 8
Must Take ☑ Check for Yes
Accumulator BDSPE
Limit Group
Employee Data
Deduction Type 5
Direct Deposit ☐ Check for Yes
Limit Type 1
Limit Amount
Arrears Type 3
Arrears Recovery. 1
Arrears Amount .00
Arrears Percent .0000
Deduction Basis
Deduction Matrix.
Deduction Amount.
Matrix Column
Deduction Factor.
Matrix Row
Extension %
W2 Code
Payables related. ☑ Check for Yes
401K-Pro ER/Lim?. 0 (0, 1, 2)
Allow Pay Msg? ☐ Check for Yes
401K-Pro ER Arr?. 0 (0, 1, 2)
Deduction Account 001-***-***-4000-000

Figure 9-6: Update Deduction Controls screen 1

6 Complete the fields on this screen by following the same guidelines you use when creating any deduction control.

You can refer to the detailed field descriptions in the “Setting Up Accumulators and Controls for Hourly Incomes” chapter in the *Infinium Payroll Guide to Controls*.

Fields on this screen that must be completed specifically with wage attachment processing in mind are listed and described below.

Priority

Assign a priority number to represent the order in which the system takes this deduction in relation to other deductions.

Assign a higher priority (lower number) to deductions such as child support payments. Usually this type of deduction is taken immediately after the deductions which are required by law.

Limit Type

Type **5** in this field to allow the system to continue taking this deduction until the limit amount on the employee's deduction control record is satisfied in full.

The system does not reset this balance.

Deduction Type

For method 3 deductions, type **5** to indicate that this deduction is for a federal levy. When you use *Update Deduction Data* to enter employee deduction information, the system will display a screen where you can enter federal tax levy information.

7 Leave the following fields blank on this screen:

- *Limit Amount*
- Deduction Amount
- Extension %

Complete these fields, as applicable, on the individual employee's deduction control record.

8 Press Enter. The system displays the Update Deduction Controls screen 2 of 3.

You can use this screen to specify any special reports you want the system to generate. You may find it helpful to use the cycle or monthly reports to reconcile your wage attachments.

9 Press Enter to proceed to the third screen of this option.

10 Do not type any information on this third screen. Press Enter.

11 Press F3 to exit this option.

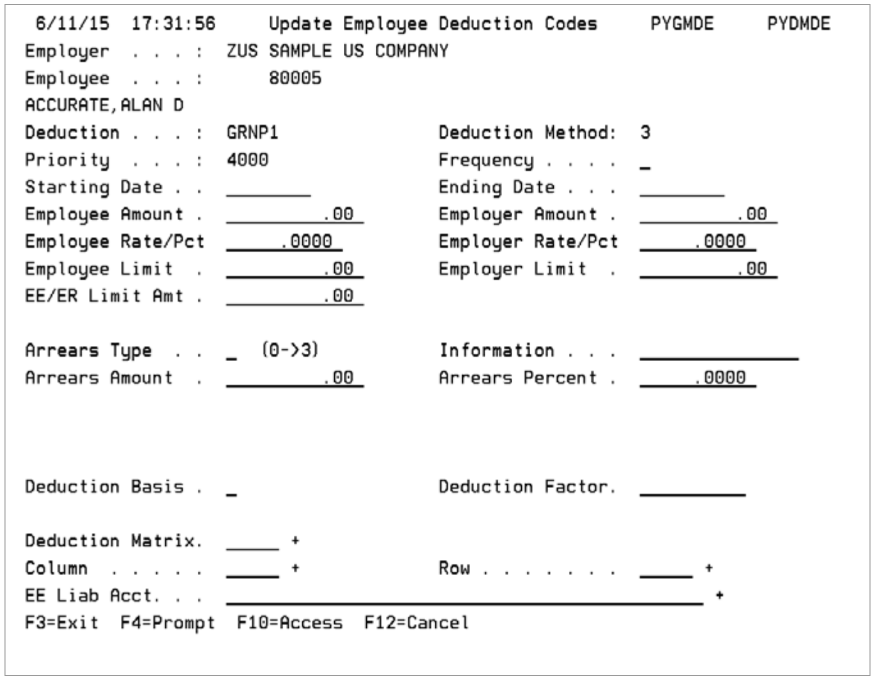
12 To continue setting up your wage attachment, follow the procedures outlined in the "Assigning and Customizing the Deduction to the Employee" section.

Assigning and Customizing the Deduction to the Employee

You use the *Update Deduction Data* option to assign a deduction to the employee and then specify the unique details of the deduction for that employee.

Follow the steps below to assign the deduction to the employee and modify the deduction authorization to reflect individual employee wage attachment specifications.

1. From the Infinium PY main menu select *Employee Data*.
2. Select *Update Employee Data*.
3. Select *Update Deduction Data* [UDE]. The system displays the Employee Update Selection screen.
4. Type the value that represents your employer in the *Employer* field and then type either the employee number or employee name in the *Employee* and *Last Name* fields.
5. Press Enter. The system displays the Update Employee Deduction Codes Selection screen.
6. Type or select the code that represents the wage attachment deduction to which you want to authorize this employee.
7. Press Enter. The system displays the screen shown in Figure 9-7.



```
 6/11/15  17:31:56     Update Employee Deduction Codes     PYGMDE     PYDMDE
Employer  . . . :  ZUS SAMPLE US COMPANY
Employee  . . . :      80005
ACCURATE,ALAN D
Deduction . . . :  GRNP1               Deduction Method:  3
Priority  . . . :  4000                Frequency . . . .  _
Starting Date . .  ________            Ending Date . . .  ________
Employee Amount .  _________.00        Employer Amount .  _________.00
Employee Rate/Pct  _____.0000          Employer Rate/Pct  _____.0000
Employee Limit  .  _________.00        Employer Limit  .  _________.00
EE/ER Limit Amt .  _________.00

Arrears Type  . .  _  (0->3)           Information . . .  _______________
Arrears Amount  .  _________.00        Arrears Percent .  _____.0000



Deduction Basis .  _                   Deduction Factor.  __________

Deduction Matrix.  _____ +
Column  . . . . .  _____ +             Row . . . . . . .  _____ +
EE Liab Acct. . .  _____________________________________________ +
F3=Exit  F4=Prompt  F10=Access  F12=Cancel
```

Figure 9-7: Update Employee Deduction Codes screen 1 of 2

8 Complete the fields on this screen by following the same guidelines you use when modifying an employee deduction control.

Fields on this screen specific to wage attachments are listed and described below.

You can refer to the detailed field descriptions in the “Setting Up Controls for Flat Amount Deductions” chapter in the *Infinium Payroll Guide to Controls*.

Employee Amount

For federal levies and state garnishments, leave this field blank to calculate the withholding amount based on system wage tables and controls you establish. Type an amount to be deducted from this employee’s check only if you want to deduct an amount other than the system-calculated amount.

For federal levies, if you type an amount in this field, the system uses this amount rather than the amount calculated from the federal wage table and the deduction controls you established.

For state garnishment calculations, if you type an amount in this field, the system compares this amount to the maximum allowed amount calculated by the system and takes the smaller value.

For setting up state-specific child support withholding deductions supported by Infinium PY, refer to the *Infinium PY Guide to Federal and State Reporting*.

Employee Limit

Use this field to indicate the specific limit of the wage attachment.

Information

You can use this field to track or record additional information about this deduction.

For example, you could use this field to keep a record of the account number you assigned to the employee's individual deduction sub account number.

9 Press Enter. The system displays the screen shown in Figure 9-8.

```
 6/11/15  17:32:57     Update Employee Deduction Codes     PYGMDE     PYDMDE
Employer  . . . :  ZUS SAMPLE US COMPANY                              2 of 2
Employee  . . . :      80005
ACCURATE,ALAN D
Deduction . . . :  GRNP1              Deduction Method:  3
Priority  . . . :  4000
Garnish Type  . .  _  (0->3)          Garnish State . .  ___ +
Garnish Category.  _  (1->4)          Garnish Exempts .  ___
Blind/age . . . .  _  (0->2)          # of Allow  . . .  _      (0->4)
Reference Number.  ____________________
Apply to Garn Limit.  _  (0=No 1=Yes)
Income Limit Group .  _____ +
Use *FWT for Income.  _  (0=No 1=Yes)
Income Limit Amount.  _______________  Income Limit Type  _



Tax Table Ovr Dt.  _______0



F3=Exit  F4=Prompt  F10=Access  F12=Cancel
```

Figure 9-8: Update Employee Deduction Codes screen 2 of 2

Fields on this screen specific to wage attachments are listed and described below.

If you are assigning an employee to a federal tax levy, make sure you complete the *Garnish Type*, *Garnish Category* and *Garnish Exempts* fields. If you are assigning a system calculated garnishment, you must complete only the *Garnish Type* and *Garnish State* fields.

Garnish Type

If this wage attachment is a garnishment, type the value that represents the garnishment type.

Valid values for this field are as follows:

0 or blank	This deduction is not a garnishment/levy.
1	This deduction is a garnishment. You must compute garnishments according to state laws.
2	This deduction is a federal tax levy.
3	This deduction is for system-calculated child support.

Garnish State

If this wage attachment is a garnishment, specify the code for the state in which the garnishment is issued. When you type a state code in this field, the system accesses the federal and appropriate state garnishment tables. The system compares the two tables and uses the lesser of the two garnishment deductions to calculate the garnishment. Leave this field blank to use the federal garnishment table.

If this wage attachment is for child support, specify the code for the state in which the child support order is issued. The system references state requirements when calculating the child support deduction.

You can view state and federal tax tables and calculation specifications through Infinium PY wage table display functions.

Garnish Category

If this wage attachment is a federal tax levy, type the employee’s federal claiming status for this attachment.

Select from the list of valid values below to indicate a valid federal tax claiming status for this employee:

1	Head of household
2	Single
3	Married filing jointly
4	Married filing separately

If you leave this field blank, the system uses a default value of **4**.

If this wage attachment is for system-calculated child support, type the employee's federal support category for this deduction. Valid values are:

0	The court order does not specify a support category; therefore, the federal comparison cannot be performed. State rules determine the child support withholding deduction amount.
1	Employee is supporting an additional spouse and/or dependent child.
2	Employee is not supporting an additional spouse and/or dependent child.
3	Employee is supporting an additional spouse and/or dependent child and is twelve weeks or more in arrears.
4	Employee is not supporting an additional spouse and/or dependent child and is twelve weeks or more in arrears.

Garnish Exempts

If the wage attachment is a federal tax levy, type the total exemptions for this wage attachment for federal tax levy calculations. The exemption amount is identified in the Federal Wage Tables which you can view through the *Tax Table Operations* option.

Blind/age

If the wage attachment is a federal tax levy, use this field if the employee is eligible for age exemption, blindness exemption, or both. Valid values for this field are:

1	Employee is filing single or head of household.
2	Employee is married filing jointly or separately, or widow(er).

# of Allow

If the wage attachment is a federal tax levy, type the number of allowances the employee is claiming for this exemption. Type a value in this field if you typed **1** or **2** in the *Blind/age* field.

Two is the maximum number of allowances that a single or head of household employee can claim. Four is the maximum number of allowances that a married employee can claim.

Valid values for this field are:

1 or **2**	Employee is filing single or head of household
1,2,3 or **4**	Employee is married filing jointly or separately, or widow(er)

Reference Number

Type the reference number associated with this deduction. This field is for informational use only.

Apply to Garn Limit

Specify whether the calculated amount should be counted toward the maximum garnishment amount for garnishment deductions. The priority of this deduction must be a lower number (earlier priority) in order to be considered in the maximum calculation.

Valid values are:

0	No. Do not include this amount when calculating later garnishments.
1	Yes. Related to garnishments and counts toward the maximum garnishment amount allowed for a later garnishment deduction.

When calculating the allowed amount for a garnishment deduction, the system calculates the maximum allowed amount, then subtracts any amounts that have already been calculated for deductions that are marked with **1** (yes) such as child support, fees, or other garnishments, and takes the remainder as the garnishment amount for the current garnishment deduction.

Tax Table Ovr Dt

If the wage attachment is a federal tax levy, you can specify an override date for the federal levy calculation, such as the beginning date, if applicable.

When the system calculates the federal levy amount, it uses this date to retrieve the appropriate federal tax table and the associated exemption and credit values.

If you leave this field blank, the system retrieves federal tax table values based on the current check date and uses the most current exemption and credit values when calculating the federal levy amount.

If the employee has filed Part 3 of Form 668-W, you can specify the date associated with that form.

10 Press Enter when you have completed the fields on this screen.

11 Press Enter to exit this screen.

12 Press F3 to exit this option.

13 To continue setting up your wage attachment, follow the procedures outlined in the “Processing the Payroll Cycle” section.

Processing the Payroll Cycle

Continue running your payroll cycle to complete processing the wage attachments for this pay period.

For additional information on the steps involved in running a payroll cycle, refer to the “Processing Payroll Cycles” chapter in this guide.

Calculating the garnishment amount for multiple wage attachments

When an employee has other deductions that should reduce the maximum amount that can be taken for a system-calculated state garnishment deduction, such as a child support deductions or other garnishments, you can configure the system to take these other deductions into account, as described below:

You must set up your deductions in the correct sequence using priority values that correspond to the order shown below on the deduction controls.

1. Tax deductions
2. Child support deduction
3. Garnishment deduction A
4. Garnishment deduction B

For individual employees, set the *Apply to Garn Limit* field to **1**(yes) on each child support and garnishment deduction that should be used to reduce the garnishment amount taken for a garnishment with a later calculation priority.

Below are some examples showing system calculations, using the following values:

- Tax deductions have priorities between 1000 to 3999
- Child support has a priority of 4000
- Garn A has a priority of 4010
- Garn B has a priority of 4020

In all of the examples:

- Gross pay = $ 1000
- Taxes = $ 214.56
- Disposable earnings after taxes = $ 785.44

Example 1

Employee A has 2 wage attachments:

- A child support deduction of $100
- Garn A is a state garnishment where the maximum amount is 25% of disposable earnings

When the *Apply to Garn Lim* = **0** (no) for the child support deduction:

- Child support = $100
- Garn A = $196.36 (25% of 785.44)

When the *Apply to Garn Lim* = **1**(yes) for the child support deduction:

- Child support = $100
- Garn A = $96.36 (25% of 785.44 minus $100)

Example 2

Employee B has 3 wage attachments:

- A child support deduction of $100
- Garn A is a system-calculated state garnishment where the maximum amount is 25% of disposable earnings
- Garn B is a system-calculated state garnishment where the maximum amount is 25% of gross wages

When the *Apply to Garn Lim* = **0** (no) for all of the deductions:

- Child support = $100
- Garn A = $196.36 (25% of 785.44)
- Garn B = $250 (25% of 1000)

When the *Apply to Garn Lim* = **1** (yes) for only the child support deduction:

- Child support = $100
- Garn A = $96.36 (25% of 785.44 minus $100)
- Garn B = $150 (25% of 1000 minus $100)

When the *Apply to Garn Lim* = **1** (yes) for both the child support and the Garn A deductions:

- Child support = $100
- Garn A = $96.36 (25% of 785.44 minus $100)
- Garn B = $53.64 (25% of 1000 minus $100 minus 96.36)

Example 3

Employee C has 2 garnishments:

- Garn A is a custom garnishment where the calculated amount is 25% of disposable earnings
- Garn B is a system-calculated state garnishment where the maximum amount is 25% of disposable earnings

When the *Apply to Garn Lim* = **0** (no) for the Garn A deduction:

- Garn A = $196.36 (25% of 785.44)
- Garn B = $196.36 (25% of 785.44)

When the *Apply to Garn Lim* = **1** (yes) for the Garn A deduction:

- Garn A = $196.36 (25% of 785.44)
- Garn B = $ 0.00 (25% of 785.44 minus $196.36)

Viewing additional information for deductions

Update Checks and Enter On-Demand Checks

When processing your cycle, if you select a deduction to view detail and you press F6 to see more information, you can see the *Apply to Garnishment Limit* value used during the current check calculation.

For a garnishment deduction, you can also see whether a system-calculated garnishment amount was reduced by other deduction amounts.

Display Check History

After you post your cycle, you can view check history to see the values that were used during the calculation of specific checks.

To view additional information, select your employee and then enter a date range and a deduction code to display a screen containing deduction history for the specified deduction.

Select an individual deduction from the history display to view additional information such as the value in the *Apply to Garnishment Limit* field at the time of calculation.

For a garnishment deduction, you can also see whether a system-calculated garnishment amount was reduced by other deduction amounts.

Chapter 10 Printing Messages on Paychecks and Direct Deposit Vouchers

10

This chapter addresses using Infinium PY functions to print user-defined and system-generated messages on employee paychecks and direct deposit vouchers.

The chapter consists of the following topics:

Overview of Printing Messages on Paychecks and Direct Deposit Vouchers

Objectives

When you complete this chapter, you should be able to create, update, and delete messages on employee paychecks and direct deposit vouchers.

Understanding User-Defined Pay Messages and System-Generated Pay Messages

Infinium PY allows you to print both user-defined and system-generated pay messages on paychecks and direct deposit vouchers.

The system provides four 80-character fields, allowing you to print up to four lines of pay message text. You can print a message for an individual employee or for employees grouped into the following categories:

- Employer
- Level
- Income code
- Deduction code
- Payroll cycle

User-Defined Pay Messages – Control Files

You create user-defined pay messages for groups of employees by using the *Update Pay Messages* [UPM] function to define the messages.

After you create a message, you assign it to one or more payroll controls by typing a value in the *Pay Message Code* field, accessible through each of the following functions:

- *Update Employer Controls* [UCO]
- *Update Level Controls* [ULV]

- *Update Payroll Data (USA)* [UPY]
- *Update Payroll Data (Canada)* [UPYC]
- *Begin Cycle* [BEGIN]
- *Begin Bonus Cycle Operations* [BBC]
- *Update Future Payroll Cycles* [UFC]

User-Defined Pay Messages – Income/Deduction Controls

You can also use the *Update Pay Messages* function to define a general message for all employees authorized to a specific income or deduction; you do not need to assign the message to a control record. These messages are displayed only during regular cycle processing, not during on-demand processing.

To define pay messages for specific incomes or deductions you must:

1. Use the *Update Pay Messages* [UPM] function to create the user-defined pay message for the particular income or deduction.
2. On the Update Payroll Message Control screen identify the specific income or deduction code and type **I** for income or **D** for deduction in the *Message Type* field.
3. Activate automatic message processing for the specified income or deduction by typing **1** in the *Allow Pay Msg?* field on the associated income or deduction. If you do not type **1** in the *Allow Pay Msg?* field for the associated income or deduction control, the system does not generate the pay message for employees when you process a cycle.

After you activate processing for an income or deduction, the system automatically generates employee-specific messages for each employee authorized to the specified income or deduction when you use one of the following functions to process a cycle:

- *Cycle Operations / Cycle Functions / Release Timesheet Data*
- *Cycle Operations / Miscellaneous Functions / Release Timesheet Data and Post*
- *System Operation s / Supervisors' Functions/ Cycle Support Operations / Cycle Support Functions / Option 3, Rerelease Cycle*

The table below identifies the respective priorities of these user-defined income and deduction messages when they are generated by the system.

User-defined Message Type	Priority
Income message	18
Deduction message	20

User-Defined Pay Messages - Individual Employees

You can also use the *Update Employee Pay Messages* [UEPM] function to define messages for individual employees. When you create the employee specific message, you assign it a priority value from **1** to **99**. The system uses the priority value you assign to determine if your manually created employee message should be printed before or after a user defined income/deduction control message or a system-generated message.

The system automatically processes any message that you create with the *Update Employee Pay Messages* [UEPM] function in the next payroll cycle for the employee.

System-Generated Pay Messages – Individual Employees

In addition to user-defined messages, the system can generate pay messages automatically when you change an income or deduction record for an employee.

To activate this automatic message processing for a specific income or deduction, you must type **1** in the *Allow Pay Msg?* field on the associated income or deduction. If you do not type **1** in the *Allow Pay Msg?* field for the associated income or deduction control, the system does not generate the pay message for the income or deduction when you change the employee data.

Since the system may generate more than one message for an employee if you make multiple changes to the records, the system assigns a predetermined priority value to each type of change. The system adds employee-specific messages to paychecks or direct deposit vouchers according to the message priority value, with 1 being the highest priority and 99 being the lowest.

The table below identifies the format of the system-generated messages currently supported and their respective priority values.

System-Generated Message Text	Priority
New deduction xxxxx taken from xx/xx/xxxx	22

System-Generated Message Text	Priority
Deduction xxxxx ceased on xx/xx/xxxx	24
Deduction xxxxx changed to $9999.99	26
Deduction xxxxx changed to 9999.99%	26
New income xxxxx payable from xx/xx/xxxx	28
Income xxxxx ceased xx/xx/xxxx	30
Income xxxxx changed to $9999.99	32
Deduction xxxxx $9999.99 in arrears	46
Deduction xxxxx $9999.99 arrears taken	48

Your Information Systems Department can customize these system-generated messages or add to them to meet your organizational requirements. For information on customizing system-generated pay messages, refer to the *Infinium Human Resources/Payroll Technical Guide*.

Message Priority

The order in which the system prints messages is as follows:

1. Employee-specific messages, in order of priority, with 1 being the highest priority and 99 being the lowest priority. These messages include:
   - User-defined messages for employees authorized to income/deduction controls
   - User-defined messages for individual employees
   - System-generated messages for individual employees
2. Employee payroll master
3. Level 4
4. Level 3
5. Level 2
6. Level 1
7. Cycle header, entered in *Begin Cycle*

8 Employer control

For example, if you assign a pay message to an employee payroll master record, the system prints this message on the employee's paycheck or direct deposit voucher before printing a message assigned at the employer level.

Purging Employee-Specific Messages

When you post the payroll cycle, the system automatically deletes all employee-specific messages from the message file for employees included in the cycle, even if all of the messages are not printed on the check.

User-defined messages attached to the various control files remain in the message file until you manually delete them.

Using the *Update Pay Messages* Function

Use the *Update Pay Messages* function to create or update a user-defined pay message that you want to print on paychecks or direct deposit vouchers for groups of employees. After you create the message, you attach the message identifier to the appropriate data record identifying the group of employees. You can assign a general pay message to the employer control, to one or more level controls, to the cycle header record created when you begin a cycle, or to a single employee’s payroll master record. You can specify a date after which the system discontinues printing the message.

You can also use this function to define a message that you want to print on paychecks or direct deposit vouchers for all employees authorized to a specific income or deduction. If you want to generate a message for employees with a specific income or deduction, you must enter a value in the *Message Identifier* field that matches the code value of the income or deduction. When you run *Release Timesheet Data* or use *Cycle Operations* to re-release a cycle, the system automatically creates individual messages in the pay message field for all applicable employees.

Messages created for employees through *Update Employee Pay Messages* and system-generated employee-specific messages take priority over messages created through *Update Pay Messages*.

Creating or Updating a Pay Message

Follow the steps below to create or update a pay message for all employees associated with an employer, level, income control, deduction control, or payroll cycle.

1. From the Infinium PY main menu select *Cycle Operations.*

2. Select *Pay Messages.*

3. Select *Update Pay Messages* [UPM]. The system displays the screen shown in Figure 10-1.

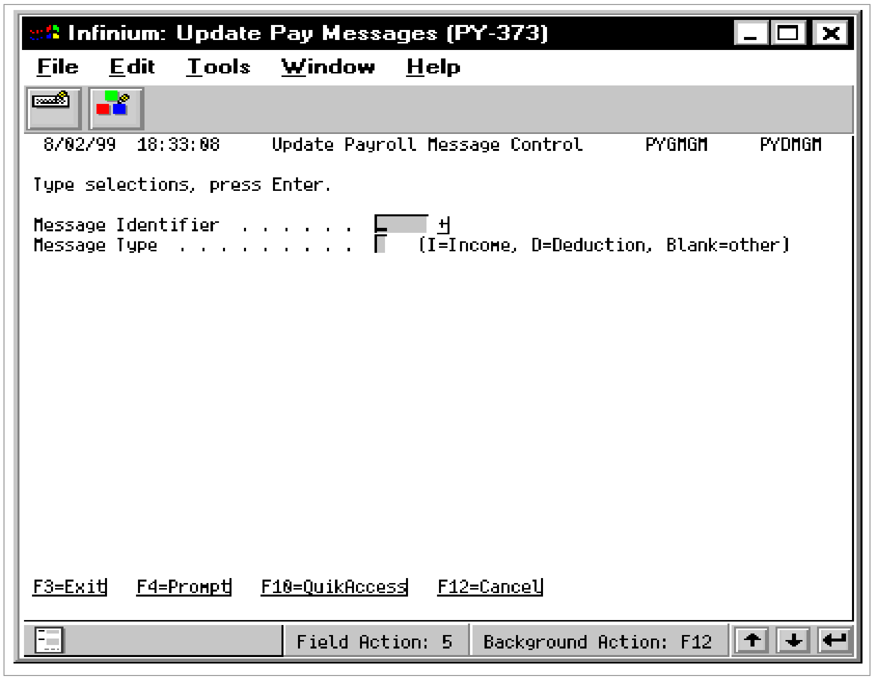


Figure 10-1: Update Payroll Message Control prompt screen

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

Message Identifier

Type a value that the system uses to identify the message.

If you type **I** or **D** in the *Message Type* field, the value that you type in this field must match the value of the related income or deduction code.

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

Message Type

Use this field to indicate whether the message relates to income, deduction, or general information. Valid values are:

I	This message relates to a specific employee income. When you process paychecks, all employees authorized to this income receive this message.
D	This message relates to a specific employee deduction. When you process paychecks, all employees authorized to this deduction receive this message.
Blank	This message contains general information.

5 Press Enter. The system displays the screen shown in Figure 10-2.

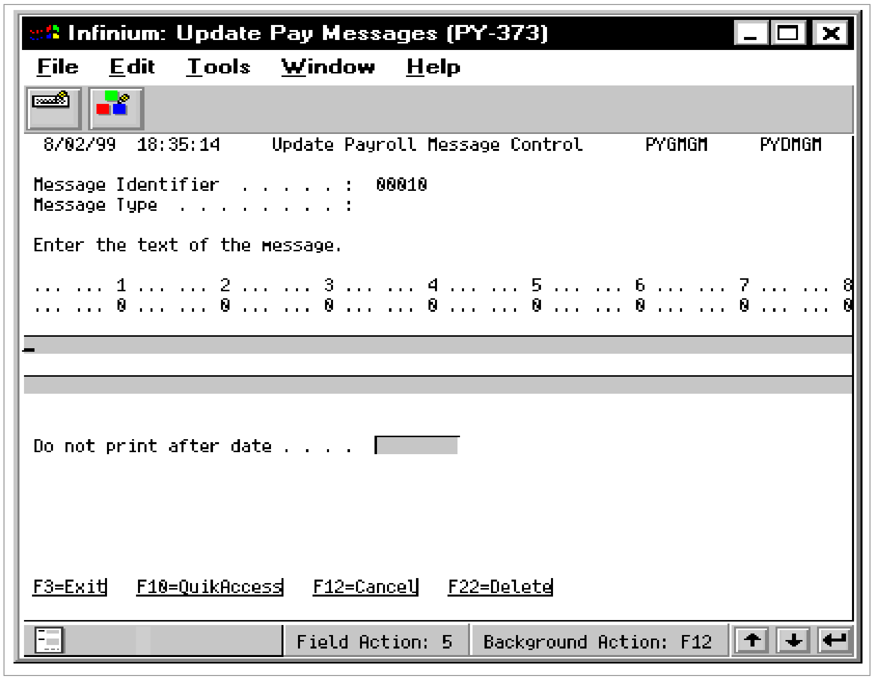


Figure 10-2: Update Payroll Message Control screen

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

Message Line 1

Type the first line of the message you want to print for this message identifier.

Message Line 2

Type the second line of the message you want to print for this message identifier, if applicable.

Do not print after date

Type an expiration date for this message, if applicable.

If the date that you type in this field is before the period ending date on the paycheck, the system does not print the message when you type **I** or **D** in the *Message Type* field. If the date that you type in this field is before the check date on the paycheck, the system does not print the message when you leave the *Message Type* field blank. Leave this field blank if the message does not have an expiration date.

7 Press F3 to exit from the screen. Select exit option **1** to save your changes.

Deleting a Pay Message

Follow the steps below to delete a pay message for all employees associated with an employer, level, income or deduction control, or payroll or bonus cycle.

1. From the Infinium PY main menu select *Cycle Operations.*
2. Select *Pay Messages.*
3. Select *Update Pay Messages* [UPM]. The system displays the screen shown in Figure 10-1.
4. From the *Message Identifier* field, select the message that you want to delete. Press F4 to display a list from which you can select a valid entry.
5. Press F22 to delete the message.
6. Press F3 to exit from the screen. Select exit option **1** to save your changes.

Using the *Updating Employee Pay Messages* Function

Use the *Updating Employee Pay Messages* function to create pay messages for individual employees.

Messages created for employees through *Update Employee Pay Messages* and system-generated employee-specific messages take priority over messages created through *Update Pay Messages*.

Creating an Employee Pay Message

Follow the steps below to create a pay message for an employee.

1. From the Infinium PY main menu select *Cycle Operations.*
2. Select *Pay Messages.*
3. Select *Update Employee Pay Messages* [UEPM]. The system displays the screen shown in Figure 10-3.

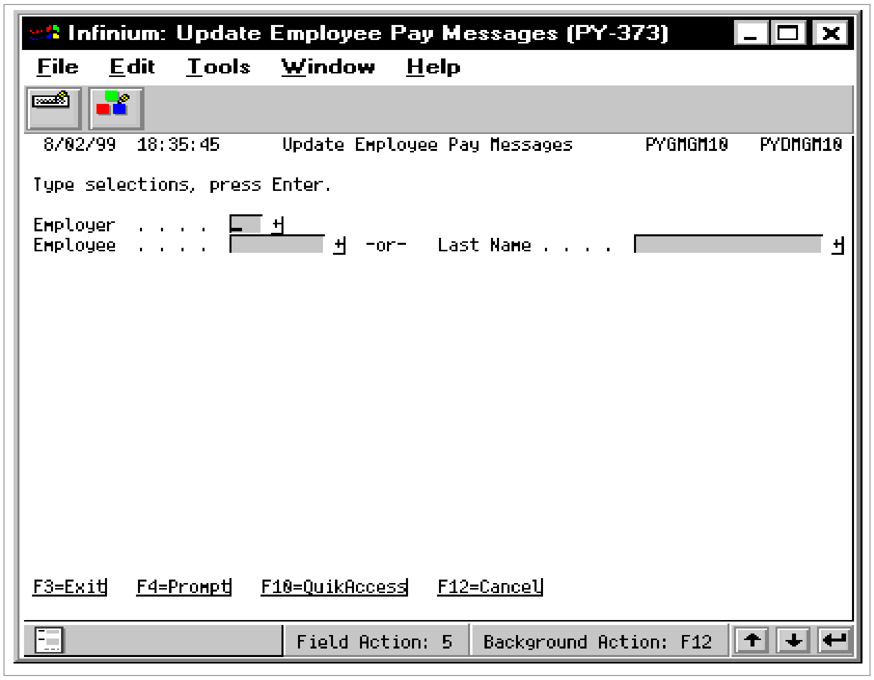


Figure 10-3: Update Employee Pay Messages prompt screen

4 Complete the fields on this screen and press Enter. The system displays the screen shown in Figure 10-4.

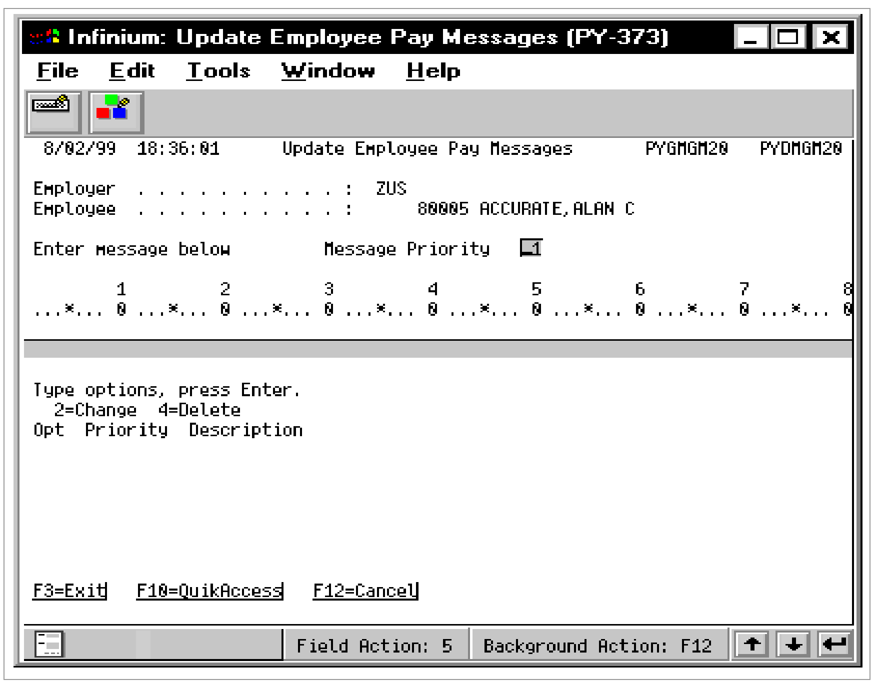


Figure 10-4: Update Employee Pay Messages screen

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

Message Priority

Type a value from **1** to **99** to represent the priority of this message when compared to other messages for this employee. The system prints a message with a priority of **1** first and a message with a priority of **99** last.

Message Line

Type the message that you want the system to print for this employee.

6 Press Enter. The system displays the message in the subfile at the bottom of the screen.

7 Repeat steps 5 and 6, if applicable, to create additional messages.

8 Press F3 to exit from the screen. Select exit option **1** to save your changes.

Updating an Employee Pay Message

Follow the steps below to update a pay message for an employee.

1 From the Infinium PY main menu select *Cycle Operations.*

2 Select *Pay Messages.*

3 Select *Update Employee Pay Messages* [UEPM]. The system displays the screen shown in Figure 10-3.

4 Complete the fields on this screen and press Enter. The system displays the screen shown in Figure 10-4.

5 Type **2** in the *Opt* field to the left of the message you want to update and press Enter.

6 Update the text in the *Message Line* field or change the value in the *Message Priority* field and press Enter.

7 Repeat steps 5 and 6, if applicable, to update additional messages.

8 Press F3 to exit from the screen. Select exit option **1** to save your changes.

Deleting an Employee Pay Message

Follow the steps below to delete a pay message for an employee.

1 From the Infinium PY main menu select *Cycle Operations.*

2 Select *Pay Messages.*

3 Select *Update Employee Pay Messages* [UEPM]. The system displays the screen shown in Figure 10-3.

4 Complete the fields on this screen and press Enter. The system displays the screen shown in Figure 10-4.

5 Type **4** in the *Opt* field to the left of the message you want to delete and press Enter.

6 Repeat step 5, if applicable, to delete additional messages.

7 Press F3 to exit from the screen. Select exit option **1** to save your changes.

Chapter 11 Processing Cycles

11

This chapter provides an overview of the steps involved in processing a payroll cycle. Three subsequent chapters provide the detailed steps involved in processing a payroll cycle. These chapters are “Beginning a Cycle,” “Working with Timesheet Data,” and “Completing Cycle Operations.”

Overview of Cycle Operations

Objectives

At the conclusion of this chapter, you should be familiar with:

- Terminology used during cycle operations
- Steps taken during cycle operations

Understanding Cycle Operations

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 basis.

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

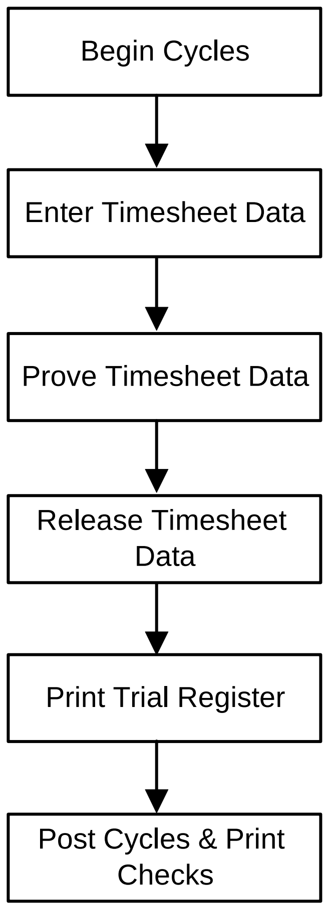
Cycle processing, also referred to as cycle operations, is the key to generating paychecks and direct deposit vouchers through Infinium PY.

Infinium PY cycle processing is comprised of the six necessary steps below and illustrated in the flowchart on the following page.

1. Begin cycle
2. Enter timesheet data
3. Prove timesheet data
4. Release timesheet data
5. Print trial register
6. Post cycle & print checks

The parts that follow introduce you to the detail involved in performing each of these steps.

Cycle Operations



Beginning 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 and/or auto pay 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 contains information for each employee in the cycle.

Entering Timesheet Data

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

- 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 attached the cycle
- Specify the position to be associated with the incomes in the cycle being processed

Proving Timesheet Data

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

Releasing Timesheet Data

During the release of timesheet data, the system calculates the gross and net amounts of each paycheck in the cycle by bringing the incomes and deductions into the cycle. The system resolves the labor expense accounts during this step and brings the mass entry data into the payroll cycle.

Printing Trial Register

You must generate the Payroll Trial Register now if you did not choose to automatically produce one during the release or if you entered the *Update Checks* option. You enable the *Print Trial at Release* field on your cycle controls.

Posting Cycles and Printing Checks

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

Notes

Chapter 12 Beginning a Cycle

12

This chapter focuses on the steps you follow to perform the Begin Cycle portion of Infinium PY's cycle operations. Through the *Begin Cycle* function you initiate the processing of the payroll cycle.

When you perform the begin portion of cycle processing, you specify which cycle(s) the system can run and you can make global modifications to deductions and hours for all employees in a cycle.

The chapter consists of the following topics:

Overview of the Begin Cycle

Objectives

At the conclusion of this chapter you should be able to begin a cycle within Infinium PY.

Understanding the Begin Cycle Function

Each time you hire an employee into your Infinium PY system, you must assign that employee to a payroll cycle. Through the execution of a cycle, you pay your employees.

The first step in successfully running and completing a payroll cycle is called the Begin. To begin a payroll cycle you select a cycle, specify deductions to suppress, and make changes or updates to hours generated through the auto pay function.

Selecting a Cycle

You can select multiple cycles to run; however, the system runs each cycle separately in the order in which it was selected.

Suppressing Deductions

During the Begin you can choose deductions to suppress for all employees in the cycle. For example, during a bonus pay cycle, you might want to suppress all voluntary deductions. If you generate more than one check for an employee within a cycle, Infinium PY allows you to selectively suppress deductions from all checks or to take the deductions from the first check and suppress the deductions for subsequent checks.

Changing Auto Pay Group Hours

You can make changes to hours generated as a result of the auto pay group function. For example, you established an auto pay group that generates 80 hours for every employee during a normal two week pay period. When a paid holiday occurs during a pay period, you can change the regular hours paid from 80 to 72 and they type 8 hours for holiday pay.

Using Infinium HR and Benefits Administration Information

If you are using Infinium HR to maintain employee data and your system is set up to pass information between Infinium HR and Infinium PY:

- The system updates any changes made within Infinium HR and includes them in the next payroll cycle.
- The system automatically produces a Cycle Exceptions Report that lists hires, terminations and rate changes.

If your company uses Infinium HR's Benefits Administration module and your system is set up to pass benefit information to Infinium PY, the system:

- Automatically adds, changes or deletes employee deductions based on benefit enrollments
- Automatically generates an Enrollments to Deductions Register that lists employee additions, deletions and changes

Operations Performed During the Begin

When you begin a cycle, the system:

- Freezes the employee's home level based on information in the employee's basic data record. If you make changes to an employee's home level after the system completes the *Begin Cycle*, the changes are not reflected in the current payroll.

  You can make changes to the levels in which the employees worked after you begin a cycle.
- Allows you to suppress the deduction(s) that you do not want to generate during this cycle run.
- Gathers all incomes and hours assigned to auto pay groups within the cycle.
- Verifies check and period end dates, accounting year, as well as checking account and direct deposit data.
- Processes new enrollments to deductions. If you are using the Infinium HR's *Benefits Administration* function, the system processes changes to

benefit deductions. The system generates the Enrollments to Deductions Register, which lists benefit changes.

- Enrollments to Deductions Register, which lists benefit changes.
- Freezes the employee's base position with position information in the employee's basic data record. See the "Using Multiple Position Processing" chapter in the *Infinium PY Guide to Processing*.

Beginning the Cycle

Follow the steps below to begin your cycle.

1 From the Infinium PY main menu select *Cycle Operations.*

2 Select *Pre-Cycle Functions*.

3 Select *Begin Cycle* [BEGIN]. The system displays the Cycles Selection screen.

4 To select single or multiple cycles, type any character in the *Opt* field next to the cycle(s) you want to run. Press Enter. The system displays the Enter Cycle Data screen.

Cycles that you specified to exclude from the *Begin Cycle* do not display for selection on this screen. You can include or exclude cycles through the *Update Cycle Controls* option.

Enter Cycle Data screen

5 Use the information below to complete the fields on the Enter Cycle Data screen.

If you selected more than one cycle, the system lists each cycle consecutively using two horizontal lines of data.

When completing the following fields, keep in mind that the system can verify the period ending or check dates depending on the values you established in your cycle control record. If you choose to edit for this information, the system displays an error message if the data you type on the screen does not fall within the criteria you established.

If you use the cycle edits, you cannot continue processing until the dates agree with the cycle control edits you establish. If you frequently cross months during cycle processing, consider avoiding the use of the edit feature.

Type appropriate information in the fields listed below.

Period Beginning

Type the pay period beginning date of this cycle. Based on the date you type in this field, you can include or exclude employee incomes, deductions, new hires and terminations in the cycle.

Period Ending

Type the period ending date. You cannot re-use period ending dates for the same cycle.

Checking Account

Type the checking account code from which the payroll funds are drawn.

Chk Date

Type the date that you want to print on the pay check. Based on the date you type in this field, the system adds the pay information to the quarter-to-date files.

Per

Type the pay period for this cycle. For example, if it is the third week of the month and the cycle represents a weekly payroll, you type **3** in this field.

The system includes all incomes and deductions scheduled for this pay period. The system uses the value from the *Frequency* field on the income and deduction control records to determine which incomes and deductions to include in this cycle.

Acct. Mo/Yr

Type the accounting month and year for this payroll cycle. The accounting month you specify can be different from the actual calendar month.

This field controls the distribution of data when you run the *Close to General Ledger* option.

The system performs two edits on the *Acct Yr* field:

- It compares the accounting year that you enter on this screen to the fiscal year specified in the *Curr Fiscal Year* field on the second screen of your employer control record. The value that you enter in the *Acct. Yr* field on the Enter Cycle Data screen must match the fiscal year specified for the employer.
- The system verifies that the fiscal year you enter on this screen is not more than one year less than or one year greater than the system date of your computer. For example, if your system year is 1996 you can enter only **1995**, **1996** or **1997** in the *Acct. Yr* field on this screen.

Weeks Worked

If you entered the standard number of weeks worked in your cycle control record, the system defaults that value here. If you did not specify a default value on your cycle control, or to override the default value for a particular pay period, type a value that represents the number of work weeks included in the pay cycle that you are processing.

The system uses the value in this field to update the *Wks Wkd* field in the U.S. state unemployment tax deduction record of each employee in this pay cycle, with one exception noted below. The system prints weeks worked information on U.S. quarterly state unemployment tax reports.

If you type **1** in the *Chg Wks Wrk to 0?* field on your employer control, during the *Release Timesheet Data* function the system prints the following warning message on the Trial Register for employees who lack hours and earnings in the pay cycle you are processing:

> ***** WARNING: THE NUMBER OF WEEKS WORKED WILL BE CHANGED FROM XX TO 0, BECAUSE THE EMPLOYEE HAS NO GROSS PAY OR HOURS.**

In the preceding message, the system replaces **XX** with the value you specified in the *Weeks Worked* field on the Enter Cycle Data screen.

When you use the *Post Cycles and Print Checks* function, the system automatically changes the weeks worked value specified for the pay cycle to zero for employees who lack hours or earnings in the cycle. It prints the following warning message on the final Payroll Register for those employees:

> ***** WARNING: THE NUMBER OF WEEKS WORKED HAS BEEN CHANGED FROM XX TO 0, BECAUSE THE EMPLOYEE HAS NO GROSS PAY OR HOURS.**

For example, you may process employees in a cycle who are on leaves of absence or are inactive for other reasons to generate employee arrears amounts or employer liability amounts for benefit deductions. When you type **1** in the *Chg Wks Wrk to 0?* field you avoid overstating weeks worked totals for non-active employees.

*Update *F*

Type **1** (Yes) or **0** (No) to specify whether you want the system to automatically update employee fringe income amounts or percentages to match the employer amounts or percentages on corresponding benefit deductions. The system updates the fringe incomes that you associate with benefit deductions using the *Update Fringe Income Interface* function.

When you include fringe incomes in the wage bases you use to calculate tax deductions, the system taxes the fringe income amount and includes the fringe income amount in the employee’s taxable earnings. Refer to the “Processing Fringe Incomes” chapter for further details on how to set up fringe income processing.

Tax Freq

The value in this field defaults from the cycle control record and determines how to calculate the taxes included in this cycle. Type the tax frequency if you want to override this value.

DD Acct

Type the direct deposit checking account code in this field. Do not select a *NP account for the *DD Acct* field.

Even if you are not processing direct deposits, you must set up at least one account code starting with ***DD**. You create this code through the *Update Checking Accounts* option.

For additional information, refer to the “Processing Direct Deposits” chapter.

Suppl Tax Only?

For U.S. employers, the value in this field indicates whether the system uses supplemental tax rules to calculate taxes for all incomes in this cycle, regardless of the value in the *Special Tax* field on the income controls. Valid values are:

0	Use general taxation rules for this cycle.
1	Use supplemental tax rules for all incomes in this cycle.

If you type **1** in the *Sup Flg* field on the Update Future Cycles screen, the system uses the value as the default value for the *Suppl Tax Only?* field on the Enter Cycle Data screen when you begin to run the cycle.

Refer to the “Processing Federal and State Supplemental Taxes” chapter in the *Infinium Payroll Guide to Federal and State Reporting* for more information on processing supplemental incomes.

For Canadian employers, use this field to indicate whether the system sets the basic exemption amount for CPP/QPP and the basic personal exemption for federal taxes to zero for all checks processed in the cycle. Valid values are:

0	Use regular taxation rules for this cycle.
1	Set the basic exemption amount for CPP/QPP and the basic personal exemption for federal taxes to zero for all checks processed in this cycle.

Omit ded-addl ck

If you generate more than one check for an employee within a payroll cycle, for example, to pay bonuses, vacation or travel advances, you can suppress deductions from the additional checks.

Type the value for the deduction reporting group that identifies deductions you want to suppress.

If you leave this field blank, the system automatically suppresses from additional checks all deductions suppressed from first checks.

For information on deduction reporting groups, refer to the “Creating a Deduction Reporting Group” section in the “Processing Excess Group Life” chapter in this guide.

Pay Msg

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

12th of Month

Use this field to indicate that the cycle includes the twelfth day of the month for unemployment reporting purposes. If the cycle contains the twelfth day of the month, type the letter that represents the month in which the twelfth day falls. A value at the cycle level can be overridden at the employee level.

Valid values are:

Blank	Cycle does not contain the 12th of the month.
A	January
B	February
C	March
D	April
E	May
F	June
G	July
H	August

I	September
J	October
K	November
L	December
M	Prior year October
N	Prior year November
O	Prior year December

Note: Values **M**, **N**, and **O** are normally used only for prior year cycles. You will receive an error if you use these values for current year cycles, but you will have the option of overriding the error when using **O** (Prior Year December).

Benefit Eff Date

Specify a date to override the benefit effective date for benefit transactions for this payroll cycle.

Leave blank to use either the period end date or the check date of the payroll cycle as the benefit effective date, depending on the *Chk Date at Begin* setting in the cycle control.

Select No-Run Deduction screen

6 Press Enter. The system displays the Select No-Run Deduction screen from which you can select the deductions to suppress.

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

You can use this screen to work with all deductions that are scheduled for this pay period.

If the information on this screen is appropriate as is, do not type any information on this screen.

To suppress deductions that you do not want processed for this pay cycle, type an **X** in the *Opt* field next to those deductions that you do not want taken during this cycle.

Any deductions you suppress through this function can alter the wage base. When you delete a deduction from the cycle, you suppress the employer liability and wage base associated with the deduction (for example, FICA or health insurance).

8 Press Enter. The system displays the Select No-Run Deductions screen from which you view all deductions you have suppressed from this cycle.

In a regular cycle you generally do not suppress deductions; therefore, the following screen does not display any deductions.

Select Suppressed Deductions - Addl checks screen

9 Press Enter, if this list of suppressed deductions is correct. The system displays the Select Suppressed Deductions-Addl checks screen.

If this list of suppressed deductions is not correct, press F3. The system returns to the previous screen from which you can select the deductions you want to suppress. Repeat steps 7 through 9.

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

If the *Omit ded-addl ck* field from the Enter Cycle Data screen contains a value for a deduction reporting group, the system displays deductions within that group. If the *Omit ded-addl ck* field is blank, the screen displays all suppressed deductions selected in step 7.

If the information on this screen is correct, do not type any information on this screen.

To activate deductions that you want to process for additional checks within the pay cycle, type an **X** in the *Opt* field next to those deductions that you want to include on additional checks.

11 Press Enter. The system displays the Select Suppressed Deductions-Addl checks screen.

Select Auto Pay Screen

12 Press Enter, if this list of suppressed deductions is correct. The system displays the Select Auto Pay screen from which you can view all the auto-generated incomes that are assigned to the auto pay groups within this cycle.

If this list of suppressed deductions for additional checks is not correct, press F3. The system returns to the previous screen from which you can select the deductions you want to activate. Repeat steps 10 and 11.

13 Type **X** in the *Opt* field next to the auto pay group incomes you do not want the system to generate during this cycle run.

To improve processing time for the cycle, you can delete any auto pay incomes that the system does not use during this cycle.

14 Press Enter. The system displays the Select Auto Pay screen from which you can view or make changes to hours or rates for auto-generated incomes.

15 To change the rate or the hours for this income, type the rate or hours next to each appropriate income.

For example, if there is a holiday during this pay period, you can save time during this step by changing the hours for each income to reflect the new regular and holiday hours. All employees attached to this auto pay group might be paid 32 hours of hourly and 8 hours of holiday pay during this pay period.

16 Press Enter. The system begins running this cycle.

When you run the *Begin Cycle*, the system automatically generates the Enrollments to Deduction Register. If you are using the *Benefits Administration* function, this register shows employee enrollment, cancellation, rate or coverage changes for this cycle. If you do not use the *Benefits Administration* function, the system generates the register without totals.

Chapter 13 Working with Timesheet Data

13

This chapter focuses on the steps you follow to enter, proof and release timesheet data in your Infinium PY system. You can find information on additional methods of entering time into your Infinium PY system in the “Using Alternative Methods of Entering Time” chapterof this guide.

Through the timesheet data functions you can enter and proof your timesheet data and release proofed data.

The chapter consists of the following topics:

Overview of Entering Timesheet Data

Objectives

At the conclusion of this chapter you should be familiar with performing timesheet data entry, and verifying and proofing data prior to releasing data in the system.

Using Infinium Payroll with Infor ERP$_{LX}$ General Ledger

If you use the Infor ERP$_{LX}$ general ledger interface with Infinium PY, see the "Using the Infinium Payroll Interface with Infor ERP$_{LX}$ General Ledger" chapter in the *Infinium PY Guide to Management Functions.* When Infor ERP$_{LX}$ is used as the general ledger interface, the definition for building account numbers is stored in the Infor ERP$_{LX}$ product, not in Infinium PY. Information in the account number fields on the various employer control files and in employee files is ignored by Infinium PY. Instead, the Infor ERP$_{LX}$ configuration files are used when the Infor ERP$_{LX}$ system builds the account number for each payroll transaction.

Using the Enter Timesheet Data Function

During the timesheet data entry portion of cycle processing, you type hours worked for each employee in this cycle into your system. Through this function you can also:

- Change or delete hours in a check(s) within the cycle
- Add incomes for employees within the cycle
- Add a check(s) for employees within the cycle
- Delete an employee from the cycle
- Add an employee to the cycle. You can add employees who are active, terminated, or on leave provided the employee's payroll master record contains an authorization to this cycle.
- Distribute predetermined percentages of income totals to multiple general ledger accounts, levels, positions and jobs

- Add manual checks to the payroll cycle
- Assign a project number to the employee timesheet record to transfer project accounting information from Infinium PY to Infinium PA
- Specify an alternate or secondary position to the employee timesheet record

You should be familiar with the *Update Employer Controls* and *Update Cycle Controls* functions, which affect how you type data in the *Enter Timesheet Data* function.

Interactively Proving Timesheet Data

You can use two fields within the *Update Employer Controls* function to enable the display of an interactive proof screen during the *Enter Timesheet Data* function. These fields are:

- *Proof on Cycles*

  If you type **1** in this field, the interactive proof screen displays before you type timesheet information for your cycles.

- *Proof on Levels*

  If you type **1** in this field, the interactive proof screen displays before you type timesheet information for each reporting level.

For additional information on setting up your employer controls, refer to the “Setting Up Employer Controls” chapter in the *Infinium Payroll Guide to Controls*.

You use the interactive proof screen to double-check the accuracy of all hours and dollars entered into the system. You use this function by:

- Manually totaling all the dollars, hours and the number of checks for each cycle or level.
- Typing those totals onto the proof screen.

After you type the timesheet information, the system adds all the dollars and hours and compares the total with the amounts you type on the proof screen.

If there is a difference between your manual totals and the system totals, the system displays a variance message. You cannot go beyond the timesheet proof step until you resolve the variance.

Displaying Order of Employee Names

You can use the *Timesheet Alpha* field within the *Update Employer Controls* function to control the order in which the system displays employees during timesheet entry. This field controls whether employees appear alphabetically, by employee last name, or numerically by employee number.

For additional information on setting up your employer controls, refer to the “Setting Up Employer Controls” chapter in the *Infinium Payroll Guide to Controls*.

Controlling Timesheet Entry and Methods

You can use the following two fields within the *Update Cycle Controls* function to control how you enter time and whether you can use the timesheet entry method for this cycle.

- *Type TS at Level*

  This field controls the order in which the system displays the employees. For example, if you type **1** in this field, the system groups the employees by each Level 1. If you type **3**, the system groups and displays the employees by each Level 3 combination. If you type **0** in this field, the system groups the employees by each cycle.

- *Use Batch Cycle*

  The field controls whether a cycle appears for processing in either the batch or timesheet entry methods. If you type **1** in this field, you use the *Enter Batch* Timesheet *Data* function to enter time. The cycle does not appear for selection in the *Enter Timesheet Data* or *Express Time Sheet Entry* functions. To use either the timesheet entry or daily time and attendance methods, you must type **0** in this field.

  For additional information on setting up your cycle controls, refer to the “Establishing Cycle Controls” section in the “Creating Cycle and Checking Account Controls” chapter in the *Infinium Payroll Guide to Controls.*

Entering Timesheet Data

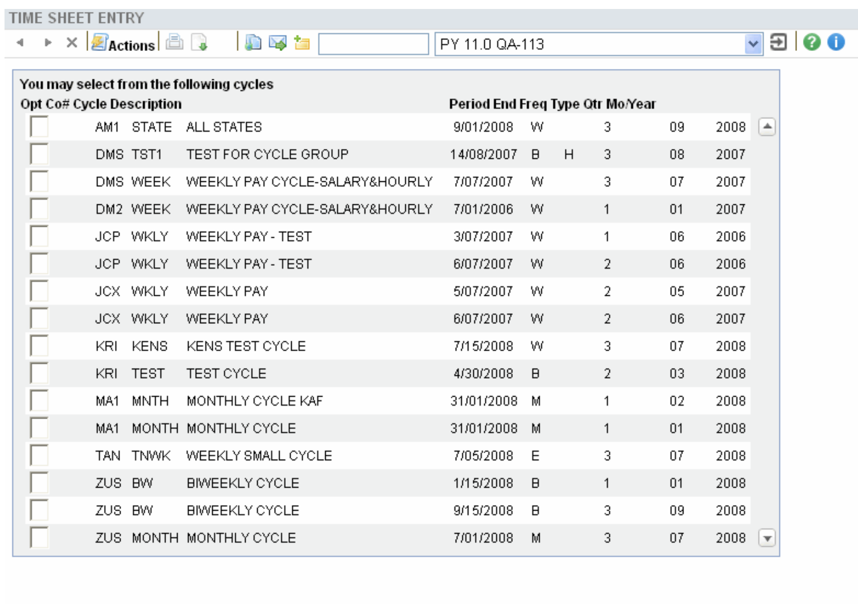
For information on setting up income values, refer to the “Setting Up Accumulators and Controls for Hourly Incomes” chapter in the *Infinium Payroll Guide to Controls*.

Follow the steps below to enter timesheet data.

1 From the Infinium PY main menu select *Cycle Operations.*

2 Select *Pre-Cycle Functions*.

3 Select *Enter Timesheet Data* [TIME]. The system displays the screen shown in Figure 13-1.


TIME SHEET ENTRY

Actions | PY 11.0 QA-113

You may select from the following cycles

Opt	Co#	Cycle	Description	Period End	Freq	Type	Qtr	Mo	Year
	AM1	STATE	ALL STATES	9/01/2008	W		3	09	2008
	DMS	TST1	TEST FOR CYCLE GROUP	14/08/2007	B	H	3	08	2007
	DMS	WEEK	WEEKLY PAY CYCLE-SALARY&HOURLY	7/07/2007	W		3	07	2007
	DM2	WEEK	WEEKLY PAY CYCLE-SALARY&HOURLY	7/01/2006	W		1	01	2007
	JCP	WKLY	WEEKLY PAY - TEST	3/07/2007	W		1	06	2006
	JCP	WKLY	WEEKLY PAY - TEST	6/07/2007	W		2	06	2006
	JCX	WKLY	WEEKLY PAY	5/07/2007	W		2	05	2007
	JCX	WKLY	WEEKLY PAY	6/07/2007	W		2	06	2007
	KRI	KENS	KENS TEST CYCLE	7/15/2008	W		3	07	2008
	KRI	TEST	TEST CYCLE	4/30/2008	B		2	03	2008
	MA1	MNTH	MONTHLY CYCLE KAF	31/01/2008	M		1	02	2008
	MA1	MONTH	MONTHLY CYCLE	31/01/2008	M		1	01	2008
	TAN	TNWK	WEEKLY SMALL CYCLE	7/05/2008	E		3	07	2008
	ZUS	BW	BIWEEKLY CYCLE	1/15/2008	B		1	01	2008
	ZUS	BW	BIWEEKLY CYCLE	9/15/2008	B		3	09	2008
	ZUS	MONTH	MONTHLY CYCLE	7/01/2008	M		3	07	2008

Figure 13-1: Time Sheet Entry cycle selection screen

4 Type any character in the *Opt* field next to the cycle for which to enter timesheet information.

5 Press Enter. The system displays the Time Sheet Entry proof on cycles screen on which you can type your manual proof totals. This screen is shown in Figure 13-2.

If you do not enable the proof on cycles feature through the *Update Employer Controls* option, the system does not display a Time Sheet Entry proof on cycles screen.

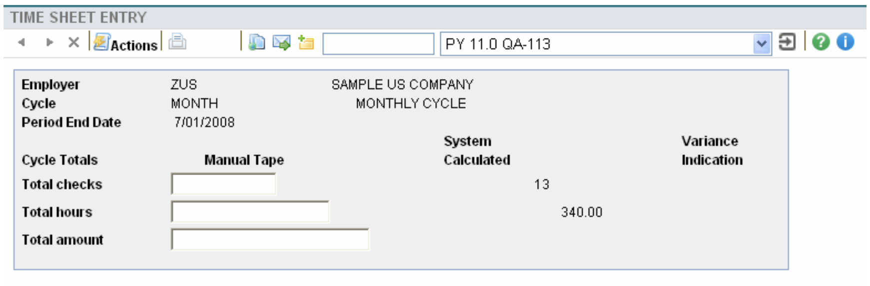


Figure 13-2: Time Sheet Entry proof on cycles screen

6 Use this screen to save proof on cycles information for comparison to the system calculated totals when you complete your timesheet information.

The system displays this screen again after you complete all other timesheet entry steps.

If manually input totals do not agree with system-calculated totals, a variance indicator displays. You cannot continue with processing the payroll cycle until you resolve the variances.

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

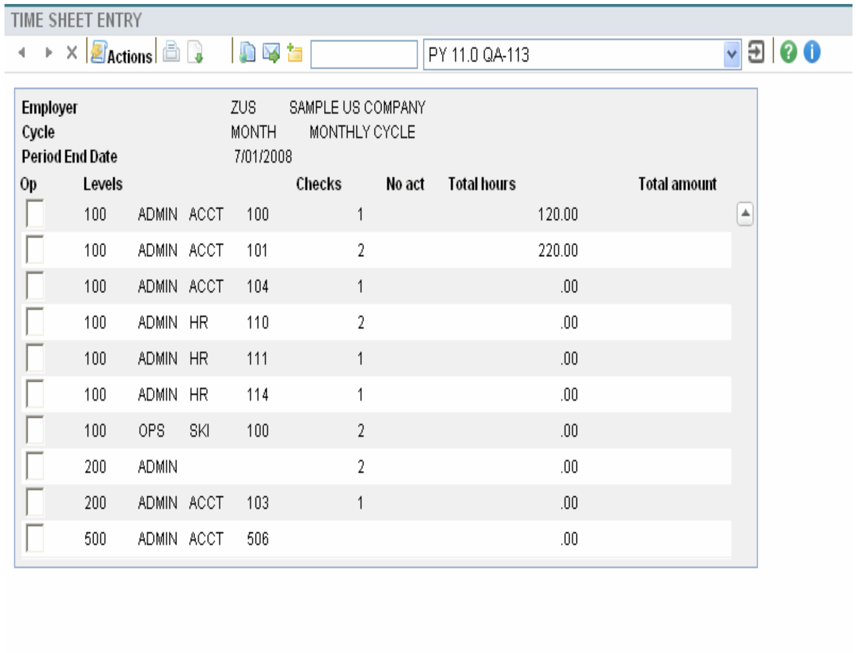
Manual Tape

Type the manually calculated amounts of your total number of checks, total number of hours, and total dollar amounts to be entered at timesheet entry.

Variance Indication

After you enter timesheet data, the system displays **Variance** in this field if a discrepancy occurs between manual and system calculated totals.

7 Press Enter to display the screen shown in Figure 13-3.



TIME SHEET ENTRY

Actions PY 11.0 QA-113

Employer ZUS SAMPLE US COMPANY
Cycle MONTH MONTHLY CYCLE
Period End Date 7/01/2008

Op	Levels				Checks	No act	Total hours	Total amount
	100	ADMIN	ACCT	100	1		120.00	
	100	ADMIN	ACCT	101	2		220.00	
	100	ADMIN	ACCT	104	1		.00	
	100	ADMIN	HR	110	2		.00	
	100	ADMIN	HR	111	1		.00	
	100	ADMIN	HR	114	1		.00	
	100	OPS	SKI	100	2		.00	
	200	ADMIN			2		.00	
	200	ADMIN	ACCT	103	1		.00	
	500	ADMIN	ACCT	506			.00	

Figure 13-3: Time Sheet Entry accept or work with cycles screen

8 To accept all checks within this cycle without selecting individual levels or employee checks, press F15. Otherwise, use the information below to complete the fields on this screen.

Op

Indicate whether to accept the check information as currently calculated or to work with checks within this cycle.

Use the following values in combination to accept some or all of the checks in this cycle or to make changes to checks.

0	Accept all the checks within the level.
5	Work with any or all checks within the level.

Levels

The system displays the levels included in this cycle for your information.

Checks

The system displays the total number of checks currently scheduled to be generated. This figure is affected by manual actions you take on employee checks within this cycle.

No act

This field represents the status of all checks within the cycle.

Before you can release this cycle, the *No act* field must be blank. Otherwise, the system displays **"CYCLE HAS "NO ACTION" CHECKS - MAY NOT BE RELEASED"** at the bottom of the proof report and prevents you from processing this cycle until you clear the *No act* field for each check.

Total hours

The first time you view this screen for a new cycle run, this field displays the total hours from checks included in the cycle by auto pay incomes. The value changes as you change or add hours for this cycle.

Total amount

The system displays amounts initially generated by auto pay groups for incomes that are set up for multiple distribution. The value changes as you update any of the amount fields.

9 Press Enter if you type a value in the *Op* field. The system displays the Time Sheet Entry check list screen shown in Figure 13-4.

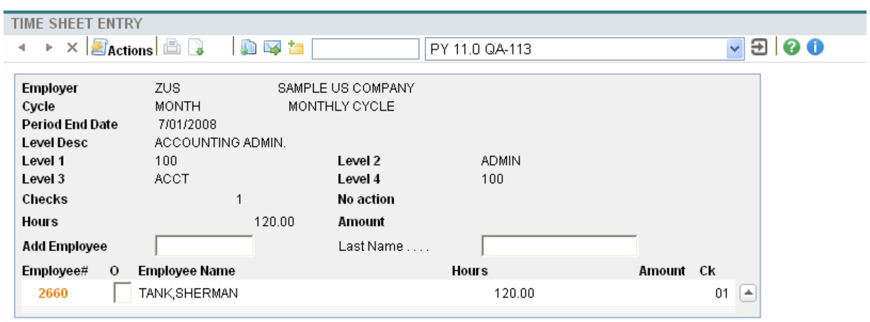


Figure 13-4: Time Sheet Entry check list screen

10 If an employee is authorized to this cycle on the payroll master record and is assigned to this level, you can add the employee to this level in the cycle by typing the employee's number in the *Add Employee* field and pressing F9.

You can locate an employee by name or employee number. Depending upon your entry in the *Timesheet Alpha?* field on the employer control, the system displays the *Last Name* or *Locate* field on the Timesheet Entry screen.

To locate an employee if you sort employees alphabetically in the cycle, type some or all of the employee's last name in the *Last Name* field and press Enter to move the cursor to the first employee whose name matches the letters or name you specify.

To locate an employee if you sort employees by employee number in the cycle, type the employee number in the *Locate* field, press Field Exit to right-justify the number, and then press Enter to move the cursor to the employee whose number matches the number you specify.

To perform a time entry action to a check already listed on the screen, type the appropriate value in the *O* field next to the employee's check. If you select multiple checks, the system displays the selections consecutively.

0	Accept the number of hours as displayed and do not update this check.
1	Add a check to the cycle for the employee. When you use this option to add a check for an employee, the system does not generate auto pay group incomes. You must manually assign incomes to the employee's check.
2	Update hours in this check.
3	Copy income base information from another check record, which you select with option 6, **Fix Base**. You can also use the *Update Auto Pay Groups* function to generate incomes during the *Begin Cycle* function for groups of employees with common pay characteristics. For information about auto pay groups, refer to the *Infinium PY Guide to Controls* "Creating Auto Pay Groups" chapter.
4	Delete the check.
6	Select a check record with income base information to copy to another check record, which you select with option 3, **Copy Base**. You can also use the *Update Auto Pay Groups* function to generate incomes during the *Begin Cycle* function for groups of employees with common pay characteristics. For information about auto pay groups, refer to the *Infinium PY Guide to Controls* "Creating Auto Pay Groups" chapter.
8	Delete hours from this check. This value allows you to track arrears for deductions not taken.
9	Copy the preceding check. The system copies only hours for income to which the target employee is authorized.

11 Press Enter to display the Time Sheet Entry – Summary screen shown in Figure 13-5.

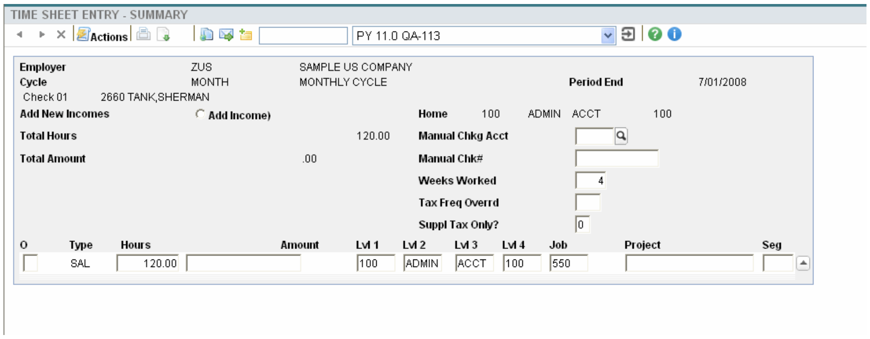


Figure 13-5: Time Sheet Entry – Summary screen

Use this screen to specify whether to add new incomes to an employee's check or to change or delete existing incomes.

If you issue a manual check to an employee between payroll cycles and you do not use the *Enter On Demand Checks* function to record it, you can also use this screen to indicate that a check is a manual check. For a manual check, the system updates employee pay history and creates general ledger entries but does not generate an actual check.

The system does not relieve or recapture arrears on manual checks.

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

Add New Incomes

Type **I** to add a new income to the check.

Manual Chkg Acct

Select the applicable checking account if you are processing a manual check.

Manual Chk#

Type the manual check number if you are processing a manual check.

Weeks Worked

Type a value for the number of weeks worked associated with this check if different from the default number of weeks worked associated with the payroll cycle.

Tax Freq Overrd

Type a value to override the payroll cycle tax frequency. You can specify alternative frequencies for all applicable tax deductions within this check.

W	Weekly
B	Biweekly
S	Semimonthly
M	Monthly
A	Annual
10	10 pay periods per year
13	13 pay periods per year
22	22 pay periods per year
27	27 pay periods per year
53	53 pay periods per year

Suppl Tax Only?

For U.S. employers, specify whether to use supplemental taxation rules to calculate taxes for incomes in this check.

0	Use supplemental tax rules for incomes with a value of **3** or **4** in the *Special Tax* field on the income control and normal taxation rules for other incomes. The value on the cycle header is the default value.
1	Use supplemental tax rules for this check, regardless of the special tax values on the associated income controls. The value on the cycle header is the default value. The user can change the value.

For Canadian employers, specify whether to set the basic exemption amount for CPP/QPP and the basic personal exemption for federal taxes to zero for this check.

0	Use regular exemption values for this check.
1	Set the basic CPP/QPP personal exemptions to zero for this check.

O

Specify the type of processing required for an income currently associated with the check. You can select multiple records for processing.

2 Change the record.

3 Copy information from this record to a new record.

4 Delete the record.

You can also type changes to an income record on the Time Sheet Entry – Summary screen. Press F5 to display additional fields for each income.

13 Press Enter. If you are adding, copying or changing an income, the system displays a screen similar to the Timesheet Entry – Incomes screen shown in Figure 13-6.

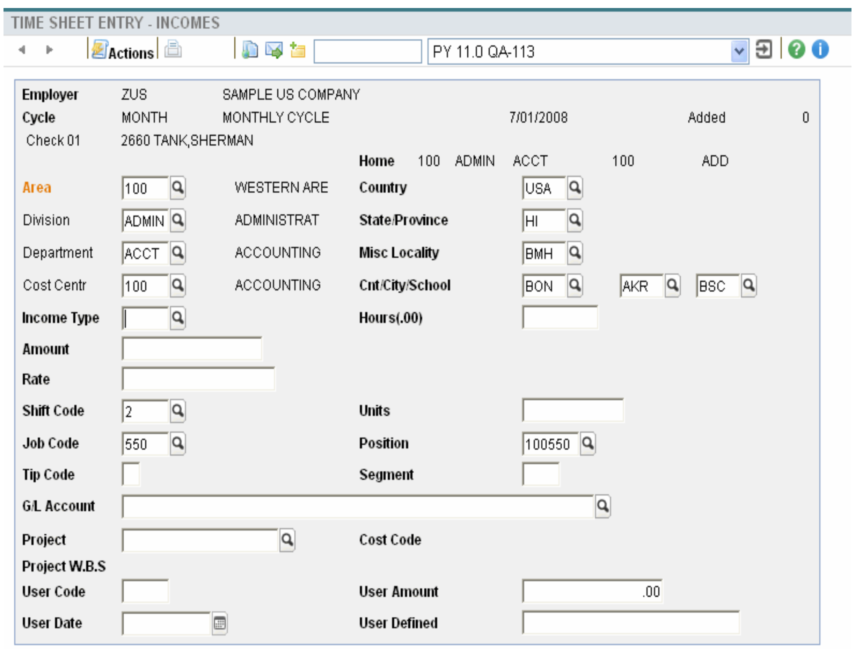


Figure 13-6: Time Sheet Entry – Incomes screen

On this screen you can override default information from the employee's basic data and income control records and type hours worked, amounts, and rates associated with the check for this income in the payroll cycle.

Add or **Change** displays to the right of the employee's home levels to indicate whether you are adding a new income to the check or changing an existing income in the check. An income record counter in the upper right corner of the screen increases each time you add a new income or change one of a series of existing incomes. Whenever you access the Time Sheet Entry – Incomes screen from the Time Sheet Entry – Summary screen, the counter displays **0**.

14 Use the information below to complete the fields on the screen.

Level 1, 2, 3, 4

Select the organizational level in which the employee earns this income for the payroll cycle if it differs from the employee’s home level.

Country

Select the country associated with this income.

State/Province

Select the state or province associated with this income.

Misc Locality

Specify the locality associated with this income.

Cnt/City/School

Use these fields to specify county, city or school information for locality tax purposes.

The system displays the employee's current county, city and school district from the payroll data record. To override the appropriate code value for this income, type the override value in these fields.

The *Cnt* value is associated with employer code type LCN and locality type 1, county. The *City* value is associated with employer code type LCN and locality type 2, city. The *School* value is associated with employer code type LCN and locality type 3, school district.

Income Type

Select the income type from a list of incomes to which the employee is authorized.

Hours (.00)

Type the number of hours worked associated with this income, if applicable.

For hourly incomes, method 2, the number of hours is multiplied by the rate to calculate the income. For other income methods, the hours are retained in the check history for informational purposes.

Amount

Type the flat amount to be paid for this income, if applicable. Leave blank for the system to calculate the amount.

Rate

Type the rate for calculating this income, if applicable. Leave blank for the system to retrieve the rate.

Shift Code

Select the shift the employee works to earn this income. This field is required if you use a shift differential table to calculate the income.

Units

For units extension incomes, income method 7, type the number of units to be multiplied by the rate to calculate the income.

For example, a unit can represent the number of miles driven for an income assigned to drivers.

Job Code

Select the job code associated with this income for general ledger account number resolution or for pay rate determination if you use pay by job.

If the income is defined as pay by job, income basis J, you must authorize the employee to the job by using the *Update Job Authorizations* function.

Segment

Type a value from **1** to **999** to identify the portion of the payroll period associated with the income if you are using segment processing.

You use segment processing to maintain hours worked and income calculations for time periods within a payroll cycle.

For example, in a biweekly pay period you have two segments: week 1 and week 2. You can use segment processing for this income to calculate the overtime payments.

Position

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

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

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

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

Tip Code

Type **D** if an employee receives tips directly or **I** if indirectly. Leave blank if the employee does not receive tips.

If you specify a tip code value on the job control, the system enters a default value in this field based on the job code in this time entry record.

Segment

Type a value from 1 to 999 to identify the portion of the payroll period applicable to this income. Segment processing allows you to maintain hours worked and income calculations for time periods within a pay cycle.

For example, you can have two segments in a biweekly pay period: week 1 and week 2. If you use segment processing for this income, the system can automatically calculate overtime payments.

G/L Account

Select the general ledger account number associated with labor distribution for this income. Leave blank for the system to generate the account number.

Project

Type a project costing code associated with this income, if applicable.

If you use the Infinium Project Accounting Interface, press F4 to display a list of project/activity/cost code combinations in project accounting from which you can select a valid entry. When you post the cycle, the system closes to project accounting the hours and amounts associated with the incomes you assign to projects.

When you select the project number, the system overrides the value in the *G/L Account* field with an account number assigned to the project in project accounting. If applicable, type a different account number to override the *G/L Account* field value.

User Code

Type a user-defined value for this income, if applicable.

User Amount

Type a user-defined amount for this income, if applicable.

User Date

Type a user-defined date for this income, if applicable.

User Defined

Type additional user-defined information for this income, if applicable.

15 If you are adding one or more incomes to a check and distributing the incomes to multiple general ledger accounts, levels, or jobs, press F13. An **AUTO DIST** indicator in the upper right corner of the screen indicates that multiple distribution is activated for each new income. The system distributes only those incomes that are set up for multiple distribution. You deactivate multiple distribution by pressing F13 a second time.

Use the *Update Multiple Distributions* function to set up an employee income for multiple distribution. For information, refer to the “Establishing Multiple Distributions” chapter in this guide.

16 If you are adding an income to a check, press Enter to save the income record. You can use the Time Sheet Entry – Incomes screen to add another income or press F12 to return to the Time Sheet Entry – Summary screen.

If you are changing income information for a check, press Enter to save the changes to the income record and return to the Time Sheet Entry – Summary screen. If you select multiple income records to change, pressing Enter advances you to the next selected income record. Pressing Enter after you change the last selected income returns you to the Time Sheet Entry – Summary screen.

If you erroneously select an income to change, you can press F12 to return to the Time Sheet Entry – Summary screen without saving changes you made to the income. If the erroneously selected income is one of many multiple income records selected, you can press F12 to advance to the next selected income record without saving changes you made to the income.

17 Press F3 to return to the Time Sheet Entry check list screen from which you can select additional employee checks.

18 When you complete working with employee checks for the cycle, press F3 to exit the *Enter Timesheet Data* function.

Using the Payroll to Project Accounting Interface

If you are using Infinium Project Accounting to track labor costs, you can use the Payroll to Project Accounting Interface to transfer project accounting information from an individual employee timesheet record to Infinium PA. You must have at least Release 11.2 of Infinium Project Accounting installed to use the Payroll to Project Accounting Interface.

The project accounting information transferred to Infinium PA includes the following:

- Accounting period
- Income type
- Hours
- Amount
- Project, work breakdown structure (WBS), and cost codes
- Labor account number
- User defined data (*User Code*, *User Date*, *User Amount*)

The system transfers the project accounting information to Infinium PA when you use the *Close to Project Accounting* function. See the “Close to Project Accounting” chapter in the *Infinium PY Guide to Management Functions*.

If you later void a check through the *Void Transactions* or *Enter On-Demand Checks* functions, the system transfers an offsetting entry to Infinium PA when you use the *Close to Project Accounting* function.

Setting up the Payroll to Project Accounting Interface

Before you can use the Payroll to Project Accounting Interface, your system administrator must perform the following setup steps:

- Infinium PA libraries must be included in the library list for Infinium PY. Refer to the *Infinium Guide to Application Manager* for steps for adding libraries to the list.
- For each version of Infinium PY that includes Infinium PA libraries in the library list, you must set up a system and version relationship to specify the Infinium PA version that the Infinium PY version must use. For

information about system and version relationships, refer to the *Infinium Application Manager Guide to Application Manager*.

- Infinium PA Release 11.2 or higher must be installed.
- Entity controls *PA Interface Active?* field must be **1** to interface with Infinium PA Release 11.2 APC-A or earlier or **2** to interface with Infinium PA Release 12.0 or later.
- Employer controls *PA Close?* field must be defined to indicate whether project accounting transactions will be in detail or summary format.
- Use *Update User Field Controls* to define user fields that will be used on the reports showing project accounting information.
- General ledger account numbers associated with project codes defined in Infinium PA must also exist in the Infinium PY chart of accounts.

Adding Project Accounting Information to an Employee's Timesheet Record

The Payroll to Project Accounting Interface allows you to add project accounting information to an employee timesheet record while you use any one of the following time entry methods:

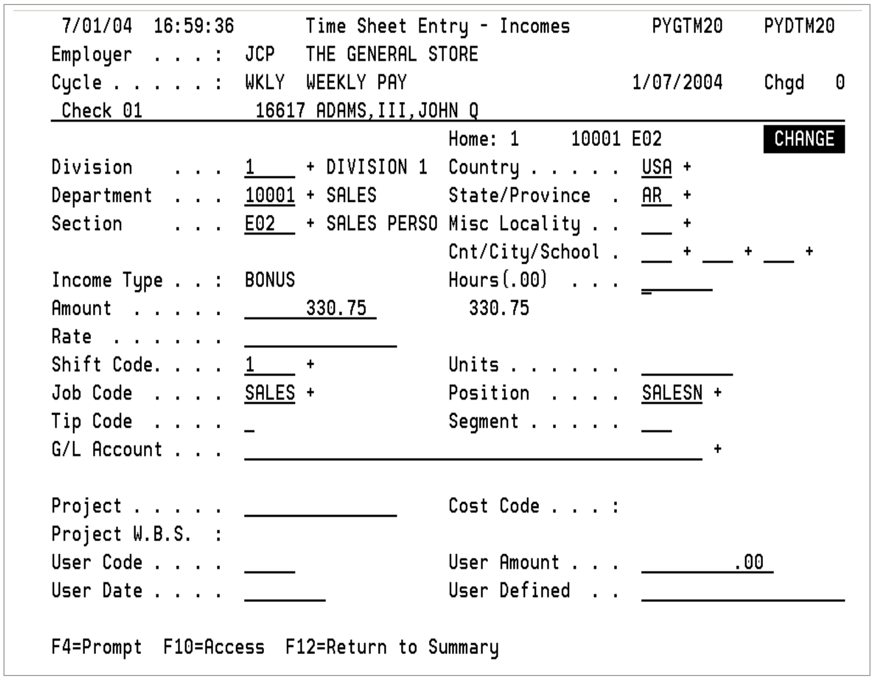
- *Enter Timesheet Data* [TIME]
- *Express Timesheet Entry* [TSE]
- *Update Checks* [UCK]
- *Enter On-Demand Checks* [EODC]
- *Update Daily Time Data* [UDSD]

The procedure for adding project accounting information to an employee timesheet record is the same for each time entry method.

Adding Project Accounting Information with *Enter Timesheet Data*

Using the *Enter Timesheet Data* function as an example, follow the steps below to add project accounting information to an employee timesheet record.

1 From the Time Sheet Entry – Incomes screen position your cursor in the *Project* field shown in Figure 13-7.



```
 7/01/04  16:59:36      Time Sheet Entry - Incomes       PYGTM20    PYDTM20
Employer  . . . :  JCP   THE GENERAL STORE
Cycle . . . . . :  WKLY  WEEKLY PAY                     1/07/2004   Chgd   0
 Check 01          16617 ADAMS,III,JOHN Q
                                     Home: 1     10001 E02          CHANGE
Division    . . .  1    + DIVISION 1  Country . . . . .  USA +
Department  . . .  10001 + SALES      State/Province  .  AR  +
Section     . . .  E02  + SALES PERSO Misc Locality . .  ___ +
                                     Cnt/City/School .  ___ + ___ + ___ +
Income Type . . :  BONUS             Hours(.00)  . . .  _
Amount  . . . . .        330.75        330.75
Rate  . . . . . .
Shift Code. . . .  1    +            Units . . . . . .
Job Code  . . . .  SALES +           Position  . . . .  SALESN +
Tip Code  . . . .  _                 Segment . . . . .  ___
G/L Account . . .                                            +

Project . . . . .                    Cost Code . . . :
Project W.B.S.  :
User Code . . . .                    User Amount . . .          .00
User Date . . . .                    User Defined  . .

F4=Prompt  F10=Access  F12=Return to Summary
```

Figure 13-7: Time Sheet Entry - Incomes screen

2 Press F4 to display the Interface Prompting window.

3 Use the information below to complete the fields on this screen.

Project ID

Specify a project identification number.

Activity (WBS)

Specify an activity or work breakdown structure code value associated with the project identification number.

Cost Code

Specify a cost code value associated with the project identification number and activity code.

Currency

The system completes this field with a value defined on the Infinium Project Accounting entity control.

4 Press Enter. Based on the information that you type in the Interface Prompting window fields, the system completes the *Project*, *Cost Code*, and *Project W.B.S.* fields with the appropriate values, as shown in Figure 13-8.

```
 7/01/04  16:59:36       Time Sheet Entry - Incomes       PYGTM20    PYDTM20
Employer  . . . :  JCP   THE GENERAL STORE
Cycle . . . . . :  WKLY  WEEKLY PAY                      1/07/2004    Chgd   0
 Check 01          16617 ADAMS,III,JOHN Q
                                        Home: 1     10001 E02           CHANGE
Division    . . .  1___  + DIVISION 1  Country . . . . .  USA +
Department  . . .  10001 + SALES       State/Province  .  AR  +
Section     . . .  E02_  + SALES PERSO Misc Locality . .  ___ +
                                       Cnt/City/School .  ___ + ___ + ___ +
Income Type . . :  BONUS               Hours(.00)  . . .  _______
Amount  . . . . .  ______330.75_         330.75
Rate  . . . . . .  _______________
Shift Code. . . .  1___  +             Units . . . . . .  _________
Job Code  . . . .  SALES +             Position  . . . .  SALESN +
Tip Code  . . . .  _                   Segment . . . . .  ___
G/L Account . . .  _____________________________________________ +

Project . . . . .  _______________     Cost Code . . . :
Project W.B.S.  :
User Code . . . .  _____               User Amount . . .  _________.00_
User Date . . . .  ________            User Defined  . .  ____________________

F4=Prompt  F10=Access  F12=Return to Summary
```

Figure 13-8: Time Sheet Entry - Incomes screen

If you use the Payroll to Projecting Account Interface with Infinium PA Release 11.2 APC-A or earlier, the *Project* field value comprises the ten-digit project identification number from the *Project ID* field and a five-digit number assigned to represent the combined values of the *Project ID*, *Activity (WBS)* and *Cost Code* fields.

When you later create project accounting workfiles using the *Create Project Accounting Work File* function and then close the payroll transactions to project accounting using the *Close to Project Accounting* function, Infinium PY uses this five-digit number to transfer the appropriate values associated with the *Project ID*, *Activity (WBS)* and *Cost Code* fields to Infinium PA.

5 If the project has been assigned a labor account number in Infinium PA, the system adds this number to the *G/L Account* field on the Time Sheet Entry – Incomes screen. If applicable, you can override the labor account value in this field with a different labor account number.

If you update an existing timesheet record, the system overwrites the value in the *G/L Account* field with the default labor account value from Infinium PA. You must manually override the value before you save the updated record.

Caution: If the labor account number is not recorded within the Infinium PY chart of accounts, the system generates an error message and prevents you from adding the project accounting information to the timesheet record.

6 Press Enter to save the employee timesheet record.

Proofing Timesheet Data

Before you can release your cycle to run, you must generate and review the Timesheet Proof Report. If there are any errors, you must use the *Update Timesheet Data* option to make the necessary corrections and submit the report again.

Generating the Timesheet Proof Report

The system includes the following information in the Timesheet Proof Report:

- Employees within the level combinations
- Incomes and hours generated for each employee during the pay period
- Total number of checks generated
- Total number of hours generated during the pay period
- Total number of warning messages displayed for each level
- Number of values in the *No act* field
- Position

If you override rate or general ledger account information during timesheet data entry, these changes display on the Timesheet Proof Report.

You cannot release the cycle until the *No Act* field for all levels within the cycle is zero. You must receive the message **"Cycle in Proof - May be Released"** on your Timesheet Proof Report before continuing to the next step.

Generating the Exception Report

You can also generate a report which prints all the exceptions, warnings and errors on the Timesheet Proof Report. This is an optional report which you can specify to print when you set up your cycle controls.

Follow the steps below to proof your timesheet data.

1 From the Infinium PY main menu select *Cycle Operations*.

2 Select *Pre-Cycle Functions*.

3 Select *Prove Timesheet Data* [PROVE]. The system displays the screen shown in Figure 13-9.

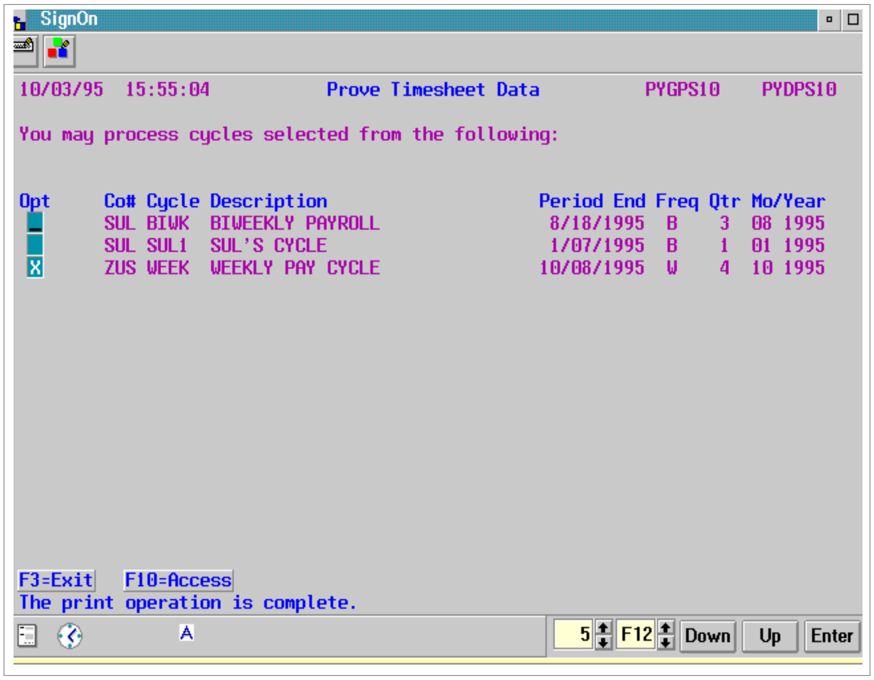


Figure 13-9: Prove Timesheet Data Selection screen

4 Type any character in the *Opt* field next to the cycle you want to proof.

5 Press Enter. The system displays the screen shown in Figure 13-10.

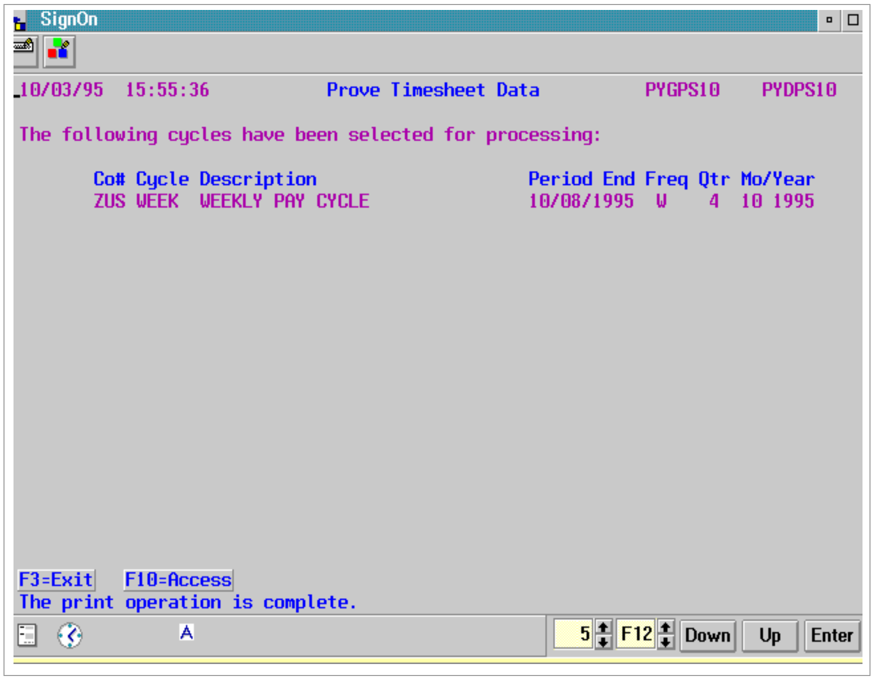


Figure 13-10: Prove Timesheet Data screen

6 Press Enter to submit the Timesheet Proof Report for the cycle listed on this screen.

You must receive the message **"CYCLE IN PROOF - MAY BE RELEASED"** on the last page of the report before releasing the timesheet data.

Releasing Timesheet Data

In this option the system calculates the gross amount and the net amount of each pay check in the cycle. The system also resolves labor expense accounts.

Follow the steps below to release timesheet data.

1 From the Infinium PY main menu select *Cycle Operations.*

2 Select *Cycle Functions*.

3 Select *Release Timesheet Data* [REL]. The system displays the screen shown in Figure 13-11.

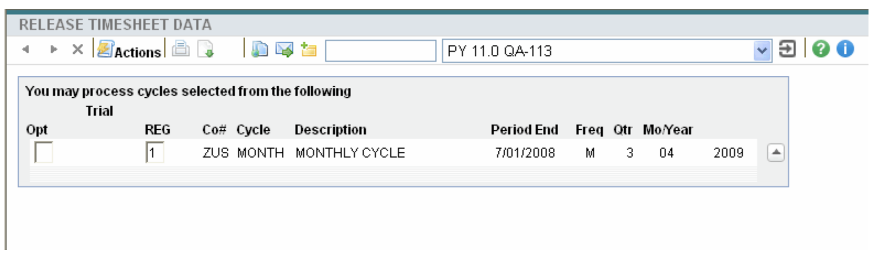


Figure 13-11: Release Timesheet Data prompt screen

4 Type any character in the *Opt* field next to the cycle you want to release.

The system displays all cycles that receive the message **"Cycle in Proof - May be Released"** on the Timesheet Proof Report.

5 Use the *Trial Reg* field to indicate if you want a Payroll Trial Register to print with the release.

Type one of the following values in the *Trial Reg* field:

0	Do not print a Trial Register with the release.
1	Print a Trial Register with the release.

6 Press Enter. The system displays the screen shown in Figure 13-12.

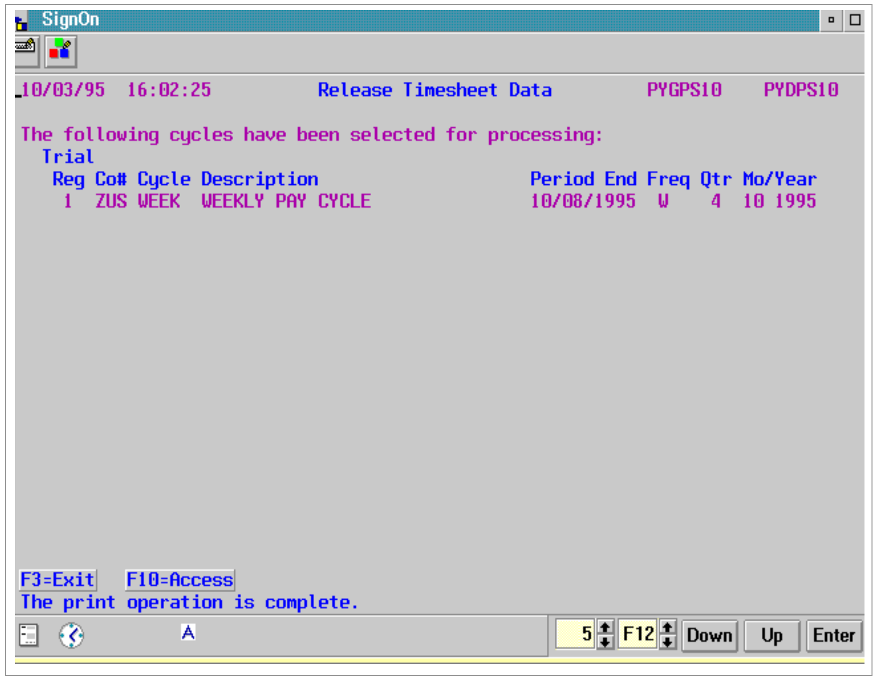


Figure 13-12: Release Timesheet Data screen 2 of 2

7 The system displays the cycle you selected for release. Press Enter to confirm your selection. The system processes the cycle.

Chapter 14 Completing Cycle Operations

14

This chapter focuses on the steps you follow to complete cycle operations after you have released timesheet data in the system.

The chapter consists of the following topics:

Overview of Completing Cycle Operations

Objectives

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

- Update checks within a payroll cycle
- Generate a Payroll Trial Register
- Post a cycle and print payroll checks and vouchers

The following optional and required tasks make up the remaining steps involved in completing cycle operations.

Updating Checks

This is an optional step in which you can adjust and recalculate existing checks within the cycle. You also can add or delete checks for employees within the cycle.

Printing the Trial Register

You must generate the Payroll Trial Register now if you:

- Did not enable the system to automatically generate the Payroll Trial Register during the release of timesheet data
- Updated check information through the *Update Checks* option

The system can also automatically generate a Supplemental Register at the same time as the Payroll Trial Register. You can specify that you want this report to run on the cycle control record.

In addition to the Supplemental and Payroll Trial Registers, the system generates the following registers:

- Tip Credit Register
- Effective Tax Table Dates

- Tip Compliance Register, depending on the setup of your employer control
- Payroll Trial Register Exceptions Warnings and Errors – optional, depending on the setup of your cycle control
- Payroll Trial Register Shift Differential Warnings and Errors – optional, depending on the setup of your cycle control

Posting Cycles and Printing Checks

In this step you post the cycle and print the payroll checks generated within the cycle.

The following registers are produced during this step:

- Deductions Not Taken Register
- Arrears Register
- Renewable Limits Reached Register
- Completed Garnishments Register
- Payroll Register
- Check Register (optional)
- Effective Tax Tables Register
- Any special cycle reports indicated on the income or deduction control records

Updating Checks

Overview

You use the *Update Checks* function to make the following changes to checks within a cycle:

- Updating or deleting checks within the cycle
- Adding a check for employees already in the cycle
- Entering manual check information
- Recalculating check information
- Adding an employee to the cycle
- Performing net to gross (gross up) calculations

Before you post the checks and vouchers in the cycle you can:

- Add incomes or deductions to a check. You must authorize the incomes or deductions to the employee's income or deduction records.
- Distribute predetermined percentages of income totals to multiple general ledger accounts, levels and jobs
- Change the hours, amounts, pay rates, labor expense account, levels, jobs and positions for each income in the subfile
- Change employee and employer amounts and wage bases for deductions in the subfile
- View, add or change pay messages to print on an employee's pay check or direct deposit voucher

Using Infinium Payroll with Infor ERP_{LX} General Ledger

If you use the Infor ERP_{LX} general ledger interface with Infinium PY, see the "Using the Infinium Payroll Interface with Infor ERP_{LX} General Ledger" chapter in the *Infinium PY Guide to Management Functions.* When Infor ERP_{LX} is used as the general ledger interface, the definition for building account numbers is stored in the Infor ERP_{LX} product, not in Infinium PY. Information in the account number fields on the various employer control files and in employee files is ignored by Infinium PY. Instead, the Infor ERP_{LX}

configuration files are used when the Infor ERP_{LX} system builds the account number for each payroll transaction.

Displaying Order of Employee Names

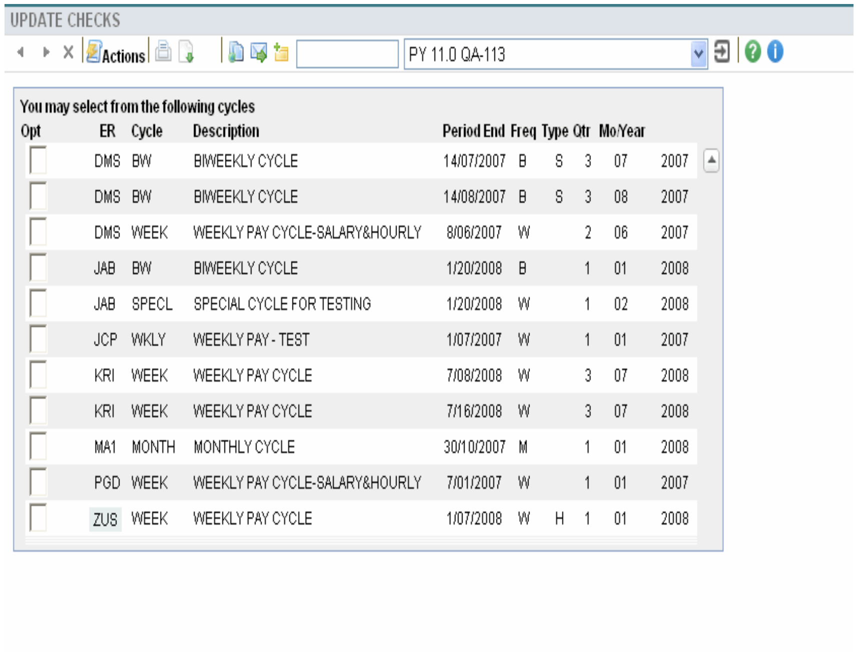
You can use the *Register Alpha* field within the *Update Employer Controls* function to control the order in which the system displays employees when you update checks. This field controls whether employees appear alphabetically, by employee last name, or numerically by employee number.

For additional information on setting up your employer controls, refer to the “Setting Up Employer Controls” chapter in the *Infinium Payroll Guide to Controls*.

Using the *Update Checks* Function

Follow the steps below to update checks.

1. From the Infinium PY main menu select *Cycle Operations*.
2. Select *Cycle Functions*.
3. Select *Update Checks* [UCK]. The system displays the Update Checks Cycle Selection screen shown in Figure 14-1.



Opt	ER	Cycle	Description	Period End	Freq	Type	Qtr	Mo/Year	
	DMS	BW	BIWEEKLY CYCLE	14/07/2007	B	S	3	07	2007
	DMS	BW	BIWEEKLY CYCLE	14/08/2007	B	S	3	08	2007
	DMS	WEEK	WEEKLY PAY CYCLE-SALARY&HOURLY	8/06/2007	W		2	06	2007
	JAB	BW	BIWEEKLY CYCLE	1/20/2008	B		1	01	2008
	JAB	SPECL	SPECIAL CYCLE FOR TESTING	1/20/2008	W		1	02	2008
	JCP	WKLY	WEEKLY PAY - TEST	1/07/2007	W		1	01	2007
	KRI	WEEK	WEEKLY PAY CYCLE	7/08/2008	W		3	07	2008
	KRI	WEEK	WEEKLY PAY CYCLE	7/16/2008	W		3	07	2008
	MA1	MONTH	MONTHLY CYCLE	30/10/2007	M		1	01	2008
	PGD	WEEK	WEEKLY PAY CYCLE-SALARY&HOURLY	7/01/2007	W		1	01	2007
	ZUS	WEEK	WEEKLY PAY CYCLE	1/07/2008	W	H	1	01	2008

Figure 14-1: Update Checks check selection screen

4 Type any character in the *Opt* field next to the cycle to select.

5 Press Enter. The system displays the Update Checks Employee selection screen shown in Figure 14-2. This screen displays a list of check records for employees in the cycle. It also displays the following information for each check:

- Number of hours
- Gross amount of pay
- Net amount of pay

If the *Hours, Gross Pay* and *Net Amount* fields are blank, the value in the *Prt $0 Checks* field on the employer control determines whether the system produces a check for the employee during the cycle run.

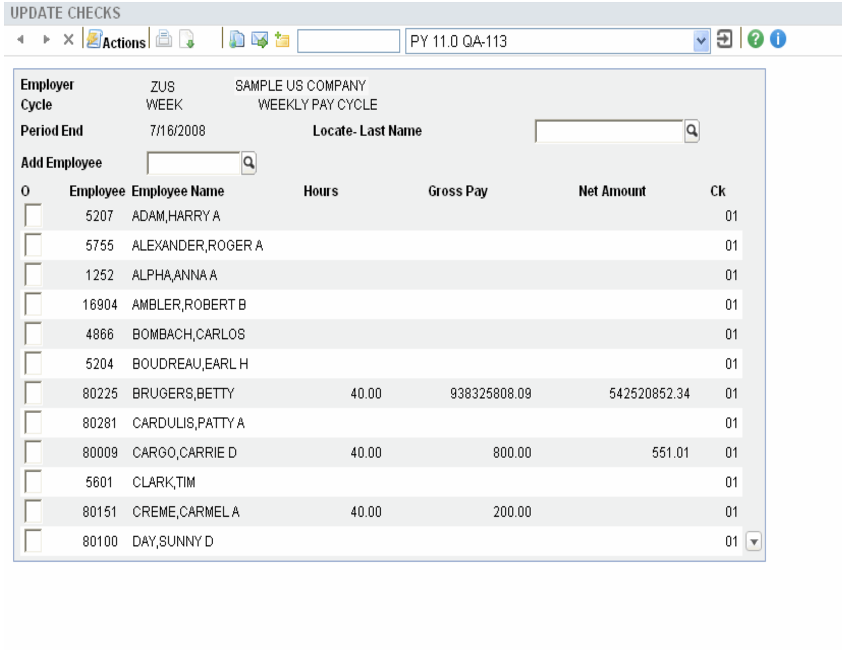


Figure 14-2: Update Checks employee selection screen

6 If an employee is authorized to this cycle on the payroll master record and is assigned to this level, you can add the employee to this level in the cycle by typing the employee's number in the *Add Employee* field and pressing F11.

You can locate an employee by name or employee number. Depending upon your entry in the *Register Alpha?* field on the employer control, the system displays the *Last Name* or *Locate* field on the Update Checks screen.

To locate an employee if you sort employees alphabetically in the cycle, type some or all of the employee's last name in the *Last Name* field and press Enter to move the cursor to the first employee whose name matches the letters or name you specify.

To locate an employee if you sort employees by employee number in the cycle, type the employee number in the *Locate* field, press Field Exit to right-justify the number, and then press Enter to move the cursor to the employee whose number matches the number you specify.

To perform a time entry action for an employee already displayed on the screen, type the appropriate value in the *O* field next to the employee's name. If you select multiple employees, the system processes the selections consecutively.

1	Add a check to the cycle for the employee. When you use this option to add a check for an employee, the system does not generate auto pay group incomes. You must manually assign incomes to the employee’s check.
2	Update hours in this check.
3	Recalculate a check. For information, refer to the “Recalculating Checks” section in this chapter.
4	Delete the check.

7 Press Enter to display the Update Checks – Summary screen shown in Figure 14-3.

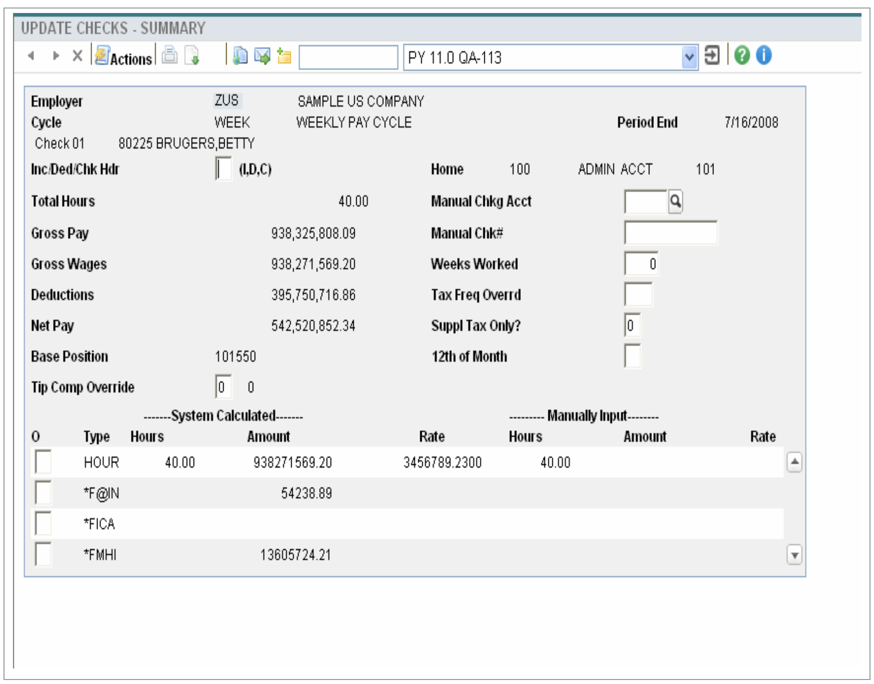


Figure 14-3: Update Checks – Summary screen

8 Use this screen to specify whether to add new incomes and deductions to an employee’s check or to change or delete existing incomes and deductions. You can press F6 to view more information for the income and deduction records displayed on the screen.

You can also use the screen to access the Update Check – Header screen to view, add or change pay messages to be printed on the check.

You can also press F8 on this screen to recalculate a check.

If you issue a manual check to an employee between payroll cycles and you do not use the *Enter On Demand Checks* function to record it, you can also use this screen to indicate that a check is a manual check. For a manual check, the system updates employee pay history and creates general ledger entries but does not generate an actual check.

The system does not relieve or recapture arrears on manual checks.

On this screen you can also press F14 to calculate the gross amount of the check from the net amount you type. For information, refer to the "Calculating Net to Gross" section in this chapter.

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

Inc/Ded/Chk Hdr

Type a value to indicate whether you are adding a new income or deduction to a check or adding or changing employee-specific pay messages.

I	Add one or more new incomes.
D	Add one or more new deductions.
C	View, add or change employee-specific pay messages.

Manual Chkg Acct

Select the applicable checking account if you are processing a manual check.

Manual Chk#

Type the manual check number if you are processing a manual check.

Weeks Worked

Type a value for the number of weeks worked associated with this check if different from the default number of weeks worked associated with the payroll cycle.

Tax Freq Overrd

Type a value to override the payroll cycle tax frequency. You can specify alternative frequencies for all applicable tax deductions within this check.

W	Weekly

B	Biweekly
S	Semimonthly
M	Monthly
A	Annual
10	10 pay periods per year
13	13 pay periods per year
22	22 pay periods per year
27	27 pay periods per year
53	53 pay periods per year

Suppl Tax Only?

For U.S. employers, specify whether to use supplemental taxation rules to calculate taxes for incomes in this check.

0	Use supplemental tax rules for incomes with a value of **3** or **4** in the *Special Tax* field on the income control and normal taxation rules for other incomes. The value on the cycle header is the default value.
1	Use supplemental tax rules for this check, regardless of the special tax values on the associated income controls. The value on the cycle header is the default value. The user can change the value.
2	Use supplemental tax rules. The system enters **2** in the field when the value in the *Special Tax* field is **3** or **4** on all the income control records associated with the check. The system changes **2** to **0** if you add incomes that do not have **3** or **4** in the income control *Special Tax* field.

For Canadian employers, specify whether to set the basic exemption amount for CPP/QPP and the basic personal exemption for federal taxes to zero for this check.

0	Use regular exemption values for this check.
1	Set the basic CPP/QPP personal exemptions to zero for this check.

O

Specify the type of processing required for an income or deduction currently associated with the check. You can select multiple records for processing.

2	Change the record.
4	Delete the record.

12th of Month

Use this field to indicate that the cycle includes the twelfth day of the month for unemployment reporting purposes. If the cycle contains the twelfth day of the month, type the letter that represents the month in which the twelfth day falls. A value at the cycle level can be overridden at the employee level.

Valid values are:

Blank	Cycle does not contain the 12th of the month
A	January
B	February
C	March
D	April
E	May
F	June
G	July
H	August
I	September
J	October
K	November
L	December
M	Prior year October
N	Prior year November

O Prior year December

Note: Values **M**, **N**, and **O** are normally used only for prior year cycles. You will receive an error if you use these values for current year cycles, but you will have the option of overriding the error when using **O** (Prior Year December).

Tip Comp Override

Specify whether the employee participates in tip compliance processing for this check. When an employee is a participant, Infinium PY generates *TIPS records based on other tip-related incomes paid in the check. Valid values are:

0 No

1 Yes

For current year cycles, the system uses the *TEPA - Curr Yr?* field value from the employee's payroll master record as the default value for this field. For prior year adjustment cycles, the system uses the *TEPA - Prv Yr?* field value from the employee's payroll master record as the default value.

10 Press Enter.

If you are adding or changing an income record, the system displays a screen similar to the Update Checks – Incomes screen shown in Figure 14-4.

If you are adding or changing a deduction record, the system displays a screen similar to the Update Checks – Deductions screen.

If you are viewing, adding. or changing an employee-specific pay message, the system displays the Update Checks – Header screen.

```
 6/22/12  15:24:07       Update Checks - Incomes          PYGTR20    PYDTR20
Employer  . . . :  DBB   CAN
Cycle . . . . . :  WEEK  WEEKLY PAY CYCLE-SALARY&HOURLY 28/02/2010   Updtd   0
 Check 01            1222 BRUNSWICK,NELSON J
Income/Deduction.  I                   Home: 100   ADMIN ACCT  100    CHANGE
Area        . . .  100    + WESTERN ARE Country . . . . .  CAN +
Division    . . .  ADMIN + ADMINISTRAT State/Province  .  NB  +
Department  . . .  ACCT   + ACCOUNTING  Misc Locality . .  ___ +
Cost Centr  . . .  100    + ACCOUNTING  Cnt/City/School .  ___ + ___ + ___ +
Income Type . . :  HOUR                 Hours(.00)  . . .  20.00   20.00
Amount  . . . . .  _____________          300.00
Rate  . . . . . .         15.0000          15.0000
Shift Code  . . .  1    +               Units . . . . . .  _________
Job Code  . . . .  140  +               Position  . . . .  100140 +
Tip Code  . . . .  _                    Segment . . . . .   1
G/L Account . . .  _____________________________________________ +
                   001-001-001-6101
Project . . . . .  _______________ +    Cost Code . . . :
Project W.B.S.  :
User Code . . . .  _____                User Amount . . .  _________.00
User Date . . . .  ________             User Defined  . .  ____________________

F4=Prompt  F6=More Info  F10=Access  F12=Summary  F13=Distribute
```

Figure 14-4: Update Checks – Incomes screen

Adding or Changing an Income Record

On the Update Checks - Incomes screen you can override default information from the employee’s basic data and income control records and type hours worked, amounts and rates associated with the check for this income in the payroll cycle.

Add or **Change** displays to the right of the employee’s home levels to indicate whether you are adding a new income to the check or changing an existing income in the check. An income record counter in the upper right corner of the screen increases each time you add a new income or change one of a series of existing incomes. Whenever you access the Update Checks – Incomes screen from the Update Checks – Summary screen, the counter displays **0**.

Follow the steps below to add or change an income record.

1 Use the information below to complete the fields on the Update Checks – Incomes screen.

Level 1, 2, 3, 4

Select the organizational level in which the employee earns this income for the payroll cycle if it differs from the employee’s home level.

Country

Select the country associated with this income.

State/Province

Select the state or province associated with this income.

Misc Locality

The system displays the employee's current miscellaneous locality from the payroll data record. To override the locality code value for this income type, specify the value in this field. This value is associated with employer code type LCN and locality type 4, miscellaneous.

Cnt/City/School

Use these fields to specify county, city or school information for locality tax purposes.

The system displays the employee's current county, city and school district from the payroll data record. To override the appropriate code value for this income, type the override value in these fields.

The *Cnt* value is associated with employer code type LCN and locality type 1, county. The *City* value is associated with employer code type LCN and locality type 2, city. The *School* value is associated with employer code type LCN and locality type 3, school district.

Income Type

Select the income type from a list of incomes to which the employee is authorized.

Hours (.00)

Type the number of hours worked associated with this income, if applicable.

For hourly incomes, method 2, the number of hours is multiplied by the rate to calculate the income. For other income methods, the hours are retained in the check history for informational purposes.

Amount

Type the flat amount to be paid for this income, if applicable. Leave blank for the system to calculate the amount.

Rate

Type the rate for calculating this income, if applicable. Leave blank for the system to retrieve the rate.

Shift Code

Select the shift the employee works to earn this income. This field is required if you use a shift differential table to calculate the income.

Units

For units extension incomes, income method 7, type the number of units to be multiplied by the rate to calculate the income.

For example, a unit can represent the number of miles driven for an income assigned to drivers.

Job Code

Select the job code associated with this income for general ledger account number resolution or for pay rate determination if you use pay by job.

If the income is defined as pay by job, income basis J, you must authorize the employee to the job by using the *Update Job Authorizations* function.

Segment

Type a value from **1** to **999** to identify the portion of the payroll period associated with the income if you are using segment processing.

You use segment processing to maintain hours worked and income calculations for time periods within a payroll cycle.

For example, in a biweekly pay period you have two segments: week 1 and week 2. You can use segment processing for this income to calculate the overtime payments.

Position

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

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

- The employee's position from the basic data record

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

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

Tip Code

Type **D** if an employee receives tips directly or **I** if indirectly. Leave blank if the employee does not receive tips.

If you specify a tip code value on the job control, the system enters a default value in this field based on the job code in this time entry record.

G/L Account

Select the general ledger account number associated with labor distribution for this income. Leave blank for the system to generate the account number.

Project

Type a project costing code associated with this income, if applicable.

If you use the Infinium Project Accounting Interface, press F4 to display a list of project/activity/cost code combinations in project accounting from which you can select a valid entry. When you post the cycle, the system closes to project accounting the hours and amounts associated with the incomes you assign to projects.

When you select the project number, the system overrides the value in the *G/L Account* field with an account number assigned to the project in project accounting. If applicable, type a different account number to override the *G/L Account* field value.

User Code

Type a user-defined value for this income, if applicable.

User Amount

Type a user-defined amount for this income, if applicable.

User Date

Type a user-defined date for this income, if applicable.

User Defined

Type additional user-defined information for this income, if applicable.

2 To view more information about the income, press F6. The Update Checks – Income – more information screen shown in Figure 14-5 is displayed.

```
 6/22/12  15:24:50       Update Checks - More Info       PYGTR20    PYDTR20
Employer  . . . :  DBB   CAN
Cycle . . . . . :  WEEK  WEEKLY PAY CYCLE-SALARY&HOURLY 28/02/2010
 Check 01           1222 BRUNSWICK,NELSON J

Income Type . . :  HOUR
Segment . . . . :    1               State/Province  :  NB
Job Code  . . . :  140               Position  . . . :  100140
Shift Code  . . :  1

Summ. Code  . . :  01                Priority  . . . :  1000
Special Tax . . :                    Residual Hours  :
Error Code  . . :

F3=Exit  F10=QuikAccess  F12=Cancel
```

Figure 14-5: Update Checks – Income – More Information screen

This screen displays additional reference information for each income, such as job code, position, summarization code, and priority.

3 If you are adding one or more incomes to a check and distributing the incomes to multiple general ledger accounts, levels, or jobs, press F13. An **AUTO DIST** indicator in the upper right corner of the screen indicates that multiple distribution is activated for each new income. The system distributes only those incomes that are set up for multiple distribution. You deactivate multiple distributions by pressing F13 a second time.

Use the *Update Multiple Distributions* function to set up an employee income for multiple distribution. For information, refer to the “Establishing Multiple Distributions” chapter in this guide.

4 If you are adding an income to a check, press Enter to save the income record. You can use the Update Checks – Incomes screen to add another income or press F12 to return to the Update Checks – Summary screen.

If you are changing income information for a check, press Enter to save the changes to the income record and return to the Update Checks – Summary screen. If you select multiple records to change, pressing Enter advances you to the next selected record. Pressing Enter after you change the last selected record returns you to the Update Checks – Summary screen.

If you erroneously select an income to change, you can press F12 to return to the Update Checks – Summary screen without saving changes you made to the income. If the erroneously selected income is one of many income records selected, you can press F12 to advance to the next selected income record without saving changes you made to the income.

After you update an existing income record, the original income information displays under the *System Calculated* column and the updated income information displays under the *Manually Input* column on the Update Checks – Summary screen.

5 Press F8 to recalculate the check based on your changes.

6 Press F3 to return to the Update Checks employee check selection screen from which you can select additional employee checks.

7 When you complete working with employee checks for the cycle, press F3 to exit the *Update Checks* function.

Adding or Changing a Deduction Record

The procedure for adding or changing a deduction record is the same as the procedure for adding or changing an income record until you reach the Update Checks – Summary screen. Follow the steps below to add or change a deduction record.

1 On the Update Checks – Summary screen type **D** in the *Inc/Ded/Chk Hdr* field.

2 Press Enter to display the Update Checks – Deductions screen shown in Figure 14-6.

```
 6/15/22  00:32:11      Update Checks - Deductions       PYGTR20    PYDTR20
Employer  . . . :  ZUS   SAMPLE US COMPANY
Cycle . . . . . :  WEEK  WEEKLY PAY CYCLE               1/07/2021    Chgd   0
 Check 01          2697 ABNER,CECELIA
Income/Deduction.  D                    Home: 100   ADMIN ACCT  104    CHANGE

Deduction . . . :  *FICA

Employee Amount :                       New Employee Amt.  ____________
Expense Liab. . :                       New Expense Liab.  ____________
Wage Base . . . :                       New Wage Base . .  ____________
Tax/Limit Base  :                       New Tax/Lim Base.  ____________
Arrears Recovered                       New Arrears Rec .  ____________
Recip Home State:                       New Priority  . .  1000
                                        New Tax Freq. . .  __
                                        Suppl Tax Only? .  _  (0=No 1=Yes)
                                        Wage Base Only? .  _  (0,1,2,3,4,5,6)
                                        Tax Jurisdiction.  ___ +



F4=Prompt  F6=More Info  F10=Access  F12=Return to Summar
```

Figure 14-6: Update Checks – Deduction screen

On the Update Checks - Deductions screen you can override default information from the employee's basic data and deduction control records associated with the check for this deduction in the payroll cycle.

Add or **Change** displays to the right of the employee's home levels to indicate whether you are adding a new deduction to the check or changing an existing deduction in the check. A deduction record counter in the upper right corner of the screen increases each time you add a new deduction or change one of a series of existing deductions. Whenever you access the Update Checks – Deductions screen from the Update Checks – Summary screen, the counter displays **0**.

3 Use the information below to complete the fields on the Update Checks – Deductions screen.

Deduction

Select the value for the deduction to add to this check.

New Employee Amt

Type an amount to override the standard employee deduction amount.

New Expense Liab

Type an amount to override the standard employer deduction amount.

New Wage Base

Type an amount to override the standard wage base calculated by the system.

New Tax/Lim Base

Type an amount to override the amount in the *Tax/Limit Base* field shown on this screen. The system uses the *Tax/Limit Base* value to calculate the applicable tax amount.

After determining if an employee meets or exceeds an annual wage limit, the system performs additional rounding, if applicable, to ensure the calculated tax amount also meets but does not exceed the annual maximum tax amount.

You can type a manual negative tax adjustment amount, if needed. The system does not calculate the tax on a negative tax/limit base adjustment.

New Arrears Rec

Use this field to override the arrears recovered amount displayed in the *Arrears Recovered* field.

New Priority

Type a value to override the calculation priority number for the deduction.

New Tax Frequency

Type a value to override the tax deduction frequency for this check.

W	Weekly
B	Biweekly
S	Semimonthly
M	Monthly
A	Annually
10	10 pay periods per year
13	13 pay periods per year
22	22 pay periods per year
27	27 pay periods per year

53	53 pay periods per year

Suppl Tax Only?

Use this field to override the *Suppl Tax Only?* value found on the check header or the cycle header.

For U.S. employers, use this field to indicate that this deduction should use supplemental tax rules to calculate the tax amount. Valid values are:

0	Use general taxation rules for this deduction.
1	Use supplemental tax rules for this deduction.

For Canadian employers, use this field to indicate that the basic exemption amount for CPP/QPP or the basic personal exemption for federal tax should be set to **0** for this deduction on this check. Valid values are:

0	Use regular exemption values for this deduction.
1	Set the basic CPP/QPP/personal exemptions to **0** for this deduction.

Wage Base Only?

Specify whether the adjustment you are making to the deduction is a wage base only or tax/limit base only adjustment. Valid values are:

Blank or **0**	This is a not a wage base only adjustment. Normal calculations apply. The system calculates the wage base and the tax/limit base unless you type a wage base or tax/limit base override amount.
1	This is a wage base only adjustment with a system-calculated tax/limit base. You must type an override amount in the *New Wage Base* field. The system uses the *New Wage Base* value to calculate the tax/limit base unless you type a tax/limit base override amount.
2	This is a wage base only adjustment with no system-calculated tax/limit base. You must type an override amount in the *New Wage Base* field. The system does not calculate the tax/limit base and leaves the value as **0** unless you type a tax/limit base override amount.

3	This is a tax/limit base only adjustment with no system-calculated wage base. You must type an override amount in the *New Tax/Lim Base* field. The system does not calculate the wage base and leaves the value as **0** unless you type a wage base override amount.
4	This is a tax amount adjustment with no change to the wage or tax/limit bases. The values in the *New Wage Base* and *New Tax/Lim Base* fields must be **0**.
5	This is an amount adjustment with no change to the wage or tax/limit bases. If you override only the employee or employer amount, the system does not calculate the related employee or employer amount and leaves the other value as **0**. The values in the *New Wage Base* and *New Tax/Lim Base* fields must be **0**.
6	Enter a value of **6** to override the *Arrears Recovered* in this check to **0**. Do not enter a value in the *New Arrears Rec* field.

Error Msg Code

If an error, warning or exception condition exists for this deduction, the system displays a code value for the specific condition. Valid values are:

Errors

NODC	You have not set up this deduction code for the employer.
NODE	You have not set up this deduction code for the employee.
NOLOC	The payroll master record identifies this employee as a Maryland resident but the tax locality value on the employee's *SMD record is blank or invalid.
NOTI	You have not set up this deduction code in the multi-tax deduction file.

Warnings

DIE0	This disability deduction is set up for multi-tax processing but is missing the percentage value needed for calculations.

OVFLW The annualized wage base exceeds $999,999,999.99 and is truncated. Tax calculations may be inaccurate.

QTP1 The QPP deduction has been reduced for this tipped employee in order to take the federal tax deduction.

UIE0 This unemployment deduction is set up for multi-tax processing but is missing the percentage value needed for calculations.

Exceptions

XTXOV The *New Tax/Lim Base* value is larger than the system calculated value.

XTXUN The *New Tax/Lim Base* value is smaller than the system calculated value.

Tax Jurisdiction

Use to indicate that the deduction wage base and contribution amounts apply to a specific tax jurisdiction if the check contains wages for both an official US state and a US territory.

Type the code that identifies the US territory that represents this tax jurisdiction. Press F4 to display a list of valid values. Tax jurisdiction values are checked against the code values for code type STP - Payroll states/provinces.

Leave blank if this check does not contain income related to a US territory.

Under some circumstances, you must report the wages and contribution amounts for deductions such as *FICA and *FMHI separately for each tax jurisdiction, even though the employee is associated with one federal tax ID.

4 To view more information about the deduction, press F6. The Update Checks – Deductions – more information screen shown in Figure 14-7 is displayed.

```
 6/22/12  14:51:37       Update Checks - Deductions        PYGTR20    PYDTR20
Employer  . . . :  KRI   KENS TEST COMPANY
Cycle . . . . . :  WEEK  WEEKLY PAY CYCLE                5/07/2012
 Check 01            5204 BOUDREAU,EARL H

Deduction  . . . . . . . . . . : *FWT
Summarization Code . . . . . . : 01
Priority . . . . . . . . . . . : 1500
Employee Amount  . . . . . . . :          .00
New Employee Amount  . . . . . :          .00

Arrears Amount . . . . . . . . :        23.00  (Add to Arrears)
Not Taken Amount . . . . . . . :          .00
Excess Amount Over Limit . . . :          .00
Limit Type . . . . . . . . . . :
Must Take  . . . . . . . . . . : 1
Calculation Loop Count . . . . :  1
Error Code or Message  . . . . :

Warning Code or Message  . . . :


F3=Exit  F10=QuikAccess  F12=Cancel
```

Figure 14-7: Update Checks – Deduction – More Information screen

This screen displays additional reference information for each deduction, such as current arrears amounts and the number of times the deduction amount was recalculated due to insufficient funds.

5 If you are adding a deduction to a check, press Enter to save the deduction record. You can use the Update Checks – Deductions screen to add another deduction or press F12 to return to the Update Checks – Summary screen.

If you are changing deduction information for a check, press Enter to save the changes to the deduction record and return to the Update Checks – Summary screen. If you select multiple records to change, pressing Enter advances you to the next selected record. Pressing Enter after you change the last selected record returns you to the Update Checks – Summary screen.

If you erroneously select a deduction to change, you can press F12 to return to the Update Checks – Summary screen without saving changes you made to the deduction. If the erroneously selected deduction is one of many deduction records selected, you can press F12 to advance to the next selected deduction record without saving changes you made to the deduction.

After you update an existing deduction record, the original deduction information displays under the *System Calculated* column and the updated deduction information displays under the *Manually Input* column on the Update Checks – Summary screen.

6 Press F8 to recalculate the check based on your changes.

7 Press F3 to return to the Update Checks employee check selection screen from which you can select additional employee checks.

8 When you complete working with employee checks for the cycle, press F3 to exit the *Update Checks* function.

Viewing, Adding or Changing an Employee-specific Pay Message

The procedure for viewing, adding, or changing an employee-specific pay message is the same as the procedure for adding or changing an income record until you reach the Update Checks – Summary screen. Follow the steps below to view, add or change an employee-specific pay message.

1 On the Update Checks – Summary screen type **C** in the *Inc/Ded/Chk Hdr* field.

2 Press Enter to display the Update Checks – Header screen shown in Figure 14-8.

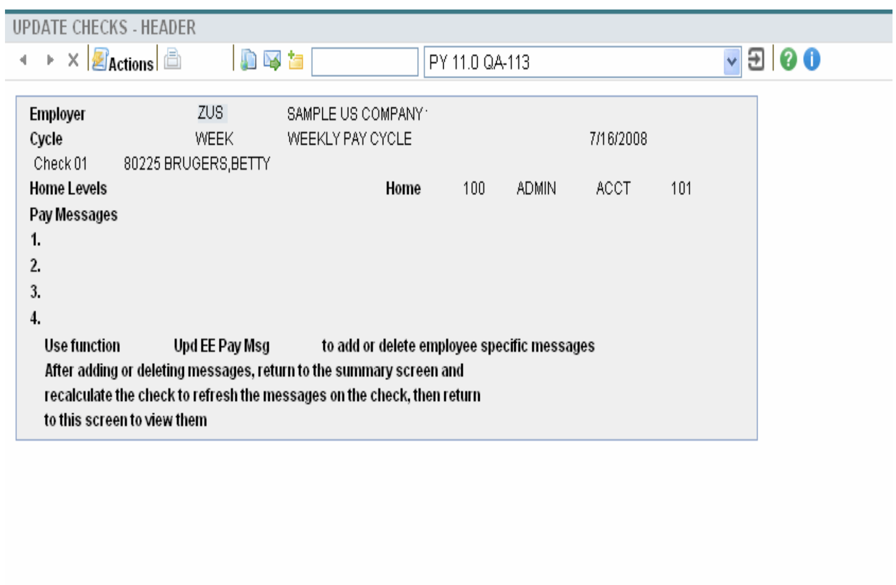


Figure 14-8: Update Checks- Header screen

On this screen you can review current user-defined and system-generated pay messages to print on an employee's paycheck or direct deposit voucher.

For information on creating user-defined and system-generated pay messages, refer to the "Printing Messages on Paychecks and Direct Deposit Vouchers" chapter in this guide.

3 On the Update Checks – Header screen press F13 to access the Update Employee Pay Messages screen shown in Figure 14-9.

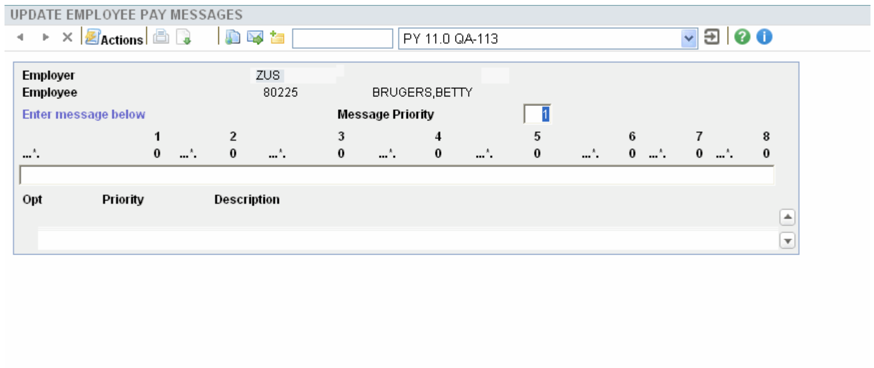


Figure 14-9: Update Employee Pay Messages screen

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

Message Priority

Type a value from **1** to **99** to represent the priority of this message when compared to other messages for this employee. The system prints a message with a priority of **1** first and a message with a priority of **99** last.

Message Line

Type the message that you want the system to print for this employee.

5 Press Enter. The system displays the message in the subfile at the bottom of the screen.

6 Repeat steps 4 and 5, if applicable, to create additional messages.

7 Press F3 to exit the screen. Select exit option **1** to save your changes and return to the Update Checks – Header screen.

8 Press F12 to return to the Update Checks – Summary screen.

9 Press F8 to recalculate the check and update the pay messages on the check.

10 Press F3 to return to the Update Checks employee check selection screen from which you can select additional employee checks.

11 When you complete working with employee checks for the cycle, press F3 to exit the *Update Checks* function.

Recalculating Checks

You may need to recalculate a check after you perform the following actions:

- Adding a manual check
- Voiding a check
- Modifying or deleting a check
- Correcting multiple checks

When an employee receives multiple checks within the pay cycle, you may need to correct more than one check.

For example, if an employee receives three checks and the hours in the second check must be corrected, you must change the year-to-date income and deduction information on the second and third checks. The system recalculates the deductions in the second check and references the deduction amounts in the first check as required for limit processing. The system does not update the third check unless you select it for recalculation or you recalculate the entire cycle.

You can choose from the following methods to recalculate checks:

- From the Update Checks employee check selection screen, type **3** in the *O* field next to each employee check to recalculate. Press Enter to recalculate the gross to net amounts.
- From the Update Checks – Summary screen, press F8 to recalculate the gross to net amounts for one check at a time and display the figures on the screen.
- On the Print Trial Register screen, type * in the *Opt* field.

Calculating Net to Gross

Based on the value that you type in the *Income Type* field, the system calculates the gross amount of the check from the net amount that you type and the deductions associated with the check.

Before you recalculate a check, delete deductions that should not be included in the check, such as direct deposit deductions that take 100% of net pay. Including 100% of net deductions causes the calculated gross to be overstated.

You can change the net amount and recalculate the gross amounts as many times as you want.

To display the net to gross window, you press F14 from the Update Checks – Summary screen.

1 Use the information below to complete the fields on this screen.

Net Amount

Type the net amount of the check. The maximum value is $4,999,999.99. If the Update Checks – Summary screen displays deductions, the net to gross calculations includes the deduction amounts.

Gross to nearest

Type a value that represents the level of accuracy of the computed gross amount. The default value of 0.01 represents a gross amount to the nearest one cent.

Income Code

Type an income code.

2 Press Enter to perform the calculation.

3 Press F3 to add the calculation amount to the employee’s check record.

4 Press F8 to recalculate the check if necessary.

5 Press F3 to exit the screen.

Printing the Trial Register

If you did not receive the Payroll Trial Register with the release or if you updated check information through the *Update Check* option, you must generate the Payroll Trial Register now. The system does not allow you to continue processing the cycle until you run the *Print Trial Register* option.

The Payroll Trial Register lists:

- Gross to net amounts for each paycheck
- Hours and amounts for each income
- Amounts for each deduction
- Voids, reissues, reclassifications and manual checks
- Level subtotals
- Employer totals

Generating Warning and Error Messages

The system can print warning and error messages on the Payroll Trial Register. These messages show invalid general ledger accounts. The *Edit Labor Acct* field on the cycle control record controls whether you receive a warning or an error message.

Generating the Exception Report

You can generate an exception report that prints all the exceptions, warnings and errors on the Payroll Trial Register. This is an optional report, which is control led by the *Trial Summ Errors* field on the cycle control record.

Generating the Supplemental Register

The Supplemental Register lists all employer liabilities, fringe incomes, and tips. You can receive the Supplemental Register whenever you generate the Payroll Trial Register.

To receive this register automatically, type **1** in the *Print Suppl at Trial* field, in the *Update Cycle Controls* option.

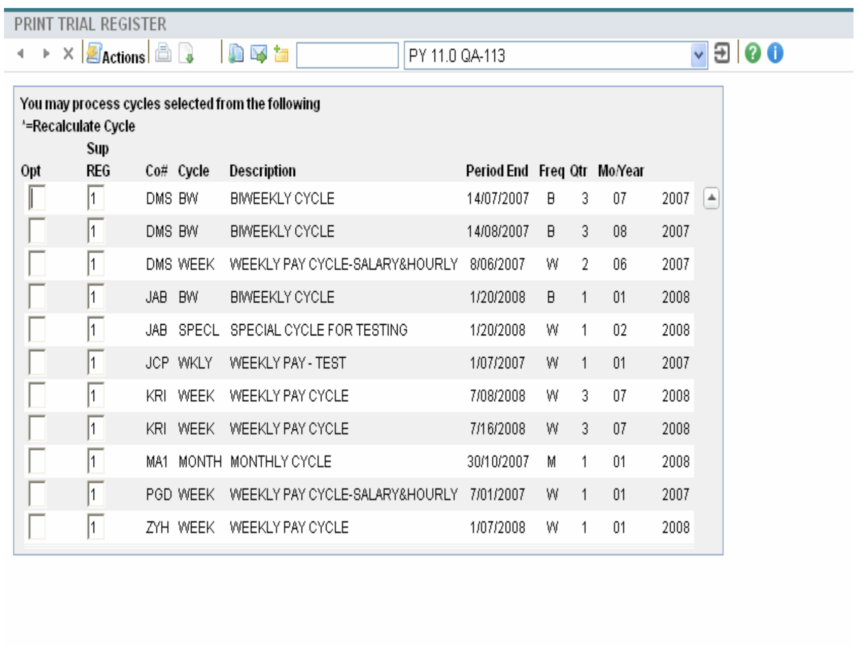
Printing the Trial Register

Follow the steps below to print your trial register.

1 From the Infinium PY main menu select *Cycle Operations.*

2 Select *Cycle Functions*.

3 Select *Print Trial Register* [TRIAL]. The system displays the screen shown in Figure 14-10.



PRINT TRIAL REGISTER

Actions PY 11.0 QA-113

You may process cycles selected from the following
'=Recalculate Cycle

Opt	Sup REG	Co#	Cycle	Description	Period End	Freq	Qtr	Mo/Year	
	1	DMS	BW	BIWEEKLY CYCLE	14/07/2007	B	3	07	2007
	1	DMS	BW	BIWEEKLY CYCLE	14/08/2007	B	3	08	2007
	1	DMS	WEEK	WEEKLY PAY CYCLE-SALARY&HOURLY	8/06/2007	W	2	06	2007
	1	JAB	BW	BIWEEKLY CYCLE	1/20/2008	B	1	01	2008
	1	JAB	SPECL	SPECIAL CYCLE FOR TESTING	1/20/2008	W	1	02	2008
	1	JCP	WKLY	WEEKLY PAY - TEST	1/07/2007	W	1	01	2007
	1	KRI	WEEK	WEEKLY PAY CYCLE	7/08/2008	W	3	07	2008
	1	KRI	WEEK	WEEKLY PAY CYCLE	7/16/2008	W	3	07	2008
	1	MA1	MONTH	MONTHLY CYCLE	30/10/2007	M	1	01	2008
	1	PGD	WEEK	WEEKLY PAY CYCLE-SALARY&HOURLY	7/01/2007	W	1	01	2007
	1	ZYH	WEEK	WEEKLY PAY CYCLE	1/07/2008	W	1	01	2008

Figure 14-10: Print Trial Register screen 1 of 2

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

Opt

Type any character next to the cycle for which you want to print the Payroll Trial Register.

You can also type * in this field to recalculate the cycle. The system maintains existing workfiles but recalculates checks based on any changes made to your control records and general ledger chart of accounts. The system also applies limits across multiple checks issued to the same employee when you type * in this field.

Sup Reg

Use this field to indicate if you want the Supplemental Register to print with the Payroll Trial Register. Type either:

0	Do not print the Supplemental Register with the Payroll Trial Register.
1	Print the Supplemental Register with the Payroll Trial Register.

5 Press Enter. The system displays the screen show in Figure 14-11.

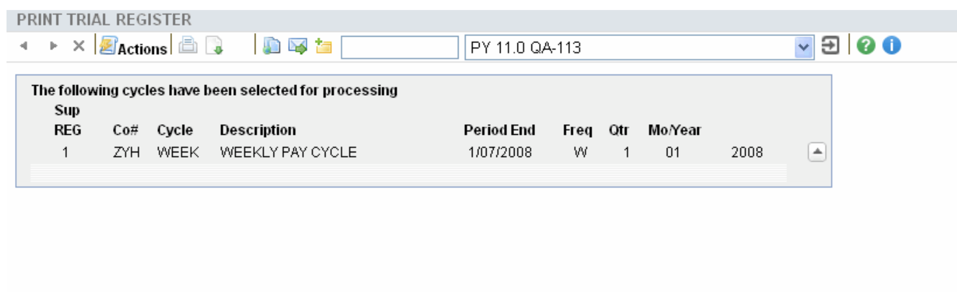


Figure 14-11: Print Trial Register screen 2 of 2

6 The system displays the cycle for which you selected to print a trial register. Press Enter to submit your selection.

You cannot continue with cycle processing if the cycle contains errors. Before you can post the cycle, you must receive the message **“Cycle Contains no errors - may be Posted”** at the bottom of the register.

Posting Cycles and Printing Checks

This is the final step of cycle operations. Once you execute this process, the system prints payroll checks and direct deposit vouchers. The system also updates the Employee Income, Employee Deduction and Payroll Master files.

When you post the cycle, the system moves the timesheet data to permanent payroll history files. The system also updates the:

- Income and deduction history
- Employee incomes and employee deductions
- Check ledger and check history

The system prints the following registers:

- Payroll Register

  The Payroll Register lists the incomes, deductions, check numbers and direct deposit voucher numbers in the cycle in addition to current and year-to-date amounts for incomes and deductions within this cycle.

- Check Register (optional)

  This summary register lists the check numbers and the gross and net amounts of each check in the cycle.

- Completed Garnishment Register

  This register lists the employees who completed garnishments during this cycle.

- Renewable Limits Reached Register

  This register lists the employees who reached renewable limits within the cycle (for example, bond premium).

- Deductions Not Taken Register

  This register lists the scheduled deductions not taken for employees within this cycle.

- Arrears Register

  This register lists the deduction amounts put into arrears during this cycle run.

- Cycle Income/Deduction Reports

You can assign special income or deduction reports to the cycle on the income or deduction control records.

Follow the steps below to post your cycle.

1 From the Infinium PY main menu select *Cycle Operations.*

2 Select *Cycle Functions*.

3 Select *Post Cycles and Print Checks* [POST]. The system displays the screen shown in Figure 14-12.

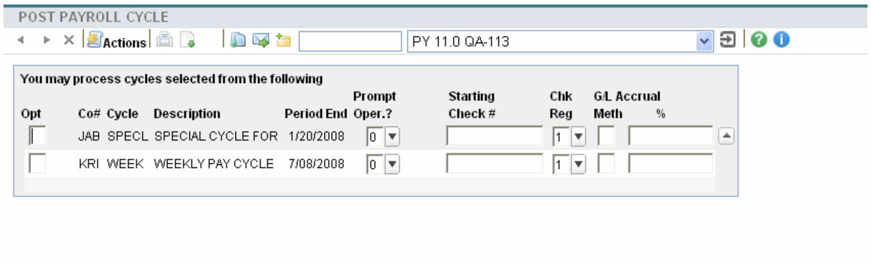


Figure 14-12: Post Payroll Cycle screen

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

Opt

Type any character next to the cycle you want to post.

The system displays all cycles that receive the message **"Cycle contains no errors - May be Posted"** on the Payroll Trial Register.

Prompt Oper.

Use this field to indicate if you want the system to prompt an operator for the starting check number for this cycle. Type either:

1	Prompt the system operator for the next check number when the checks begin printing.
0	Do not prompt the operator for the next check number.

The value you type in this field overrides the *Prompt Operator* field on the cycle control record.

Starting Check #

If you want to override the next check number found on the checking account control record, type the starting check number for this cycle. If you do not type a starting check number, the system defaults to the next available number on the checking account control record.

Chk Reg

You can control whether the system prints a summarized check register when the cycle is posted. Type either:

1	Print a Check Register.
0	Do not print a Check Register.

G/L Meth

You can choose from three methods to allocate payroll entries to either the current general ledger month or to the next general ledger month.

Type one of the following:

N	Next - Allocate a portion of labor expense, employee deductions and employer liabilities to the next accounting period, leaving the remainder in the current period. Allocate 100% of cash disbursements to the next accounting period.
C	Current - Allocate an additional percentage of labor expense and employer liabilities to the current accounting period and automatically reverse these estimated entries in the next accounting period. Allocate 100% of cash disbursements and employee deductions to the current accounting period.
Blank	No special processing is done. All hours and amounts from this pay period are allocated to the general ledger month you specified during the *Begin Cycle* function.

If you select method **N** or **C**, use the *Accrual %* field to specify the allocation percentage.

For more information about allocating costs between accounting periods, refer to the “Closing to General Ledger” chapter in the *Infinium PY Guide to Management Functions*.

Accrual %

If you type a value in the *G/L Meth* field, type the percentage you want to allocate in this field.

5 Press Enter. The system displays the screen shown in Figure 14-13.

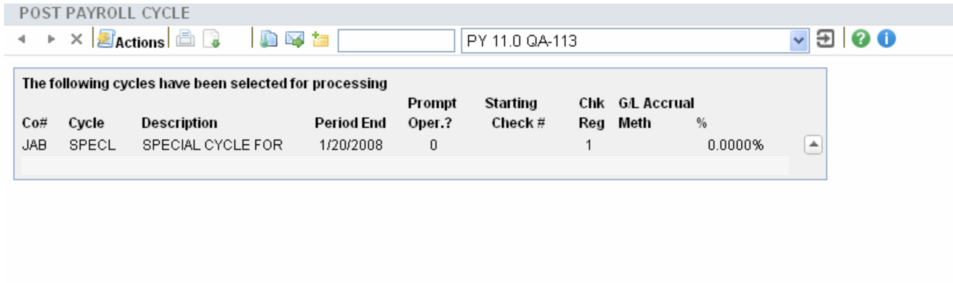


Figure 14-13: Post Payroll Cycle screen 2 of 2

6 The system displays the cycle you selected to post. Press Enter to post the cycle and print the checks.

The system submits the cycle to process and returns you to the main menu.

Notes

Chapter 15 Using Alternative Methods of Entering Time

15

In this chapter you are introduced to alternative methods you can use to enter timesheet information into the system. Timesheet Entry, the standard method of entering timesheet information, is described in the “Working with Timesheet Data” chapter. The alternative methods of entering time are:

- Batch Timesheet Entry
- Daily Time and Attendance
- Express Timesheet Entry
- Mass entering payroll data

The chapter consists of the following topics:

Overview of the Methods of Entering Time

Objectives

Through the study and use of this chapter you should:

- Be familiar with the methods of entering time
- Be able to process a payroll cycle using one of the alternative methods of entering time

Using Infinium Payroll with Infor ERP_{LX} General Ledger

If you use the Infor ERP_{LX} general ledger interface with Infinium PY, see the "Using the Infinium Payroll Interface with Infor ERP_{LX} General Ledger" chapter in the *Infinium PY Guide to Management Functions.* When Infor ERP_{LX} is used as the general ledger interface, the definition for building account numbers is stored in the Infor ERP_{LX} product, not in Infinium PY. Information in the account number fields on the various employer control files and in employee files is ignored by Infinium PY. Instead, the Infor ERP_{LX} configuration files are used when the Infor ERP_{LX} system builds the account number for each payroll transaction.

Using Timesheet Entry

Timesheet Entry, the standard method of entering time, is described in the "Working with Timesheet Data" chapter of this guide. Briefly, the benefits of this method of entering time are as follows:

- The system generates auto pay transactions.
- The system provides interactive edits for data entered.
- The system provides edits for invalid general ledger accounts.
- The F4 look-up feature is available for applicable fields.
- The multiple distribution feature is available.

Using Batch Timesheet Entry

Batch timesheet entry is known as “Heads Down Keying.” It is a rapid method of entering time.

The benefits of this method are explained in the “Batch Timesheet Entry” section of this chapter. This section also explains the steps you follow to use batch timesheet entry during cycle processing.

Using Daily Time and Attendance Timesheet Entry

You can use this method of entering time:

- In conjunction with a time clock interface
- By entering time on a daily basis

The benefits of this method are explained in the “Time & Attendance” section of this chapter. This section also explains the steps you follow to use time and attendance during cycle processing.

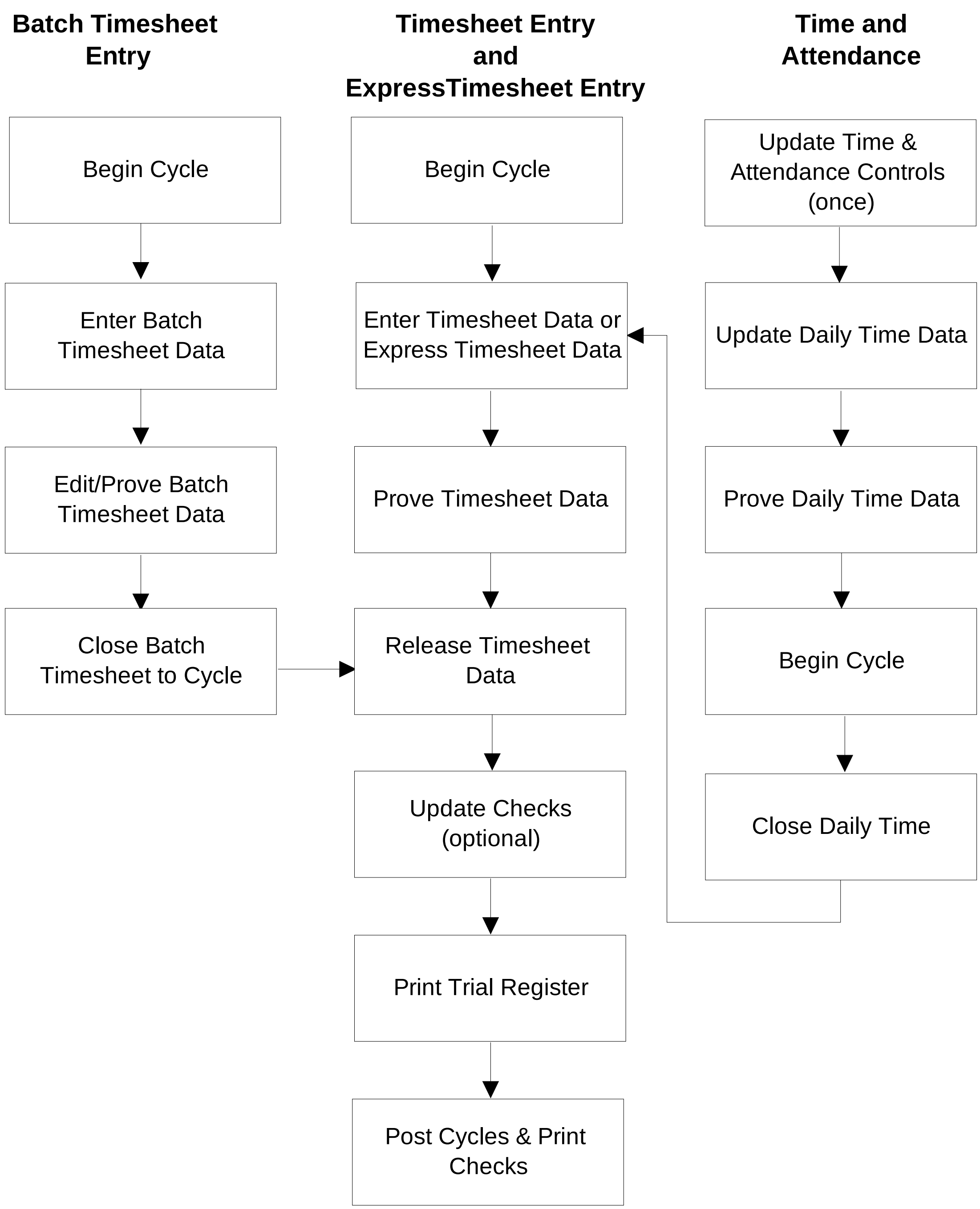
Using Express Timesheet Entry

Express timesheet entry provides you with a display of up to five auto-generated incomes for groups of employees.

Using the *Mass Entry of Payroll Data* Function

You can use the *Mass Entry of Payroll Data* function to mass enter incomes or deductions into a pay cycle for a group of employees. Refer to the “Mass Entering Incomes or Deductions” chapter in this guide for more information on using this function.

Timesheet Entry Methods



Entering Time Using Batch Timesheet Entry

The batch timesheet entry method is known as “Heads Down Keying.” This method allows several users to type timesheet information into a cycle simultaneously. The system does not perform interactive edits.

Restrictions

When using batch timesheet entry, you:

- Cannot use the F4 look-up feature
- Edit interactively
- Use the automatic multiple distribution feature
- Cannot type additional checks through the batch timesheet method. You must issue multiple checks through the *Update Checks* option.
- You cannot see auto pay incomes until the batch cycle is released. Therefore, you cannot modify the hours associated with the incomes until you reach the *Update Checks* step in cycle operations.

You complete this method of entering time in six steps:

1. Verify the cycle control record (once)
2. Begin the batch cycle
3. Type time and run proof
4. Correct data entry errors, if necessary
5. Close batches to cycle
6. Continue with cycle operations

Verifying the Cycle Control Record

The cycle control record determines if the cycle uses the batch timesheet entry method. To use the batch timesheet method, you must type **1** in the *Batch Cycle* field on the cycle control record.

You update this control record only once.

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 Update Cycle Controls prompt screen.

4 Type the value that represents your employer and type or select a valid cycle code. Press Enter. The system displays the Update Cycle Controls screen 1 of 3.

5 Complete the fields on this screen as appropriate to the cycle. Press Enter. The system displays the screen shown in Figure 15-1.

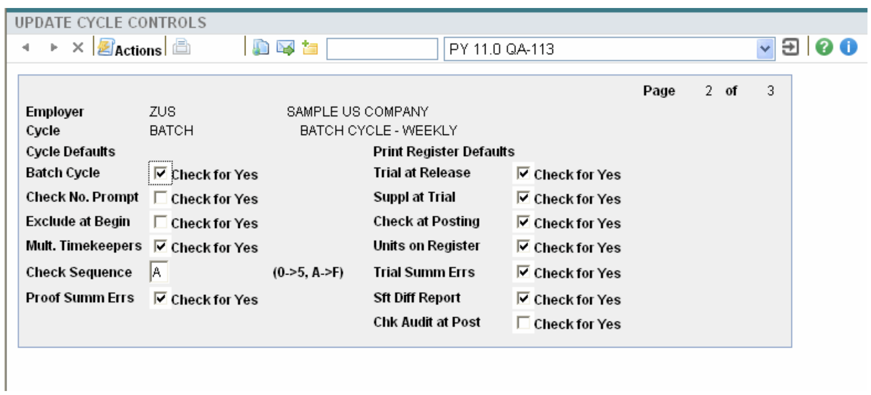


Figure 15-1: Batch Cycle Control screen 2 of 3

6 Type **1** in the *Batch Cycle* field to define a cycle in which you use Batch Timesheet Entry.

7 Complete or verify the remaining fields in this function. Refer to the “Creating Cycle and Checking Account Controls” chapter in the *Infinium Payroll Guide to Controls*, for additional information.

8 Press Enter. The system updates this control and returns you to the Cycle Controls Prompt screen. To create additional cycle controls, repeat steps 4 through 8.

9 Press F3 to exit this option.

Beginning the Batch Cycle

Complete the following steps to initiate the begin portion of a batch cycle:

1 From the Infinium PY main menu select *Cycle Operations.*

2 Select *Pre-Cycle Functions*.

3 Select *Begin Cycle* [BEGIN]. The system displays the Begin Cycles screen.

4 Type any character in the *Opt* field next to the batch cycle you want to run.

5 Press Enter. The system displays the Enter Cycle Data screen.

6 The system displays the batch cycle you selected to begin. Type the appropriate information in all the fields on this screen.

   Refer to the “Beginning a Cycle” chapter in this guide for additional information.

7 Press Enter through the remaining screens of this option. The system returns you to the main menu.

Entering Time and Running the Proof Report

1 From the Infinium PY main menu select *Cycle Operations.*

2 Select *Pre-Cycle Functions*.

3 Select *Enter Batch Timesheet Data* [BTE]. The system displays the screen shown in Figure 15-2.

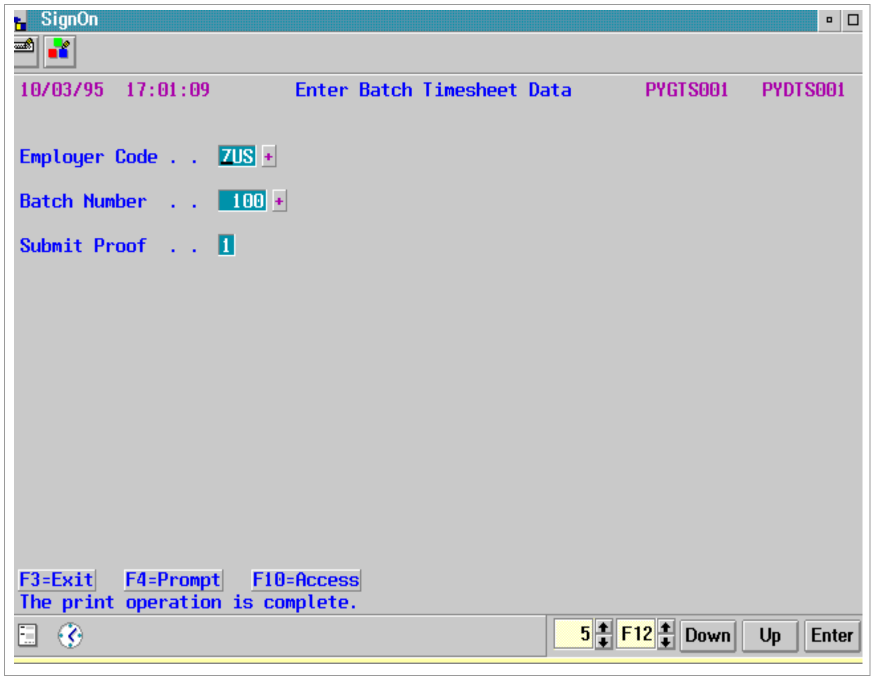


Figure 15-2: Enter Batch Timesheet Data screen 1 of 3

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

Employer Code

Type or select the value that identifies your employer.

Batch Number

The system displays the next available batch number in this field. You can override this number by typing your own number in this field.

Submit Proof

Type **1** in the *Submit Proof* field to submit a proof automatically after you type batch time. Type **0** if you do not want to submit a proof.

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

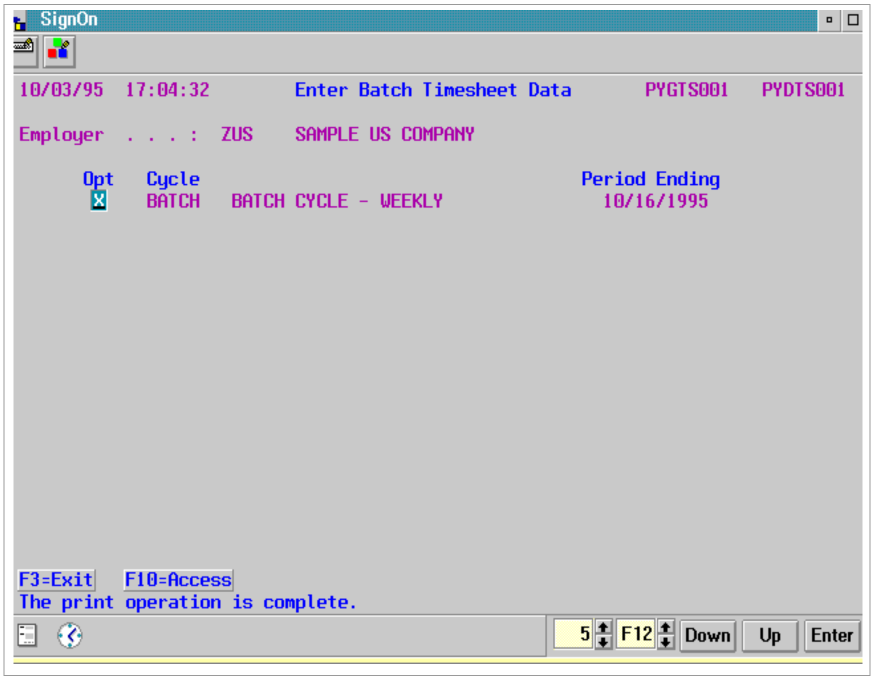


Figure 15-3: Enter Batch Timesheet Data screen 2 of 3

6 The system displays all available batch cycles. Type any character next to the batch cycle with which to work.

7 Press Enter. The system displays the screen shown in Figure 15-4.

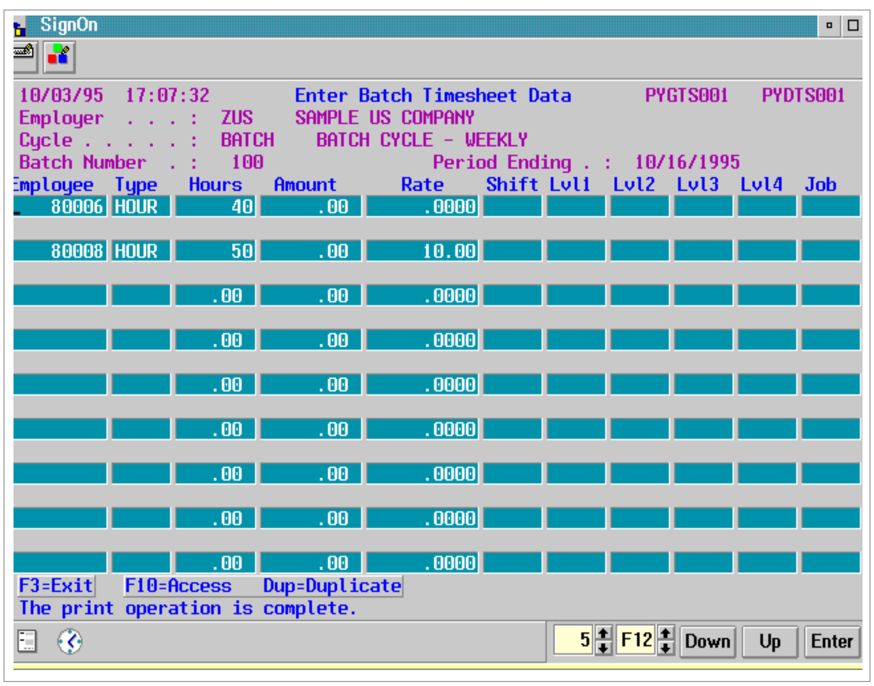


Figure 15-4: Enter Batch Timesheet Data screen 3 of 3

8 Use the information below to complete typing data in this screen.

Entry Fields

Use the fields on this screen to type your timesheet information for each employee in this cycle.

You do not need to enter time for employees in an auto pay group. You can view the hours and dollars associated with the auto pay group when you release the cycle.

Dup Key

You can press the Dup key to copy the values from one field to the next whenever the value in the field directly above the line is identical. You do not see the duplicated value; the system displays a series of vertical dashes on that line to indicate a duplication.

When you run the Batch Timesheet Entry Listing, the system copies the value into the duplicated fields. This feature is available for all fields on this screen.

Edits

There are no interactive edits on this screen. For example, if an operator enters an invalid employee number or income code, the system does not display error messages. The system indicates the errors on the Batch Timesheet Entry Listing. You must correct any errors through the option *Edit/Prove Batch Timesheet* (Step 4).

9 Press Enter once you complete the last entry on the screen. The system displays another blank screen to complete.

The last entry you make on the previous screen is the first entry on the new screen. You can override these values as necessary.

10 Once you complete entering timesheet data for this cycle, press Enter to save your data.

11 Press F3 to return to the Enter Batch Timesheet Data screen 1.

12 Press F3 to exit this option.

If you type **1** in the *Submit Proof* field on the Enter Batch Timesheet Data screen 1, the system generates the Batch Timesheet Entry Listing report for the specified batch. This report shows all entries you made for the specified batch along with any errors and warnings.

Editing/Proving Batch Timesheet Data

If you find errors on the Batch Timesheet Entry Listing, you must correct the errors through the *Edit/Prove Batch Timesheet Data* option.

1 From the Infinium PY main menu select *Cycle Operations*.

2 Select *Pre-Cycle Functions*.

3 Select *Edit/Prove Batch Timesheet Data* [UBT]. The system displays the screen shown in Figure 15-5.

```
 8/03/04  11:44:50     Update/Prove Batch Timesheets       PYGTS002   PYDTS002

Employer  . . . .  ZUS +

Record Selection.  0 (0=All 1=Errors)




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

Figure 15-5: Update/Prove Batch Timesheets

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

Employer

Type the value that identifies your employer.

Record Selection

Use this field to specify if you want to view all entries in the batch or only the errors. Type either:

0	View all entries in the batch.

1 View only the error(s) in the batch.

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

```
 8/03/04  11:45:19     Update/Prove Batch Timesheets       PYGTS002   PYDTS002

Employer  . . . :  ZUS    SAMPLE US COMPANY


2=change   3=Proof
 Opt  Batch  Cycle  Description                  Period End  Entered By  Stat
  2       1  BATCH  BATCH CYCLE - WEEKLY          1/07/2004  DLH         EDIT















F3=Exit   F10=Access
```

Figure 15-6: Update/Prove Batch Timesheets screen 2

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

Opt

In the *Opt* field, type either:

2 Edit the batch.

3 Generate the Batch Timesheet Entry Listing.

Entered by

Do not type a value in the *Entered By* field. The system displays the user profile of the person entering time.

Stat

The Stat column indicates the status of the batch.

EDIT Edit means that you must run a Batch Timesheet Entry Listing and/or you need to make corrections to the batch.

PROOF Proof means that you have run a Batch Timesheet Listing on which the system could not find any data entry errors. The system allows you to close the batch to the cycle.

FILED Filed means that the system has closed the batch time entries into the cycle.

7 Press Enter. The system displays the screen shown in Figure 15-7.

```
 8/03/04  11:45:54     Update/Prove Batch Timesheets       PYGTS002   PYDTS002

Employer  . . . :  ZUS    SAMPLE US COMPANY
Cycle . . . . . :  BATCH    BATCH CYCLE - WEEKLY
Opt . . . . . . .  1 (1=Add Record)    Period Ending . :   1/07/2004
Employee  . . . .  _________ +         Batch Number  . :     1
Type  . . . . . .  _____ +             Hours . . . . . .  ____.00
Amount  . . . . .  _____.00            Rate  . . . . . .  _____.0000
Job . . . . . . .  _____ +             Shift . . . . . .  _____ +
Level 1 . . . . .  _____ +             Tax Company . . .  _____ +
Level 2 . . . . .  _____ +             Level 3 . . . . .  _____ +
Level 4 . . . . .  _____ +             Seg . . . . . . .  ___
G/L Account . . .  _____________________________________________ +
4=Delete                               Units . . . . . .  _____.00
O Employee   Type  Hours    Amount     Rate      Shift Lvl1  Lvl2  Lvl3  Lvl4
_     80005 HOUR   40.00        .00      .0000    _____ _____ _____ _____ _____






F3=Exit   F4=Prompt   F6=More Info.   F10=Access
```

Figure 15-7: Update/Prove Batch Timesheets screen 3

8 Type the appropriate information in the subfile on the bottom of this screen to correct any errors in this batch.

You must make all corrections to existing time records through the subfile. You cannot retrieve records to the top of the screen; you can make only new entries in the top of the screen.

9 Press Page Down to edit additional screens of data.

10 Press Enter to record your corrections in the system.

Closing the Batch to the Cycle

1 From the Infinium PY main menu select *Cycle Operations.*

2 Select *Pre-Cycle Functions*.

3 Select *Close Batch Timesheet To Cycle* [CBT]. The system displays the Close Batch Timesheet To Cycle screen 1 of 2.

4 Type the value that identifies your employer.

5 Press Enter. The system displays the screen shown in Figure 15-8.

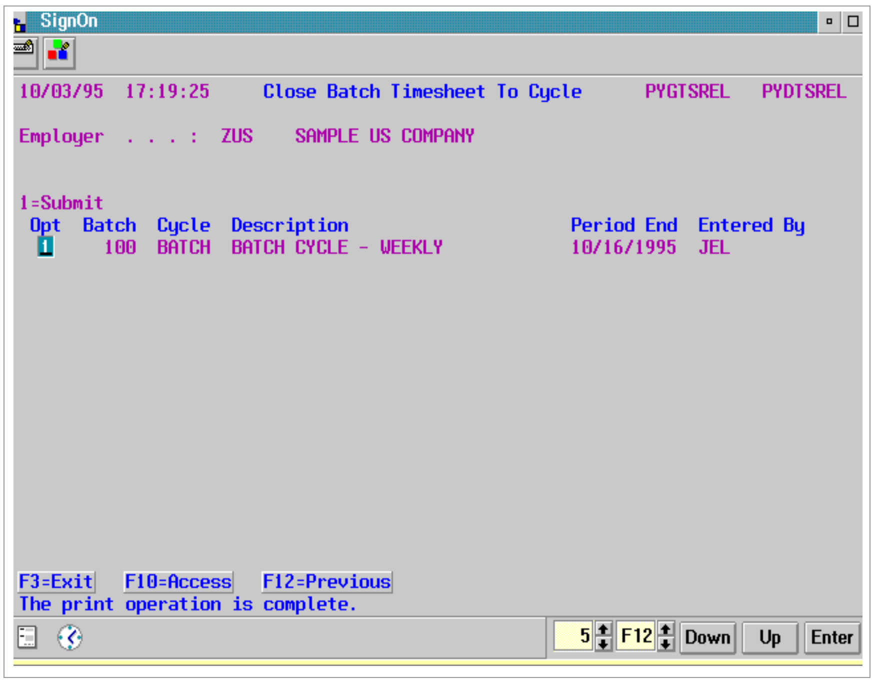


Figure 15-8: Close Batch Timesheet To Cycle screen

6 Type **1** in the *Opt* field to submit the batch.

If the batch does not display, one or more of the following apply:

- The batch is still in EDIT status.
- You need to make corrections to the batch.
- You need to generate a Batch Timesheet Listing.

If any of these situations apply, refer to the steps listed in the "Editing/Proving Batch Timesheet Data" section of this chapter to make your corrections.

7 Press Enter to submit the batch for processing.

Continuing Cycle Operations

Continue your cycle processing by completing the steps that follow entering timesheet data into your cycle. Refer to the “Working with Timesheet Data” and “Completing Cycle Operations” parts in this guide to complete your cycle processing.

Using Daily Time and Attendance to Enter Time

You can use this method of entering time with a time clock interface. You can also key daily time through the *Update Daily Time Data* function.

Advantages

There are two advantages to using this method of entering time.

- The system builds a work file. If, for any reason, you cancel a cycle, the time entered is held in the work file and can be reused. The information remains in the work file until you purge the data.
- You can have more than one person entering timesheet data at any one time.

You complete this method of entering time in six steps:

1. Update time and attendance controls (once)
2. Update daily time data
3. Prove daily time data
4. Begin payroll cycle
5. Close daily time to payroll
6. Continue with cycle operations

Updating Time and Attendance Controls

You define data pertinent to daily time and attendance controls through this function. You must complete only two fields on the following screen. These fields are discussed below. You use the remaining fields in conjunction with custom interfacing.

1. From the Infinium PY main menu select *Cycle Operations.*
2. Select *Time and Attendance Functions*.

3 Select *Update Time and Attendance Controls* [UTAC]. The system displays the Update Time & Attendance Controls screen.

4 Type the value that identifies your employer.

5 Press Enter. The system displays the screen shown in Figure 15-9.

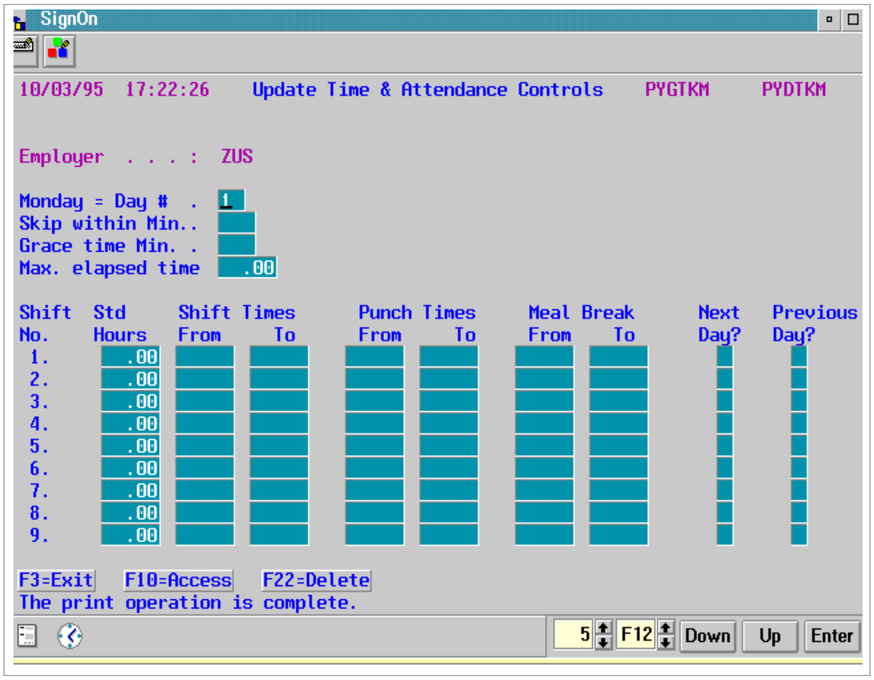


Figure 15-9: Update Time & Attendance Controls screen

6 Use the following field information to complete the controls at the top of this screen.

Monday = Day #

Type the number of the day of the week on which Monday falls within your payroll week. For example, if Sunday is the first day of the week, then Monday is the second day of the week. Therefore, you type a **2** in this field.

The default value is **1** to indicate that Monday is the first day of the week.

7 Complete the remaining fields on this screen only as appropriate to your processing needs. These fields apply only when you are using a time clock interface.

Skip within Min.

You can use this field to prevent a time clock from entering an employee's punch more than once, if the employee makes an error and punches his or her card twice in a row. Type the number of minutes within which you will allow the system to disregard punches subsequent to the initial punch.

Grace time Min.

Type the number of minutes that you want to allow the system to add to an employee’s actual time in order to round up to the standard hours.

Max. elapsed time

Use this field to type the maximum allowable time in hours between punches. Punches that exceed this limit are not identified on the time card.

Std Hours

Type the standard number of hours that an employee works during a shift.

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.

Shift Time From, Shift Time To

Type the time at which this shift begins and ends. Type your times in military hours.

Punch Time From, Punch Time To

Type the times at which employees may begin to punch in and punch out. Type your times in military hours.

Meal Break From, Meal Break To

Use these fields to indicate between what times an employee may take a meal break. Type your times in military hours.

Next Day?

If a workshift begins before midnight and ends during the following day, you can use this field to indicate if hours worked are recorded toward the next day. Type one of the following values:

Y	Record the hours worked toward the next day.
N	Do not record the hours worked toward the next day.

The value you type in this field must be opposite from that of the value you type in the *Previous Day?* field.

Previous Day?

If a workshift begins before midnight and ends during the following day, you can use this field to indicate if hours worked are recorded toward the previous day. Type one of the following values:

Y	Record the hours worked toward the previous day.
N	Do not record the hours worked toward the previous day.

The value you type in this field must be opposite from that of the value you type in the *Next Day?* field.

8 Press Enter, once you have completed typing information on this screen. The system displays the Update Time & Attendance Controls screen 1 of 3.

9 Press F3 to exit this option.

Updating Daily Time Data

Use this function to type timesheet information on a daily or weekly basis. You also can update existing timesheet or time clock information or add new information to the cycle.

Follow the steps below to update daily time.

1 From the Infinium PY main menu select *Cycle Operations.*

2 Select *Time and Attendance Functions*.

3 Select *Update Daily Time Data* [UDSD]. The system displays the screen shown in Figure 15-10.

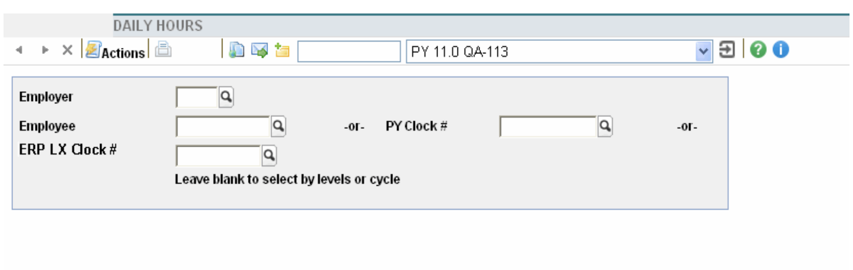


Figure 15-10: Enter/Update Daily Hours employee selection screen

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

If you leave the *Employee* and *Clock #* fields blank, you can enter hours for employees grouped by levels within the employer.

Employer

Select an employer.

Employee

Select the number for the employee for whom you are entering time.

PY Clock #

Type the number of the PY time clock.

ERP LX Clock #

Type the number of the Infor ERP$_{LX}$ time clock.

5 Press Enter to display one of the following screens:

- The Enter Daily Hours display criteria screen shown in Figure 15-11 if you complete only the *Employer* field. Proceed to step 6 to continue with daily time entry.
- The Enter/Update Daily Hours – Summary screen shown in Figure 15-13, if you complete either or both of the *Clock #* and *Employee* fields. Proceed to step 10 to continue with daily time entry.

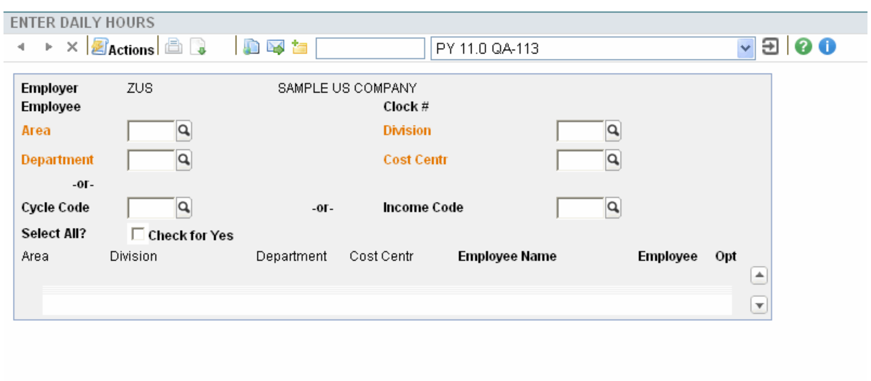


Figure 15-11: Enter Daily Hours display criteria screen

Use this screen to specify the organization level, the payroll cycle or the income code by which to display employees for time entry.

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

Level 1, 2, 3, 4

Select the code for this level of the organization.

Leave blank to display employees across all levels for time entry.

Cycle Code

Select the code for the payroll cycle by which to enter daily time for employees in the cycle.

Leave blank to display employees from all cycles for time entry.

Income Code

Select the code for the income by which to enter daily time for employees assigned to the income.

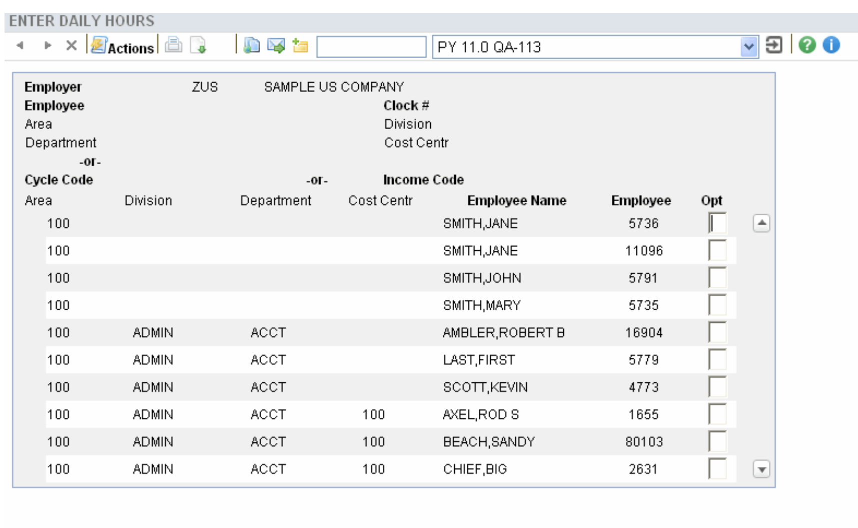
Leave blank to display employees with all incomes for time entry.

Select All?

Type **1** to select all employees within the specified level, cycle or income for daily time entry.

Type **0** to select employees individually within the specified level, cycle or income for daily time entry.

7 Press Enter to display the Enter Daily Hours employee selection screen shown in Figure 15-12.


ENTER DAILY HOURS

Actions | PY 11.0 QA-113

Employer ZUS SAMPLE US COMPANY
Employee **Clock #**
Area Division
Department Cost Centr
-or-
Cycle Code -or- **Income Code**

Area	Division	Department	Cost Centr	Employee Name	Employee	Opt
100				SMITH,JANE	5736	
100				SMITH,JANE	11096	
100				SMITH,JOHN	5791	
100				SMITH,MARY	5735	
100	ADMIN	ACCT		AMBLER,ROBERT B	16904	
100	ADMIN	ACCT		LAST,FIRST	5779	
100	ADMIN	ACCT		SCOTT,KEVIN	4773	
100	ADMIN	ACCT	100	AXEL,ROD S	1655	
100	ADMIN	ACCT	100	BEACH,SANDY	80103	
100	ADMIN	ACCT	100	CHIEF,BIG	2631	

Figure 15-12: Enter Daily Hours employee selection screen

This screen displays the employees that meet the selection criteria you specify on the previous screen.

8 Type a value in the *Opt* column to the right of each employee.

character other than **3** or **5**	Select employees for whom to process daily time information.
3	Copy income information for this employee from the employee you select with option 5, **Fix Base**. The employee for whom you are copying income information must be authorized to the incomes.
5	Select an employee with income information to copy for another employee, whom you select with option 3, **Copy Base**.

9 Select an employee and press Enter to display the Enter/Update Daily Hours – Summary screen shown in Figure 15-13.

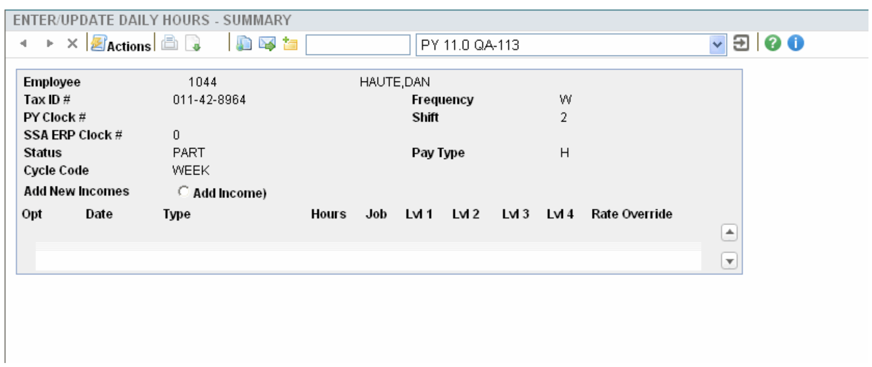


Figure 15-13: Enter/Update Daily Hours – Summary screen

Use this screen to specify whether to add new incomes to an employee's check or to change or delete existing incomes.

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

Add New Incomes

Type **I** to add a new income to the check.

Opt

Specify the type of processing required for an income currently associated with the check. You can select multiple records for processing.

2 Change the record.

As an alternative to using option **2**, you can type income code, hours, job code, organizational level, and rate override changes to an income record directly on the Enter/Update Daily Hours – Summary screen.

4 Delete the record.

11 Press Enter. If you are adding or changing an income, the system displays a screen similar to the Enter/Update Daily Hours – Incomes screen shown in Figure 15-14.

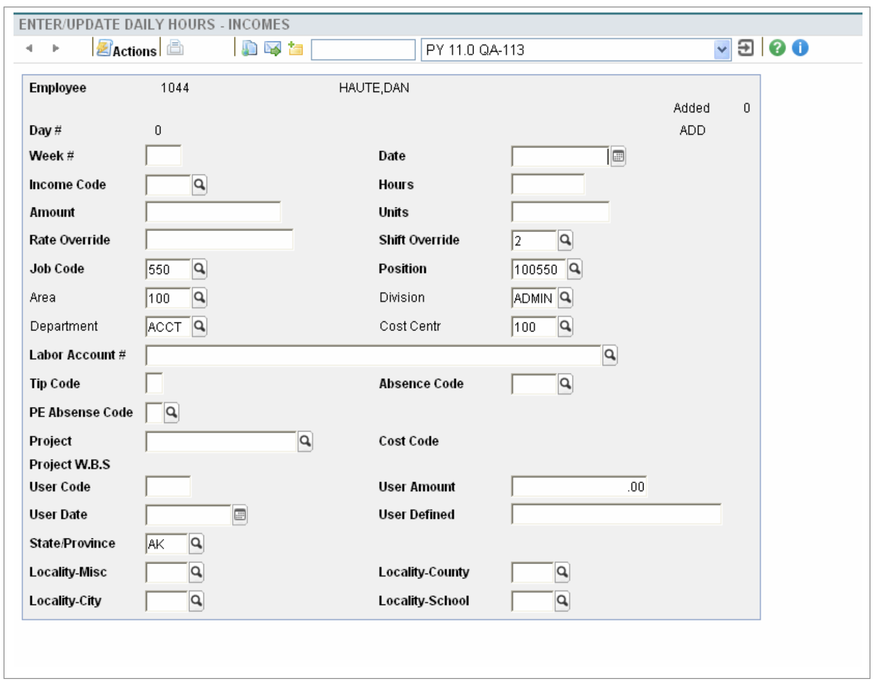


Figure 15-14: Enter/Update Daily Hours – Incomes screen

On this screen you can override default information from the employee's basic data and income control records and type hours worked, amounts, and rates associated with this income and date.

Add or **Change** displays to the right of the employee's home levels to indicate whether you are adding a new income or changing an existing income. An income record counter in the upper right corner of the screen increases each time you add a new income or change one of a series of existing incomes. Whenever you access the Enter/Update Daily Hours – Incomes screen from the Enter/Update Daily Hours – Summary screen, the counter displays **0**.

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

Week #

Type the number of the week in the payroll cycle for which you are entering time data, if applicable.

Date

Type the date for which you are entering daily time.

Income Code

Select the income code from a list of incomes to which the employee is authorized.

Hours (.00)

Type the number of hours worked associated with this income, if applicable.

For hourly incomes, method 2, the number of hours is multiplied by the rate to calculate the income. For other income methods, the hours are retained in the check history for informational purposes.

Amount

Type the flat amount to be paid for this income, if applicable. Leave blank for the system to calculate the amount.

Units

For units extension incomes, income method 7, type the number of units to be multiplied by the rate to calculate the income.

For example, a unit can represent the number of miles driven for an income assigned to drivers.

Job Code

Select the job code associated with this income for general ledger account number resolution or for pay rate determination if you use pay by job.

If the income is defined as pay by job, income basis J, you must authorize the employee to the job by using the *Update Job Authorizations* function.

Position

Use this field to identify the position where this employee earned this income. The system uses the position in the employee's basic data record as the default. This is the employee's primary position.

If you are using multiple position processing or tip compliance processing, you can overwrite this position with a secondary or additional position. This income is then associated with that secondary position.

See the "Pay-by-Position Processing" chapter in the *Infinium PY Guide to Processing*.

Shift Override

Select the shift the employee works to earn this income. This field is required if you use a shift differential table to calculate the income.

Rate Override

Type the rate for calculating this income, if applicable. Leave blank for the system to retrieve the rate.

Level 1, 2, 3, 4

Select the organizational level in which the employee earns this income for the payroll cycle if it differs from the employee's home level.

Labor Account #

Select the general ledger account number associated with labor distribution for this income. Leave blank for the system to generate the account number.

Tip Code

Type **D** if an employee receives tips directly or **I** if indirectly. Leave blank if the employee does not receive tips.

If you specify a tip code value on the job control, the system enters a default value in this field based on the job code in this time entry record.

Absence Code

Type an absence code if you track absenteeism.

A record marked with an absence code is excluded from the check when you close daily time to the payroll cycle.

PE Absence Code

Type the PE absence code associated with this income to override the default PE absence code you specify on the income control. After you use the *Close Absences to PE Calendar* function, the system closes records that have a PE absence code to the personnel calendar. If you leave this field blank, the system uses the default PE absence code on the income control, if any. If you set up holidays on your PE calendar in Infinium HR and you are entering a holiday income, leave this field blank.

Project

Type a project costing code associated with this income, if applicable.

If you use the Infinium Project Accounting Interface, press F4 to display a list of project/activity/cost code combinations in project accounting from which you can select a valid entry. When you post the cycle, the system closes to project accounting the hours and amounts associated with the incomes you assign to projects.

When you select the project number, the system overrides the value in the *G/L Account* field with an account number assigned to the project in project accounting. If applicable, type a different account number to override the *G/L Account* field value.

User Code

Type a user-defined value for this income, if applicable.

User Amount

Type a user-defined amount for this income, if applicable.

User Date

Type a user-defined date for this income, if applicable.

User Defined

Type additional user-defined information for this income, if applicable.

State/Province

The system displays the employee's current state from the payroll data record. To override the state or province code value for this income, specify the value in this field.

When you use the *Close Daily Time To Cycle* function, the system uses the value in this field to complete the corresponding field in the cycle work file records. If this field is blank, the system uses the current value from the employee payroll master as the default in the cycle work file records.

Locality-Misc

The system displays the employee's current miscellaneous locality from the payroll data record. To override the locality code value for this income, specify the value in this field. This value is associated with employer code type LCN and locality type 4, miscellaneous.

When you use the *Close Daily Time To Cycle* function, the system uses the value in this field to complete the corresponding field in the cycle work file records. If this field is blank, the current value from the employee payroll master is the default value in the cycle work file records.

Locality-County

The system displays the employee's current county from the payroll data record. To override the county code value for this income, specify the override value in this field. This value is associated with employer code type LCN and locality type 1, county.

When you use the *Close Daily Time To Cycle* function, the system uses the value in this field to complete the corresponding field in the cycle work file records. If this field is blank, the current value from the employee payroll master is the default value in the cycle work file records.

Locality-City

The system displays the employee's current city from the payroll data record. To override the city code value for this income, specify the override value in this field. This value is associated with employer code type LCN and locality type 2, city.

When you use the *Close Daily Time To Cycle* function, the system uses the value in this field to complete the corresponding field in the cycle work file records. If this field is blank, the current value from the employee payroll master is the default value in the cycle work file records.

Locality-School

The system displays the employee's current school district from the payroll data record. To override the school district code value for this income, type the override value in this field. This value is associated with employer code type LCN and locality type 3, school district.

When you use the *Close Daily Time To Cycle* function, the system uses the value in this field to complete the corresponding field in the cycle work file records. If this field is blank, the current value from the employee payroll master is the default value in the cycle work file records.

13 If you are adding an income, press Enter to save the income record. You can use the Enter/Update Daily Hours – Incomes screen to add another income or press F12 to return to the Enter/Update Daily Hours – Summary screen.

If you are changing income information, press Enter to save the changes to the income record and return to the Enter/Update Daily Hours – Summary screen. If you select multiple income records to change, press Enter to advance to the next selected income record. Press F5 to complete fields with information from the previous income record and to advance the *Date* field. Press Enter after you change the last selected income to return to the Enter/Update Daily Hours – Summary screen.

If you erroneously select an income to change, you can press F12 to return to the Enter/Update Daily Hours – Summary screen without saving changes you made to the income. If the erroneously selected income is one of many multiple income records selected, you can press F12 to advance to the next selected income record without saving changes you made to the income.

14 Press F8 on the Enter/Update Daily Hours – Summary screen to display the next selected employee check record, if applicable.

15 When you complete working with employee checks for the cycle, press F3 to exit the *Update Daily Time Data* function.

Proving Daily Time Data

Follow the steps below to generate a listing of daily time entered for employees. The system uses the value you specify in the *Timesheet Alpha* field on the employer control to sort employee information on this report either alphabetically by last name or numerically by employee number.

1 From the Infinium PY main menu select *Cycle Operations.*

2 Select *Time and Attendance Functions*.

3 Select *Prove Daily Time Data* [PDTP]. The system displays the screen shown in Figure 15-15.

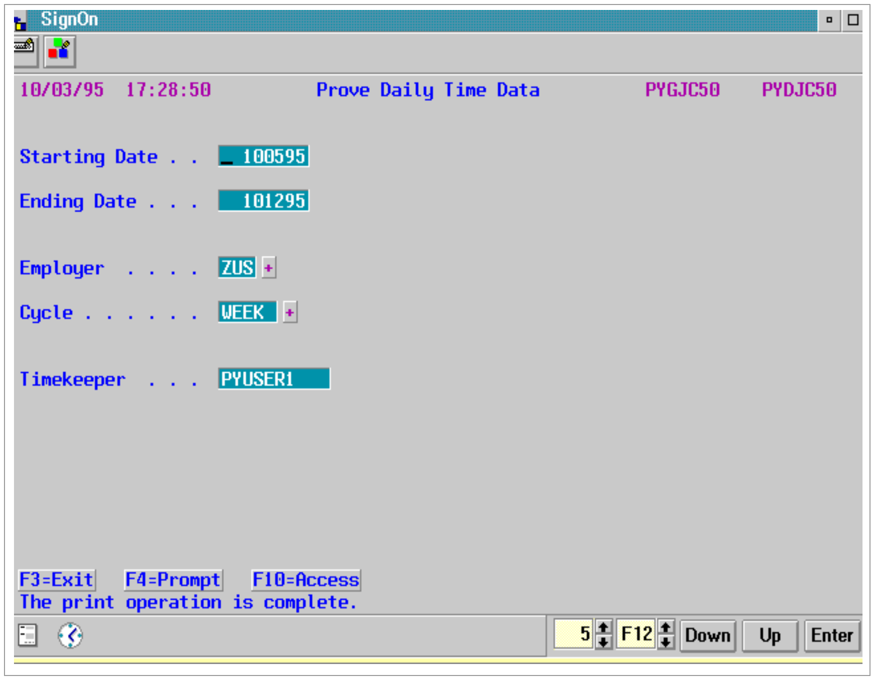


Figure 15-15: Prove Daily Time Data screen

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

Starting Date, Ending Date

Type the starting date and/or ending date for this report. The report contains information for dates on and after the date you type, inclusive of the date you type in the *Ending Date* field.

Leave these fields blank if you want the report to include all data stored in the system for this time entry cycle.

Employer

Type the value that identifies your employer.

Cycle

Type a cycle code in this field if you want to include only those employees from a specific cycle in this report.

Timekeeper

Type the user profile of the timekeeper or leave this field blank to include all timekeepers.

5 Press Enter. The system submits the report to process and returns you to the Infinium PY main menu.

Reviewing the Daily Time Proof Report

The Daily Time Proof report includes warning and error messages that identify invalid data. This information is especially helpful if you need to correct daily time data that you interface from an automated timekeeping system.

The messages are:

- **INCOME CTL START DATE IS AFTER THE TIME ENTRY DATE**
- **INCOME CTL END DATE IS BEFORE THE TIME ENTRY DATE**
- **EE INCOME HAS BEGIN DATE AFTER THE TIME ENTRY DATE**
- **EE INCOME HAS END DATE AFTER THE TIME ENTRY DATE**
- **EMPLOYEE INCOME HAS BEEN DEACTIVATED**
- **WARNING: ABSENCE RECORD WILL NOT BE CLOSED TO PAYROLL**
- **JOB CODE IS BLANK OR INVALID**
- **LEVEL CODE(S) IS BLANK OR INVALID**
- **SHIFT CODE IS INVALID**
- **WARNING: EMPLOYEE HAS TERM DATE BEFORE TIME ENTRY DT**
- **EMPLOYEE HAS NO PAYROLL MASTER SO TIME RECORDS CANNOT BE PROCESSED**
- **INCOME CONTROL IS INVALID**
- **EMPLOYEE IS NOT AUTHORIZED TO THIS INCOME**
- **POSITION IS INVALID**
- **EMPLOYEE IS NOT AUTHORIZED TO THIS POSITION**
- **WARNING: TIME ENTRY DATE BEFORE POSITION START DATE**
- **WARNING: TIME ENTRY DATE AFTER POSITION END DATE**

6. After you make the necessary corrections, you can rerun the Daily Time Proof report to ensure that you have made all necessary revisions.

7. When the daily time data is correct, follow the directions below to begin the payroll cycle in which you will process the daily time entries.

Beginning a Payroll Cycle

Begin your payroll cycle. Refer to the steps described in the “Beginning a Cycle” chapter of this guide for detailed instructions.

Closing Daily Time to the Payroll Cycle

Use this option to close daily summary data to the payroll cycle. Complete the steps in the *Prove Daily Time* option prior to executing this option.

1 From the Infinium PY main menu select *Cycle Operations.*

2 Select *Time and Attendance Functions*.

3 Select *Close Daily Time to Cycle* [CDTP]. The system displays the screen shown in Figure 15-16.

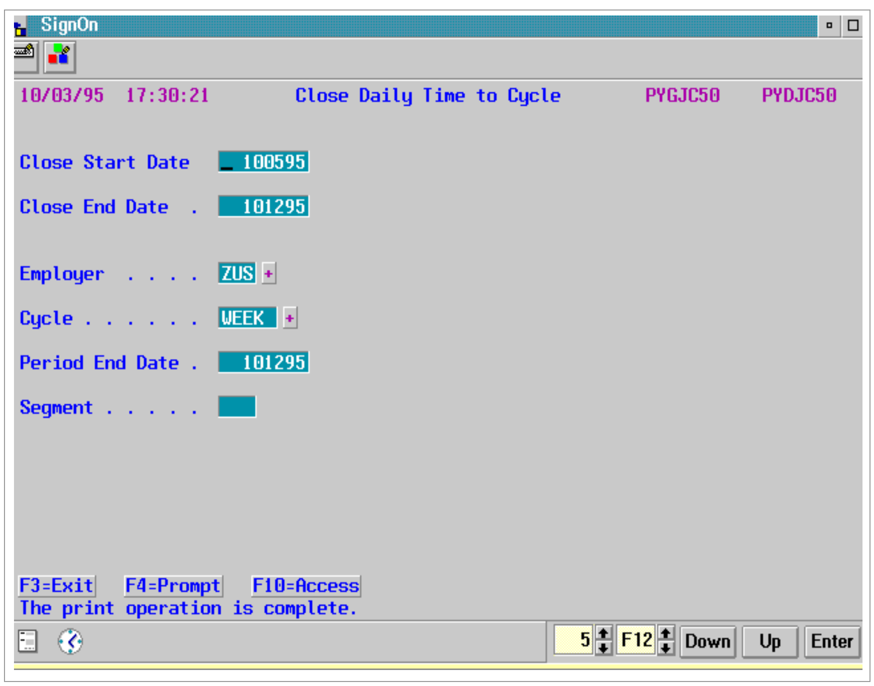


Figure 15-16: Close Daily Time to Cycle screen

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

Close Start Date

Type the starting date for this date range. The system includes dates on or after the date you type.

Close End Date

Type the ending date for this date range. The system includes dates up to and including the date you type in this field.

Employer, Cycle, Period End Date

Type an employer code, cycle code and period end date for this cycle.

Segment

If you are using segment processing and you want to close daily time by segment, type the number that represents the segment by which you want to close. Be sure to type the appropriate start and end dates for the segment. Leave this field blank to include all segments within the date range.

5 Press Enter. The system does the following:

- Generates a final copy of the Daily Time Proof report. It includes the eleven warning and error messages listed in the “Reviewing the Daily Time Proof Report” section and also includes one additional message shown below:

  EMPLOYEE HAS NO CHECK HEADER IN THE CYCLE SO CANNOT BE PROCESSED

- Combines daily time entry records for an employee and income code that are identical, except for the date, into one summary time entry record for the pay period.
- Moves summarized time entry records into cycle work files for processing.
- Updates an internal flag for each daily time record that it moves into cycle work files.

The system does not delete records that you have closed into a payroll cycle from the daily time work file. Therefore, you can reuse these records if you cancel the cycle in which they are being processed.

You can use the *Purge Daily Time Data* function to delete records from the daily time work file after you have successfully processed them through a pay cycle.

Continuing with Cycle Operations

Complete the remaining steps in the cycle operations process. Refer to the “Completing Cycle Operations” chapter in this guide for detailed information.

Using Express Timesheet Entry

The *Express Time Sheet Entry* function combines the advantages of Batch Time Sheet Entry with the editing and group default capabilities of Time Sheet Entry.

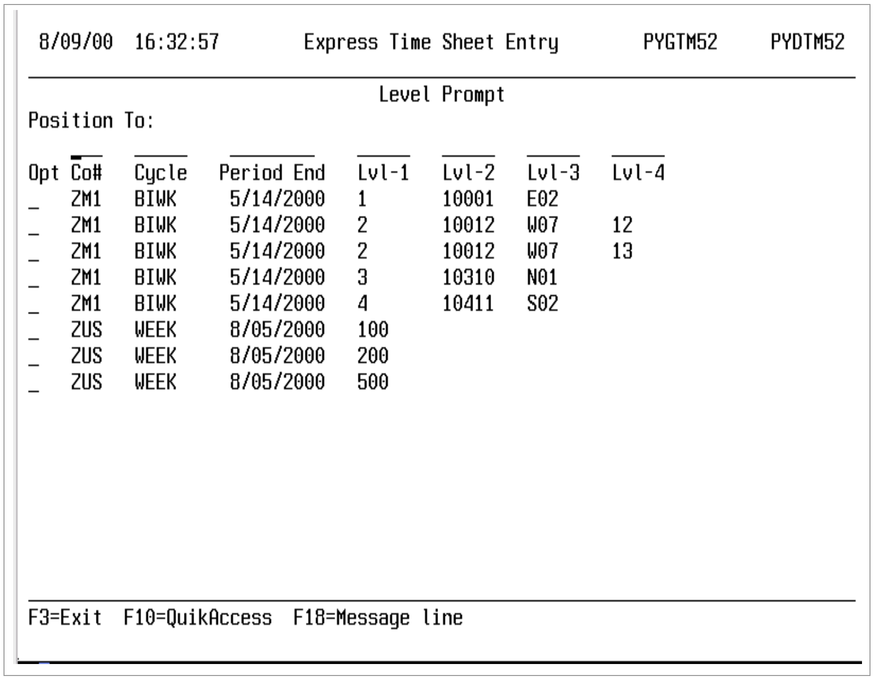
You can use the *Express Time Sheet Entry* function to perform the following tasks:

- Select the level/cycle for processing
- Calculate variances
- Enter time sheet data
- Accept payroll data
- Delete a check
- Add an employee to the payroll cycle
- Accept employee data by levels or cycles
- Detail the employee payroll data
- Modify incomes
- Add a check
- Display detailed payroll data
- Add an income
- Delete an income

Selecting the Level for Processing

To select the level for processing, complete the following steps:

1. From the Infinium PY main menu, select *Cycle Operations*.
2. Select *Pre-Cycle Functions*.
3. Select the *Express Time Sheet Entry* [TSE]. Press Enter. The system displays the screen shown in Figure 15-17.



8/09/00 16:32:57 Express Time Sheet Entry PYGTM52 PYDTM52

Level Prompt

Position To:

Opt	Co#	Cycle	Period End	Lvl-1	Lvl-2	Lvl-3	Lvl-4
_	ZM1	BIWK	5/14/2000	1	10001	E02	
_	ZM1	BIWK	5/14/2000	2	10012	W07	12
_	ZM1	BIWK	5/14/2000	2	10012	W07	13
_	ZM1	BIWK	5/14/2000	3	10310	N01	
_	ZM1	BIWK	5/14/2000	4	10411	S02	
_	ZUS	WEEK	8/05/2000	100			
_	ZUS	WEEK	8/05/2000	200			
_	ZUS	WEEK	8/05/2000	500			

F3=Exit F10=QuikAccess F18=Message line

Figure 15-17: Express Time Sheet Entry prompt screen

4 Select the level that you want to process by typing any character in the appropriate *Opt* field.

5 Press Enter. If you do not see the cycle that you want, locate the cycle by positioning the cursor in any of the position to fields at the top of the list (Co#, Cycle, Lvl-1, Lvl-2, Lvl-3, Lvl-4) and type the respective value.

The Infinium PY system provides a multiple timekeeper option that allows more than one person to enter time within a level. If you select this option, the following message displays at the bottom of your screen:

> **Cycle in use. F21 = override or F3 exit. Record is now locked, do not delay.**

To update the multiple timekeeping flag, you must be in the *Update Cycle Controls* function (screen 2 of 3). At the *Multiple Timekeeper* field type **1** to activate the multiple timekeeper option or **0** to de-activate the multiple timekeeper option.

Verifying System Calculation

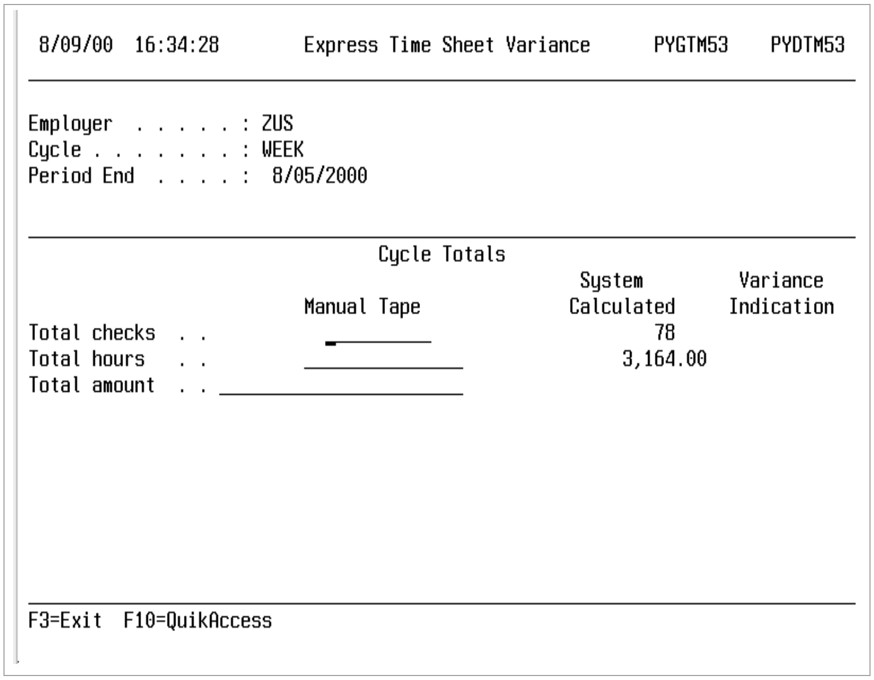


Figure 15-18: Express Time Sheet Variance screen

You use this screen to verify that the system calculations are equal to your projected calculations.

On the Express Time Sheet Variance screen you have the option of manually typing data into the *Total checks*, *Total hours*, and *Total amount* fields that relate to this processing cycle.

You have the option of activating or deactivating the Express Time Sheet Variance screen. In the *Proof on Cycles* or *Proof on Levels* field on the Update Employer Controls screen, type **1** to deactivate the screen or type **0** to activate the screen.

Deactivating the Express Time Sheet Variance screen removes the display of this screen from all time entry functions.

Entering Data Manually

The cursor defaults to the *Total checks* field. Complete the steps below to enter data manually. The system compares the manually entered data to the system calculated data.

1 Type the total number of checks in the *Total checks* field, and press FieldExit to right justify your data. Press FieldExit to move the cursor into the next field.

2 Type the total number of hours in the *Total hours* field, and press FieldExit to right justify your data. Press FieldExit to move the cursor into the next field.

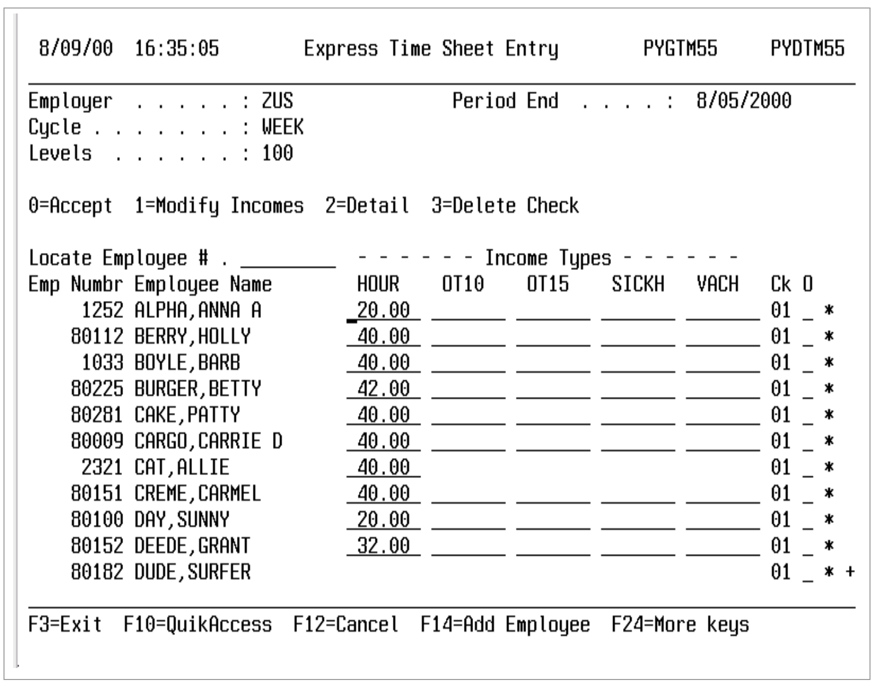
3 Type the total number of dollars in the *Total amount* field and press FieldExit only if you are entering a flat amount at timesheet entry or if you have amounts attached to auto pay groups.

4 Press Enter.

5 The system compares the manually entered data to the system calculated data. If the data that you enter varies from the system calculated data, you see a variance indication shown in red on your screen.

6 Press Enter. The system displays the screen shown in Figure 15-19.

Using the Express Time Sheet Options



```
 8/09/00  16:35:05       Express Time Sheet Entry       PYGTM55     PYDTM55

Employer  . . . . . : ZUS              Period End  . . . . :  8/05/2000
Cycle . . . . . . . : WEEK
Levels  . . . . . . : 100

0=Accept  1=Modify Incomes  2=Detail  3=Delete Check

Locate Employee # . _________  - - - - - - Income Types - - - - - -
Emp Numbr Employee Name        HOUR    OT10    OT15    SICKH   VACH    Ck O
     1252 ALPHA,ANNA A         20.00   ______  ______  ______  ______  01 _ *
    80112 BERRY,HOLLY          40.00   ______  ______  ______  ______  01 _ *
     1033 BOYLE,BARB           40.00   ______  ______  ______  ______  01 _ *
    80225 BURGER,BETTY         42.00   ______  ______  ______  ______  01 _ *
    80281 CAKE,PATTY           40.00   ______  ______  ______  ______  01 _ *
    80009 CARGO,CARRIE D       40.00   ______  ______  ______  ______  01 _ *
     2321 CAT,ALLIE            40.00                                   01 _ *
    80151 CREME,CARMEL         40.00   ______  ______  ______  ______  01 _ *
    80100 DAY,SUNNY            20.00   ______  ______  ______  ______  01 _ *
    80152 DEEDE,GRANT          32.00   ______  ______  ______  ______  01 _ *
    80182 DUDE,SURFER                                                  01 _ * +

F3=Exit  F10=QuikAccess  F12=Cancel  F14=Add Employee  F24=More keys
```

Figure 15-19: Express Time Sheet Entry screen

This screen displays all employees in the payroll cycle or level and their applicable income types.

You must use auto pay groups in Express Time Sheet Entry.

You assign Income types to auto pay groups by using the *Update Auto pay Groups* function on the *Update Master Files* menu. Part of this process involves associating auto pay groups with an employer and payroll cycle. The income types that display on this screen default from the respective auto pay group(s) attached to the employee and the cycle.

The system displays only the first five income types as column headings, based on the income code values. Income code values starting with an asterisk are sorted first, followed by incomes starting with alpha characters, followed by incomes starting with numeric characters. You can access additional income types associated with an auto pay group, if any, on the Express Time Modify Income screen.

You can assign more than one auto pay group to a cycle. If the first auto pay group does not have five income types attached and another auto pay type is associated with the payroll cycle, income types are selected as column headings from the second auto pay group.

You can perform the following tasks from this screen:

- Enter time sheet data
- Accept payroll data
- Delete a check
- Add an employee to the payroll cycle
- Accept employee data by levels and cycles
- Detail the employee payroll data
- Modify incomes
- Add a check
- Display detailed payroll data
- Add an income
- Delete an income

Each task is explained in detail in the sections that follow.

Entering Time Sheet Data

The Express Time Sheet Entry screen allows you to enter hourly data quickly under the appropriate income type. To complete this task, follow the steps below:

1. Type the appropriate data for each employee listed.
2. Press Enter to save your data or press F3 to save and exit.

3 To cancel entered data, press F12.

When you complete and save the entered data, the system updates the information in all the appropriate fields on all screens within this function.

Employees who are not authorized to an income in the auto pay group do not have an available input field on this screen. You must use auto pay groups in this processing. If you need to add additional incomes not associated with an auto pay group, you must add them on page 2 of the Express Timesheet Entry screen or in the *Update Checks* function.

An asterisk (*) at the end of the employee's data information on the Express Timesheet Entry screen denotes that additional income(s) exist for this employee.

Accepting Employee Payroll Data

The *Accept* option located on the Express Time Sheet Entry screen enables you to process payroll data quickly.

The *Accept* option tells the system that the data entered is correct. To accept the payroll data as it appears on the screen, complete these steps:

1 Type **0** in the *O* field next to each employee record that you are processing.

2 Press Enter. The system confirms acceptance of data by highlighting the employee's number in white.

Modifying Incomes

To modify an income, perform the following steps:

1 From the Express Time Sheet Entry screen type **1** in the *O* field next to the employee's records that you are processing.

2 Press Enter. Once you have selected **1** (Additional Incomes) from the Express Time Sheet Entry screen, the system displays the Express Time Modify Incomes screen, shown in Figure 15-20.

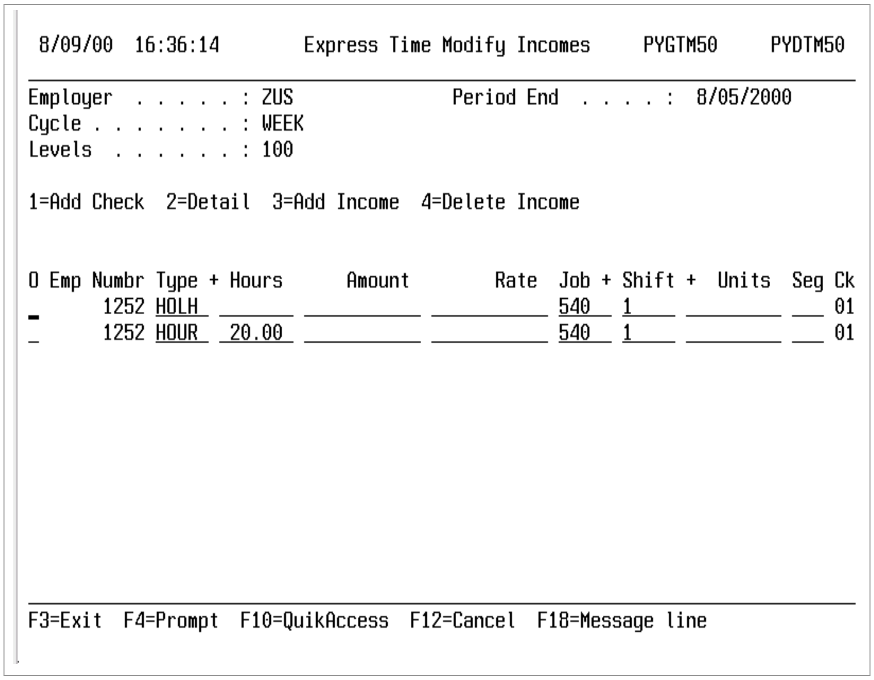


Figure 15-20: Express Time Modify Incomes screen

3 To modify the employee’s income, complete the following fields:

O

Type the value for the task that you need to complete. The valid values are:

1	Add Check
2	Detail
3	Add Income
4	Delete Income

Emp Number

The employee number defaults into this field.

Type

Specify the income type in this field or press F4 to select a value from a list of valid income types.

Hours

Type the number of hours in this field.

Rate

Type the rate in this field, if you want to override the normal rate specified on the income control.

Job

Type the name of the job in this field or press F4 to select a value from a list of jobs.

Shift

Type the appropriate shift in this field or press F4 to select a value from a list of shifts.

Units

If you are entering a units extension income (Type 7), type the number of units in this field. A unit is a numerical representation of an amount.

Seg

If you use segment processing, type the segment in this field. A segment is either **1** or **2**, representing the first or second week of a bi-weekly pay cycle.

Ck

The number that represents how many checks are in this cycle for this employee defaults into this field.

All employee income data entered on the Express Time Modify Incomes screen overrides and updates information on all other screens.

4 Press F3 to save and exit or press F12 to cancel.

Adding a Check

The *Add Check* option on the Express Time Modify Incomes screen enables you to add a check to an employee's payroll cycle.

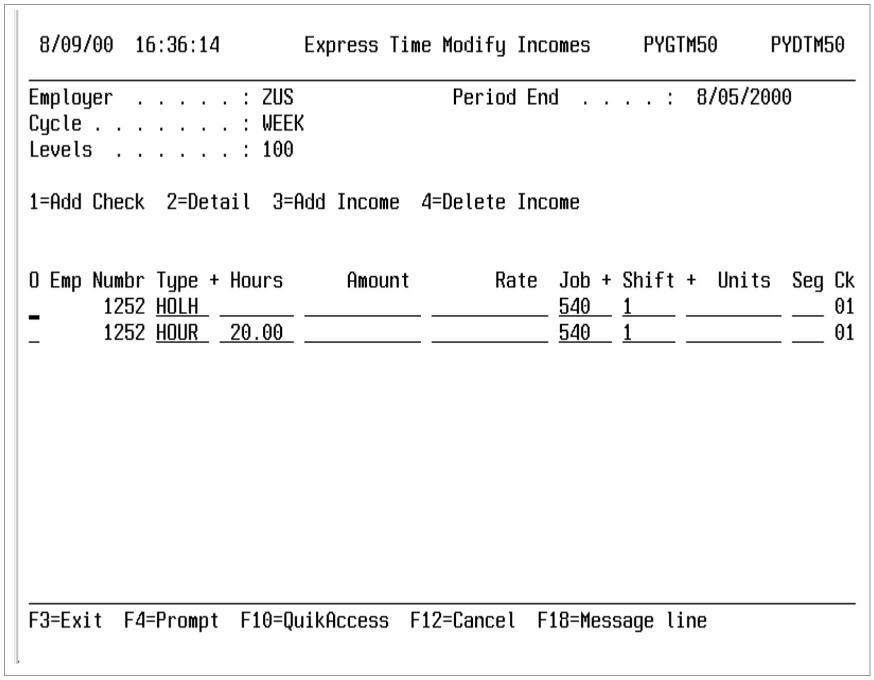


Figure 15-21: Express Time Modify Incomes screen

To add a check, complete the following steps:

1 On the Express Time Modify Incomes screen type **1** in the *O* field next to the employee record that you are processing.

2 Press Enter. The system verifies the addition of the check by displaying the following message: **Check has been added**.

3 Press F3 to save and exit to the previous screen to see the check.

You can enter additional incomes from this screen. Refer to the “Adding an Income” section in this chapter.

Adding an Income

The *Add Income* option on the Express Time Modify Incomes screen enables you to add incomes to an employee’s payroll cycle. To add an income to an employee, complete these steps:

1 On the Express Time Modify Incomes screen type **3** in the *O* field next to the employee record that you are processing.

2 Press Enter. A blank income field is added to the top of the list of incomes. The system displays the Express Time Modify Incomes screen shown below in Figure 15-22.

```
 8/09/00  16:40:16        Express Time Modify Incomes     PYGTM50     PYDTM50
________________________________________________________________________________
Employer  . . . . . : ZUS              Period End  . . . . :  8/05/2000
Cycle . . . . . . . : WEEK
Levels  . . . . . . : 100

1=Add Check  2=Detail  3=Add Income  4=Delete Income


O Emp Numbr Type + Hours      Amount        Rate  Job + Shift +  Units  Seg Ck
_      1252 _____ _______ ___________ ___________ 540__ 1____ _________ ___ 01
_      1252 HOLH_ _______ ___________ ___________ 540__ 1____ _________ ___ 01
_      1252 HOUR_ _20.00_ ___________ ___________ 540__ 1____ _________ ___ 01









________________________________________________________________________________
F3=Exit  F4=Prompt  F10=QuikAccess  F12=Cancel  F18=Message line
```

Figure 15-22: Express Time Modify Incomes screen

This screen lets you add income types for the employee whose data record you have selected.

3 In the *Type* field, press F4 to display a list of income types.

4 Select an income type and press Enter.

5 Press F3 to return to the previous screen.

6 Type hours, units and other information as needed.

7 Type **0** to accept the employee’s payroll data.

8 Press F3 to exit and save.

After you add an income, the system displays an asterisk (*****) at the end of the employee’s data information on the Express Time Sheet Entry screen. This asterisk (*****) denotes that additional income(s) exist for this employee.

Deleting an Income

The *Delete Income* option on the Express Time Sheet Entry screen enables you to delete an income from the employee's check for this cycle.

To delete an income, complete the following steps:

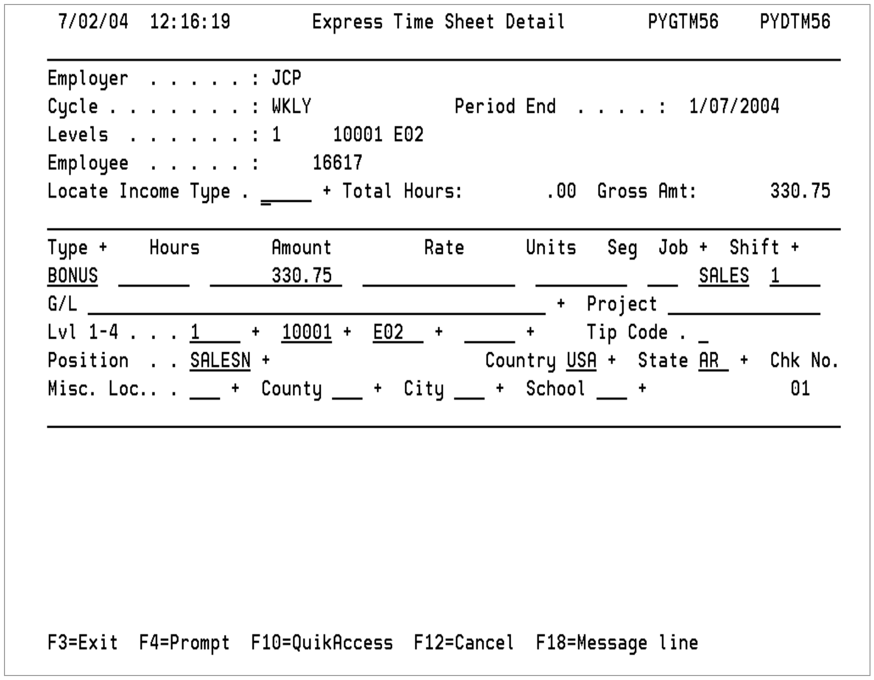
1. On the Express Time Sheet Entry screen, type **4** in the *O* field next to the employee's record you are processing.
2. Press Enter. The income is removed from the employee's payroll record and from the screen.
3. Press F3 to save and exit or press F12 to cancel.

Displaying Detailed Employee Payroll Data

The *Detail* option for Express Time Sheet Entry allows access from both the Express Time Sheet Entry screen and the Modify Incomes screens. The *Detail* option enables you to view an employee's pay information from this cycle in detail.

To view payroll data in detail, complete these steps:

1. On the Express Time Sheet Entry screen, type **2** in the *O* field next to the employee whose data you want to see in detail.
2. Press Enter. The system displays the Express Time Sheet Detail screen shown below in Figure 15-23.



```
 7/02/04  12:16:19        Express Time Sheet Detail        PYGTM56    PYDTM56

Employer  . . . . . : JCP
Cycle . . . . . . . : WKLY              Period End  . . . . :  1/07/2004
Levels  . . . . . . : 1     10001 E02
Employee  . . . . . :     16617
Locate Income Type . _____ + Total Hours:        .00  Gross Amt:       330.75

Type +    Hours       Amount         Rate      Units   Seg  Job +  Shift +
BONUS  _______  ______330.75  _______________  _________  ___  SALES  1____
G/L _____________________________________________ +  Project _______________
Lvl 1-4 . . . 1____ +  10001 +  E02__ +  _____ +     Tip Code . _
Position  . . SALESN +                      Country USA +  State AR_ +  Chk No.
Misc. Loc.. . ___ +  County ___ +  City ___ +  School ___ +             01

F3=Exit  F4=Prompt  F10=QuikAccess  F12=Cancel  F18=Message line
```

Figure 15-23: Express Time Sheet Detail screen

3 Edit the data on this screen by placing the cursor in the appropriate field and typing the new information.

4 Press F3 to exit to the previous screen and save.

See the “Using Multiple Position Processing” chapter in the *Infinium PY Guide to Processing* for information on the *Position* field.

Deleting a Check

The *Delete Check* option on the Express Time Sheet Entry screen enables you to delete an employee’s check from the cycle. To delete a check, complete these steps:

1 On the third screen, type **3** in the *O* field next to the employee record that you are processing.

2 Press Enter.

The check is removed from the payroll cycle.

3 Press F3 to exit and save or press F12 to cancel.

Adding an Employee to the Payroll Cycle

To add an employee to the payroll cycle from the Express Time Sheet Entry screen, complete the following steps:

1. Select the level set to which the employee is assigned. An employee must be assigned to a cycle first.
2. Press F14 (Add Employee).
3. In the *Employee* field, either type the employee's number and press FieldExit, or press F4 to select a value from a list of valid employees.
4. Once you type or select the employee number, press F3 to return to the previous screen.
5. To add more employees, repeat steps 3 through 5.
6. Add incomes to the check by typing **1** in the *Opt* field next to each employee.
7. Press F3 to return to the Express Time Sheet Entry screen.

Accepting Employee Data by Levels and Cycles

The third screen of Express Time Sheet Entry enables you to accept an entire payroll cycle by batch entry. To accept by batch, complete these steps:

1. On the Express Time Sheet Entry screen, press F24 (More Keys).
2. Press F17 (Accept Screen). The system displays the Express Time Accept screen shown in Figure 15-24.

   Figure 15-24: Express Time Accept Screen

3. Type **0** in the *O* field column next to each level in the cycle that you are processing.
4. Press Enter to accept the level or press F15 to accept all levels in the cycle at once.

Notes

Chapter 16 Mass Entering Incomes or Deductions

16

This chapter describes how to mass enter incomes or deductions into a pay cycle for a group of employees using the *Mass Entry of Payroll Data* function.

The chapter consists of the following topics:

Overview of Mass Entering Incomes or Deductions

The *Mass Entry of Payroll Data* function in Infinium PY gives you the capability to quickly enter one or more incomes or deductions into a pay cycle for a group of employees. You can use this function to enter data for incomes or deductions that vary in amount from one pay period to the next or apply to different employees each pay period. You can also use mass entry to process one time only incomes or deductions such as an annual charitable contribution or a bonus income.

You do not need to pre-authorize an employee to incomes or deductions you enter through mass entry. After you release timesheet data in a cycle in which you process a mass-entered income or deduction for an employee, the system adds the mass-entered income or deduction to the employee's list of income and deduction authorization records.

Using Infinium Payroll with Infor ERP_{LX} General Ledger

If you use the BPCS/CEA general ledger interface with Infinium PY, see the "Using the Infinium Payroll Interface with Infor ERP_{LX} General Ledger" chapter in the *Infinium PY Guide to Management Functions.* When Infor ERP_{LX} is used as the general ledger interface, the definition for building account numbers is stored in the Infor ERP_{LX} product, not in Infinium PY. Information in the account number fields on the various employer control files and in employee files is ignored by Infinium PY. Instead, the Infor ERP_{LX} configuration files are used when the Infor ERP_{LX} system builds the account number for each payroll transaction.

Cycle Operations

Mass entry is not cycle-specific. You can include employees from different cycles in the same mass entry batch. You do not need to specify the cycle to which the employee belongs.

Because you do not assign period ending dates or check dates to mass entry data, you can enter mass entry data before you begin a cycle or at any time before you run the *Release Timesheet Data* function. The system automatically includes the mass entry income or deduction data in each pay cycle during the release stage. Therefore, you should enter the data before you run the *Release Timesheet Data* function for the pay cycle in which you want to process the income or deduction.

If you include data for employees in various cycles in the same mass entry batch, the system selects the appropriate data from the mass entry file for the employees who are included in each pay cycle you process. You can run the *Prove Mass Entered Data* function after you process a pay cycle to review the employee data, if any, that remains in the mass entry batch file.

If you cancel or delete the cycle after you release timesheet data, the system deletes any mass entry data that was included in the cycle. You cannot recover the data. You must re-enter the data only for the employees in that cycle.

Before processing mass-entered incomes or deductions in a pay cycle, you can generate the Mass Entry Proof report to verify the data you have entered.

Setting Up the Income or Deduction

Before you mass enter incomes or deductions you must create controls for the income or deduction. You must enter **0** in the *Frequency* field on the income or deduction control. This indicates that the system will not automatically generate the income or deduction during the begin cycle stage.

For detailed information on creating income controls, refer to the “Setting Up Accumulators and Controls for Hourly Incomes” or the “Setting Up Controls for all Other Incomes” parts in this guide.

For detailed information on creating deduction controls, refer to the “Setting Up Controls for Flat Amount Deductions” or the “Setting Up Controls for Percentage and Hourly Deductions” parts in this guide.

You can then enter the hours or dollar amount for the selected employees through the *Mass Entry of Payroll Data* function as described in the “Mass Entering Incomes and Deductions” section on page 16-5.

Mass Entering Incomes or Deductions

Follow the steps below to mass enter data for an income or deduction.

1 From the Infinium PY main menu select *Cycle Operations*.

2 Select *Pre-Cycle Functions*.

3 Select *Mass Entry of Payroll Data* [MTIME]. The system displays the screen shown in Figure 16-1.

```
12/11/21  20:56:23      Mass Entry Of Payroll Data       PYGTM22    PYDTM22

Select from the batches listed below, or enter an employer number and batch
number to start a new batch:
Employer  . . . .  ___ +
Batch # . . . . .  ________1
  4=Delete or any other character to work with
        Opt ER  Description                         Batch#
         _  HC1 HC1 COMPANY                              1
         _  KAR KARTHIK INDUSTRIES PVT LTD               1













F3=Exit  F4=Prompt
```

Figure 16-1: Mass Entry of Payroll Data screen 1

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

Employer

Type a value that identifies your employer.

Batch #

Type a new batch number or choose from those listed on the screen with any option other than **4** to add data to an existing batch. You can also delete a batch by using option **4**.

5 Press Enter. If you select to delete the batch, a confirmation message to delete the batch is displayed. If you select to work with the batch, the screen shown in Figure 16-2 is displayed.

```
12/11/21  02:34:26       Mass Entry Of Payroll Data       PYGTM22    PYDTM22

Employer  . . . :  HC1    HC1 COMPANY
Batch Number  . :          1

Enter a new Type/Code combination, or select from the list below:
Income/Deduction.  D
Inc/Deduct. Code.  403B_  +
Default Check Seq  _1
Opt  I/D  Code    Description           Opt  I/D  Code    Description
  4=Delete or any other character to work with
 _    D   403B    403B DEF COMP PLAN








F3=Exit  F4=Prompt
```

Figure 16-2: Mass Entry of Payroll Data screen 2

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

Income/Deduction

Type **I** for income or **D** for deduction. You can include data from one or more incomes or deductions in the same batch.

Inc/Deduct Code

Type the code for the income or deduction or press F4 to display a list of incomes or deductions. You can only mass enter data for incomes or deductions whose frequency is 0. You can also type **4** in the *Opt* field to delete the income or deduction from the batch.

Default Check Seq

Enter the default check sequence number to assign to incomes or deductions.

For example, enter **02** if you want to create a second check for employees and assign the incomes and deductions to that check. **01** is the default value for this field, so all incomes and deductions are assigned to the first check unless you override the value. You can also override the default sequence number for individual employees on the next screen.

Note: If you want to assign this income or deduction to a new check and you are not sure if an employee already has more than one check in the cycle, you can use a higher sequence number to ensure the income is assigned to a new check (for example, 10). The system assigns the correct sequential check numbers to the employee when you run the *Post Cycles and Print Checks* function.

Note: If you create an additional check, all of the employee's deductions are brought into the check when you run the *Release Timesheet Data* function, with the exception of deductions that are suppressed for additional checks when you run the *Begin Cycle* function.

7 When you have completed the fields on this screen, press Enter to advance to the next screen. If you select to delete the income or deduction, a confirmation message to delete the batch is displayed. Otherwise, if you type **D** in the *Income/Deduction* field, the system displays the screen shown in Figure 16-3. If you type **I**, the system displays the screen shown in Figure 16-4.

```
12/11/21  21:01:49       Mass Entry Of Payroll Data        PYGTM22    PYDTM22

Employer  . . . :   HC1    HC1 COMPANY
Batch Number  . :            1
Deduction . . . :   403B     403B DEF COMP PLAN
Send $0 Amount?     1 (0=No, 1=Yes)
Default Chk Seq :   01

Employee     Employee Amount Employer Amount Seq Employee Name
      1301 +           15.00           20.00   1 HYDER ALI
           +             .00             .00
           +             .00             .00
           +             .00             .00
           +             .00             .00
           +             .00             .00
           +             .00             .00
           +             .00             .00
           +             .00             .00
           +             .00             .00
           +             .00             .00
           +             .00             .00                              +

F3=Exit  F4=Prompt  F12=Cancel
```

Figure 16-3: Mass Entry of Payroll Data screen 3 (for deductions)

Send $0 Amount? (deductions only)

Specify if you want the system to leave the amount as $0 in the payroll cycle if you enter zero in the employee or employer amount.

Valid values are:

1	Leave the employee or employer amount as $0 in the payroll cycle if you enter **0** in the employee or employer amount on the screen. If you leave a value of **1** in this field, the *Wage Base Only?* field is updated with a value of **5** when the deductions are brought into the payroll cycle. The default value for *Send $0 Amount?* is **1**.
0	Recalculate the employee or employer amount in the payroll cycle based on the settings on the deduction control or employee deduction record if you enter **0** in the employee or employer amount on this screen.

The value you enter in this field applies to all entries on this screen.

```
12/11/21  21:17:54       Mass Entry Of Payroll Data        PYGTM22    PYDTM22

Employer  . . . :   HC1    HC1 COMPANY
Batch Number  . :           1
Income  . . . . :   *TIPS    TIPS
Default Chk Seq :   01

Employee     Hours        Amount    Seg Seq
_________ + _______ ___________.00  ___  __
                                        Position: ______ +  Unit: _________
            GL _____________________________________________ +
_________ + _______ ___________.00  ___  __
                                        Position: ______ +  Unit: _________
            GL _____________________________________________ +
_________ + _______ ___________.00  ___  __
                                        Position: ______ +  Unit: _________
            GL _____________________________________________ +
_________ + _______ ___________.00  ___  __
                                        Position: ______ +  Unit: _________
            GL _____________________________________________ +
                                                                      MORE...

F3=Exit  F4=Prompt  F12=Cancel
```

Figure 16-4: Mass Entry of Payroll Data screen 3 (for incomes)

8 Use the information below to complete the fields on either screen.

Employee

Type a valid employee number.

Hours

Type the number of hours the employee is to be paid the income, if applicable. Otherwise, leave this field blank.

Amount (incomes) or *Employee Amount* (deductions)

Type the dollar amount of the income or deduction for the employee, if applicable. Otherwise, leave this field blank.

The value you type in this field overrides the normal system calculation for that income or deduction.

Employer Amount (deductions only)

Type the dollar amount of the deduction for the employer, if applicable. Otherwise, leave this field blank. The value you type in this field overrides the normal system calculation for that deduction.

Seg

Type the segment number if you are using segment processing.

General Ledger Account Number

Type a valid general ledger account number or leave this field blank to accept the account number the system generates during the release process.

Position

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

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

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

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

Unit

For units extension incomes (income method 7), specify the number of units. The system calculates the income by multiplying the number of units by the rate. If you enter a value here, leave the *Amount* and *Hours* fields blank.

For example, a unit could represent the number of miles driven and be associated with an income assigned to a driver whose pay is based upon the number of miles driven.

Seq

Enter the check sequence number to assign to the income or deduction. For example, if you enter **02**, a second check is created for the employee if the employee does not already have a second check in the cycle, and the income or deduction is assigned to that check. If the employee already has a second check, the income or deduction is assigned to the existing check. Leave this field blank to use the *Default Chk Seq* number you enter.

Note: If you want to assign this income or deduction to a new check and you are not sure if the employee already has more than one check in the cycle, you can use a higher sequence number to ensure the income or deduction is assigned to a new check (for example, 10). The system assigns the correct sequential check numbers to the employee when you run the *Post Cycles and Print Checks* function.

9 Continue entering data for employees. When you finish, press F3 to exit from the screen and save the data.

Generating the Mass Entry Proof Report

Use the *Prove Mass Entered Data* function to generate the Mass Entry Proof report for one or more batches of mass-entered incomes or deductions. Use this report to verify the mass-entered data or modifications you made. For each mass-entered income or deduction, the report lists the employees by number and name, along with the hours or amount you entered for the income or deduction.

Once you have verified the mass entry data, you can proceed with normal cycle operations.

Modifying Mass Entry Data

Because mass entry data is not included in the cycle until you release timesheet data, you cannot use the regular *Timesheet Entry* function to modify mass entry data after it is included in the cycle. Modifications to mass entry data must be done through the *Update Checks* function.

Through the *Update Checks* function you can add and delete employees and update and recalculate dollar amounts for any income or deduction.

For detailed information on using the *Update Checks* function, refer to the “Updating Checks” section in the “Completing Cycle Operations” chapter of the *Infinium Payroll Guide to Processing*.

Chapter 17 Issuing On-Demand Checks

17

Infinium PY supports the ability to create, post, and void checks for individual employees between cycle runs.

You must be authorized to use the *On Demand Check* functions. To use the on-demand checks feature, you must set up appropriate on-demand cycles. Then, enter the on-demand check information, print checks and generate a register listing the activity.

The chapter consists of the following topics:

Overview of Processing On-Demand Checks

Objectives

When you complete this chapter you will be familiar with how to:

- Create an on-demand check cycle
- Process checks through an on-demand check cycle
- Generate an on-demand check register

Using the On-Demand Check Feature

You can use the on-demand check feature to accomplish the following tasks:

- Calculate the gross or net amount of a check for informational purposes
- Calculate and post a check to capture earnings and deductions that have been paid or will be paid to an employee by means other than Infinium PY
- Calculate, post, and print an on-demand check on-line

In addition, the system provides you with the ability to:

- Distribute predetermined percentages of income totals to multiple general ledger accounts, levels and jobs
- Calculate the gross amount of the check from the net amount you type
- Void on-demand checks. You can issue checks and void them through this function
- View, add or change pay messages to print on an employee's pay check or direct deposit voucher

You process on-demand checks in five steps:

1. Define user authority.
2. Establish an on-demand check cycle.
3. Process on-demand check cycle.

4. Generate on-demand cycle register.

5. Void on-demand checks (optional).

Defining User Authority

In this step you identify and assign authority to each user profile that can access the on-demand check function.

Follow the steps below to assign user authority.

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

2 Select *Supervisor's Functions*.

3 Select *User Security Operations*.

4 Select *Update User Security Controls* [USC]. The system displays the User Security Update screen.

User Security Update Screen

The User Security Update screen includes the following information:

- This user's employer group, compensation information, cycle group, topic list group restrictions and additional position information
- The user's default employer, organizational level and *Employee Locate* defaults
- The *Enter New Hire* screens this user cannot access

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

Restrictions

Use the fields in this area of the screen to restrict this user to working with certain groups and types of information.

Defaults: Employer and Levels

Use the fields in this section of the screen through the *Level* fields to establish default values. The system uses the values you type here as default values for employer and levels each time this user must complete these fields. The user can override these values, when necessary.

Defaults: Incl. Active EE? and User Preference (1,2,3,4)

These defaults determine what the user sees in the list of employees on the Employee Locate screen. The user preference defines the text displayed in the *Assignment* column for each employee. The available choices are organizational level codes, lowest level description, location description or position description.

If the user changes the value in the *Include Inactive?* field on the Employee Locate screen, the system stores the new value here in the user security controls. If the user presses F23 for User Preferences at the Employee Locate screen and changes the value, the system stores the new default in the user profile controls.

Screen Selection for Enter New Hire

Use the fields in this section of the screen to specify which types of information this user can access during the *Enter New Hire* function.

6 Press F8 to access the payroll security flag settings. The system displays the User Security Update Payroll Flags screen.

User Security Update Payroll Flags Screen

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

Calculate Only

In this field you indicate whether the user can calculate checks only.

Manual Checks

In this field you indicate whether the user can calculate and post checks generated from outside Infinium Payroll.

Print Checks

In this field you indicate whether the user can calculate, post and generate checks.

Default

This field controls the type of on-demand function that defaults to the user. The value you type in this field displays when the user enters each on-demand check option.

1	Calculate on-demand checks only.
2	Calculate and update check history with manual check data only.

3	Calculate, post and print on-demand checks from the system.

8 Press Enter. The system returns you to the User Security Update screen.

9 Press F3 to exit this function.

Establishing an On-Demand Check Cycle

Establish an on-demand check cycle for each employer.

Follow the steps below to establish your on-demand check cycle:

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 17-1.

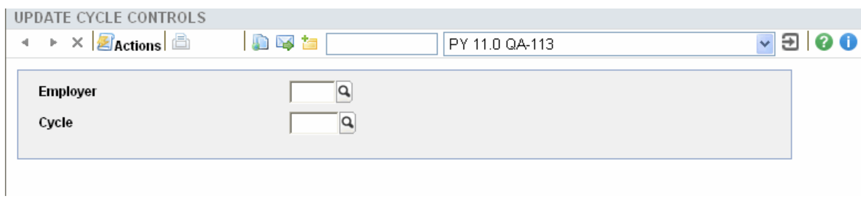


Figure 17-1: Update Cycle Controls prompt screen

4 Complete the following fields:

Employer

Type the code that identifies your employer.

Cycle

Type a code to identify this on-demand cycle. The system displays the screen shown in Figure 17-2.

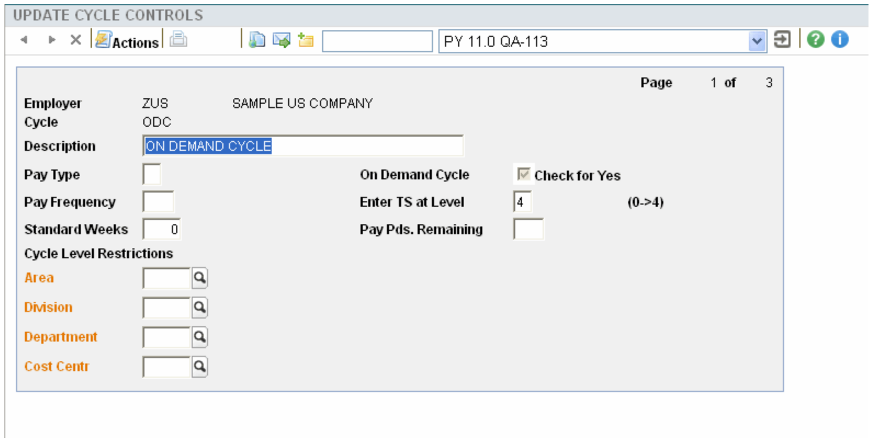


Figure 17-2: Update Cycle Controls screen 1 of 3

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

On Demand Cycle

Type **1** in the *On Demand Cycle* field. You cannot change this field once you process the cycle.

Pay Type, Pay Frequency, Standard Weeks, Enter TS at Level

Leave these fields blank.

Cycle Restrictions

To restrict this cycle to a specific level or set of levels, specify the levels in these fields. Do not complete any of these fields unless you want to restrict this cycle.

6 Press Enter to display the second cycle control screen shown in Figure 17-3.

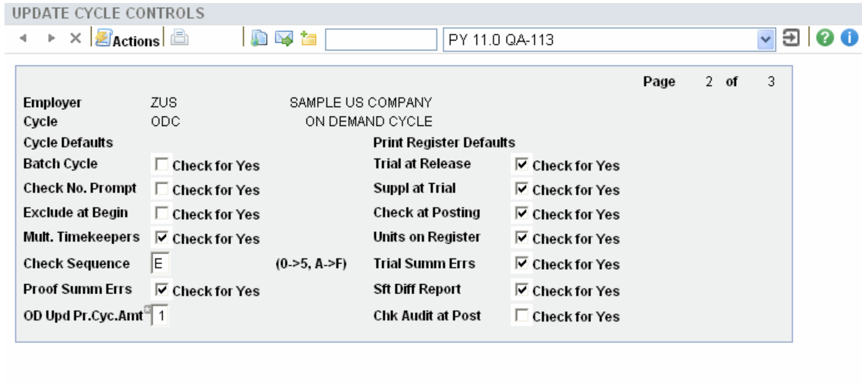


Figure 17-3: Update Cycle Controls screen 2 of 3

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

OD Upd Pr Cyc Amt

Specify whether to update the current and prior cycle *Amount* and *Hours* fields on employee income and deduction summary history records when you post an on-demand check.

0	Do not update current and prior cycle amounts.
1	Update current and prior cycle amounts
2	Update the current cycle amount only. The current cycle accumulator collects all on-demand check transactions for an employee. The current cycle amount rolls to the prior cycle only when you begin a normal payroll cycle.

Refer to the “Creating Cycle Controls” chapter in the *Infinium Payroll Guide to Controls* for information on completing the remaining cycle control fields.

8 Press Enter to display the remaining cycle control screen. Complete the remaining screen as appropriate for the on-demand cycle.

9 Press Enter to return to the Update Cycle Controls prompt screen.

10 Press F3 to exit this function.

Processing an On-Demand Check Cycle

To use the *Enter On-Demand Checks* function to process an on-demand cycle, you perform the following tasks:

1. Define on-demand cycle information.
2. Add or change an employee's income records.
3. Add or change an employee's deduction records.
4. View, add, or change messages on an employee's paycheck.
5. Post and print the employee's check.

Defining On-Demand Cycle Information

Follow the steps below to define on-demand cycle information:

1. From the Infinium PY main menu select *Cycle Operations.*
2. Select *On Demand Check Functions*.
3. Select *Enter On-Demand Checks* [EODC] to display the On-Demand Checks prompt screen.
4. Use any character to select the on-demand cycle to process. Press Enter to display the On-Demand Checks - Cycle Selection screen.

   Use the On-Demand Checks - Cycle Data screen to specify cycle information for this transaction.

On-Demand Checks -Cycle Data Screen

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

   For information on processing supplemental incomes in an on-demand cycle, refer to the "Processing Federal and State Supplemental Taxes" chapter in the *Infinium Payroll Guide to Federal and State Reporting*.

Default period beginning

Type the default pay period beginning date.

Default period ending date

Type the default pay period ending date.

Account year/month

Type the accounting/fiscal year and month for this check.

The accounting year may be different from the calendar year but must match the accounting year specified on the employer control.

If you enter only the last two digits of the year, the fiscal year field on the employer control record provides the default value for the century of the year.

Checking account

Type the code for the default checking account to use.

You cannot use a direct deposit processing account code that begins with ***DD**.

Direct Deposit Account

Specify value for the direct deposit checking account to be used on this check.

If you specify a direct deposit account, the employee's direct deposit deductions are brought into the check. Do not select a *NP account.

If you leave this field blank, no direct deposit deductions are brought in and the check is treated as a regular check.

You cannot use the direct deposit account with a manual check (type 2). The direct deposit account code applies to all direct deposit payments that you create in this session. You cannot change it at the employee level.

Default check date

Type the default check date used to determine the quarter in which the check is posted.

Pay period

Type a value of **1** through **5** for the pay period in the month for this check.

The system compares the pay period specified in this field to the pay frequency specified for deductions to create entries for the check.

Weeks worked

Type a value for the default number of weeks worked associated with the payroll cycle.

Tax frequency

Type a value for the default tax frequency. The tax frequency indicates how often taxes are deducted from earnings.

D	Daily
W	Weekly
B	Biweekly
S	Semimonthly
M	Monthly
A	Annually
10	10 pay periods per year
13	13 pay periods per year
22	22 pay periods per year
27	27 pay periods per year
53	53 pay periods per year

Suppl Tax Only?

For U.S. employers, specify whether to use supplemental taxation rules to calculate taxes for incomes in this check.

0	Use supplemental tax rules for incomes with a value of **3** or **4** in the *Special Tax* field on the income control and normal taxation rules for other incomes. The value on the cycle header is the default value.

1	Use supplemental tax rules for this check, regardless of the special tax values on the associated income controls. The value on the cycle header is the default value. The user can change the value.

For Canadian employers, specify whether to set the basic exemption amount for CPP/QPP and the basic personal exemption for federal taxes to zero for this check.

0	Use regular exemption values for this check.
1	Set the basic CPP/QPP personal exemptions to zero for this check.

12th of Month

Use this field to indicate that the cycle includes the twelfth day of the month for unemployment reporting purposes. If the cycle contains the twelfth day of the month, type the letter that represents the month in which the twelfth day falls. A value at the cycle level can be overridden at the employee level.

Valid values are:

Blank	Cycle does not contain the 12th of the month
A	January
B	February
C	March
D	April
E	May
F	June
G	July
H	August
I	September
J	October
K	November

L	December
M	Prior year October
N	Prior year November
O	Prior year December

Note: Values **M**, **N**, and **O** are normally used only for prior year cycles. You will receive an error if you use these values for current year cycles, but you will have the option of overriding the error when using **O** (Prior Year December).

On-Demand Checks Select Employee Screen

6 Press Enter to display the On Demand Checks - Select Employee screen.

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

Select Action

Select an action to perform if you have authority to change the default value specified on your user security control record.

1	Calculate only.
2	Calculate and update check history with manual check data. You must also specify a check number in the *Check Number* field on the On-Demand Checks – Verify screen. The system displays the *Check Number* field only if you type **2**.
3	Calculate, post and print on-demand checks.

Employee/Last Name

Select the number or the last name of the employee for whom you are processing an on-demand check.

Override Chk No

If you type **2** in the *Select Action* field, leave this field blank.

If you type **3** in the *Select Action* field and you do not want to use the default check number, type a new check number in this field. The system displays the default check number in the following message:

Ensure the first check number to be printed for account xxx is xx.

On-Demand Checks - Verify Employee Screen

8 Press Enter to display the On Demand Checks - Verify Employee screen.

9 Verify the default cycle information on this screen. This screen contains default data from the On-Demand Checks cycle information screen. The default position information is from the employee's basic data record.

The value in the *Tip Comp Ovrd* field is from the employee's payroll master record. Use the information below to override this field.

Tip Comp Ovrd

Specify whether the employee participates in tip compliance processing for this check. When an employee is a participant, Infinium PY generates *TIPS records based on other tip related incomes paid in the check. Valid values are:

0	No
1	Yes

For current year cycles, the system uses the *TEPA - Curr Yr?* field value from the employee's payroll master record as the default value for this field. For prior year adjustment cycles, the system uses the *TEPA - Prv Yr?* field value from the employee's payroll master record as the default value.

On-Demand Checks - Summary Screen

10 Press Enter to display the On-Demand Checks – Summary screen, which contains deduction entries for the check.

Use this screen to specify whether to add new incomes or deductions to an employee's check or to change or delete existing incomes or deductions. You can press F6 to view more information for the income and deduction records displayed on the screen.

You can also use the screen to access the On-Demand Check – Header screen to view, add or change pay messages to be printed on the check.

On this screen you can also press F14 to calculate the gross amount of the check from the net amount you type. For information, refer to the "Calculating Net to Gross" section in the "Completing Cycle Operations" chapter in this guide.

11 Use the information below to complete the fields on the screen.

Inc/Ded/Chk Hdr

Type a value to indicate whether you are adding a new income or deduction to a check or viewing, adding, or changing check-specific pay messages.

I	Add one or more new incomes.
D	Add one or more new deductions.
C	View, add or change employee-specific pay messages.

O

Specify the type of processing required for an income or deduction currently associated with the check. You can select multiple records for processing.

2	Change the record.
4	Delete the record.

12 Press Enter.

If you are adding or changing an income record, the system displays a screen similar to the On Demand Checks – Incomes screen shown in Figure 17-4.

If you are adding or changing a deduction record, the system displays a screen similar to the On-Demand Checks – Deductions screen shown in Figure 17-6.

If you are viewing, adding or changing an employee-specific pay message, the system displays the On-Demand Checks – Header screen shown in Figure 17-8.

Adding or Changing an Income Record

Follow the steps below to add or change an income record.

1 On the On-Demand Checks – Summary screen type **I** in the *Inc/Ded/Chk Hdr* field.

2 Press Enter to display the On-Demand Checks – Incomes screen shown in Figure 17-4.

```
 6/22/12  15:46:20       On Demand Checks - Incomes        PYGOD20    PYDOD20
Employer  . . . :  AM1                                  Tax Co: TAX01
Cycle . . . . . :  ONDEM ON DEMAND                       5/31/2012    Chgd   0
 Check 01           16939 ANDREA M ACCRUAL
Income/Deduction.  I                   Home: 3     10310 N01          CHANGE
Division     . . .  3    + DIVISION 3  Country . . . . .  USA +
Department   . . .  10310 + COMMERCIAL  State/Province  .  AZ  +
Section      . . .  N01  + LOAN OFFICE Misc Locality . .  ___ +
                                       Cnt/City/School .  ___ + ___ + ___ +
Income Type . . :  HOUR                Hours(.00)  . . .  _______
Amount  . . . . .  _____________
Rate  . . . . . .  _______________
Shift Code  . . .  2    +              Units . . . . . .  _________
Job Code  . . . .  OFFIC +             Position  . . . .  LOANOF +
Tip Code  . . . .  _                   Segment . . . . .  ___
G/L Account . . .  _____________________________________________ +

Project . . . . .  _______________ +   Cost Code . . . :
Project W.B.S.  :
User Code . . . .  _____               User Amount . . .  _________.00
User Date . . . .  ________            User Defined  . .  ____________________

F4=Prompt  F6=More Info  F10=Access  F12=Summary  F13=Distribute
```

Figure 17-4: On-Demand Checks – Incomes screen

On this screen you can override default information from the employee's basic data and income control records and type hours worked, amounts, and rates associated with the check for this income in the payroll cycle.

Add or **Change** displays to the right of the employee's home levels to indicate whether you are adding a new income to the check or changing an existing income in the check. An income record counter in the upper right corner of the screen increases each time you add a new income or change one of a series of existing incomes. Whenever you access the On-Demand Checks – Incomes screen from the On-Demand Checks – Summary screen, the counter displays **0**.

3 Use the information below to complete the fields on the On-Demand Checks – Incomes screen.

Level 1, 2, 3, 4

Select the organizational level in which the employee earns this income for the payroll cycle if it differs from the employee's home level.

Country

Select the country associated with this income.

State/Province

Select the state or province associated with this income.

Locality

Select the locality associated with this income.

Income Type

Select the income type from a list of incomes to which the employee is authorized.

Hours (.00)

Type the number of hours worked associated with this income, if applicable.

For hourly incomes, method 2, the number of hours is multiplied by the rate to calculate the income. For other income methods, the hours are retained in the check history for informational purposes.

Amount

Type the flat amount to be paid for this income, if applicable. Leave blank for the system to calculate the amount.

Rate

Type the rate for calculating this income, if applicable. Leave blank for the system to retrieve the rate.

Shift Code

Select the shift the employee works to earn this income. This field is required if you use a shift differential table to calculate the income.

Units

For units extension incomes, income method 7, type the number of units to be multiplied by the rate to calculate the income.

For example, a unit can represent the number of miles driven for an income assigned to drivers.

Job Code

Select the job code associated with this income for general ledger account number resolution or for pay rate determination if you use pay by job.

If the income is defined as pay by job, income basis J, you must authorize the employee to the job by using the *Update Job Authorizations* function.

Position

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

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

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

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

Segment

Type a value from **1** to **999** to identify the portion of the payroll period associated with the income if you are using segment processing.

You use segment processing to maintain hours worked and income calculations for time periods within a payroll cycle.

For example, in a biweekly pay period you have two segments: week 1 and week 2. You can use segment processing for this income to calculate the overtime payments.

Tip Code

Type **D** if an employee receives tips directly or **I** if indirectly. Leave blank if the employee does not receive tips.

If you specify a tip code value on the job control, the system enters a default value in this field based on the job code in this time entry record.

G/L Account

Select the general ledger account number associated with labor distribution for this income. Leave blank for the system to generate the account number.

Project

Type a project costing code associated with this income, if applicable.

If you use the Infinium Project Accounting Interface, press F4 to display a list of project/activity/cost code combinations in project accounting from which you can select a valid entry. When you post the cycle, the system closes to project accounting the hours and amounts associated with the incomes you assign to projects.

When you select the project number, the system overrides the value in the *G/L Account* field with an account number assigned to the project in project accounting. If applicable, type a different account number to override the *G/L Account* field value.

User Code

Type a user-defined value for this income, if applicable.

User Amount

Type a user-defined amount for this income, if applicable.

User Date

Type a user-defined date for this income, if applicable.

User Defined

Type additional user-defined information for this income, if applicable.

4 To view more information about the income, press F6. The On Demand Check More Info screen shown in Figure 17-5 is displayed.

```
 6/22/12  15:48:49       On Demand Checks - More Info      PYGOD20    PYDOD20
Employer  . . . :  AM1                                  Tax Co: TAX01
Cycle . . . . . :  ONDEM ON DEMAND                       5/31/2012
 Check 01           16939 ANDREA M ACCRUAL

Income Type . . :  HOUR
Segment . . . . :                      State/Province  :  AZ
Job Code  . . . :  OFFIC               Position  . . . :  LOANOF
Shift Code  . . :  2

Summ. Code  . . :  02                  Priority  . . . :  0000
Special Tax . . :                      Residual Hours  :
Error Code  . . :










F3=Exit  F10=QuikAccess  F12=Cancel
```

Figure 17-5: On-Demand Checks – Incomes More Information screen

This screen displays additional reference information for each income, such as job code, position, summarization code, and priority.

5 If you are adding one or more incomes to a check and distributing the incomes to multiple general ledger accounts, levels or jobs, press F13. An **AUTO DIST** indicator in the upper right corner of the screen indicates that multiple distribution is activated for each new income. The system distributes only those incomes that are set up for multiple distribution. To deactivate multiple distributions, press F13 a second time.

Use the *Update Multiple Distributions* function to set up an employee income for multiple distribution. For information, refer to the “Establishing Multiple Distributions” chapter in this guide.

6 If you are adding an income to a check, press Enter to save the income record. You can use the On-Demand Checks – Incomes screen to add another income or press F12 to return to the On-Demand Checks – Summary screen.

If you are changing income information for a check, press Enter to save the changes to the income record and return to the On-Demand Checks – Summary screen. If you select multiple records to change, press Enter to advance to the next selected record. Press Enter after you change the last selected record to return to the On-Demand Checks – Summary screen.

If you erroneously select an income to change, you can press F12 to return to the On-Demand Checks – Summary screen without saving changes you made to the income. If the erroneously selected income is one of many income records selected, you can press F12 to advance to the next selected income record without saving changes you made to the income.

After you update an existing income record, the original income information displays under the *System Calculated* column and the updated income information displays under the *Manually Input* column on the On-Demand Checks – Summary screen.

Adding or Changing a Deduction Record

Follow the steps below to add or change a deduction record.

1. On the On-Demand Checks – Summary screen type **D** in the *Inc/Ded/Chk Hdr* field.

2. Press Enter to display the On-Demand Checks – Deductions screen shown in Figure 17-6.

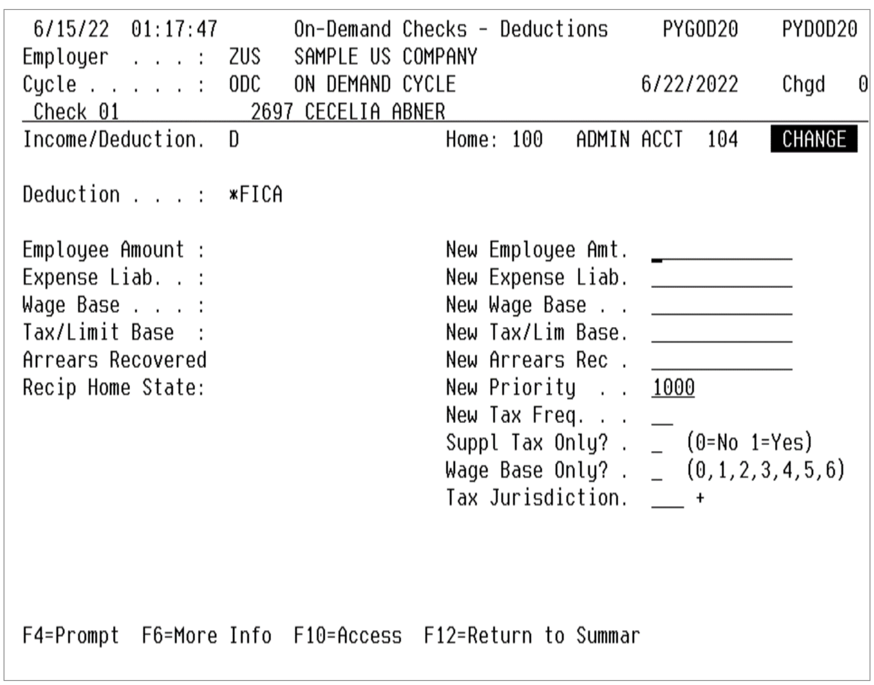


Figure 17-6: On-Demand Checks – Deductions screen

On this screen you can override default information from the employee's basic data and deduction control records associated with the check for this deduction in the payroll cycle.

Add or **Change** displays to the right of the employee's home levels to indicate whether you are adding a new deduction to the check or changing an existing deduction in the check. A deduction record counter in the upper right corner of the screen increases each time you add a new deduction or change one of a series of existing deductions. Whenever you access the On-Demand Checks – Deductions screen from the On-Demand Checks – Summary screen, the counter displays **0**.

3 Use the information below to complete the fields on the On-Demand Checks – Deductions screen.

Deduction

Select the value for the deduction to add to this check.

New Employee Amt

Type an amount to override the standard employee deduction amount.

New Expense Liab

Type an amount to override the standard employer deduction amount.

New Wage Base

Type an amount to override the standard wage base calculated by the system.

New Tax/Lim Base

Type an amount to override the *Tax/Limit Base* field amount calculated by the system. The system uses the *Tax/Limit Base* value to calculate the applicable tax amount.

After determining if an employee meets or exceeds an annual wage limit, the system performs additional rounding, if applicable, to ensure the calculated tax amount also meets but does not exceed the annual maximum tax amount.

You can type a manual negative tax adjustment amount, if needed. The system does not calculate the tax on a negative tax/limit base adjustment.

New Arrears Rec

Use this field to override the arrears recovered amount displayed in the *Arrears Recovered* field.

New Priority

Type a value to override the calculation priority number for the deduction.

New Tax Frequency

Type a value to override the tax deduction frequency for this check.

W	Weekly
B	Biweekly
S	Semimonthly
M	Monthly
A	Annually
10	10 pay periods per year
13	13 pay periods per year
22	22 pay periods per year
27	27 pay periods per year
53	53 pay periods per year

Suppl Tax Only?

Use this field to override the *Suppl Tax Only?* value found on the check header or the cycle header.

For U.S. employers, use this field to indicate that this deduction should use supplemental tax rules to calculate the tax amount. Valid values are:

0	Use general taxation rules for this deduction.
1	Use supplemental tax rules for this deduction.

For Canadian employers, use this field to indicate that the basic exemption amount for CPP/QPP or the basic personal exemption for federal tax should be set to **0** for this deduction on this check. Valid values are:

0	Use regular exemption values for this deduction.
1	Set the basic CPP/QPP/personal exemptions to 0 for this deduction.

Wage Base Only?

Specify whether the adjustment you are making to the deduction is a wage base only or tax/limit base only adjustment. Valid values are:

Blank or **0**	This is a not a wage base only adjustment. Normal calculations apply. The system calculates the wage base and the tax/limit base unless you type a wage base or tax/limit base override amount.
1	This is a wage base only adjustment with a system-calculated tax/limit base. You must type an override amount in the *New Wage Base* field. The system uses the *New Wage Base* value to calculate the tax/limit base unless you type a tax/limit base override amount.
2	This is a wage base only adjustment with no system-calculated tax/limit base. You must type an override amount in the *New Wage Base* field. The system does not calculate the tax/limit base and leaves the value as **0** unless you type a tax/limit base override amount.
3	This is a tax/limit base only adjustment with no system-calculated wage base. You must type an override amount in the *New Tax/Lim Base* field. The system does not calculate the wage base and leaves the value as **0** unless you type a wage base override amount.
4	This is a tax amount adjustment with no change to the wage or tax/limit bases. The values in the *New Wage Base* and *New Tax/Lim Base* fields must be **0**.
5	This is an amount adjustment with no change to the wage or tax/limit bases. If you override only the employee or employer amount, the system does not calculate the related employee or employer amount and leaves the other value as **0**. The values in the *New Wage Base* and *New Tax/Lim Base* fields must be **0**.
6	Enter a value of **6** to override the *Arrears Recovered* field in this check to **0**. Do not enter a value in the *New Arrears Rec* field.

Error Msg Code

If an error, **WARNING**, or exception condition exists for this deduction, the system displays a code value for the specific condition. Valid values are:

Errors

NODC	You have not set up this deduction code for the employer.

NODE You have not set up this deduction code for the employee.

NOLOC The PY master record identifies this employee as a Maryland resident but the tax locality value on the employee's *SMD record is blank or invalid.

NOTI You have not set up this deduction code in the multi-tax deduction file.

Warnings

DIE0 This disability deduction is set up for multi-tax processing but is missing the percentage value needed for calculations.

OVFLW The annualized wage base exceeds $999,999,999.99 and is truncated. Tax calculations may be inaccurate.

QTP1 The QPP deduction has been reduced for this tipped employee in order to take the federal tax deduction.

UIE0 This unemployment deduction is set up for multi-tax processing but is missing the percentage value needed for calculations.

Exceptions

XTXOV The *New Tax/Lim Base* value is larger than the system calculated value.

XTXUN The *New Tax/Lim Base* value is smaller than the system calculated value.

Tax Jurisdiction

Use to indicate that the deduction wage base and contribution amounts apply to a specific tax jurisdiction if the check contains wages for both an official US state and a US territory.

Type the code that identifies the US territory that represents this tax jurisdiction. Press F4 to display a list of valid values. Tax jurisdiction values are checked against the code values for code type STP - Payroll states/provinces.

Leave blank if this check does not contain income related to a US territory.

Under some circumstances, you must report the wages and contribution amounts for deductions such as *FICA and *FMHI separately for each tax jurisdiction, even though the employee is associated with one federal tax ID.

4 To view more information about the deduction, press F6. The On-Demand Checks – Deductions – more information screen shown in Figure 17-7 is displayed.

```
 6/22/12  15:50:31       Update Checks - Deductions        PYGOD20    PYDOD20
Employer  . . . :  AM1                                    Tax Co: TAX01
Cycle . . . . . :  ONDEM ON DEMAND                         5/31/2012
 Check 01           16939 ANDREA M ACCRUAL

Deduction  . . . . . . . . . . : *FICA
Summarization Code . . . . . : 02
Priority . . . . . . . . . . . : 1000
Employee Amount  . . . . . . :           .00
New Employee Amount  . . . . :           .00

Arrears Amount . . . . . . . :           .00
Not Taken Amount . . . . . . :           .00
Excess Amount Over Limit . . :           .00
Limit Type . . . . . . . . . :
Must Take  . . . . . . . . . :
Calculation Loop Count . . . :
Error Code or Message  . . . :

Warning Code or Message  . . :


F3=Exit  F10=QuikAccess  F12=Cancel
```

Figure 17-7: On-Demand Checks – Deductions – More Information screen

5 This screen displays additional reference information for each deduction, such as current arrears amounts and the number of times the deduction amount was recalculated due to insufficient funds.

6 If you are adding a deduction to a check, press Enter to save the deduction record. You can use the On-Demand Checks – Deductions screen to add another deduction or press F12 to return to the On-Demand Checks – Summary screen.

If you are changing deduction information for a check, press Enter to save the changes to the deduction record and return to the On-Demand Checks – Summary screen. If you select multiple records to change, pressing Enter advances you to the next selected record. Press Enter after you change the last selected record to return you to the On-Demand Checks – Summary screen.

If you erroneously select a deduction to change, you can press F12 to return to the On-Demand Checks – Summary screen without saving changes you made to the deduction. If the erroneously selected deduction is one of many deduction records selected, you can press F12 to advance to the next selected deduction record without saving changes you made to the deduction.

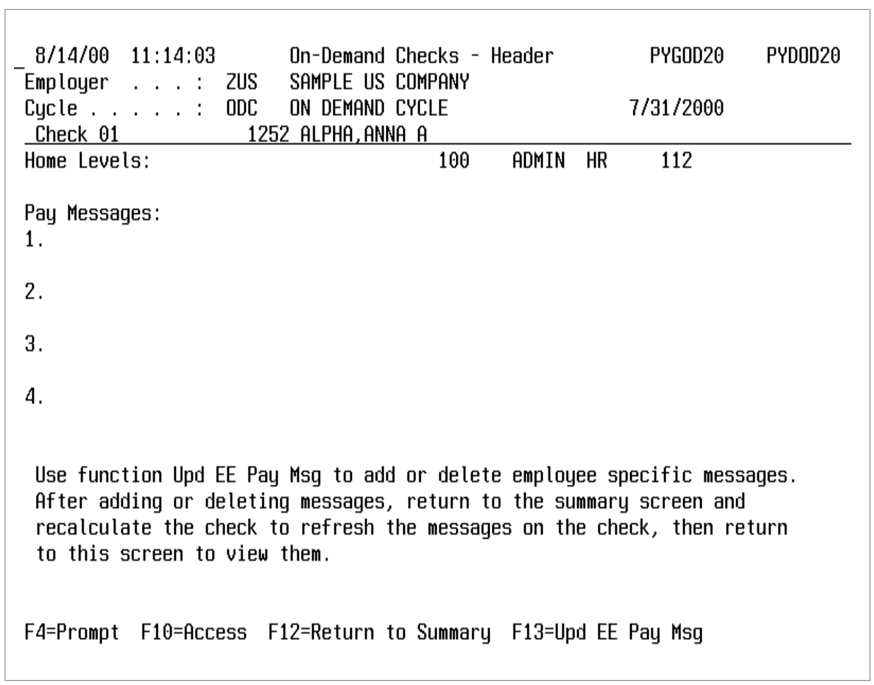
After you update an existing deduction record, the original deduction information displays under the *System Calculated* column and the updated deduction information displays under the *Manually Input* column on the On-Demand Checks – Summary screen.

Viewing, Adding, or Changing an Employee-specific Pay Message

Follow the steps below to view, add or change an employee-specific pay message.

1 On the On-Demand Checks – Summary screen type **C** in the *Inc/Ded/Chk Hdr* field.

2 Press Enter to display the On-Demand Checks – Header screen shown in Figure 17-8.



```
_ 8/14/00  11:14:03       On-Demand Checks - Header        PYGOD20    PYDOD20
 Employer  . . . :  ZUS   SAMPLE US COMPANY
 Cycle . . . . . :  ODC   ON DEMAND CYCLE                 7/31/2000
  Check 01            1252 ALPHA,ANNA A
 Home Levels:                             100    ADMIN  HR     112

 Pay Messages:
 1.

 2.

 3.

 4.


  Use function Upd EE Pay Msg to add or delete employee specific messages.
  After adding or deleting messages, return to the summary screen and
  recalculate the check to refresh the messages on the check, then return
  to this screen to view them.


 F4=Prompt  F10=Access  F12=Return to Summary  F13=Upd EE Pay Msg
```

Figure 17-8: On-Demand Checks – Header screen

On this screen you can review current user-defined and system-generated pay messages to print on an employee’s paycheck or direct deposit voucher.

For information on creating user-defined and system-generated pay messages, refer to the “Printing Messages on Paychecks and Direct Deposit Vouchers” chapter in this guide.

3 On the On-Demand Checks – Header screen press F13 to access the Update Employee Pay Messages screen shown in Figure 17-9.

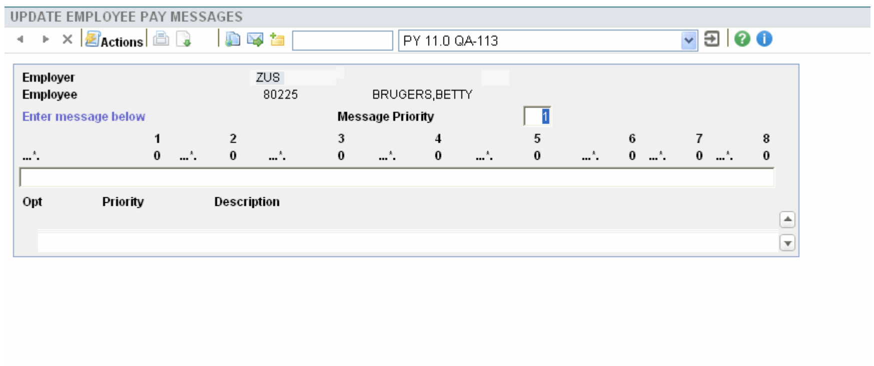


Figure 17-9: Update Employee Pay Messages screen

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

Message Priority

Type a value from **1** to **99** to represent the priority of this message when compared to other messages for this employee. The system prints a message with a priority of **1** first and a message with a priority of **99** last.

Message Line

Type the message that you want the system to print for this employee.

5 Press Enter. The system displays the message in the subfile at the bottom of the screen.

6 Repeat steps 4 and 5, if applicable, to create additional messages.

7 Press F3 to exit the screen. Select exit option **1** to save your changes and return to the On-Demand Checks – Header screen.

8 Press F12 to return to the On-Demand Checks – Summary screen.

Posting and Printing the Check

After adding or changing the employee's income and deduction records and viewing, adding or changing pay messages to print on the employee's check, you post and print the check.

Follow the steps below to post and print the check.

1 On the On-Demand Checks – Summary screen press F8 to update the check based on your changes and to display the On-Demand Checks – Verify screen.

2 Use the information on the On-Demand Checks – Summary screen to verify the check.

To make additional adjustments to the check, you can press Enter to return to the On-Demand Checks – Summary from which you can update incomes, deductions, and check messages.

3 If you typed **1** in the *Select Action* field on the On-Demand Checks –Select Employee screen only to calculate a check, press F7 to return to the On-Demand Checks – Select Employee. Continue with step 7.

If you typed **2** or **3** in the *Select Action* field on the On-Demand Checks – Select Employee screen to calculate and post a manual or system-generated check and if the check amounts are correct, press F8 to post and print the check. Continue with step 4.

4 Press Enter to display the on-demand information on the On-Demand Checks - Post & Print Check screen.

5 Verify the check information on this screen.

To make additional adjustments, you can press F7 to return to the On-Demand Checks – Verify screen.

6 Press Enter to generate the check and check register and to return to the On-Demand Checks – Select Employee screen. The system also updates the employee's payroll history.

7 When you complete working with employee on-demand checks for the cycle, press F3 to exit the *Enter On-Demand Checks* function.

The system generates an On-Demand Checks register that lists details for all checks processed in your on-demand checks session.

To view and print the register, access the Work with All Spool Files screen from the Infinium PY main menu and locate the printer file PYTOD20. If you produce system-generated on-demand checks, they are included in the printer file PYTRG51.

Generating an On-Demand Cycle Register

You can generate an On-Demand Cycle Register at any time in addition to the automatic register produced with each on-demand check. The On-Demand Cycle Register contains information about all on-demand checks posted since the last time you ran the *Print On-Demand Register* option.

1 From the Infinium PY main menu select *Cycle Operations*.

2 Select *On-Demand Check Functions*.

3 Select *Print On-Demand Register* [PODR]. The system displays the On-Demand Registers screen.

4 Use any character to select the on-demand check cycle for which you want to produce a register. Press Enter. The system displays the screen shown in Figure 17-10.

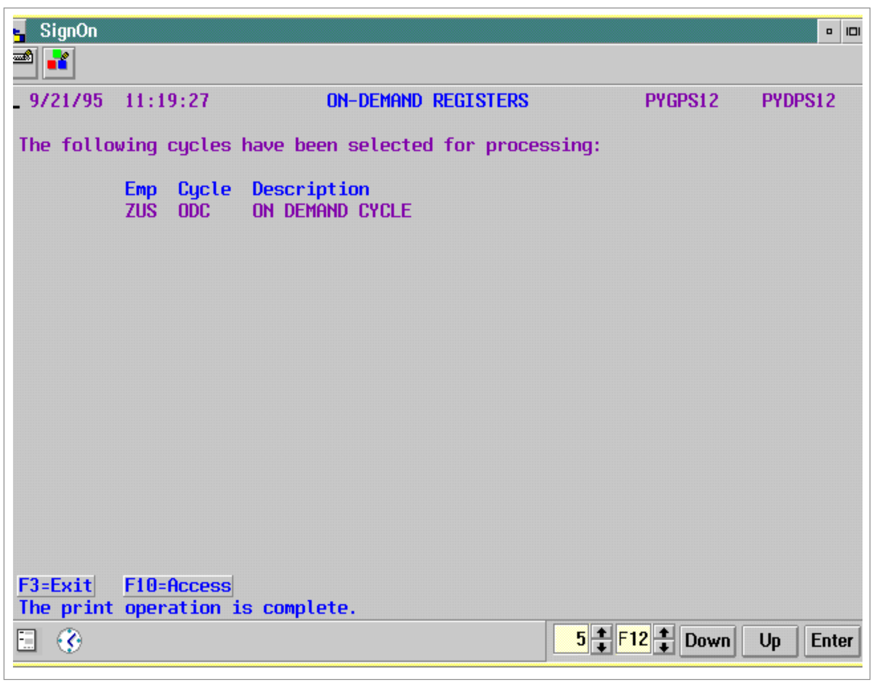


Figure 17-10: On-Demand Registers screen

5 Press Enter to generate the report.

Once you generate this register, the data in this file is cleared. This file is also cleared when you run the *Reorganize Workfiles* option.

Voiding On-Demand Checks

You must void on-demand checks through an on-demand check cycle, not through a regular cycle.

1. From the Infinium PY main menu select *Cycle Operations.*
2. Select *On Demand Check Functions*.
3. Select *Enter On-Demand Checks* [EODC] to display the On-Demand Checks prompt screen.
4. Use any character to select the on-demand cycle to process. Press Enter to display the On-Demand Checks default period screen.
5. Use the On-Demand Checks default period screen to specify default information for this transaction.
6. Press Enter to display the On-Demand Checks - Select Employee screen.
7. Select the value for the employee for whom to void a check.
8. Press F11 to display the updated On-Demand Checks - Select Employee screen. The updated screen lists on-demand checks issued to this employee.
9. Type **8** in the *Opt* field next to the check to void.
10. Press Enter to display the On-Demand Checks Void Transactions screen.

    Use this screen to verify that the void check request information is correct.
11. Press Enter to void the check and display the On-Demand Checks - Select Employee screen.

    The On-Demand Checks - Select Employee screen lists the voided check, identified by **V** to the right of the check record.
12. Press F3 to exit this function.

Notes