Infor Infinium HCM Payroll Guide to Processing

Volume 2

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Chapter 18 Processing Retroactive Pay

18

You use *Retroactive Pay Processing* in your Infinium PY system to automatically calculate retroactive pay increases at your company.

The chapter consists of the following topics:

Overview of Retroactive Pay Processing

You must perform three main tasks when processing retroactive pay increases with Infinium PY:

- Build retroactive pay tables
- Calculate retroactive pay increase amounts and generating retroactive pay transactions
- Close retroactive pay transactions to a payroll cycle

These following tasks are described in this chapter:

- Build retroactive pay tables
- Print retroactive pay tables
- Calculate retroactive pay
- Print retroactive pay transactions
- Trial Close retroactive pay to payroll
- Close retroactive pay to payroll

Objectives

When you complete this chapter, you should be able to create and use retroactive pay tables to calculate, print and close your pay data to the Infinium PY system.

Understanding Pay Table Components

The components of the retroactive pay table include:

- Employer
- Agreement code associated with the retroactive pay
- Job code associated with the retroactive pay
- Effective date of the increase and the factor used to prorate the increase if the effective date is in the middle of a pay period
- general ledger method of expensing the retroactive pay

You can assign multiple percentage increases for different pay rates. In this case you assign a unique percentage increase to each of up to three different income codes and job codes. You can then apply the increase to income types that derive their rates from payroll rates 1 – 3 in the employee master record.

Building the Retroactive Pay Table

Before you can build your retroactive pay table, you must do the following:

- Create code values for the agreement code type **AGR**

- Create the retroactive pay income summarization code and control

- Create the Income Reporting Group **IRG** and assign incomes for retroactive calculations if you will be paying multiple incomes

Using Code Type AGR

You use the code type **AGR** to identify and group particular negotiated pay agreements. For example, if you negotiate a new pay agreement with a union that represents employees in your company, you would assign a code value that identifies the agreement. This information is not passed to the employee's basic data. Refer to the "Setting Up and Maintaining Employer Codes" chapter in the *Infinium Payroll Guide to Controls* for additional information.

Setting Up Income Summarization Codes

If you need to report retroactive income separately on the check stub, you must set up an income summarization code for retroactive pay by using the *Update Income Summ.Codes* function.

Setting Up Income Controls for Retroactive Pay

To create retroactive pay income controls, complete the following steps:

1 From the Infinium PY main menu select *Master Files*.

2 Select *Update Master Files*.

3 Select the *Update Income Controls* [UIC] function. The system displays the Update Income Controls screen.

4 Type the appropriate values for the *Employer*, *Income*, and *Method* fields for the retroactive pay that you want to update. Press Enter to display the Update Income Controls screen 1 shown in Figure 18-1.

```
10/23/02  10:19:08           Update Income Controls       PYGMIC    PYDMIC
                                                              Page  1 of  4
   Employer   . . . :  ZUS   SAMPLE US COMPANY
   Income    . . . . :  RETRO
   Method    . . . . :  1 - Flat Amount
   Description . . .   RETRO PAY_____    Starting Date . .   _____
   Priority  . . . .      0                 Ending Date . . .   _____
   Summ. Code  . . .   03 +                 Distribute Labor.  1 (0=No 1=Yes)
   Frequency . . . .   0                    Workers Comp. . .  R
   Special Tax . . .   _                    Segments Required  _ (0=No 1=Yes)


   Income Basis  . .  _
   Income Amount . .  _____
   Income Factor . .  _____        Shift Calc Method  _
   YTD Limit . . . .  _____.00       Residual Hours  .  _
   Income Matrix . .  ____ +            Shift Diff Income  ____ +
   Matrix Column . .  ____ +            1099-R Dist. Code  __
   Matrix Row  . . .  ____ +            NQP 457 Plan  . .  _
   Labor Expense . .  001-***-***-1111-001_____ +
   Rev. Hierarchy  .  _ (Blank=No)      Allow Pay Msg?  .  0 (0=No 1=Yes)

   F3=Exit   F4=Prompt   F10=Access   F12=Previous   F22=Delete
```

Figure 18-1: Update Income Controls Page 1 screen

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

Method

Set up the retroactive pay income as any method. The Retroactive Calculation program, not the income control, does the actual calculation.

Summ Code

If you want retroactive pay to print on the check stub, you must set up a summarization code unique to the retroactive pay and type the code name in this field.

Priority

Specify the priority sequence of this income type. Priority sequence determines the order in which the system calculates incomes during a cycle. This number can be in the range of 0 through 9999. Duplicate priority numbers are valid. If you leave this field blank, the system uses **0** as the default.

You may want to specify the priority sequence if one pay type depends on the prior accumulation of pay in another pay type.

Income types with a lower priority are calculated before those with a higher priority. For example, the system calculates priority 50 income types before priority 75 income types.

Freq

Set the frequency to **0** (not automatically generated by the *Begin Cycle* function).

Income Basis

Leave the *Income Basis* field blank. The system does not use this field when calculating retroactive pay.

6 Press Enter to display page 2 of the *Update Income Controls* function shown in Figure 18-2, where you can set up special reports that you might need for this income.

```
10/23/02  10:19:53          Update Income Controls        PYGMIC    PYDMIC
                                                          Page  2 of  4
Employer  . . . :  ZUS    SAMPLE US COMPANY
Income  . . . . :  RETRO
Method  . . . . :  1 - Flat Amount

    Special Reports                    F.L.S.A. Controls
Cycle Report  . .  IC001 +        Hours Worked  . .  0 (0=No 1=Yes)
Monthly Report  .  ____ +         Calculate Hours .  0 (0=No 1=Yes)
Quarterly Report.  ____ +         Calculate Amount.  0 (0=No 1=Yes)
Annual Report . .  ____ +
On Demand Report.  ____ +

   Level Restrictions               Accrual Controls
Area        . . .  ____ +         Vacation    . . .  _
Division    . . .  ____ +         Sick        . . .  _
Department  . . .  ____ +         Personal    . . .  _
Cost Centr  . . .  ____ +         Category 4  . . .  _
                                 Category 5  . . .  _
                                 Category 6  . . .  _

Self Service Time Entry 0 (0=No 1=Yes)


F3=Exit   F4=Prompt   F10=Access   F12=Previous   F22=Delete
```

Figure 18-2: Update Income Controls Page 2 screen

7 Press Enter to display page 3 of the *Update Income Controls* function shown in Figure 18-3 where you can add retroactive pay income to all applicable accumulators.

```
10/23/02  10:20:22          Update Income Controls        PYGMIC    PYDMIC
                                                          Page  3 of  4
Employer  . . . :  ZUS    SAMPLE US COMPANY
Income  . . . . :  RETRO
Method  . . . . :  1 - Flat Amount
                   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
BAWC  + + _       .00      .0000       BDSPE + + _       .00      .0000
BGROS + + _       .00      .0000             + _ _       .00      .0000
BTXG  + + _       .00      .0000       ____  + _ _       .00      .0000
BTXKG + + _       .00      .0000       ____  + _ _       .00      .0000
B401  + + _       .00      .0000       ____  + _ _       .00      .0000
____    + _ _     .00      .0000       ____  + _ _       .00      .0000
____    + _ _     .00      .0000       ____  + _ _       .00      .0000
____    + _ _     .00      .0000       ____  + _ _       .00      .0000
____    + _ _     .00      .0000       ____  + _ _       .00      .0000
____    + _ _     .00      .0000       ____  + _ _       .00      .0000
____    + _ _     .00      .0000       ____  + _ _       .00      .0000
____    + _ _     .00      .0000       ____  + _ _       .00      .0000
____    + _ _     .00      .0000       ____  + _ _       .00      .0000
____    + _ _     .00      .0000       ____  + _ _       .00      .0000
____    + _ _     .00      .0000       ____  + _ _       .00      .0000
F3=Exit   F4=Prompt   F10=Access   F12=Previous   F22=Delete
```

Figure 18-3: Update Income Controls Page 3 screen

8 Press Enter to display page 4 the *Update Income Controls* function.

If you are setting up income controls for a Canadian employer, the system displays the Update Income Controls screen 4 shown in Figure 18-5. Proceed to step 10.

9 If you are setting up income controls for a US employer, the system displays the Update Income Controls screen 4 shown in Figure 18-4.

```
 4/22/08  13:36:06           Update Income Controls      PYGMIC    PYDMIC
                                                           Page  4 of  4
Employer  . . . :  ZUS    SAMPLE US COMPANY
Income  . . . . :  RETRO
Method  . . . . :  1 - Flat Amount
Description . . .  RETRO PAY

Use Alt Sup. Rate   _
CNMI Box 14 Code.   __
Omit Fr Hrs Wk Chk  0 (0=No 1=Yes)
W/H Add'l Amount?   _ (0=No 1=Yes)











    F3=Exit   F4=Prompt   F10=Access   F12=Previous   F22=Delete
```

Figure 18-4: Update Income Controls screen 4

10 Press Enter to save your updates to income controls.

If you are not setting up income controls for a Canadian employer, proceed to the section Building a Retroactive Pay Table.

```
   12/15/04  16:31:16           Update Income Controls      PYGMIC    PYDMIC
                                                              Page  4 of  4
   Employer  . . . :  ZCX   SAMPLE CANADIAN EMPLOYER-DIANE
   Income  . . . . :  RETRO
   Method  . . . . :  1 - Flat Amount
   Description . . .  RETRO PAY A

   T4 Box  . . . . .  _            T4 Code . . . . .  __
   T4 Box 14 Exclude  _

   T4A Box . . . . .  __           T4A Code  . . . .  __

   RL-1 Box  . . . .  __           RL-1 Code . . . .  __
   RL-1 Tax Exempt .  _
   Tax Calc Flag . .  _            Override Pct. . .  _____.0000_




   F3=Exit   F4=Prompt   F10=Access   F12=Previous   F22=Delete
```

Figure 18-5: Update Income Controls Page 4 Canadian

11 Use the field information below to fill in the fields on this screen.

Note: To comply with annual tax reporting requirements, the T4, T4A and RL-1 box assignments are subject to change. For the most accurate information detailing the box assignments, refer to Infinium PY field-level help or the *Infinium PY Guide to Canadian Year End Processing*.

T4 Box

Type the value that indicates the T4 box where this income is reported.

T4 Code

Type the T4 code to be used for printing other information on the T4 slip and filling tape fields on the T4 tape.

T4 Box 14 Exclude

Use this field to indicate whether the income amount should be excluded from Box 14 on the T4 slip.

T4A Box

Type the value that identifies the T4A box where this income is reported.

T4A Code

Type the T4A code to be used for printing footnotes on the T4A slip and filling fields on the T4A tape.

RL-1 Box

Type the value that identifies the RL-1 box where this income is reported.

RL-1 Code

Type the RL-1 code to be used for printing footnotes on the RL-1 slip and filling fields on the RL-1 tape.

RL-1 Tax Exmpt

Use this field to indicate whether the income amount is tax exempt and should not be included in Box A of the RL-1 slip. This processing is currently active only when you specify **L** in the *RL-1 Box* field.

Tax Calc Flag

Use this field to indicate that this income affects the tax calculation for an employee for *CQIT processing. If only a portion of the income affects the tax calculation, use the *Override Pct* field to indicate that portion.

Leave this field blank if no special value applies.

Valid values for *CQIT calculations are:

Blank   No special value applies.

F   The income is included in the F factor of the *CQIT calculation.

The following are examples of incomes that affect the F factor:

- The travel deduction for residents of a designated remote area
- The portion of remuneration giving entitlement to one of the following:
  - The deduction for employment income situated on a reserve or premises
  - The deduction respecting employment income earned on a vessel
  - The deduction for employees of an IFC
  - The deduction for foreign specialists
  - The deduction for foreign researchers
  - The deduction for foreign researchers on a post-doctoral internship

- The deduction for foreign experts

- The deduction for foreign professors

- The deduction for foreign producers

- The deduction for members of the Canadian Armed Forces or Canadian police force

Override Pct.

If only a portion of this income is used for *CQIT processing, type the percentage of income to apply. Leave this field blank or zero to use the default of 100%.

The system uses the value in this field only when you type **F** in the *Tax Calc Flag* field.

12 Press Enter to save your updates to income controls.

Creating a Retroactive Pay Table

Follow the steps below to create a retroactive pay table.

1 From the Infinium PY main menu select *Cycle Operations*.

2 Select *Retroactive Pay Processing*.

3 Select *Update Retro Pay Tables* [RETROTABLE]. The system displays the first Update Retroactive Pay Tables screen shown in Figure 18-6.

Figure 18-6: Update Retroactive Pay Tables screen

4 Use the field information below to fill in the fields on this screen.

Employer

Type the value that identifies the employer whose records you are processing.

Agreement

Type the code value associated with the agreement code type (AGR) that identifies the agreement for which you are processing retroactive pay.

Job Code

Type the code value associated with the job code type that identifies the job code for which you are processing retroactive pay. If you are assigning retroactive pay to all job codes, type *ALL.

5 Press Enter. The system displays the Update Retro Pay Effective Date screen shown in Figure 18-7.


```
 7/21/95  14:56:33    Update Retro Pay Effective Date    PYGRBM10    PYDRBM10

 Employer  . . . . . . :  PO1    PACKAGING CORPORATION
 Agreement . . . . . . :  RETT1

 Type selections, press Enter.

 Effective Date  . . . .  _

 G/L Expense Method  . .  1  (1/2)

 G/L Account Mask  . . .

 If the effective date is different from the pay period beginning date,
 enter a value below to control how the first pay period is calculated.

 First Period Factor . .            (to prorate the first pay period)

 OR

 First Period Ending Date           (to use daily time data for 1st period)

 F3=Exit   F10=QuikAccess   F12=Cancel
 The print operation is complete.
```

Figure 18-7: Update Retro Pay Effective Date screen

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

Effective Date

Type the date when the pay agreement went into effect. The system uses this date as the basis for all retroactive pay calculations.

G/L Expense Method

Use this field to specify how the payment generated by this agreement is expensed.

1   Method 1: Select this option if you want to expense the payment as you normally do.

2   Method 2: Select this option if you want to expense the payment to historical cost centers/levels. When you select this option, the system uses the account number characters from the original general ledger number on the income history record and matches the mask you set up in the next field *G/L Account Mask.*

The general ledger account number must be defined in the *Update Chart of Accounts* function.

For the system to cost out retroactive pay to historical accounts, you need to set up a mask account as shown in the following example:

   --***-***-####

You must set up the component of your general ledger account number that represents your incomes by using the **###** sign for the system to cash out these incomes.

The system looks at history (PYPIL) to see where this income was expensed, looks at the general ledger number, and applies the retroactive pay to this general ledger number. The levels follow the hierarchical search, but the component that has pound (#) signs will pick up the account number in history.

G/L Account Mask

You can type information in this field only if you have typed **2** in the *Expense Method* field. Use this field to type the values that identify the general ledger account mask you want to use for the general ledger account that identifies the cost center or level to which you are expensing the retroactive pay amount. When the retroactive pay date goes into effect in the middle of a pay period, use one of these two fields:

- *First Period Factor*
- *First Period Ending Date*

First Period Factor

If the retroactive pay increase is effective in the middle of a pay period, use this field to type the percentage rate that the system will use to prorate the pay increase. Type the factor as a percent of the time period during which the pay is effective.

For example, if the pay period is five days and the effective pay date includes three of the five days, then the pay covers three-fifths of the pay period for a factor of 60%.

You can use this method for hourly or salaried employees.

The system uses the payroll income ledger file to retrieve pay information.

First Period Ending Date

If a blanket first period factor type cannot completely account for varied employee work schedules during the first pay period, you can base the retroactive calculation on actual hours worked. You can use this method with only the *Time & Attendance* functions.

Type the ending date for the respective first pay period. A value in this field tells the system to calculate the retroactive pay based on the actual hours that you enter for the first pay period for each employee. The system uses this information to prorate the employee's increase as a factor of the total hours worked during the first pay period. You can use this method for employees who have hours entered for the time employees worked.

The system uses the time and attendance daily time file (PYPWK) to retrieve pay information for the first week of the pay period. The system uses the payroll income ledger file (PYPIL) to retrieve pay information thereafter.

Since the system uses the time and attendance daily time file (PYPWK) and payroll income ledger file (PYPIL) to retrieve pay information, do not use the *Purge Daily Time Data* function. This function clears these files of pay information.

7 Press F3 and select one of the following options:

1	Exit, Save Changes
2	Exit, Disregard Changes
3	Resume

The system displays the Update Retroactive Pay Tables screen.

8 From the Update Retroactive Pay Tables screen, press F6 to create a new Retroactive Pay Table for the specified employer, agreement code and job code. The system displays the Create Retro Pay Tables screen shown in Figure 18-8.

（スキップ）

```
 7/21/95  15:00:59      Create Retro Pay Tables         PYGRBM30   PYDRBM30

 Employer  . . . . . . . . . :  PO1    PACKAGING CORPORATION
 Agreement . . . . . . . . . :  RETT1
 Job Code  . . . . . . . . . :  *ALL
 Effective Date  . . . . . . :   4/01/1995


 Enter Retroactive Pay Table Information.

 Income Code  . . .   [    ][+]   OR Income Group . . [    ][+]
 Retro Pay Income .   [   ][+]
 Increase Type  . .   [ ]   (%=Percentage,  R=Rate increase amount)
 Increase . . . . .
 OR Step 1  . . . .   [     ]        Step 9  . . . .   [     ]
    Step 2  . . . .   [     ]        Step 10 . . . .   [     ]
    Step 3  . . . .   [     ]        Step 11 . . . .   [     ]
    Step 4  . . . .   [     ]        Step 12 . . . .   [     ]
    Step 5  . . . .   [     ]        Step 13 . . . .   [     ]
    Step 6  . . . .   [     ]        Step 14 . . . .   [     ]
    Step 7  . . . .   [     ]        Step 15 . . . .   [     ]
    Step 8  . . . .   [     ]        Step 99 . . . .   [     ]


 F3=Exit    F4=Prompt    F10=QuikAccess    F12=Cancel
 The print operation is complete.
```

Figure 18-8: Create Retro Pay Tables screen

9 Use the information that follows to fill in the fields on this screen.

Income Code

Specify the income code type used to calculate the retroactive pay or press Tab to advance to the *Income Group* field.

Income Group

If this retroactive pay increase applies to more than one income, type the code value that identifies the income reporting group that is used for these incomes.

Retro Pay Income

Specify the income code the system uses to report the retroactive income amount. This field is required.

Increase Type

Use this field to specify whether the increase is a percent or an actual amount.

- Type **%** if the increase is based on a percent. This type uses the total income from income history (PYPIL). It does not use hours.

- Type **R** if the increase is based on an amount such as $.50 per hour. This type is used with incomes that use hours in a calculation.

Percentage Increase

Specify the percent amount if you are using a percent increase type. Specify a flat amount if you are using increase type **R**.

Steps 1 to 15

Use these fields if the pay increase applies to step in grade jobs. Type the percent or amount of the increase into each applicable step. The system processes the pay based upon the percent or amount that you type into the applicable steps and information that you entered in the Infinium HR *Step-In-Grade Operations*. The system looks at gross pay to do the calculation.

Step 99 is reserved for future use.

10 Press F3 and select one of the following options:

1	Exit, Save Changes
2	Exit, Disregard Changes
3	Resume

Updating Retroactive Pay Tables

Follow the steps below to update or delete a retroactive pay table.

1 From the Infinium PY main menu select *Cycle Operations*.

2 Select *Retroactive Pay Processing*.

3 Select the *Update Retro Pay Tables* [RETROTABLE] function. The system displays the first Update Retroactive Pay Tables screen shown in Figure 16-3.

4 Complete the fields and do one of the following:

- Press F16 to display the Update Retro Pay Effective Date screen shown in Figure 18-7.

- Press Enter to display the second Update Retro Pay Table screen shown below in Figure 18-9.


```
 7/21/95  14:43:37        Update Retroactive Pay Tables      PYGRBM20   PYDRBM20

Employer  . . . . :   PO1    PACKAGING CORPORATION
Agreement . . . . :   RETT   RETRO TEST
Job Code  . . . . :   *ALL
Effective Date  . :   4/01/1995

Type options, press Enter.
  2=Change    4=Delete
Opt  Income  Group   Description              Type   Increase     Retro Income
             RETRO                              R       .5000        RETRO
     HR2     RETRO   2ND SHIFT HRLY PAY         R       .5000        RETRO
     REG     RETRO   NIGHT REG HOUR             R       .5000        RETRO




F3=Exit    F6=Create    F10=QuikAccess    F12=Cancel
The print operation is complete.
```

Figure 18-9: Update Retroactive Pay Tables screen

Any existing Retroactive Pay Tables are listed on this screen.

For daily calculations the system uses the hours entered during the *Update Daily Time Data* function.

5 Position the cursor in the *Opt* field next to the existing Retroactive Pay Table that you want to update or delete and type one of the following values:

2	Change
4	Delete

If you specify option **2** (Change), the system displays the Update Retro Pay Effective Date screen (Figure 18-7). Complete the fields on this screen as described in the "Building Retroactive Pay Tables" section of this chapter.

Printing Retroactive Pay Tables

Use the *Print Retro Pay Tables* function to print a list of retroactive pay agreements. You can print the tables either for one employer, agreement code, and job code or for all employers, agreement codes and job codes.

Follow the steps below to print the tables.

1 From the Infinium PY main menu select *Cycle Operations.*

2 Select *Retroactive Pay Processing.*

3 Select *Print Retro Pay Tables* [PRTRETPAY] function. The system displays the Print Retroactive Pay Tables screen shown in Figure 18-10.
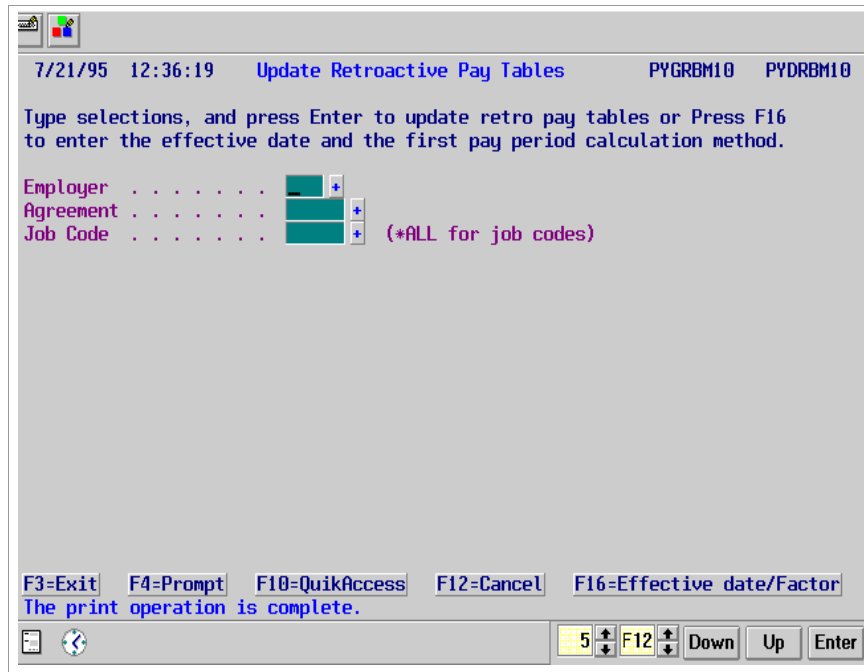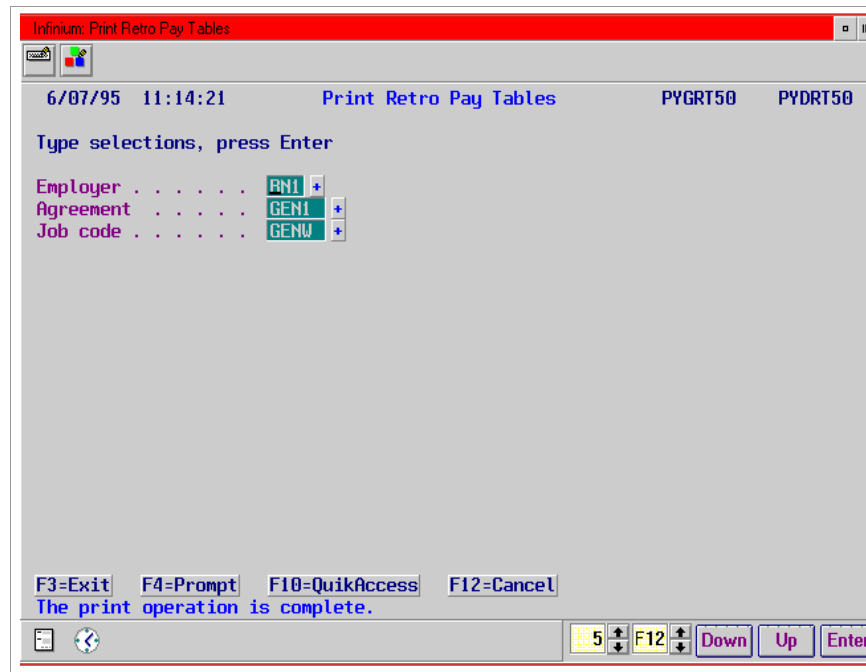

Figure 18-10: Print Retro Pay Tables screen

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

Employer

Type the value that identifies the employer whose retroactive pay tables you want to print. This field is required.

Agreement

Type the code value that identifies the agreement code for which you want to print retroactive pay tables. Leave this field blank to print retroactive pay tables for all agreement code values.

Job code

Type the code value that identifies the job code for which you want to print retroactive pay tables. Leave this field blank to print retroactive pay tables for all job code values.

5 Press Enter. The system prints the retroactive pay tables.

Calculating Retroactive Pay

Once you have created your retroactive pay table(s) and verified the values, use the *Calculate Retro Pay Increases* function to calculate the retroactive pay for your respective pay cycles. You can calculate retroactive pay for all employees, active employees only, terminated employees only, or for a specific employee.

You can also select these employees by cycle, job, position or level. When you type a value in a selection field, the system narrows the selection based on the information you type in that field. If you leave a selection field blank, the system selects all employees in that category. The system will select only employees who have entries in the income history file.

Starting at the agreement effective date, the system calculates retroactive pay by processing the income history records for every employee with an entry for the income code and worked job code in the retroactive pay table. The system then calculates the retroactive pay by using the value that you entered in the respective retroactive pay table.

If the retroactive pay table entry has step percentage values, the system examines salary change history to determine the employee's setup, as of the current pay date, and applies the percentage increase for that step.

When you run the calculation, the system does the following:

- Creates a file and stores the calculated information. When you run the calculation again for the same agreement, the system deletes the records and calculates new amounts.

- Automatically generates a Retroactive Pay Transactions report, which you can elect to print in detail or in summary. The system prints these transactions by employee number, employee name, and job code.

The report generated by the calculation process includes all transactions in the retroactive transaction file for the specified criteria. During the calculation, the system writes each retroactive increase as a record in the retroactive pay transaction file. Since the retroactive pay transaction file is cumulative, you may want to use the *Print Retro Pay Transactions* function to print the contents of the transaction file if you have run calculations for more than one pay cycle.

To calculate retroactive pay, follow the steps below.

1 From the Infinium PY main menu select *Cycle Operations*.

2 Select *Retroactive Pay Processing.*

3 Select the *Calculate Retro Pay Increases* [RETROCALC] function.

4 The system displays the Calculate Retro Pay Increases screen, shown in Figure 18-11.

Figure 18-11: Calculate Retro Pay Increases screen

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

Employer

Type the value that identifies the employer whose retroactive pay transactions you want to calculate.

Agreement

Type the code value that identifies the agreement code for which you want to calculate retroactive pay.

Cycle

Type the code value that identifies the cycle for which you want to select employees. If you leave this field blank the system selects employees from all cycles.

Job

Type the code value that identifies the job from which you want to select employees. If you leave this field blank the system selects employees from all jobs or the job specified on the agreement code.

Position

Type the code value that identifies the position from which you want to select employees. If you leave this field blank the system selects employees from all positions. If you enter a position code the system also requires a job code.

Level 1, 2, 3 or 4

Type the code values that identify the level from which you want to select employees. If you leave all of these fields blank the system selects employees from all levels.

Calculate to date

Type a valid period ending date for your calculation. The system uses the date you type to select the income history transactions to include in the calculation:

- On or after the effective date in the Retroactive Pay Table

- On or before the date you type in the *Calculate to date* field

Report Type

As part of the retroactive pay calculation, the system generates a Calculate Retroactive Pay Increases report, which you can use to verify that the retroactive pays are correct. The detailed report shows all retroactive pay transactions for each employee. The summary report shows only the transaction totals for each employee.

In the *Report Type* field, type one of the following values:

1   Detailed report

2   Summary report (default)

The value you type in this field affects other reports that you print. For example, if you type **1** for the detailed Calculate Retroactive Pay Increases report, the following reports also display detailed information.

- Print Retroactive Pay Transactions report

- Trial Close Retroactive Pay Transactions to Payroll Cycle report

- Close Retroactive Pay Transactions to Payroll Cycle report

Page break by employee

This field is required. Type one of the following values:

1   Pagebreak at each employee

0   No page breaks

Employees option

If you are calculating retroactive pay for more than one employee, use this field to specify the employees for which you want to run the calculation. You can run the calculation for active employees only, all employees or terminated employees only.

Keeping in mind that the retroactive pay transaction file is cumulative; you can also use this field to clear all existing retroactive pay transactions from the transaction file before running the calculation.

Type the number that corresponds to your choice:

1   Active only

2   All employees

3   Terminated employees

4   Delete all existing retroactive pay transactions

The system cumulatively writes retroactive pay records to the retroactive pay transaction file as part of the calculation process. The system processes all the records you select for the agreement code, cycle and period ending date, and posts records for all selected employees to the current payroll cycle except those terminated with a **0** in the *Pay After Term* field on the employee payroll record.

To calculate the adjustment for one employee, leave the *Employees option* field blank and complete the *Employee* field.

Employee

Type an employee number. If you do not know the employee number, you can press F4 to select from a list of employees.

6 Press Enter to begin the calculation and print the Calculate Retroactive Pay Increase Report.

The status column on the Retroactive Pay Transactions Report indicates an employee's status as follows:

0   Terminated (employee has **0** in the *Pay After Term* field
            on the employee payroll record.)

1   Active

2   Terminated (employee has **1** in the *Pay After Term* field
            on the employee payroll record.)

Printing Retroactive Pay Transactions

Use the *Print Retro Pay Transactions* report function to print the entire contents of the retroactive pay transaction file. The system writes transaction records cumulatively to this file when calculating retroactive pay increases. Therefore, all transaction records remain in the retroactive pay transaction file until you clear them through the *Delete all existing retro pay transactions* function in the *Calculate Retro Pay Increases* function.

The Retroactive Pay Transaction Report differs from the report produced through the calculation process in that the calculation-generated report includes only the transactions currently calculated. If you have calculated retroactive pay for multiple agreements, use the *Print Retro Pay Transactions* function to print the transaction details for all agreements.

The system prints the report in order by cycle, job, position and level. The report lists the Calc From Date (from the Retroactive Pay Table). The Calc To Date is left blank because this is a cumulative report.

To print the Retroactive Pay Transaction report, follow the steps below.

1   From the Infinium PY main menu select *Cycle Operations*.

2   Select *Retroactive Pay Processing.*

3   Select *Print Retro Pay Transactions* [RETROPRINT].

The system displays the Print Retro Pay Transactions screen shown in Figure 18-12.
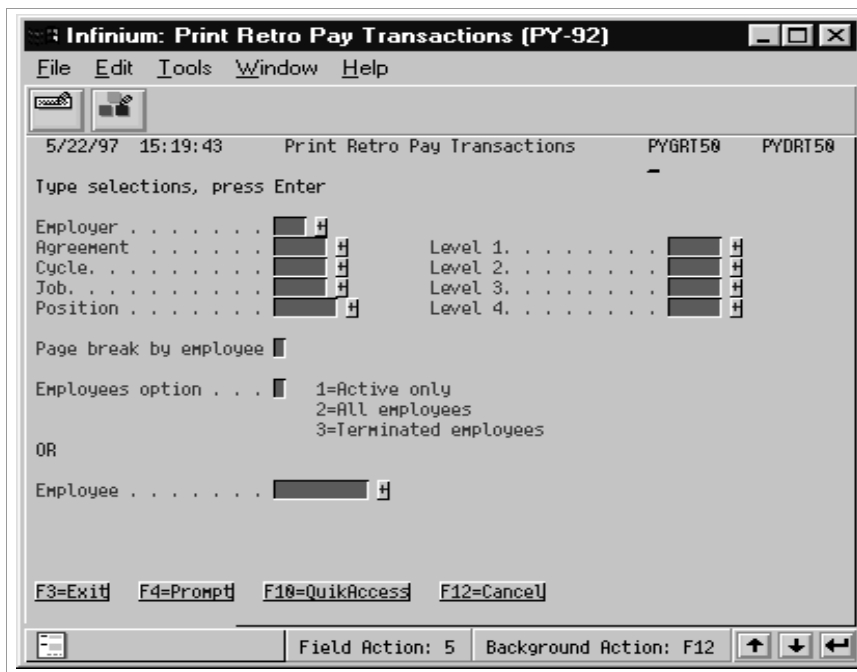
Figure 18-12: Print Retro Pay Transactions screen

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

Employer

Type the value that identifies the employer for whom you want to print the Retroactive Pay Transaction Report or press F4 to select from a list of employers.

Agreement

Type the agreement code for which you want to print the report or press F4 to select from a list of valid agreement codes.

Cycle

Type the code value that identifies the regular cycle from which you want to select employees. If you leave this field blank the system selects employees from all cycles.

Job

Type the code value that identifies the job from which you want to select employees to print. If you leave this field blank the system selects employees from all jobs or the job specified on the agreement code.

Position

Type the code value that identifies the position from which you want to select employees. If you leave this field blank the system selects employees from all positions. If you enter a position code the system also requires a job code.

Level 1, 2, 3 or 4

Type the code values that identify the level from which you want to select employees. If you leave all of these fields blank the system selects employees from all levels.

Page break by employee

This field is required. Type one of the following values:

1	Pagebreak for each employee
0	No page breaks

Employees option

If you are printing the report for more than one employee, use this field to specify which employees to include on the report.

You can print the report for all employees, active employees only or terminated employees only.

Type the number that corresponds to your choice:

1	Active only
2	All employees
3	Terminated employees

To print the Retroactive Pay Transactions report for one employee, leave the *Employees option* field blank and enter a value in the following *Employee* field.

Employee

Specify the number of the employee for whom you want to print the report by using a maximum of 9 characters. If you do not know the employee number, you can press F4 to select from a list of employees.

5 Press Enter when you complete this screen.

Trial Closing Retroactive Pay to Payroll

You must run the *Begin Cycle* function before running the *Trial Close Retro Pay to Payroll* function.

Use the *Trial Close Retro Pay to Payroll* function to verify that retroactive pay incomes are correct prior to closing to a cycle. Since all transactions are deleted once they are closed to the pay cycle, it is important that you run the trial close before actually closing retroactive pay transactions to a payroll cycle.

The system includes and processes terminated employees who have **1** in the *Pay After Term* field on the employee payroll record. Trial close data for the terminated employees are also on the Trial Close Retroactive Pay Transactions to Payroll Cycle.

The system creates cycle employee income transaction records for employees with retroactive pay transactions whose current pay cycle matches the cycle being closed. These records should have an income code equal to the retroactive income code defined on the retroactive pay table. They should also have an income amount equal to the retroactive pay transaction amount.

Follow the steps below to run the Retroactive Pay Trial Close.

1 From the Infinium PY main menu select *Cycle Operations*.

2 Select *Retroactive Pay Processing.*

3 Select *Trial Close Retro Pay to Payroll* [RETROTRIAL]. The system displays the Trial Close Retro Pay to Payroll screen shown in Figure 18-13.

```
 2/21/00  13:37:42     Trial Close Retro Pay to Payroll     PYGRT50    PYDRT50

 Type selections, press Enter.

 Employer  . . . . . . . . . . .  ___  +
 Agreement Code  . . . . . . . .  _____  +
 Close to Payroll Cycle  . . . .  _____  +
 Period Ending Date  . . . . . .  _____ 0
 Include Negative Amounts? . . .  0  (0=No 1=Yes)















 F3=Exit   F4=Prompt   F10=QuikAccess   F12=Cancel
```

Figure 18-13: Trial Close Retro Pay to Payroll screen

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

Employer

Type the value that identifies the employer for whom you want to run the trial close.

Agreement Code

Type the agreement code for which you want to run the trial close.

Close to Payroll Cycle

Type the payroll cycle for which you want to run the trial close or press F4 to select from a list of valid payroll cycles.

Period Ending Date

Type the period ending date for the payroll period for which you are running the trial close.

Include Negative Amounts?

Type the value that represents whether you want the system to close negative retroactive pay amounts to payroll. Valid values are:

0   Exclude negative retroactive pay amounts when closing to payroll.

1   Include negative retroactive pay amounts when closing to payroll.

5 Press Enter when you complete this screen.

The system automatically produces a report of all closed transactions once the trial close is complete. Use the trial close report to verify that employee incomes are correct.

Closing Retroactive Pay to Payroll

You must run the *Begin Cycle* function before running the *Close Retro Pay to Payroll* function.

Once your retroactive pay transactions have been reviewed and approved for payment, you can close the transactions into the payroll cycle at timesheet entry as employee incomes.

During the close, the system processes the retroactive pay transaction file to create employee income codes and authorize employees to the income. The employee income codes are those that were defined in the retroactive pay table. In this way, you can process special retroactive incomes to list them separately on the check stubs.

The system creates cycle employee income transaction records for employees with retroactive pay transactions whose current pay cycle matches the cycle being closed. These records have an income code equal to the retroactive income code defined on the retroactive pay table and an income amount equal to the retroactive pay transaction amount.

While the system can calculate retroactive pay for terminated employees, the system closes only terminated employees to the cycle who have a value of **1** in the *Pay After Term* field on the employee payroll record. You can pay terminated employees in the cycle by using either the *Update Checks* function or the *On Demand Checks* function.

To pay terminated employees by using either method (*Update Checks* or *On Demand Checks*), you must authorize the terminated employees to the appropriate retroactive income.

Because all retroactive transactions are deleted after they have been closed to the payroll cycle, it is important that you run the trial close before you run the actual close to verify that all retroactive pay incomes are correct.

To close retroactive pay amounts to payroll, complete the following steps:

1 From the Infinium PY main menu select *Cycle Operations.*

2 Select *Retroactive Pay Processing.*

3 Select the *Close Retro Pay to Payroll* function. Press Enter. The system displays the Close Retro Pay to Payroll screen shown in Figure 18-14.

```
 2/21/00  13:38:45        Close Retro Pay to Payroll        PYGRT50    PYDRT50

Type selections, press Enter.

Employer  . . . . . . . . . . .  __  +
Agreement Code  . . . . . . . .  ____   +
Close to Payroll Cycle  . . . .  ____   +
Period Ending Date  . . . . . .  _____  0
Include Negative Amounts? . . .  0   (0=No 1=Yes)
```

```
 F3=Exit   F4=Prompt   F10=QuikAccess   F12=Cancel
```

Figure 18-14: Close Retro Pay to Payroll screen

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

Employer

Type the value that identifies the employer for whom you want to close retroactive pay transactions to payroll.

Agreement Code

Type the agreement code for which you want to close retroactive pay transactions to payroll. Leave this field blank to run the close for all agreement codes.

Close to Payroll Cycle

Type the payroll cycle to which you want to close retroactive increases or press F4 to select from a list of valid pay cycles.

You can use pay cycles to include or exclude certain groups of employees for the close.

Period Ending Date

Type the period ending date for the payroll period to which you are closing.

Include Negative Amounts?

Type the value that represents whether you want the system to close negative retroactive pay amounts to payroll. Valid values are:

0   Exclude negative retroactive pay amounts when closing to payroll.

1   Include negative retroactive pay amounts when closing to payroll.

5 Press Enter when you complete this screen.

The system automatically produces a report of all closed transactions once the close is complete. Keep the report as a record of the close.

Chapter 19 Reclassifying Employee Incomes and Deductions

19

This chapter describes how to reclassify employee incomes and deductions and post adjustment entries. When you review payroll registers and reports, you may discover that an employee's earnings and hours were posted using the wrong income code or deduction amounts were posted using the wrong deduction code. You can use the *Enter Reclassifications* function to correct these types of errors.

The chapter consists of the following topics:

Overview of Reclassification

Objective

After completing this chapter you should be able to reclassify employee incomes and deductions and post adjustment entries.

Using the *Enter Reclassification* Function

The *Enter Reclassifications* function in Infinium PY allows you to transfer dollars and hours stored in an employee's payroll history from one income code to another or from one deduction code to another. The *Enter Reclassifications* function produces dollar and hour adjustment entries that must net to zero. You can only reclassify incomes or deductions that have been paid in the current calendar year.

Use the *Enter Reclassifications* function during cycle processing, immediately prior to using the *Release Timesheet Data* function. The system produces adjusting entries for selected employees based on your specifications and includes them on the Trial Payroll Register. When you post the cycle, the system stores the adjustment entries in the employee's check history. You pass the adjustments to your general ledger system when you use the *Close to General Ledger* function to close the accounting month specified for the cycle in which you entered the income or deduction reclassifications.

You can also use the *Enter Reclassifications* function to reclassify incomes or deductions for specific employees. You can also use this function to reclassify year-to-date dollar amounts associated with a selected deduction for all employees within the pay cycle in which you are entering reclassifications.

Before you reclassify incomes or deductions, you must identify the employees and income or deduction codes that were used in the original checks issued to the employees, along with the dollar amounts and hours that must be transferred from the original income or deduction to the new income or deduction.

You can enter reclassifications for individual employees within any regular payroll cycle. Mass reclassification of deductions for a group of employees

must be done within a separate payroll cycle that does not contain incomes or other deductions. The employee need not be assigned to the cycle in which you process the reclassification, nor are you required to produce a check for the employee during the cycle in which you reclassify the employee's incomes or deductions.

Reclassifying Incomes and Deductions for Individual Employees

Use the *Enter Reclassifications* function immediately prior to using the *Release Timesheet Data* function. After you enter the reclassifications, complete the payroll cycle using the following standard options:

- *Release Timesheet Data*

- *Update Checks (optional)*

- *Print Trial Register (optional)*

- *Post Cycles and Print Checks*

The following instructions assume that you have processed the *Begin Cycle* function and successfully entered and proofed time entry records for employees in the cycle.

Entering Income Reclassifications

Follow these steps to reclassify incomes for individual employees:

1 From the Infinium PY main menu select *Cycle Operations*.

2 Select *Cycle Functions.*

3 Select *Enter Reclassifications* [RECLA]. The system displays the screen shown in Figure 19-1.
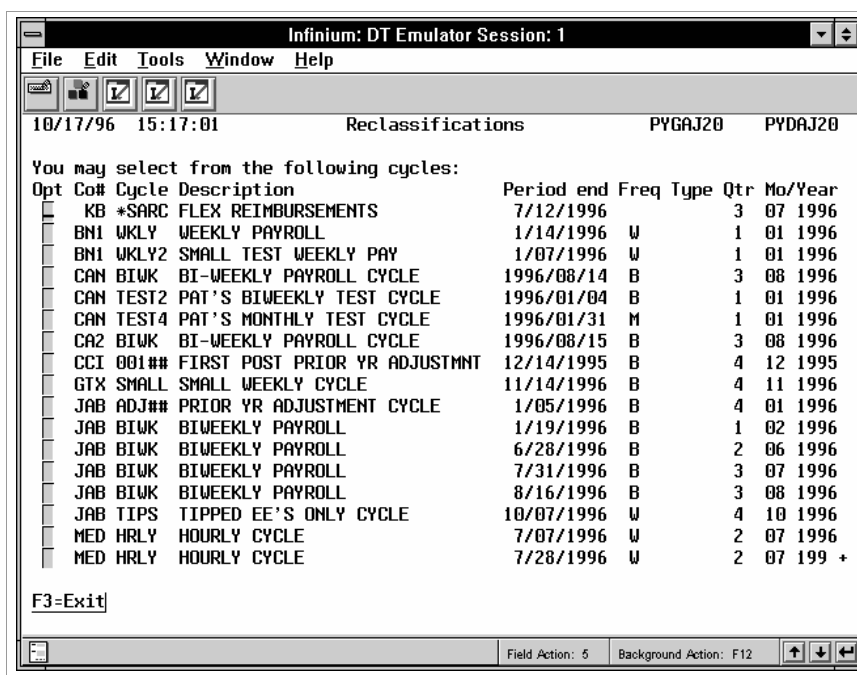
Figure 19-1: Reclassifications selection screen

4 Select the employer and payroll cycle in which you want to process the reclassifications.

5 Press Enter. The system displays the screen shown in Figure 19-2.
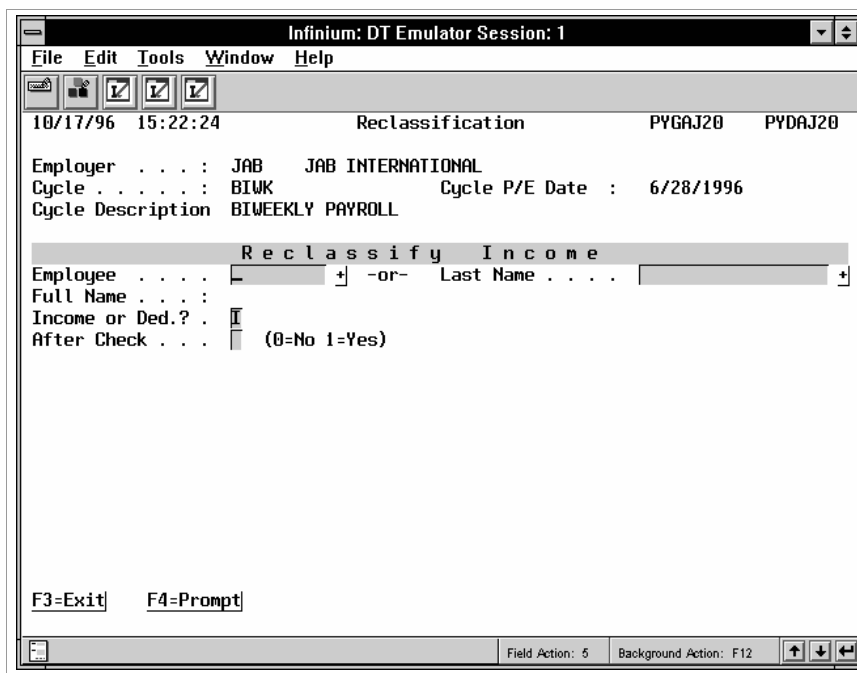
Figure 19-2: Reclassification prompt screen

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

Employee

Type the number of the employee whose incomes or deductions you want to reclassify. Press F4 to display a list of all employees in the specified employer. If you are unsure of the employee's number, you can leave this field blank and use the *Last Name* field to identify the employee.

Last Name

Type some of or the employee's entire last name and press F4. When you locate the employee, type any character in the *Opt* field adjacent to the employee and press Enter. The system fills the employee's name and number in to the fields on the Reclassifications screen.

Income or Ded.?

Type **I** to reclassify dollars and hours associated with an income. Type **D** to reclassify dollars associated with a deduction.

After Check

If the employee is to receive a regular paycheck from this payroll cycle, specify whether you want the system to include the reclassification adjustment entries in the year-to-date dollar totals on the current check or process them after the current check has been calculated.

Valid values are:

0	Include the reclassification adjustment in the year-to-date totals on current paycheck.
1	Do not include the reclassification adjustment in the year-to-date totals on current paycheck

7 Press Enter. The system displays the screen shown in Figure 19-3 unless the specified employee is not included in the pay cycle.

If the specified employee is not included in the pay cycle, the system displays the following warning message at the bottom of the screen:

Employee not in this cycle - press F21 to override warning.

8 Press Reset and then press F21 to display the screen shown in Figure 19-3.

Figure 19-3: Reclassification screen for incomes

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

The system displays the incomes assigned to the specified employee along with the employee's month-to-date and year-to-date hours and earnings balances. You can transfer previously posted hours and/or dollars from one income to another. The adjustment must net to zero. In other words, you must increase hours or dollars of an income by the exact amount that you decrease hours or dollars from another income.

+/-

Type **-** adjacent to the income from which you want to reduce previously posted hours or amounts.

Type **+** adjacent to the income to which you want to add hours or amounts to previously posted amounts.

Chg Hrs

Adjacent to the income for which you are reducing posted hours, type the number of hours that you want the system to remove.

Adjacent to the income to which you are increasing previously posted hours, type the number of hours that you want the system to add.

Chg Amount

Adjacent to the income for which you are reducing previously posted dollar amounts, type the dollar amount that you want the system to reduce.

Adjacent to the income to which you are increasing posted dollar amounts, type the dollar amount that you want the system to add.

10 Press F3. The system displays the Reclassification prompt screen.

11 Enter additional reclassifications or press F3 twice to return to the Infinium PY main menu.

Entering Deduction Reclassifications

Enter deduction reclassifications the same way you enter income reclassifications. The only difference is that you Type **D** in the *Income or Ded.?* field on the Reclassification prompt screen shown in Figure 19-2.

Follow the steps below to enter deduction reclassifications.

1 Follow Steps 1 through 6 in the previous section titled "Entering Income Reclassifications."

2 Press Enter. The system displays the screen shown in Figure 19-4 unless the specified employee is not included in the pay cycle.

If the specified employee is not included in the pay cycle, the system displays the following warning message at the bottom of the screen:

Employee not in this cycle - press F21 to override warning.

3 Press Reset and then press F21 to display the screen shown in Figure 19-4. The system displays the deductions assigned to the specified employee along with the employee's month-to-date and year-to-date balances.

Figure 19-4: Reclassification screen for deductions

You can transfer previously posted dollars from one deduction to another. The adjustment must net to zero. In other words, you must increase dollars associated with a deduction by the exact amount that you decrease dollars from another deduction.

When you reclassify employee deduction amounts, the system does not reclassify corresponding employer liabilities or wage bases for the affected deductions. You can use the *Update Checks* function to manually adjust employer liability amounts or wage base amounts.

Refer to the section entitled "Updating Employee Wage Bases" in the "Preparing for the Final Payroll of the Calendar Year" chapter in the *Infinium Payroll Guide to US Year End Processing* or the "Preparing for Year End Pay Cycle Processing" chapter in the *Infinium Payroll Guide to Canadian Year End Processing* for details*.*

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

+/-

Type **-** adjacent to the deduction from which you want to reduce previously posted employee amounts.

Type **+** adjacent to the deduction to which you want to add amounts to previously posted amounts.

Chg Amount

Adjacent to the deduction for which you are reducing previously posted dollar amounts, type the dollar amount that you want the system to reduce.

Adjacent to the deduction to which you are increasing posted dollar amounts, type the dollar amount that you want the system to add.

If you want to delete the reclassification entries you entered, press F24 to clear the entries for the selected employee.

5   Press F3. The system displays the Reclassification prompt screen.

6   Enter additional reclassifications or press F3 twice to return to the Infinium PY main menu.

Verifying Reclassification Results

Use the *Release Timesheet Data* function to generate a Trial Payroll Register. The system identifies reclassification adjustments for each selected employee. If the employee also has a regular paycheck in this cycle, the reclassification entry on the Trial Register appears either before or after it, depending on the choice you made on the Reclassification prompt screen to process the reclassification before or after the current paycheck.

Posting Adjustment Entries

If the adjustment entries are correct, use the *Post Cycle and Print Checks* function to update the employee's year-to-date income and deduction history. The system prints the reclassifications on the Payroll Register. The reclassifications do not appear as separate items on the employee's paycheck; however, the year-to-date totals on the check are affected if you specified that the adjustments were to be made before the current check was calculated.

When you post the cycle, the system updates the employee's month-to-date, quarter-to-date, year-to-date, and fiscal year-to-date totals for the reclassified incomes and/or deductions. The system displays the reclassification entry in the employee's check history using a transaction code of **A** to indicate that it is an adjustment record. You can use the *Display Check History* function to review adjustment entries for the employee.

The system passes accounting entries for the reclassified incomes and deductions to your general ledger system when you run the *Close to General Ledger* function for the accounting month you specified for the pay cycle in which you entered the reclassifications.

Mass Reclassifying Deductions

You can mass reclassify employee deduction amounts for all employees in a payroll cycle. However, the *Enter Reclassifications* function does not adjust employee wage bases or employer liabilities associated with the reclassified deductions. You can use the *Update Checks* function to manually adjust employer liability amounts or wage base amounts.

Refer to the section entitled "Updating Employee Wage Bases" in the "Preparing for the Final Payroll of the Calendar Year" chapter in the *Infinium Payroll Guide to US Year End Processing* or the "Preparing for Year End Pay Cycle Processing" chapter in the *Infinium Payroll Guide to Canadian Year End Processing* for details.

To mass reclassify deductions, use the *Begin Cycle* function and do not enter time for any of the employees in the cycle. After you use the *Prove Timesheet Data* function, use the *Enter Reclassifications* function to mass reclassify deduction amounts.

After you enter the reclassifications, you complete the payroll cycle using the following standard options:

- *Release Timesheet Data*

- *Update Checks (optional)*

- *Print Trial Register (optional)*

- *Post Cycles and Print Checks*

Follow these steps to reclassify deductions for all employees in a payroll cycle:

1 Follow steps 1 through 8 in the "Entering Income Reclassifications" section of this chapter.

2 Press F11 to apply the reclassification to all employees in the current pay cycle. The system immediately creates adjusting entries for all employees in the current pay cycle who are authorized to the specified deductions.

3 Press F3. The system displays the Reclassification prompt screen.

4 Enter additional reclassifications or press F3 twice to return to the Infinium PY main menu.

Verifying Reclassification Results

Use the *Release Timesheet Data* function to generate a Trial Payroll Register. The system identifies reclassification adjustments for all employees in the pay cycle.

If the adjustment entries are correct, use the *Post Cycle and Print Checks* function to update the employees' year-to-date deduction history.

Notes

Chapter 20 Voiding Checks

20

You may need to void checks generated in a cycle. Through the *Void Transactions* option, you can void a single check or a range of checks. You can also void and reissue a check(s) for the same dollar amount. In this chapter you learn how to void checks in a cycle.

The chapter consists of the following topics:

Overview of Voiding Transactions

Objectives

After completing this chapter, you should be familiar with how to:

- Create a void cycle
- Void checks through a regular cycle
- Void checks through a special void cycle
- Use the *Void Transactions* function

You use the *Void Transactions* function to void or void and reissue checks that you issued in a previous regular cycle. When you reissue a check, the system creates an exact duplicate of the original check and assigns a new check number to it.

You can also use this function to void direct deposit vouchers; however, you cannot automatically reissue direct deposit vouchers.

You process checks that you want to void or void and reissue through a payroll cycle. The system creates reversing entries for the hours and dollars of the checks that you void. It uses the reversing entries to update employee income and deduction summary records. The system uses the check date that you specify for the cycle in which you void checks to determine the quarter in which it posts the reversing entries.

When you run the *Close to General Ledger* function, the system includes the reversing entries in the general ledger interface file. It assigns the accounting period that you specify for the cycle in which you void checks to the reversing entries.

You can void checks in a regular payroll cycle or you can set up a special void cycle to void checks and vouchers. When you use a special void cycle, you can specify the check date and accounting period that are appropriate for the voiding entries, even if they are different from the check date and accounting period of your current pay period.

Note: You cannot use this option to void checks that you issued using the *Enter On-Demand Checks* function. You must use the *Enter On-Demand Checks* function to void on-demand checks. Refer to the "Issuing On-Demand Checks" chapter for additional information.

Setting Up and Processing Void Cycles

Use the following steps to implement a void cycle:

1 Update cycle controls.

2 Begin cycle.

3 Prove timesheet data.

4 Void transactions.

5 Release timesheet data to cycle.

6 Print trial register.

7 Update checks.

8 Post cycles and print checks.

Updating Cycle Controls

Through the *Update Cycle Controls* option, you can create a void cycle. You can use the void cycle when you need to void transactions outside of a normal pay cycle.

The fields that require specific information are documented in this section. Refer to the "Creating Cycle and Checking Account Controls" chapter for additional information.

Follow the steps below to create a void 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 Update Cycle Control prompt screen.

4   Type or select the employer and cycle for which you want to update the cycle control.

5   Press Enter. The system displays the screen shown in Figure 20-1.

```
  6/26/12  17:43:29         Update Cycle Controls      PYGMCY     PYDMCY
                                                       Page  1 of  3
 Employer  . . . :  ZUS    SAMPLE US COMPANY
 Cycle . . . . . :  VOID


 Description . . .  VOID CYCLE_____


 Pay Type  . . . .  _            On Demand Cycle :  0
 Pay Frequency . .  __           Enter TS at Level  4  (0->4)
 Standard Weeks  .   0           Pay Pds. Remaining __

 Cycle Level Restrictions
 Area         . . .  _____ +
 Division     . . .  _____ +
 Department   . . .  _____ +
 Cost Centr   . . .  _____ +




 F3=Exit  F4=Prompt  F10=Access  F12=Previous  F21=Accept  F22=Delete
```

Figure 20-1: Update Cycle Control screen 1 of 3

6 Complete or update the fields on this screen.

Refer to the "Creating Cycle and Checking Account Controls" chapter for detailed field information regarding cycle controls fields.

7 Use the information below to complete the fields on this screen that are specific to setting up a special void cycle.

Pay Type, Pay Frequency

Leave the *Pay Type* and *Pay Frequency* fields blank.

Standard Weeks

Type **0** in the *Standard Weeks* field.

8 Press Enter. The system displays the screen shown in Figure 20-2.

```
   6/26/12  17:44:00          Update Cycle Controls        PYGMCY     PYDMCY
                                                           Page  2 of  3
 Employer  . . . :  ZUS    SAMPLE US COMPANY
 Cycle . . . . . :  VOID      VOID CYCLE


 Cycle Defaults_____        Print Register Defaults_____
 Batch Cycle . . .  0  (0=No 1=Yes)    Trial at Release.  1  (0=No 1=Yes)
 Check No. Prompt.  0  (0=No 1=Yes)    Suppl at Trial  .  1  (0=No 1=Yes)
 Exclude at Begin.  0  (0=No 1=Yes)    Check at Posting.  1  (0=No 1=Yes)
 Mult. Timekeepers  0  (0=No 1=Yes)    Units on Register  1  (0=No 1=Yes)
 Check Sequence  .  E  (0->5, A->F)    Trial Summ Errs .  1  (0=No 1=Yes)
 Proof Summ Errs .  1  (0=No 1=Yes)    Sft Diff Report .  1  (0=No 1=Yes)
                                       Chk Audit at Post  0  (0=No 1=Yes)
 Chk Date at Begin  0  (0=No 1=Yes)






 F3=Exit  F10=Access  F12=Previous
```

Figure 20-2: Update Cycle Control screen 2 of 3

9 Complete or update the fields on this screen.

Refer to the "Creating Cycle and Checking Account Controls" chapter for detailed field information regarding cycle control fields.

10 Use the information below to complete the fields on this screen that are specific to setting up a special void cycle.

Check Sequence

Type **0** in the *Check Sequence* field.

11 Complete the remaining screens in this option as appropriate to this cycle. Press Enter each time you complete a screen.

12 Press F3 to exit this option.

Beginning the Cycle

Follow the steps below to begin the void cycle through the cycle operations functions.

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 Cycle prompt screen.

Enter Cycle Data Screen

4 Type or select the cycle you want to run. Press Enter. The system displays the Enter Cycle Data screen.

5 Use the fields on this screen to specify control information for this cycle.

Refer to the "Beginning a Cycle" chapter in this guide, for additional information.

6 Use the information below to complete the information on this screen specific to a void cycle begin.

Period Ending Date

Type the applicable period end date.

Weeks Worked

Type **0** in the *Weeks Worked* field.

Acct Mo/Yr

Carefully consider the accounting month that you assign to your void cycle. You may want to assign void transactions to the current accounting month if you have already closed the previous general ledger month.

Check Date

Type the check date keeping in mind that the check date determines the quarter in which the voiding entries are posted.

> **Caution:** If you are voiding a cycle that includes the twelfth of the month, you must enter a value in the *12th of Month* field for the cycle you are voiding. This value must correspond with the value you entered into the *12th of Month* field when you originally ran the 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).

7 Press Enter once you complete the fields on this screen. The system displays the remaining cycle controls screens. Complete the remaining screens as appropriate for the cycle.

Refer to the "Beginning a Cycle" chapter in this guide for additional information.

8 Press F3 to exit this option.

Proofing Timesheet Data

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 Prove Timesheet Data prompt screen.

4 Type any character in the *Opt* field next to the cycle you want to proof. Press Enter. The system displays the screen shown in Figure 20-3.
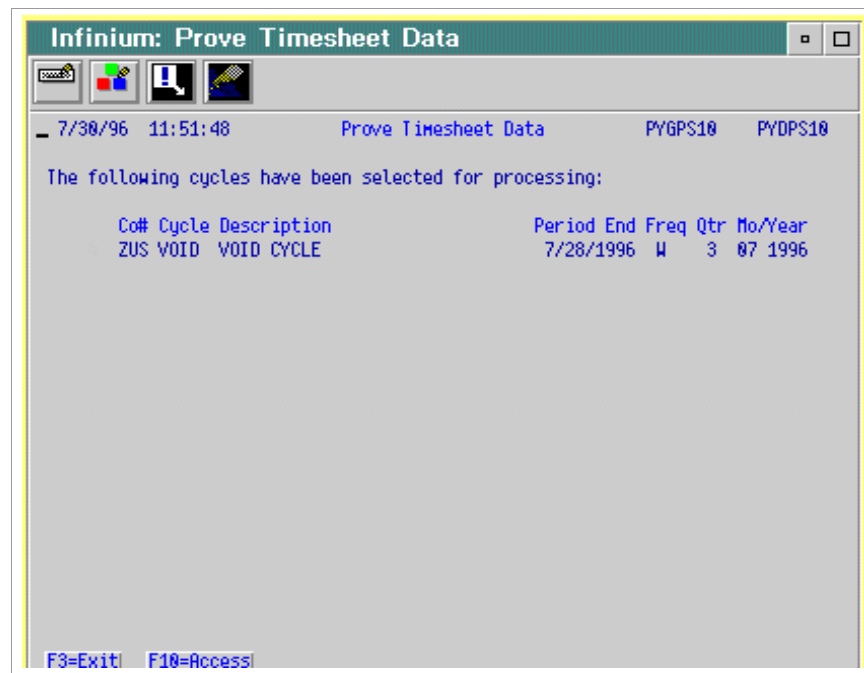
Figure 20-3: Prove Timesheet Data screen

5 Press Enter to submit the Timesheet Proof Report for the cycle listed on this screen.

6 Press F3 to exit this option.

Voiding Transactions

Follow the steps below to enter void transactions.

1 From the Infinium PY main menu select *Cycle Operations.*

2 Select *Cycle Functions.*

3 Select *Void Transactions* [VOID]. The system displays the screen shown in Figure 20-4.

```
 1/20/11  00:43:22            Void Transactions          PYGVD20     PYDVD20


You may select from the following cycles:
Opt Co# Cycle Description                 Period End Freq Type Qtr Mo/Year
 _   ZM1 TIP    TIP CYCLE - CASINOS         1/14/2010  W         1  01 2010
 =   ZUS ADJ## PRIOR YEAR ADJ CYCLE        12/15/2009  W         4  12 2009
 _   ZUS BW     BIWEEKLY CYCLE              7/03/2010  B         3  07 2010
 _   ZUS BW     BIWEEKLY CYCLE              7/31/2010  B         3  07 2010
 _   ZUS MONTH MONTHLY CYCLE                7/01/2008  M         3  04 2009
 _   ZUS VOID  VOID CYCLE                   3/07/2010  W         1  03 2010
 _   ZUS WEEK  WEEKLY PAY CYCLE             4/07/2010  W         2  04 2010
 _   ZUS WEEK  WEEKLY PAY CYCLE             7/19/2010  W         3  07 2010
 _   ZUS WEEK  WEEKLY PAY CYCLE             7/20/2010  W         3  07 2010
 _   ZUS WEEK  WEEKLY PAY CYCLE             7/21/2010  W         3  07 2010
 _   ZUS WEEK  WEEKLY PAY CYCLE             7/23/2010  W         3  07 2010
 _   ZUS WEEK  WEEKLY PAY CYCLE             7/24/2010  W         3  07 2010
 _   ZUS WEEK  WEEKLY PAY CYCLE             7/25/2010  W         3  07 2010
 _   ZUS WEEK  WEEKLY PAY CYCLE             7/26/2010  W         3  07 2010
 _   ZUS WEEK  WEEKLY PAY CYCLE             9/21/2010  W         3  09 2010



 F3=Exit
```

Figure 20-4: Void Transactions prompt screen

4 Type any character in the *Opt* field next to the cycle in which you want to void checks. You can process void transactions in either a regular cycle or in a special void cycle. Press Enter. The system displays the screen shown in Figure 20-5.

```
 1/20/11  00:46:48              Void Transactions           PYGVD20    PYDVD20


 Employer  . . . :  ZUS    SAMPLE US COMPANY
 Cycle . . . . . :  VOID                 Cycle P/E Date  :   3/07/2010
 Cycle Description  VOID CYCLE




 Checking Acct . .  _____  +
 From Check  . . .  _____           To Check  . . . .  _____
 -OR-
 Employee  . . . .  _____  +  -or-   Last Name . . . .  _____  +
 _








 F3=Exit  F4=Prompt
```

Figure 20-5: Void Transactions screen 1 of 2

5 You can use one of the two methods described below to identify the transactions that you want to void.

Checking Acct, From Check, To Check

To void checks or vouchers drawn from the same employer checking account, type the code that identifies that account.

To limit the display of checks or vouchers that follows, you can type a starting check or voucher number, an ending number or both numbers. The system displays the specified checks or vouchers on the following screen.

Employee Number

To void one or more checks or vouchers for a particular employee, type the employee's number. The system displays all checks and vouchers issued for that employee on the following screen.

6 Press Enter. If you use the employee number to identify checks or vouchers, the system displays the screen shown in Figure 20-6.

```
 1/20/11  00:54:28              Void Transactions          PYGVD20   PYDVD20

 Employer  . . . :  ZUS     SAMPLE US COMPANY
 Cycle . . . . . :  VOID               Cycle P/E Date  :   3/07/2010
 Cycle Description  VOID CYCLE
 Period End Date :                      Checking Acct . :    MAN
 From Check  . . :                      To Check  . . . :
 Employee  . . . :

 Manual Chk Acct .  THIS  +             Default Opt   _      1=Reissue  5=Void
 Acct#     Check# Employee# Name        Period End      Amount   Manual Ck Opt
   MAN        130       222 JACKSON,JON  2/08/2009        241.36  _____    5
   MAN        131      3150 JACOBS,SALLY 2/08/2009        862.62  _____    5
   MAN        132       511 KC218,KC1012 2/08/2009        699.55  _____    5
   MAN        133      2498 KNOTT,SHIRLE 2/08/2009       1063.59  _____    5
   MAN        134     80109 LEDGER,LINDA 2/08/2009                _____    _
   MAN        135     80107 LEGGS,HARRY  2/08/2009                _____    _
   MAN        136     80227 LESS,RUTH    2/08/2009 889512182.43   _____    5
   MAN        137     80271 MAKER,MELODY 2/08/2009                _____    _
   MAN        138     80280 MOCCIA,ELEAN 2/08/2009                _____    _
   MAN        139     80277 MOCCIA,RONAL 2/08/2009                _____    +

 F3=Exit  F4=Prompt  F12=Cancel  F13=Repeat Default
```

Figure 20-6: Void Transactions screen 2 of 2

7 You can use one of the two methods described below to select the checks or vouchers that you want to void.

Selecting Checks or Vouchers Manually

Use the *Opt* field on the right side of the screen to manually select the checks or vouchers that you want to void.

Opt

Type one of the following values in this field:

1 Void and reissue: The system voids the original check and generates an exact duplicate to be used as a replacement check. The system generates the reissued check in the cycle if you leave the *Manual Chk Acct* and *Manual Ck* fields blank.

If you have already provided the employee with a replacement check that you did not use Infinium PY to generate, you can specify a manual checking account code and manual check number to record the replacement check in Infinium PY and update the employee's payroll history.

You cannot void and reissue a check that contains a direct deposit deduction or a direct deposit voucher. You can void the transaction only. If necessary, you can manually generate a replacement check or voucher for the employee.

5 Void: The system voids the check or voucher.

Selecting Checks or Vouchers Automatically

Use the *Default Opt* field and a function key to automatically select all of the checks or vouchers displayed on this and successive screens for voiding or voiding and reissuing. If the system does not display all of the checks or vouchers you selected on the Void Transaction screen 1 of 3, it displays them on successive screens that you access using PageDown.

Default Opt

Type one of the following values in this field:

Blank Do not generate a void or reissued check.

1 Void and reissue.

5 Void.

When you press F13 the system fills the specified value into all records on this screen and successive screens.

To change the value in the *Opt* field after it has been filled in, you can leave the *Default Opt* field blank and press F13 to remove the value from all records.

8 Press Enter. The system re-displays the Void Transactions screen 2 of 2 as shown in Figure 20-7.

```
  1/20/11  00:58:54          Void Transactions         PYGVD20     PYDVD20

  Employer  . . . :  ZUS    SAMPLE US COMPANY
  Cycle . . . . . :  VOID              Cycle P/E Date  :   3/07/2010
  Cycle Description  VOID CYCLE
  Period End Date :                    Checking Acct . :    MAN
  From Check  . . :                    To Check  . . . :
  Employee  . . . :

  Manual Chk Acct .  __MAN +           Default Opt    _     1=Reissue  5=Void
  Acct#    Check# Employee# Name         Period End     Amount   Manual Ck Opt
    MAN      130       222 JACKSON,JON  2/08/2009       241.36    _____ 5
    MAN      131      3150 JACOBS,SALLY 2/08/2009       862.62    _____ 5
    MAN      132       511 KC218,KC1012 2/08/2009       699.55    _____ 5
    MAN      133      2498 KNOTT,SHIRLE 2/08/2009      1063.59    _____ 5
    MAN      134     80109 LEDGER,LINDA 2/08/2009                 _____ _
    MAN      135     80107 LEGGS,HARRY  2/08/2009                 _____ _
    MAN      136     80227 LESS,RUTH    2/08/2009 889512182.43    _____ 5
    MAN      137     80271 MAKER,MELODY 2/08/2009                 _____ _
    MAN      138     80280 MOCCIA,ELEAN 2/08/2009                 _____ _
    MAN      139     80277 MOCCIA,RONAL 2/08/2009                 _____ +

  F3=Exit  F4=Prompt  F12=Cancel  F13=Repeat Default
  Employee not in this cycle - press F21 to override warning.            +
```

Figure 20-7: Void Transactions screen 2 of 2

9 If you are using a special void cycle to process your void transactions, the system displays the following message:

> Employee not in this cycle - press F21 to override warning.

10 If you receive this message, press F21 to override the warning.

11 Press F3. The system automatically creates the specified void and reissue transactions and displays the following message:

> Copy function executing. Please wait.

After creating the necessary transactions, the system displays the Void Transactions screen 1 of 2.

12 You can select additional checks or vouchers to void or press F3 to exit from this screen. The system displays the Void Transactions prompt screen.

13 Press F3 to return to the Infinium PY main menu.

Completing Cycle Operations for the Void Cycle

Complete the following tasks to finish running your void cycle.

Releasing Timesheet Data to Cycle

Refer to the steps outlined in the "Working with Timesheet Data" chapter in this guide for additional information.

Depending on the values you type on the cycle control record, the system can produce the Payroll Trial Register and Supplemental Register automatically when you release the cycle.

- The Payroll Trial Register lists employee incomes and deductions associated with the voided and reissued checks and vouchers.

- The Supplemental Register lists the employer liabilities and fringe incomes associated with the voided and reissued checks and vouchers.

Updating Checks

Follow the steps outlined in the "Completing Cycle Operations" chapter in this guide for additional information. You can use this option to enter additional checks into the void cycle. For example, you can enter a direct deposit voucher or a check to replace a voucher that you are voiding.

You should not make any changes to system-generated reissued checks. However, if you change a system-generated reissued check, you must delete it from the cycle and replace it with a new check. Update the check information manually.

WARNING! If you void a check or voucher for an employee and then in the same pay cycle add a replacement check for that employee in the *Update Checks* function, carefully review the deductions amounts that the system calculates in the second check or voucher. If the employee is near the specified limits for a deduction that is included in the voided check or voucher, the system may not take the deduction amount from the voided check into consideration when it calculates that same deduction in the replacement check or voucher.

Printing the Trial Register

Follow the steps outlined in the "Completing Cycle Operations" chapter in this guide for additional information.

Posting Cycles and Printing Checks

Follow the steps outlined in the "Completing Cycle Operations" chapter in this guide for additional information.

The system automatically generates the Payroll Register, which lists the void and/or void and reissue transactions for affected employees.

If you void a check or voucher that includes incomes that affect paid-time-off accruals, the system automatically reduces the value in the *Hours Taken* field for the affected accruals. For example, if the check that you are voiding has ten hours of vacation pay, the system reduces the balance in the employee's *Hours Taken* field by ten hours.

You must run the *Calculate Benefit Accruals* function after you post the cycle to adjust the *Hours Earned* and *Hours Accrued* fields for the employee.

Notes

Chapter 21 Processing Direct Deposits - US

21

Infinium provides the ability within Infinium PY to handle direct deposits processed through (National Automated Clearing House Association) NACHA. NACHA is a clearing house that enables you to send direct deposits to any bank in the NACHA system. The system is designed to create a file on tape, which you can send to the clearing bank.

The chapter consists of the following topics:

Overview of Processing Direct Deposits

Objectives

When you complete this part you should be familiar with the steps involved in establishing the necessary controls and information to extract direct deposit data and produce a tape for your bank.

Pre-Notifying the Bank

Prior to processing the NACHA direct deposits for the first time on Infinium PY, you should send a pre-notification tape to the organization bank. This is the bank that receives the information first. This information is in the form of a magnetic tape that the data processing staff produces.

The time required to start NACHA direct deposit processing is usually ten days. Therefore, you must send the tape to the bank ten days (or however many days your bank requires) before offering the first live NACHA direct deposit deduction on Infinium PY.

During the pre-notification period, the bank confirms the posting information for each employee. That is, it confirms the employee's name, the transit and ABA number of the bank, the employee's account number, and whether the account is a checking or savings account. The bank notifies the employer of any discrepancies. The system does not include dollar amounts on the pre-note tape. After you begin generating direct deposit tapes, the system automatically pre-notes new employees or employees who change their bank accounts when you use the *Extract NACHA Clearing House Data* function.

Purging Test Companies

Prior to creating the initial pre-notification tape, be certain to purge the test companies. If desired, you can move the test company to the training database. Otherwise, the system includes all direct deposits (including the test companies), pre-noted or not, on the tape.

Setting Up and Processing NACHA Direct Deposits

Follow these steps to establish and then process NACHA direct deposits:

1 Establish direct deposit information for the employer control.

2 Establish direct deposit transit table (optional).

3 Establish direct deposit checking account controls.

4 Modify direct deposit voucher program, if applicable.

5 Create direct deposit summarization codes.

6 Create direct deposit deduction codes(s).

7 Authorize employees to direct deposit deductions.

8 Create NACHA header information.

9 Create initial NACHA pre-note (once).

10 Post cycles and print checks (vouchers included).

11 Extract NACHA clearing house data.

12 Correct NACHA tape information.

13 Create NACHA clearing house tape.

14 Send NACHA tape bank.

Unless you need to change information, you perform steps one through eight when you first set up the direct deposit feature. You complete steps nine through thirteen on a per pay period basis.

Establishing Direct Deposit Information for the Employer Control

Use the *Update Employer Controls* function to specify whether to print direct deposit vouchers for zero or negative incomes and to identify a direct deposit ID.

Follow the steps below to establish direct deposit information for the employer control.

1 From the Infinium PY main menu select *Master Files.*

2 Select *Update Master Files.*

3 Select *Update Employer Controls* [UCO]. The system displays the Update Employer Controls prompt screen.

4 Specify the employer and press Enter. The system displays the first Update Employer Controls screen.

5 Complete the fields on this screen as you normally would and press Enter.

6 Repeat step 5 until the system displays the third Update Employer Controls screen shown in Figure 21-1.

Figure 21-1: Update Employer Controls screen 1

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

Prt $0 Vouchers

Specify whether to print zero and/or negative income direct deposit vouchers. Valid values are:

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

Dir. Dep. ID

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

| **Blank** | Use 1 as the ANSI identification code designator. |

1-**9** or Use 1 – 9 or A- Z as the ANSI identification code
A-**Z**   designator.

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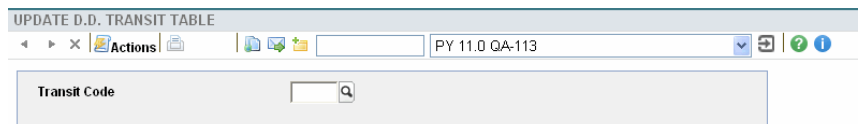
Establishing the Direct Deposit Transit Table

Through this option you maintain a chart that lists the banks participating in direct deposit processing.

You use the transit table to establish the bank name, transit number and country. This information defaults to the employee's direct deposit deduction records.

Follow the steps below to establish direct deposit transit table.

1 From the Infinium PY main menu select *Master Files.*

2 Select *Update Master Files.*

3 Select *Update D.D. Transit Table* [UDDT]. The system displays the screen shown in Figure 21-2.

Figure 21-2: Update D.D. Transit Table screen 1

4 Type the transit code.

5 Press Enter. The system displays the screen show in Figure 21-3.

Figure 21-3: Update D.D. Transit Table screen 2

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

Type the bank's name, address, transit number supplied by the bank, and the country.

7 Press Enter. The system displays the Update D.D. Transit Table screen 1 of 2.

Complete steps 4 through 6 for each bank you want to include in the transit table.

8 Press F3 to exit this option.

Establishing the Direct Deposit Checking Account Controls

You create a checking account code for each direct deposit checking account for your employer. The account code must begin with ***DD** (left justified).

Follow the steps below to establish direct deposit checking account controls.

1 From the Infinium PY main menu select *Master Files*.

2 Select *Update Master Files*.

3 Select *Update Checking Accounts* [UCA]. The system displays the screen shown in Figure 21-4.

```
  6/26/12  00:24:47          Update Checking Accounts        PYGMCA     PYDMCA


  Employer  . . . .  ___ +

  Account Code  . .  _____ +













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

Figure 21-4: Update Checking Accounts screen 1

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

Employer

Leave the *Employer* field blank to include all employers, or type the appropriate employer code.

Account Code

Type up to a five-character code beginning with ***DD** (for example ***DD01**). It is important that you do not press FieldExit from this field. This is especially true if the code you are setting up does not contain all five characters. For example, if you want to leave the two spaces following ***DD** blank, type ***DD** and press the space bar twice.

5 Press Enter. The system displays the screen shown in Figure 21-5.

```
 6/26/12  00:25:47         Update Checking Accounts      PYGMCA     PYDMCA


Employer   . . . :  ZUS
Account Code  . :  *DD01



Description  . . . . . . . .  DIRECT DEPOSIT ACCOUNT_____
Bank Account # . . . . . . .  987987987_____
Currency . . . . . . . . . .  ___ +
Check Format . . . . . . . .  RGDD  +
Next Check # . . . . . . . .  _____524
G/L Cash Account . . . . . .  _____ +
Prenote Period . . . . . . .  _10
D.F.I. Number  . . . . . . .  919191916

Unprinted Vouchers
Linked Account Code  . . . .  *NP01
Check Format . . . . . . . .  RGDD  +
Next Check Number  . . . . .  _____10




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

Figure 21-5: Update Checking Accounts screen 2

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

Description

Type a description of the checking account code in the *Description* field.

Bank Account #

The *Bank Account #* field indicates the employer's bank account to be debited. The system processes the total amount of the direct deposit from this account.

Currency

You can type the currency code that identifies the type of currency in the account. You must create the value you type in this field in the *Update*

Employer Codes option, code type **CUR**. Ths field is used by the *Close to Payables* function.

Check Format

The *Check Format* field defines the printing format for vouchers drawn from this account. If you are using the standard Infinium Software voucher printing program PYGRGDD, you should leave this field blank.

If you are using a customized voucher printing program with a different name than PYGRGDD, type the last five characters of the customized program name in this field. You create the check format values in the *Update Employer Codes* option, code type **CFM**.

Next Check

Type the next voucher number to be printed by the system. The system automatically increments the *Next Check #* field when the system posts a cycle.

G/L Cash Account

Type the entire general ledger cash disbursement account. You cannot mask this field in the *G/L Cash Account* field.

Pre-note Period

The default value for the pre-note period is ten days. You can override this value if your bank has different requirements.

D.F.I. Number

Type the Depository Financial Institution number in this field. This is the ABA transit number supplied to you by your bank. It overrides the destination transit number on the NACHA header record.

Unprinted Vouchers

These fields are displayed for direct deposit accounts only when the value in the *No Nonprnt vouchr* field on the employer control is set to **1**. For information on setting up the employer control, see the "Setting Up Employer Controls" chapter in the *Infinium PY Guide to Controls*. For information on setting up a *NP no-print checking account, see the "Creating Cycle and Checking Account Controls" chapter in the *Infinium PY Guide to Controls.*

> **Caution:** You must create *NP checking accounts that correspond to your direct deposit accounts before you attempt to run your payroll cycles. If you do not first set a *NP account, you will receive a hard error when you try to process the *Begin Cycle, Begin Bonus Cycle Operations,* or *Enter On Demand Check* functions.

Lined Account Code

A *NP account is generated by the system to correspond to each *DD account when the *No Nonprnt Vouchr* field on the employer control is set to **1**. This account is used to sequence unprinted vouchers to simplify voiding, viewing history, and integrating to third-party products.

The account code is always generated to have the same last two characters of the linked *DD account. For example, a no-print checking account *NP01 is linked to a direct deposit checking account *DD01.

Check Format

Specify a value that identifies the check format to use for unprinted vouchers.

You must set up values with code type CFM in *Update Employer Codes* before you can enter it here. You can use the same format used for printed vouchers.

The five-character code must be the right-most five characters of a user-written check printing program. The program name must begin with PYG. For example, you enter **XXXYY** in the codes file under code type CFM. You then enter **XXXYY** as a check format. When your checks are ready to be printed, the system calls program PYGXXXYY to print the checks. Customers are responsible for creating custom check printing programs. You can leave this code blank to select the standard check printing program. For direct deposit vouchers, the current standard is PYGRGDD. If you create a custom program, use PYGRGDD1 as a model to build your version. This code may be left blank to select the standard check printing program.

Next Check Number

Specify the next voucher number for unprinted vouchers.

7 Press Enter. The system returns you to the Update Checking Accounts screen 1 of 2.

8 Press F3 to exit this option.

Modifying the Direct Deposit Voucher Program

Your data processing department can modify the direct deposit voucher printing program.

You can use the **PYGRGDD** program as a model to create a custom program. Your program name must begin with the characters PYG followed by a five-character code. You must define this five-character alphanumeric code value in the *Update Employer Codes* option, code type **CFM**.

Follow the steps below to modify the direct deposit voucher program.

1 From the Infinium PY main menu select *Master Files.*

2 Select *Update Master Files.*

3 Select *Update Employer Codes* [UCO]. The system displays the Update Employer Codes screen 1 of 2.

4 Type the value that identifies your employer. Then type **CFM** in the *Code type* field and assign a code value.

5 Press Enter. The system displays the screen shown in Figure 21-6.
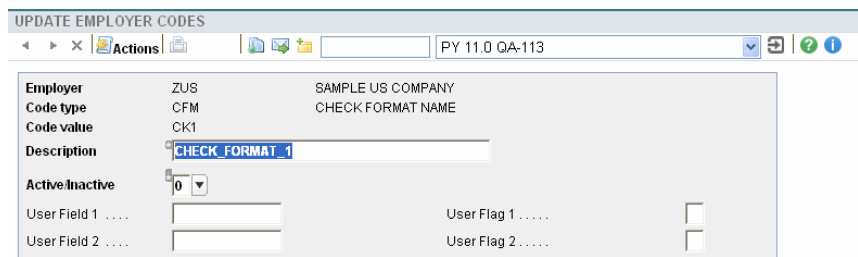
Figure 21-6: Update Employer Codes screen 2

6 Type a description for this code value in the *Description* field.

7 Press Enter. The system returns you to the Update Employer Codes screen 1 of 2.

If you are using a custom program, be certain to type the program name in the *Check Format* field when you perform the *Update Checking Accounts* option.

8 Press F3 to exit this option.
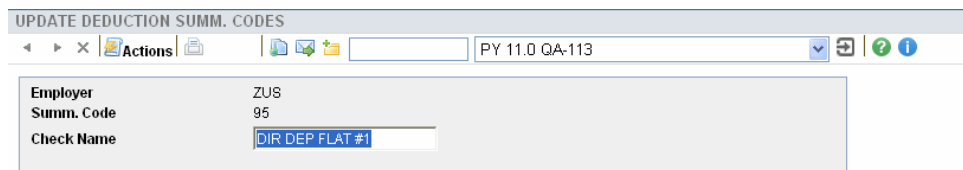
Creating Direct Deposit Summarization Codes

Create a deduction summarization code for each direct deposit deduction you want the system to print on employee checks.

Refer to the "Establishing Summarization Codes" part in the *Infinium Payroll Guide to Controls* for additional information.

Follow the steps below to create direct deposit summarization codes.

1 From the Infinium PY main menu select *Master Files.*

2 Select *Update Master Files.*

3 Select *Update Deduction Summ Codes* [UDS]. The system displays the Update Deduction Summ. Codes screen 1 of 2.

4 Type the value that identifies your employer. Then type a two-character alphanumeric summarization code to specify the order in which deductions print on the voucher.

5 Press Enter. The system displays the Update Deduction Summ. Codes screen 2 of 2.

Figure 21-7: Update Deduction Summ. Codes screen 2

6 Type the description in the *Check Name* field that you want to print on the voucher stub.

7 Press Enter. The system returns you to the Update Deduction Summ. Codes screen 1 of 2.

8 Press F3 to exit this option.

Creating Direct Deposit Deduction Code(s)

You create a deduction control for each direct deposit deduction.

Multiple Deductions

The *Priority Accumulation* and *Extension %* fields on the deduction control record are important if you process more than one direct deposit deduction. For example, you might need to set up a direct deposit deduction for both a savings and checking account.

Refer to the following chart to determine how to set up multiple direct deposit deductions:

Deduction	Priority	Accumulator	Extension %
DDSAV	9998	*NET	50
DDCK	9999	*NET	100

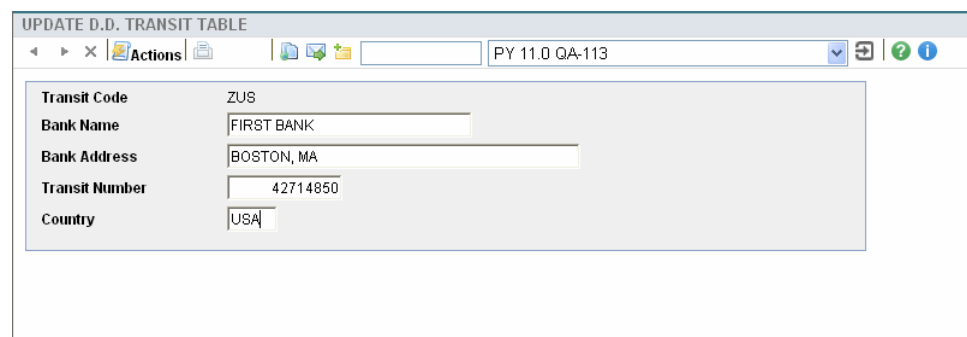Follow the steps below to create direct deposit deduction code(s).

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 identifies your employer, the deduction code and the appropriate deduction method. Press Enter. The system displays the Update Deduction Controls screen.

```
 6/26/12  22:46:22        Update Deduction Controls     PYGMDC     PYDMDC
                                                          Page  1 of  4

Employer  . . . :  ZUS    SAMPLE US COMPANY
Deduction . . . :  DDNET
Method  . . . . :  3 Amount Extension  EE/ER Limit Type.  _
Description . . .  DIR DEP - NET PAY   EE/ER Limit Amt .  _____
Priority  . . . .  9999                Starting Date . .  _____
Summ. Code  . . .  99 +                Ending Date . . .  _____
Frequency . . . .  8                   Must Take . . . .  0 (0, 1, 2, 3)
Accumulator . . .  *NET  +             Limit Group . . .  _____ +
                          Employee Data
Deduction Type  .  _                   Direct Deposit  .  1 (0=No 1=Yes)
Limit Type  . . .  _                   Limit Amount  . .  _____
Arrears Type  . .  0                   Arrears Recovery.  1
Arrears Amount  .         .00          Arrears Percent .      .0000
Deduction Basis .  _                   Deduction Matrix.  _____ +
Deduction Amount.  _____       Matrix Column . .  _____ +
Deduction Factor.  _____          Matrix Row  . . .  _____ +
Extension % . . .   100.0000           W2 Code . . . . .  _
Payables related.  0 (0=No 1=Yes)      401K-Pro ER/Lim?.  0 (0, 1, 2)
Allow Pay Msg?  .  0 (0=No 1=Yes)      401K-Pro ER Arr?.  0 (0, 1, 2)
Deduction Account  001-111-111-1111-111                   +
F3=Exit  F10=Access  F12=Previous  F22=Delete
```

Figure 21-8: Update Deduction Controls screen 1

5 Use the information below to complete the fields on this screen that are important to a direct deposit deduction. Refer to the "Setting Up Controls for Flat Amount Deductions" part in the *Infinium Payroll Guide to Controls* for more information creating deduction controls.

Priority

The priority value should be the lowest (or the last number) on the priority scale (for example 9999).

Accumulator

If you are using a Method 3 deduction, type ***NET** in this field. You need to base the direct deposit deduction on the employee's net check amount.

Direct Deposit

Type **1** in this field to indicate that this is a direct deposit deduction.

Arrears Type

Type **0** in this field. You cannot use arrears processing in direct deposit processing.

6 Press Enter to proceed to the remaining deduction control screens.

7   Complete the remaining screens as appropriate. Refer to the "Setting Up
    Controls for Flat Amount Deductions" part in the *Infinium Payroll Guide to
    Controls* for more information.

8   Press F3 to exit this option.

Authorizing Employees to the Direct Deposit Deduction

Follow the steps below to authorize the direct deposit deduction to the appropriate employees.

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 screen.

4 Type the values that identify your employer and an employee to whom you want to authorize this deduction. Press Enter. The system displays the screen shown in Figure 21-9.

Figure 21-9: Update Employee Deduction Codes selection screen

5 Type or select the deduction code. Press Enter. The system displays the Update Employee Deduction Codes screen shown in Figure 21-10.

Figure 21-10: Update Employee Deduction Codes screen

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

- If you are using deduction method 1, you need to complete the *Employee Amount* field.

- If you are using deduction method 3 and you want to store an individual percentage for this employee, type the percentage of the direct deposit in the *Employee Rate/Pct* field.

- If you want the system to look at the employee's deduction record for the direct deposit amount or percentage, type **I** in the *Deduction Basis* field.

7 Complete the other fields on this screen as appropriate to this deduction. Refer to the "Setting Up Controls for Flat Amount Deductions" part in the *Infinium Payroll Guide to Controls* for more information.

8 Press Enter. The system displays the Update Employee Deduction Screen 2 of 3. Do not complete any fields on screen 2 of 3. Press Enter. The system displays the screen shown in Figure 21-11.

Figure 21-11: Update Employee Deduction Codes screen 3

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

Trans. Table Cd, Bank

If you type a value in the *Trans Table Code* field, the system defaults the bank's transit number and name.

If you do not type a value in the *Trans Table Code* field, you must complete the *Transit Number* and *Bank* fields.

Account Number

Type the employee's account number in this field. You must also indicate whether this is a Check (C) or Savings (S) account in the *Acct Type* field.

NACHA Member

Type **1** in this field.

Pre-Note Date

Leave this field blank. Infinium PY automatically enters a pre-note date when you execute the *Extract NACHA Data* or *Create NACHA Pre-note Data* options.

Note: You change the employee's direct deposit information through the *Update Direct Deposits* option. It is important to remember that the employee must be pre-noted again.

Account Type

Indicate the type of account to which the employee's funds are deposited. Select either of the following:

C   Checking Account

S   Savings Account

Send to PL?

Specify yes to send this employee's direct deposit to Infinium PL. Otherwise, specify no.

10 Press Enter. The system returns you to the Update Employee Deduction Codes prompt screen.

11 Press F3 to exit this option.

Creating NACHA Header Information

This function identifies which bank is the originating bank in the NACHA direct deposit process. You perform this function only once unless you change banks.

Follow the steps below to create NACHA header information.

1 From the Infinium PY main menu select *Direct Deposit Operations.*

2 Select *NACHA Functions (USA).*

3 Select *Enter NACHA Header Data* [ENH]. The system displays the screen shown in Figure 21-12.
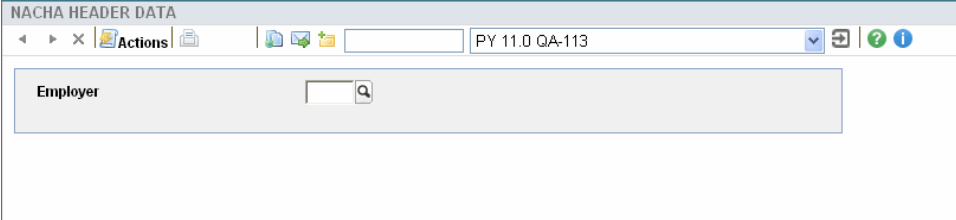
Figure 21-12: NACHA Header Data prompt screen

4 Type the employer code if you want a different header record for multiple employers. Leave this field blank for one header record for all employers.

5 Press Enter. The system displays the screen shown in Figure 21-13.

Figure 21-13: NACHA Header Data screen

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

Immed. Dest ID#, Name

Type the receiving bank's identification number (the bank receiving the tape information) in the *Immed Dest ID#* field. The bank supplies this identification number.

Then type the receiving bank name in the first *Name* field. This is the bank from which the funds are drawn.

Immed. Origin ID#, Name

Type the employer's identification number in the *Immed Origin ID#.* field. This is the number the receiving bank assigns to the employer.

Then type the name of the employer in the *Name* field.

Origin Reference

Type the origin of disbursement (for example, **Payroll**).

Curr. File Status

This field shows the current status of the direct deposit field and is updated each time you execute the direct deposit function. This field prevents the system from processing direct deposit out of sequence. Valid values for this field are:

Blank	The extract program may be run.
X	The extract program has been run; the tape is not cut.
C	Corrections have been made to the *Curr File Status* field; the tape is not cut.
T	The tape has been cut; you can run the extract program for the next period.

You should not update the *Curr File Status* field manually.

The same tape information program that created the tape also completes the tape information fields at the bottom of the screen.

7 Press Enter to save the header data.

8 Press F3 to exit this option.

Creating the Initial NACHA Pre-note

This function creates the NACHA pre-note extract file (TRISAC). You use this field to execute this function once. (For example, you run this option prior to going live on the product in order to pre-note converted and/or existing employees.)

When you execute this function, the system includes all employees authorized to the direct deposit deductions. This function clears the TRISAC file, if you run the option a second time.

After running this option, new enrollees are pre-noted on a per pay period basis by the *Extract NACHA Data* function.

Follow the steps below to create the initial NACHA pre-note.

1 From the Infinium PY main menu select *Direct Deposit Operations.*

2 Select *NACHA Functions (USA).*

3 Select *Create NACHA Pre-Note Data* [CIPB]. The system displays the screen shown in Figure 21-14.

Figure 21-14: Create NACHA Pre-Note Data screen

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

Employer

Type the employer code or leave the *Employer* field blank to include all employers.

Checking Account

Type a checking account or leave this field blank to default to ***DD**.

Deduction Code

Type a deduction code or leave this field blank to include all direct deposit deductions.

Transmission Date

The *Transmission Date* field displays the date that the tape is sent to the bank. This value also becomes the pre-note date entered in the employee's direct deposit deduction record(s). The direct deposit deduction is activated when the employee's pre-note date plus the pre-note days is less than or equal to the check date of the pay cycle.

For example, if the employee's pre-note date is July 1, 1992 and the pre-note period is ten days, then the direct deposit deduction is taken when the payroll cycle check date is July 11, 1992 or later. The system adds ten days to the pre-note date and then compares the results to the check date.

New NACHA EE Only

Do you want to pre-note all employees or new NACHA employees only? Type one of the following values:

0   Pre-note all employees.

1   Pre-note new NACHA employees only.

5 Press Enter to create the pre-note data.

6 Use the *Create Clearing House Tape* option to transfer the pre-note data to a tape. Refer to the "Creating NACHA Clearing House Tape" section of this part for additional information.

Posting Cycles and Printing Checks (vouchers included)

This function prints the employee direct deposit vouchers and the employee checks.

You must post the cycle before running the *Extract NACHA Data* and the *Create NACHA Tape* options. Refer to the "Completing Cycle Operations" part in this guide for the steps to post the cycle.

The system lists pre-note data on the Payroll Trial Register. Only the employees in the posted cycles are included in this data.

Activating Newly Authorized Direct Deposit Deductions

For employees newly authorized to the direct deposit deduction, the system does not activate the deduction until the pre-note period has passed and the *Pre-note* field in the employee's payroll master has been updated.

You receive a warning message on the Payroll Trial Register indicating that the direct deposit was not taken. This message states:

"**WARNING: PRENOTE DATE IS BLANK OR HASN'T PASSED PRE-NOTE DAYS FOR DIRECT DEPOSIT CODE "----" DEDUCTION NOT TAKEN.**"

The employee receives a check instead of a direct deposit voucher.

Extracting NACHA Clearing House Data

This function extracts the amounts from the employee's deduction ledger file for their direct deposit. It also formats the NACHA file (TRISAC) for copying to tape.

The system includes pre-notes (or new direct deposit deductions) in this tape for the posted cycle(s).

Direct Deposit Listing report

The system generates the Direct Deposit Listing report with this option. It contains data for each employee who has had a direct deposit deduction since the last time you ran the extract.

Along with information on the direct deposit and banking data for each employee, the report includes one of the following NACHA transaction codes for each direct deposit:

Transaction Codes+

Credit Records	Code	Description
Demand (checking or NOW accounts)	22	Automated Deposit
	23	Pre-notification of Demand Credit Authorization (non-dollar)
Savings Accounts	32	Automated Deposit
	33	Pre-notification of Demand Credit Authorization (non-dollar)

This option clears the TRISAC file before it processes new or direct deposit information. Do not re-run this option for the same pay period. You must correct errors through the *Correct NACHA Tape Data* option.

You need to run the extract program only once, even if you have multiple cycles. The system includes all direct deposit information that has not been previously extracted.

Follow the steps below to extract NACHA clearing house data.

1 From the Infinium PY main menu select *Direct Deposit Operations.*

2 Select *NACHA Functions (USA).*

3 Select *Extract Clearing House Data* [ENCHD]. The system displays the Extract NACHA Data screen.

Extract NACHA Data Screen

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

Employer

Type the employer code or leave the *Employer* field blank to include all employers.

Checking Account

Type the employer's checking account code. This account is debited for the total amount of employee direct deposits. You can leave this field blank to include all direct deposit accounts.

Break on Ck Date?

Specify **Yes** to start a new batch in the direct deposit workfile each time the system reads a new check date within the same direct deposit account code. The system also starts new batches when the account code or employer code changes.

Specify **No** to start a new batch only when the direct deposit account code or employer code changes.

Although NACHA standards allow multiple company/batch headers with different effective entry dates on the same tape, not all receiving banks accept multiple batches and hold them until the later effective date. Before you include batches with different dates on your tape, verify with your bank that it has a warehouse feature to process batch headers with different effective dates.

Transmission Date

Type the actual date the tape will be sent to the bank. This also becomes the pre-note date for employees whose direct deposit pre-note date is blank when the extract function is run.

The system takes this date and adds the number of pre-note days in the *DD checking account control to determine when to activate the direct deposit. The resulting date is compared to the check date of the subsequent cycles. The direct deposit is taken when the check date is greater than the adjusted pre-note date.

5 Press Enter. The system extracts the data for the clearing tape.

Correcting NACHA Tape Information

This function allows you to make changes to the NACHA (TRISAC) file.

You change the data on the tape but not in the employee's (DE) direct deposit deduction record. To make adjustments to an employee's direct deposit deduction record, use the *Update Deduction Data* (UDE) function included within the *Update Employee Data* menu option under *Employee Data*.

You can make adjustments to or delete existing deposits. You cannot add a new direct deposit in this option.

Follow the steps below to correct NACHA tape information.

1   From the Infinium PY main menu select *Direct Deposit Operations*.

2   Select *NACHA Functions (USA)*.

3   Select *Correct Clearing House Tape Data* [CNTI]. The system displays the screen shown in Figure 21-15.

Figure 21-15: Correct NACHA Tape Data screen

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

Employer

Type the employer code.

Employee

Type the employee number.

Deduction Code

Type the appropriate direct deposit deduction code.

Check Date

Type the check date of this payroll cycle.

To correct the date for an employee who was pre-noted during the cycle, type **0** (zero) in this field.

Check Number

Type the check number associated with the direct deposit correction that you are making. Otherwise, leave this field blank.

5 Press Enter. The system displays the screen shown in Figure 21-16.
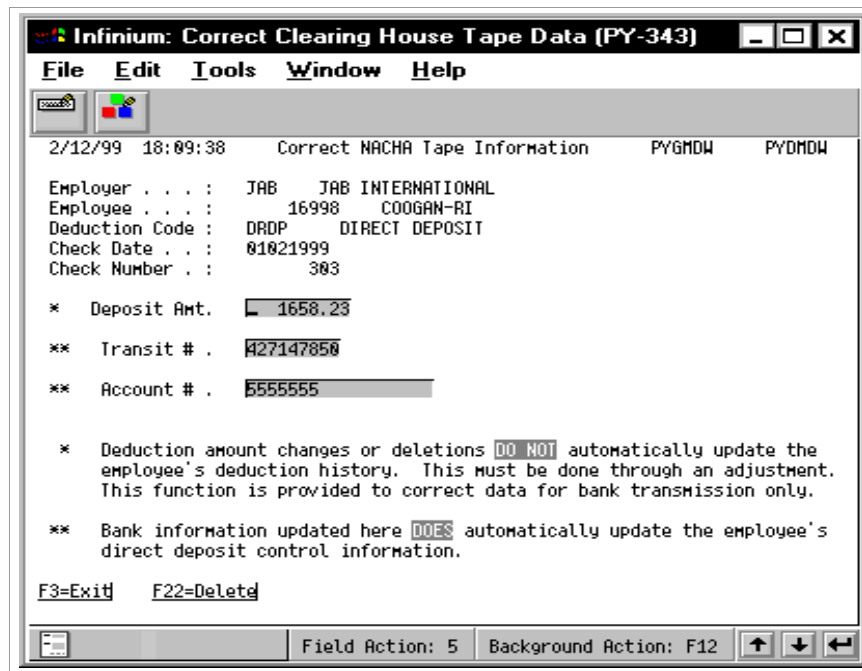
Figure 21-16: Correct NACHA Tape Information screen

6 Press F22 to delete this deposit record from the NACHA tape. To make corrections to this record, use the information below to update the data displayed in the fields on this screen.

Deposit Amt

Type the correct deposit amount, if applicable.

The *Correct Clearing House Tape Data* function corrects data for bank transmission only. To update an employee's deduction history, you must use the *Update Deduction Data* function to make adjustments to the employee's deduction record.

Transit #

Type the transit and American Banking Association (ABA) number of the bank where you are sending the employee's direct deposit. If you receive an error message, invalid check digit, verify the transit and ABA number with the employee's bank. Bank information that you update in this field automatically updates the employee's direct deposit control information.

Account #

Type the employee's bank account number. This is the account number that receives the direct deposit. Bank information that you update in this field automatically updates the employee's direct deposit control information.

7 Press Enter. The system displays the screen shown in Figure 21-17.
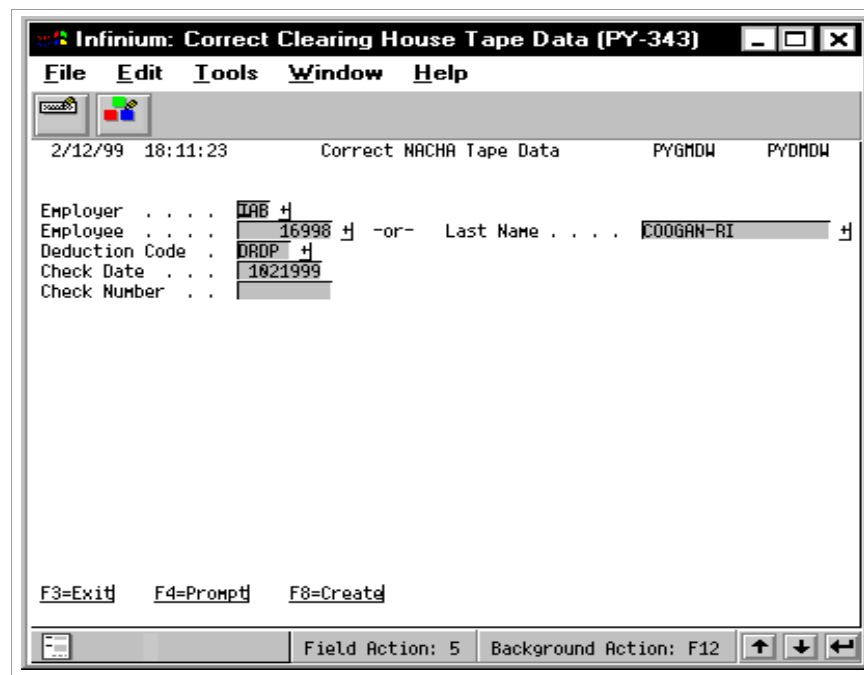
Figure 21-17: Correct NACHA Tape Data screen

8 Press F8 to create the new direct deposit tape file.

9 Press Enter. The system displays the screen shown in Figure 21-18.
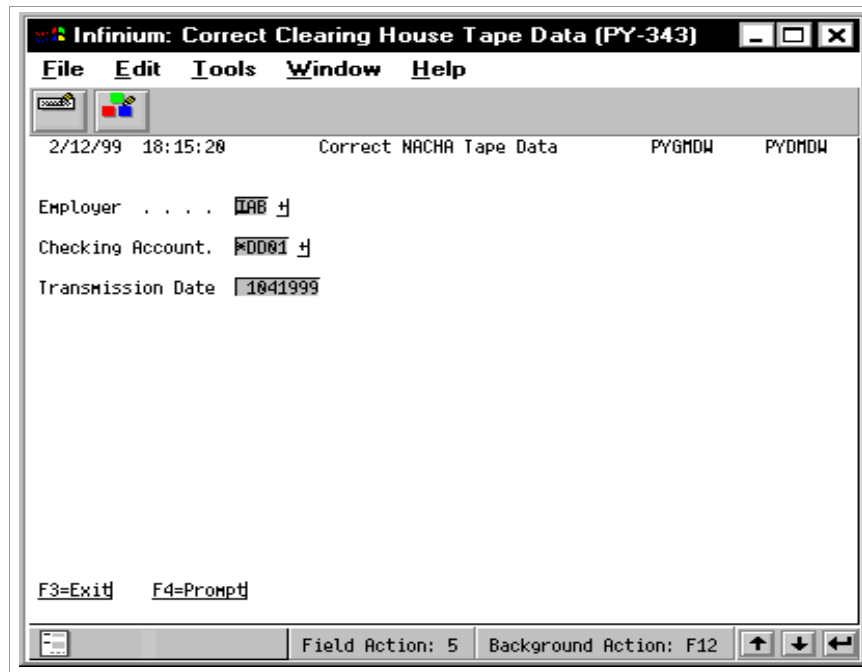
Figure 21-18: Correct NACHA Tape Data screen

10 Press Enter to generate a report containing corrections to the direct deposit tape file (TRISAC). The system creates a new TRISAC file with the corrected information.

This function changes the TRISAC file only. You must select the *Update Deduction Data* option to change an employee's deduction record.

11 Press F3 to exit this function.

Creating NACHA Clearing House Tape
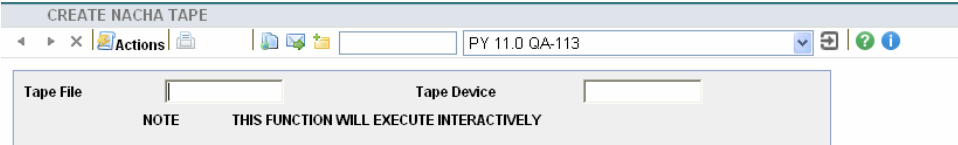
This option copies the extract file (TRISAC) to tape. The extract file contains the employee's NACHA direct deposit information, the company change account number, and transmission date.

This function executes interactively. You must be certain that there is a formatted tape in the tape drive before you execute this function. Otherwise, all the direct deposit information is lost.

Infinium recommends that you review the tape drive procedures with your MIS department prior to executing this function.

Follow the steps below to create NACHA clearing house tape.

1   From the Infinium PY main menu select *Direct Deposit Operations.*

2   Select *NACHA Functions (USA).*

3   Select *Create Clearing House Tape* [CNCHT]. The system displays the Create NACHA Tape prompt screen.

4   Type the value that identifies your employer. Press Enter. The system displays the screen shown in Figure 21-19.

Figure 21-19: Create NACHA Tape screen

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

Tape File

Type one of the following values in the *Tape File* field.

   TRISACH   1600 BPI

QTAPE   Defaults to 62500 BPI

The direct deposit data actually resides in the TRISAC file. However, the tape's name can be either TRISACH or QTAPE. Your MIS department has more information and can tell you the value to type in this field.

Tape Device

Type the name of the tape device you use to copy the information to tape.

6 Press Enter. The system creates the NACHA tape.

Enabling the Re-Extract Function for NACHA Data

The *Enable Re-Extract for NACHA* function enables you to recreate a direct deposit tape without first using a custom program or database utility to reset fields.

When you run the new function, the system completes these steps:

- Checks for **1** in the *Bank Close Flag* field in the employee check history deduction file, and changes **1** to either **X** for a pre-note or **D** for a deposit

- Changes the *Current file status* field to blank in the NACHA header data file

- Clears the *Pre-note Date* field in the direct deposit record of each employee to be pre-noted

You can then run the extract and create the tape.

To use the re-extract function, complete the following steps:

1 From the Infinium PY main menu select *Direct Deposit Operations*.

2 Select *NACHA Functions (USA).*

3 Select the *Enable Re-Extract for NACHA* [EREN] function. The system displays the screen shown in Figure 21-20.

Figure 21-20: Enable Re-Extract for NACHA screen

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

Employer

Type or select your employer code.

Cycle

Type or select the cycle from which you want to re-extract NACHA data.

Period Ending Date

Specify the period ending date for this cycle.

Check Date

Specify the payment date for this cycle. This date may be different from the period ending date.

Orig. Transmission Date

Specify the transmission date that you used when running the original *Extract Clearing House Data* function. This date is used to determine if a direct deposit deduction amount of $0 should be treated as a pre-note.

If the pre-note date for the employee's deduction matches this original transmission date, then a $0 deduction is treated as a pre-note. If the date doesn't match, the pre-note was done during an older extract process, and a $0 deduction should not be treated as a pre-note in this process.

5 Press Enter. The system enables the re-extract function.

6 Run the *Extract Clearing House Data* function to rebuild the TRISAC file for the specified pay period. Refer to the "Extracting NACHA Clearing House Data" section of this chapter for additional information.

Notes

Chapter 22 Processing Direct Deposits - Canada

22

Infinium provides the ability within its Infinium PY system to handle direct deposits.

The chapter consists of the following topics:

Overview of Direct Deposit Processing

Objectives

After completing this chapter you should be familiar with the steps involved in establishing the necessary controls and information to extract direct deposit data and produce a tape for your bank.

Setting Up and Processing Direct Deposit Tapes

Prior to using the direct deposit processing module within Infinium PY, the employer must notify the bank(s) to supply it with certain required information. This information is transmitted to the bank on magnetic tapes (created by your data processing department). The tape includes the header information based on pre-defined specifications provided by the bank.

The steps to sett up and create a direct deposit tape are below.

1 Establish direct deposit information for the employer control.

2 Establish direct deposit transit table (optional).

3 Create checking account controls.

4 Create the originator table.

5 Modify the direct deposit voucher program, if necessary.

6 Create direct deposit deduction summarization codes.

7 Create direct deposit deduction control records.

8 Authorize employees to direct deposit deduction(s).

9 Continue with normal cycle processing.

10 Create the direct deposit tape file.

11 Correct the direct deposit tape file, if necessary.

12 Create the direct deposit tape.

13 Send the tape to the bank.

Establishing Direct Deposit Information for the Employer Control

Use the *Update Employer Controls* function to specify whether to print direct deposit vouchers for zero or negative incomes and to identify a direct deposit ID.

Follow the steps below to establish direct deposit information for the employer control.

1 From the Infinium PY main menu select *Master Files.*

2 Select *Update Master Files.*

3 Select *Update Employer Controls* [UCO]. The system displays the Update Employer Controls prompt screen.

4 Specify the employer and press Enter. The system displays the first Update Employer Controls screen.

5 Complete the fields on this screen as you normally would and press Enter.

6 Repeat step 5 until the system displays the third Update Employer Controls screen shown in Figure 22-1.

Figure 22-1: Update Employer Controls screen

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

Prt $0 Vouchers

Specify whether to print zero and/or negative income direct deposit vouchers. Valid values are:

Blank	Print direct deposit vouchers with zero or negative incomes.
0	Do not print direct deposit vouchers with zero incomes.
1	Do not print direct deposit vouchers with negative incomes.
2	Do not print direct deposit vouchers with zero or negative incomes.
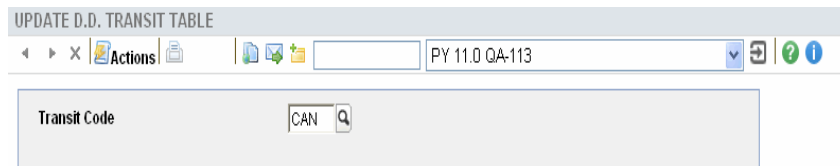
Establishing Direct Deposit Transit Table

Through this option you maintain a chart which lists the banks participating in direct deposit processing.

You use the transit table to establish the bank name, transit number and country. This information defaults to the employee's direct deposit deduction records.

Follow the steps below to establish a direct deposit transit table.

1 From the Infinium PY main menu select *Master Files.*

2 Select *Update Master Files.*

3 Select *Update DD Transit Table* [UDDT]. The system displays the screen shown in Figure 22-2.
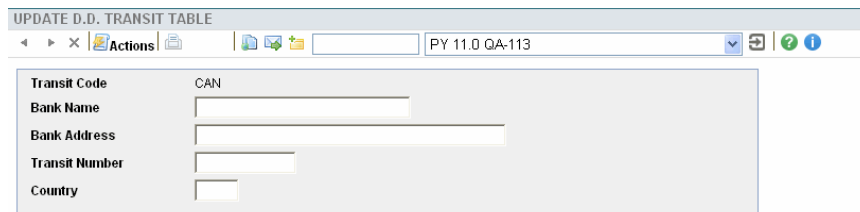
Figure 22-2: Update D.D. Transit Table prompt screen

4 Type the transit code.

5 Press Enter. The system displays the screen shown in Figure 22-3.

Figure 22-3: Update D.D. Transit Table screen

6 Type the bank's name, address, transit number and country. Complete this step for each bank to include the bank in the transit table.

Creating Checking Account Controls

You create a checking account code for each direct deposit checking account for the employer. The account code must begin with *DD (left justified).

Follow the steps below to create a checking account.

1 From the Infinium PY main menu select *Master Files.*

2 Select *Update Master Files.*

3 Select *Update Checking Accounts* [UCA]. The system displays the screen shown in Figure 22-4.
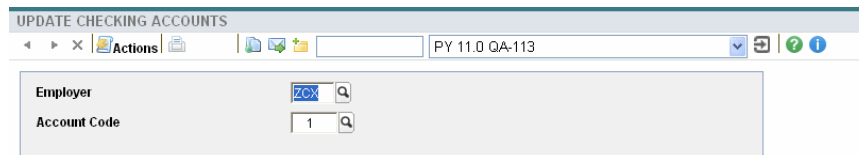
Figure 22-4: Update Checking Accounts prompt screen

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

Employer

Leave this field blank to include all employers, or type the appropriate employer code.

Account Code

Type up to a five-character code beginning with ***DD** (for example ***DD01**). It is important that you do not use FieldExit on this field. This is especially true if the code you are setting up does not contain all five characters. For example, if you want to leave the two spaces following the ***DD** blank, type ***DD** and press the space bar twice.

5 Press Enter. The system displays the screen shown in Figure 22-5.
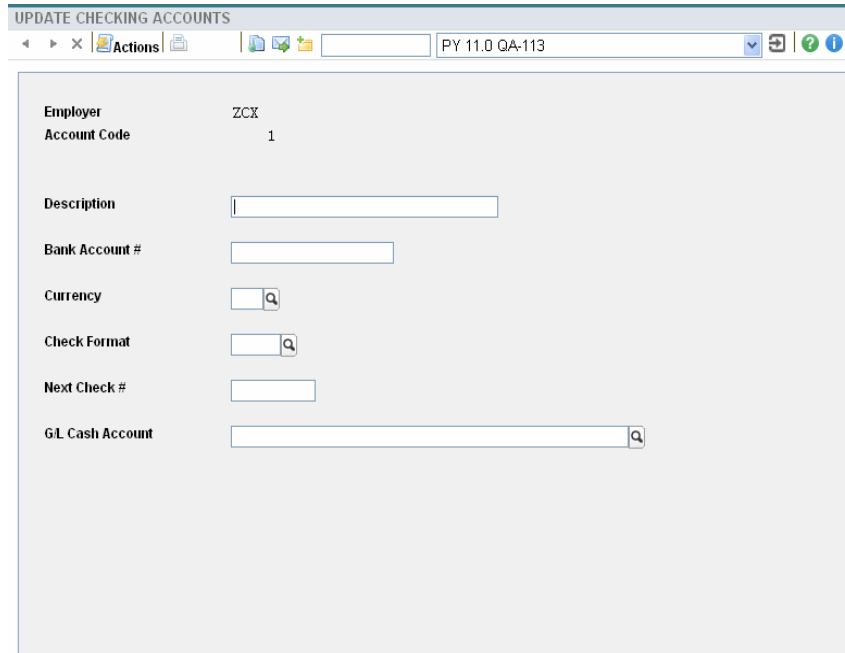
Figure 22-5: Update Checking Accounts screen

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

Description

Type a description of the checking account code.

Bank Account #

This field indicates the employer's bank account to be debited. The system processes the total amount of the direct deposit from this account.

Currency

Type the currency code which specifies the type of currency in the account. You must create the value you type in the *Currency* field in the option *Update Employer Codes*, code type **CUR**. This field is informational only and can be left blank.

Check Format

This field defines the printing format for vouchers drawn from this account. If you are using the standard Infinium voucher printing program (PYGRGDD), you should leave this field blank.

If you are using a customized voucher printing program, you should type the last five characters of the custom program name in this field. You create the check format values in the option *Update Employer Codes*, code type **CFM**.

Next Check #

Type the next check number or voucher number to be printed by the system.

G/L Cash Account

Type the general ledger account number that represents the appropriate cash disbursement account.

Prenote Period

Specify the number of days required for direct deposit pre-notification. NACHA requires a pre-note period of six days. This is the number of days from the check date.

The number of pre-note days is used for direct deposit deductions that were not included on the original pre-notification tape.

Canadian employers should leave blank.

D.F.I. Number

Type the ABA Transit Number supplied by the member bank. This number is used only for NACHA processing.

The last digit of the transit number is a check digit used for US transit codes. The check digit is calculated from the other transit digits entered to ensure that the complete number is correct.

7   Press Enter. The system returns you to the Update Checking Accounts prompt screen.

8   Press F3 to exit this option.

Creating the Originator Table

In addition to identifying the originator or the direct deposit, this option also specifies the country, the tape format, the current file number and the current file status.

Follow the steps below to create an originator table.

1 From the Infinium PY main menu select *Master Files*.

2 Select *Update Master Files*.

3 Select *Update D.D. Originator Table* [UDDOT]. The system displays the screen shown in Figure 22-6.
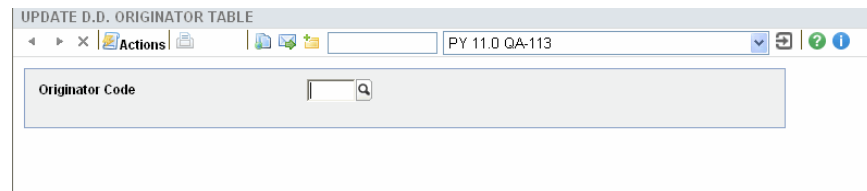
Figure 22-6: Update D.D. Originator Table screen 1 of 2

4 Type or select the code that represents the organization that is initiating the electronic funds transfer.

5 Press Enter. The system displays the screen shown in Figure 22-7.

Figure 22-7: Update D.D. Originator Table screen 2 of 2

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

Originator ID

Type the client number provided by the bank.

Originator Name

Type the complete name of the company initiating the direct deposit tape transfer. Then, type a short name for this originator.

Country

This field is for informational purposes only.

Tape Format

Indicate which format this originator is using in the *Tape Format* field. Valid values for this field are:

CPA   Canadian Payments Association

RCB   Royal Bank of Canada

OTH   Other, to be used for custom programming

If you type **RBC** in this field, you must complete the *Default Language Code*.

If you type **OTH** in this field, you must complete the *Cust Extract Pgm* and *Cust Tape Pgm* fields.

If you type **CPA** in this field, you must complete the following fields to meet the CPA requirement:

- Data Center #
- Returns Transit #
- Returns Account
- Ref. Number Usage

Cust. Extract Program

Use this field only if you are using a custom extract program name.

Cust. Tape Program

Use this field only if you are using a custom tape program. Type the tape program name.

Current File #

The initial value of this field is one and is incremented by the system each time a tape is cut.

Current File Sts

The *Current File Status* field indicates the condition of the file. Values for this field are:

Blank The extract program can be run.

X The extract program has been run; the tape has not been cut.

C Corrections have been made to the file; the tape has not been cut.

T The tape has been cut; the extract program can be run for the next period.

Data Center #

If the tape format is CPA, then the Data Center number must be entered.

Returns Transit #

If the tape format is CPA, you must type a return transit number. This field identifies the branch number to which unpostable payments are returned.

Returns Account

If the tape format is CPA, then you must type a returns account number. This field identifies the account number to which unpostable payments are returned.

Sundry Info

This is an optional memo field which is printed on the customer's bank reports to further identify the payment.

Ref Number Usage

Valid values for this field are:

1   The employee number is used as a reference number.

2   The employee name is used as a reference number.

3   The employee social insurance number (SIN) is used as a reference number.

4   The reference number is user-maintained.

Default Language

If you typed RBC in the *Tape Format* field, then you must type either **E** for English or **F** for French.

Def Payment Type

This field is used to identify the kind of payment being processed and is required by both RBC and CPA. Press Help for additional information. The system does not perform an edit on this field. For payroll deposits, the number you type in this field must be 200.

7 Press Enter. The system returns you to the Update D.D. Originator Table prompt screen.

8 Press F3 to exit this option.

Modifying the Deposit Voucher Program

The data processing department can modify the direct deposit program, if necessary. The programmers can use the PYGRGDD program as a model when creating the custom program. The program name must begin with the characters PYG followed by a five-character code. You must define this five-character alphanumeric code value in the option *Update Employer Codes*, code type **CFM**.

Follow the steps below to modify the deposit voucher program, if necessary.

1 From the Infinium PY main menu select *Master Files.*

2 Select *Update Master Files.*

3 Select *Update Employer Codes* [UCD]. The system displays the screen shown in Figure 22-8.
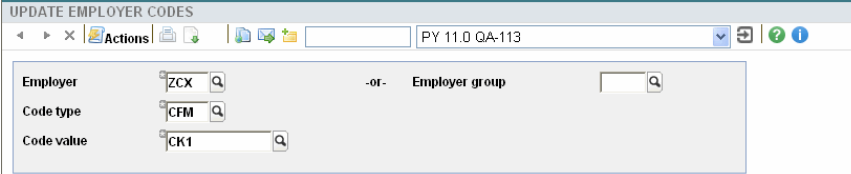
Figure 22-8: Update Employer Codes screen
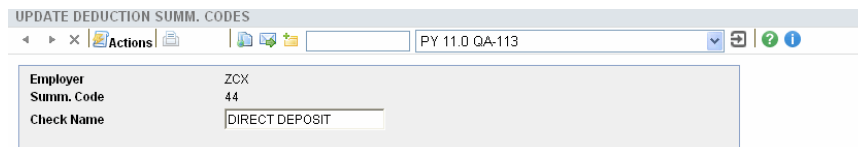
4 If you are using a custom program, be certain to type the program name in the *Check Format* field in the option *Update Checking Accounts* (Step Two).

Creating Direct Deposit Deduction Summarization Codes

In this step you create a deduction summarization code for each direct deposit deduction.

Follow the steps below to create a deduction summarization code.

1 From the Infinium PY main menu select *Master Files*.

2 Select *Update Master Files*.

3 Select *Update Deduction Summ Codes* [UDS]. The system displays the Update Deduction Summ. Codes prompt screen

4 Type a two-character alphanumeric summarization code. The system uses this code to determine the order in which deductions print on the voucher. Type unique codes for different direct deposit types and the description. Press Enter. The system displays the screen shown in Figure 22-9.

Figure 22-9: Update Deduction Summ Codes prompt screen

5 Type the description you want to print on the voucher stub.

6 Press Enter. The system returns you to the Update Deduction Summ. Codes prompt screen.

7 Press F3 to exit this option.

Creating Direct Deposit Deduction Control Records

In this step you create a deduction control record for each direct deposit deduction.

Multiple Deductions

The *Priority, Accumulation* and *Extension %* fields on the deduction control record are important if you process more than one direct deposit deduction. For example, you might need to set up a direct deposit deduction for both savings and checking accounts.

The table below illustrates one example of how this situation can be set up.

Deduction	Priority	Accumulator	Extension %
DDSAV	9998	*NET	50
DDCK	9999	*NET	100

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 the Update Deduction Controls prompt screen.

4   Type the values that identify your employer and the deduction for which you are creating a control. Press Enter. The system displays the screen shown in Figure 22-10.

Figure 22-10: Update Deduction Control screen 1

5 Complete the following fields:

Priority

The priority value should be the lowest (or the highest number) on the priority scale (for example 9999).

Frequency

Type **8** in this field.

Accumulator

If this is a Method 3 deduction, type ***NET** in this field. You need to base the direct deposit deduction on the employee's net check amount.

Direct Deposit

Type **1** in this field. The system tailors the employee's deduction screen for direct deposit information.

Because you type **1** in this field, you can type the employee's transit and ABA number, account number, bank name, and account type at the employee deduction authorization screen.

Arrears Type

Type **0** in this field. You cannot use direct deposits in arrears processing.

Extension %

Type the appropriate percentage in this field. You can also type the percentage on the employee's income record. If 100% of the net amount is to be deposited, type 100 in this field.

6 Press Enter. Complete the remaining two screens of this option, as appropriate to the deduction. Refer to the "Setting Up Controls For Flat Amount Deductions" chapter in the *Infinium Payroll Guide to Controls* for additional information.

7 Press F3 to exit this option, once you complete creating you deduction control.

Authorizing Employees to the Direct Deposit Deduction(s)

In this step you authorize the direct deposit deduction to the appropriate employees.

Follow the steps below to authorize the direct deposit deduction to employees.

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

2 Select *Update Employee Data*.

3 Select *Update Deduction Data* [UDE] or *Update Direct Deposits* [UDD]. The system displays the Employee Update prompt screen.

4 Type the values that identify your employer and the employee to whom you are authorizing the deduction. Press Enter. The system displays the screen shown in Figure 22-11.

Figure 22-11: Update Employee Deduction Codes prompt screen

5 Type the direct deposit deduction code(s).

6 Press Enter. The system displays the screen shown in Figure 22-12.

Figure 22-12: Update Employee Deduction Codes screen 1

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

If you typed a value in the *Employee Amount* or *Employee Rate/Pct* fields, then type **I** in the *Deduction Basis* field.

8 Complete the other fields on this screen as appropriate to this deduction. Refer to the "Setting Up Controls for Flat Amount Deductions" chapter in the *Infinium Payroll Guide to Controls* for additional information.

9 Press Enter. The system displays the Update Employee Deduction screen 2.

Do not complete any fields on screen 2. Press Enter. The system displays the screen shown in Figure 22-13.

Figure 22-13: Update Employee Deduction Codes screen 3

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

Transit Table Cd

This field allows you to type a bank's transit number without keying in the transit number. Transit codes are set up in the option *Update D.D. Transit Table* which is discussed in Step One. This is not a required field.

Bank

You type the name of the bank where the employee's account is located. This is automatically updated from the Transit Table if you type a value in the *Transit Table Cd* field.

Transit Number

Type the transit number of the bank where the employee's direct deposit is being sent. This field is updated automatically if you type a value in the *Transit Table Cd* field.

Account Number

Type the employee's account number.

Orig

Type the code that represents the organization from which the direct deposit tape originates.

Reference

Leave this field blank.

Payment Type

Leave this field blank.

Language

You can override the language code on the originator table, if necessary. If this field is left blank, the system uses the language on the originator table.

Send to PL?

Specify yes to send this employee's direct deposit to Infinium PL. Otherwise, specify no.

11 Press Enter. The system returns you to the Update Employee Deduction Codes prompt screen.

12 Press F3 to exit this option.

Continuing with Cycle Processing

This function prints the employee's direct deposit vouchers and the employee checks.

You must post the cycle before creating the direct deposit tape. Refer to the "Completing Cycle Operations" chapter in this guide for more information.

The system lists pre-note data on the Payroll Trial Register. Only the employees in the post cycles are included in this data.

For employees newly authorized to the direct deposit deduction, the system does not post the deduction until the pre-note period has passed. The employee receives a check instead of a direct deposit voucher.

Creating the Direct Deposit Tape File

This function extracts the amounts from the employee's deduction ledger (PYPDL) file for the direct deposit deduction.

This function clears the previous entries within the files PYPCPAT or PYPRBCT.

Even if you have multiple cycles, you run the extract program only once. This program removes all direct deposit information that the system has not extracted.

Follow the steps below to extract the amounts from the employee's deduction ledger file for the direct deposit deduction.

1 From the Infinium PY main menu select *Direct Deposit Operations*.

2 Select *Direct Deposit Functions (CAN)*.

3 Select *Extract Direct Deposit Data* [EDDD]. The system displays the screen shown in Figure 22-14.
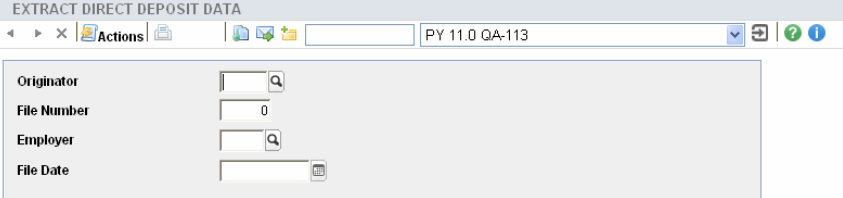
Figure 22-14: Extract Direct Deposit Data screen

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

Originator

Type the code value that represents the originator of the direct deposit tape.

File Number

Type the file number that identifies the tape containing the direct deposit information for the bank.

Employer

Type the employer code or leave this field blank to include all employers.

File Date

Type the date on which you create this file.

5 Press Enter to create the direct deposit tape file.

Correcting the Direct Deposit Tape File (if necessary)

With this function you have the ability to delete an employee, change a transit number, change a bank account number or change the amount of a direct deposit. You do not have the capability to type new deductions.

You have to make sure, however, that you use the same file date and originator date that was used in the option *Extract Direct Deposit Data*.

Any changes made here do not update the employee's deduction records. Employee records must be maintained separately.

Follow the steps below to correct the direct deposit tape file.

1   From the Infinium PY main menu select *Direct Deposit Operations.*

2   Select *Direct Deposit Functions (CAN).*

3   Select *Correct Direct Deposit Data* [CDDD]. The system displays the screen shown in Figure 22-15.
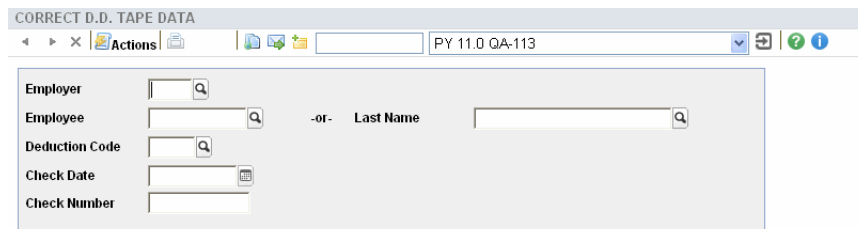
Figure 22-15: Correct D.D. Tape Data screen

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

Employer

Type the employer code or leave the *Employer* field blank to include all employers.

Employee

Type the employee number.

Deduction Code

Type the appropriate direct deposit deduction code.

Check Date

Type the check date of this payroll cycle.

Check Number

Type the check number to be corrected. This field is used only when an employee has multiple checks in the current file. Otherwise, leave this field blank.

5 Press F8 when this information is correct. The system creates a new tape file with the corrected information.

This option changes the direct deposit tape file only. You must select the option *Update Deduction Data* in order to change an employee's deduction record.

6 Press F3 to exit this option.

Creating the Direct Deposit Tape

This option copies the direct deposit tape file onto tape. The tape file contains the employee's direct deposit information, the employer's bank account number, and the transmission date.

This function executes interactively. You must be certain that there is a formatted tape in the tape drive before this function executes. Otherwise, all the direct deposit information is lost.

Infinium recommends that you review the tape drive procedures with you MIS department prior to executing this option.

Follow the steps below to create a direct deposit tape.

1 From the Infinium PY main menu select *Direct Deposit Operations*.

2 Select *Direct Deposit Functions (CAN)*.

3 Select *Create Direct Deposit Tape* [CDDT]. The system displays the screen shown in Figure 22-16.

Figure 22-16: Create Direct Deposit tape screen

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

Originator

Type the code value that identifies the originator of the direct deposit tape.

Tape File

Type one of the following values in the *Tape File* field:

TRISACH   1600 BPI

QTAPE   Defaults to 62500 BPI

Tape Device

Type the name of the tape device you use to copy the information to tape.

5 Press Enter. The system creates the direct deposit tape.

Enabling the Re-extract Function for Direct Deposits

The *Enable Re-Extract for D.D.* function enables you to re-create a direct deposit tape without first using a custom program or database utility to reset fields.

When you run the new function, the system completes these steps:

- Checks for **1** in the *Bank Close Flag* field in the employee check history deduction file and changes **1** to blank based on the specified originator, file number, employer, period ending date, check date, and cycle.

- Changes the *Current File Sts* field on the Update D.D. Originator Table screen from **T** to blank

You can then run the extract and create the tape.

To use the re-extract function, complete the following steps:

1 From the Infinium PY main menu select *Direct Deposit Operations.*

2 Select *Direct Deposit Functions (CAN).*

3 Select the *Enable Re-Extract for D.D.* [EREC] function. The system displays the screen shown in Figure 22-17.

Figure 22-17: Enable Re-Extract for D.D screen

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

Originator Code

Specify the originator code value for the organization that initiates the electronic funds transfer.

Original File#

Type the file number you used when you originally used the *Extract Direct Deposit Data* function. The system subtracts 1 from the file number you enter and places this value in the *Current File#* field on the originator table you specify on this screen. When you rerun the *Extract Direct Deposit Data* function, the system uses the same number you originally specified. The *Current File Sts* field on the originator table is also set to blank.

Employer

Specify the value that identifies the employer for whom you are re-extracting direct deposit information.

Cycle

Specify a valid payroll cycle code value. Do not use any special characters in this value.

You use the *Update Cycle Controls* function to create payroll cycle code values.

Period Ending Date

Specify the period ending date for the payroll cycle for which you are re-extracting direct deposit information.

Check Date

Specify the check date for the payroll cycle for which are re-extracting direct deposit information. This date may be different from the period ending date.

5 Press Enter. The system enables the re-extract function.

6 Run the *Extract Direct Deposit Data* function.

7 Check the report you generate when you run the *Extract Direct Deposit Data* function.

Chapter 23 Processing Excess Group Life

23

In this chapter you find step-by-step instructions on how to calculate excess group life using the Infinium PY application. Excess group life refers to the computation of taxable employee income resulting from group life insurance coverage. The system compares the employee premium cost to standard premium costs set by the government and calculates taxable fringe income for the employee if his or her premium is lower than the standard rate.

The excess group life processing discussed in this chapter is a function of Infinium PY. Processing is different if you are using the Benefits Administration module in Infinium HR.

Refer to the *Infinium Payroll Guide to US Year End Processing*, if you are enrolling employees into group life insurance deductions through the *Benefits Administration* function in Infinium HR.

The chapter consists of the following topics:

Overview of Excess Group Life Processing

Objective

After you complete this chapter you should be familiar with the steps you perform to set up and process excess group life calculations using Infinium PY.

Setting Up Group Life Deductions

Before you can calculate the excess group life imputed value, you must create one deduction code for each life insurance plan offered by your organization. Because an employee can enroll in more than one of these plans, you must assign all life insurance deductions to a deduction reporting group so that the employee's life insurance coverage amounts can be combined. The system compares the combined coverage amount to the coverage limit amount (currently $50,000 in the US and zero in Canada).

Setting Up Group Life Income

You must create the excess group life income using the naming convention ***F@IN**. Once the system calculates the imputed value, the system stores that value in the employee's ***F@IN** income record.

Calculating the Coverage Amount

The method you use to calculate the coverage amount depends on whether the employee receives a flat amount of coverage or a coverage amount based on his or her annual salary.

If an employee receives a flat amount of insurance coverage, the system automatically uses the amount you type in the *Insurance Amount* field on the employee's deduction record.

If the employee's coverage amount is based on his or her salary, the system calculates the employee's annual salary using the base rate amount and the base rate frequency. Using the fields on the employee's basic data record you can manually update the *Ins Amount* field for each employee or you can use the *Calc. Group Life Amt.* function to update it using batch processing.

You execute the *Calculate Group Life Amount* option to calculate the coverage amount. In this option the system multiplies the employee's annualized salary by the group life multiplier you type. The system enters the calculated amount in the *Ins. Amt* field on the employee's deduction record.

Processing Excess Group Life

The system calculates the excess group life imputed value in the *Mass Update Excess Group Life* option. During this function, the system:

1 Calculates the employee's age, as of calendar year end, based on the date entered in the *Date of Birth* field on the employee's basic data record

2 Uses the coverage amount and the employee's age to reference the Group Life Imputed Income Table. From this table the system determines the excess group life imputed value

3 Updates the employee's *F@IN income record with the imputed value amount

4 Includes the *F@IN income value in taxable wages during cycle processing to calculate taxes

Calculating Excess Group Life

You can calculate excess group life amounts for each pay period or during the last pay period of the year. This chapter discusses the per pay period method only. Refer to the *Infinium Payroll Guide to Year End Processing* for additional information concerning the calculation of excess group life amounts at calendar year end.

The steps to set up the excess group life function are as follows:

1 Create income summarization code.

2 Create ***F@IN** income.

3 Add income to auto pay group(s).

4 Add income to payroll authorization groups.

5 Create deduction summarization code(s).

6 Create deduction control(s).

7 Authorize deduction to employees.

8 Create deduction reporting group.

9 Assign deductions to deduction reporting group.

10 Add deductions to payroll authorization groups (optional).

11 Update excess group life insurance table.

12 Calculate group insurance amount (optional).

13 Trial and mass update excess group life.

14 Complete payroll cycle operations.

This chapter focuses on the payroll issues related to the processing of excess group life. Refer to the "Setting Up Controls for Flat Amount Deductions" chapter in the *Infinium Payroll Guide to Controls* for information on how to set up deduction controls. Refer to the "Hiring New Employees" and "Updating Employee Data" chapters for information on how to authorize employees to deductions.

This chapter does not describe all fields. Fields requiring specific values related to excess group life processing are documented. If you have questions concerning other fields, refer to the Help text or applicable chapterZs within this guide.

Creating Income Summarization Codes

Create the income summarization code for the excess group life imputed income. The description you enter for this code prints on the employee's pay stub.

Follow the steps below to create your income summarization code.

1 From the Infinium PY main menu select *Master Files.*

2 Select *Update Master Files.*

3 Select *Update Income Summ. Codes* [UIS]. The system displays the Update Income Summ. Codes prompt screen.

4 Type a value that identifies your employer. Then type or select the summarization code that you want the system to use to summarize incomes and control the printing sequence of incomes on the pay stub. Press Enter. The system displays the screen shown in Figure 23-1.


```
 SignOn                                                          □ □□

 10/02/95    8:54:01        Update Income Summ. Codes      PYGMIS    PYDMIS

 Employer  . . . :  ZUS
 Summ. Code  . . :  25

 Check Name  . . .  LIFE INSURANCE




 F3=Exit    F10=Access    F22=Delete
 The print operation is complete.
                                              5  F12  Down   Up   Enter
```
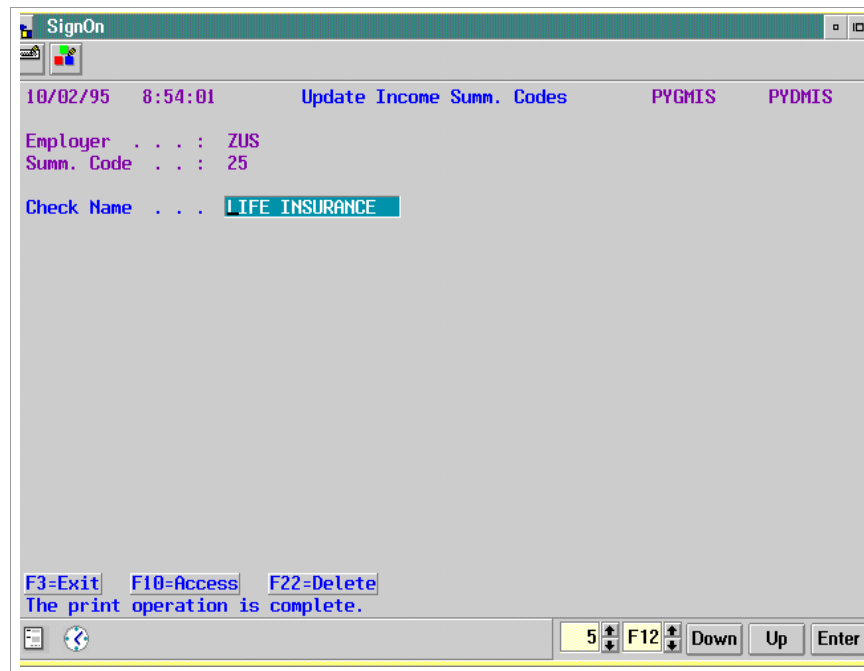
Figure 23-1: Update Income Summ. Codes screen

5 Type up to a 16-character description of the summarization code in the *Check Name* field. This description prints on the check stub.

6 Press Enter. The system displays the Update Incomes Summ. Codes prompt screen.

7 Press F3 to exit this option.

Creating the *F@IN Income

The ***F@IN** income code is a system-defined income the system uses to store the employee's taxable imputed amount created by the *Mass Update Excess Group Life* option. The system uses this income during W2 processing to report the value of the life insurance coverage.

Follow the steps below to create ***F@IN** income.

1 From the Infinium PY main menu select *Master Files.*

2 Select *Update Master Files.*

3 Select *Update Income Controls* [UIC]. The system displays the screen shown in Figure 23-2.
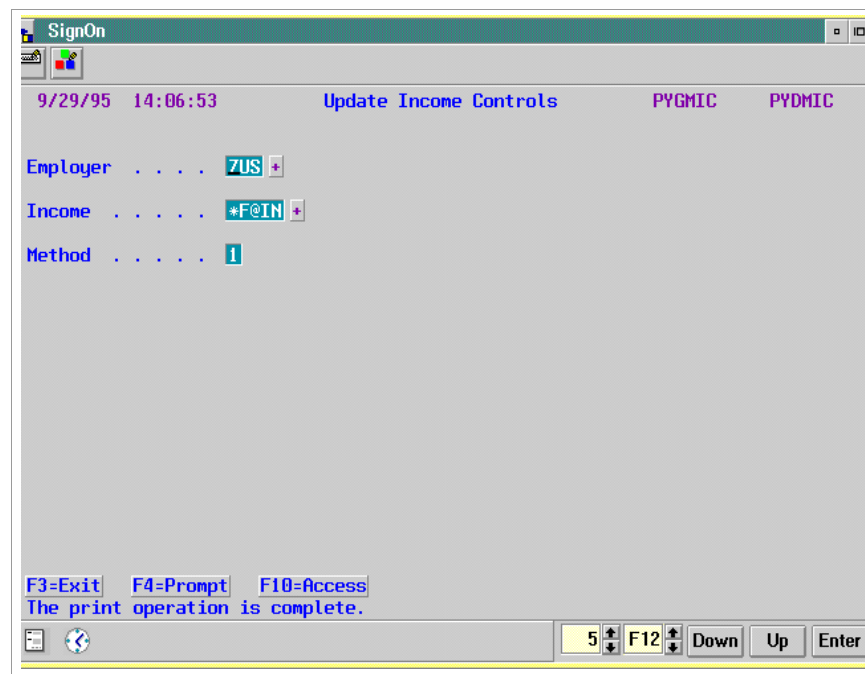
Figure 23-2: Update Income Controls prompt screen

4 Type the value that identifies your employer. Type or select ***F@IN** in the *Income* field and **1** in the *Method* field.

5 Press Enter. The system displays the screen shown in Figure 23-3.

```
    2/24/03  15:03:05            Update Income Controls        PYGMIC    PYDMIC
                                                                  Page  1 of  4
     Employer  . . . :  ZUS    SAMPLE US COMPANY
     Income  . . . . :  *F@IN
     Method  . . . . :  1 - Flat Amount
     Description . . .  LIFE INS IMP INC.   Starting Date . .  _____
     Priority  . . . .  7000                Ending Date . . .  _____
     Summ. Code  . . .  55 +                Distribute Labor.  0 (0=No 1=Yes)
     Frequency . . . .  8                   Workers Comp. . .  0
     Special Tax . . .  7                   Segments Required  _ (0=No 1=Yes)


     Income Basis  . .  _
     Income Amount . .  _____
     Income Factor . .  _____       Shift Calc Method  _
     YTD Limit . . . .  _____.00     Residual Hours  .  _
     Income Matrix . .  ____ +          Shift Diff Income  ____ +
     Matrix Column . .  ____ +          1099-R Dist. Code  __
     Matrix Row  . . .  ____ +          NQP 457 Plan  . .  _
     Labor Expense . .  _____ +
     Rev. Hierarchy  .  _ (Blank=No)    Allow Pay Msg?  .  0 (0=No 1=Yes)


     F3=Exit   F4=Prompt   F10=Access   F12=Previous   F22=Delete
```

Figure 23-3: Update Income Controls screen 4

6 Use the information below to complete the fields on this screen that are specific to creating *F@IN income control.

Complete any other fields on this screen as appropriate to the income. Refer to the "Setting Up Accumulators and Controls for Hourly Incomes" chapter in the *Infinium Payroll Guide to Controls* for additional information.

Frequency

Type **8** in the *Frequency* field so that the income is generated for every pay period. If you are processing excess group life values once a year, type **9** in this field.

Special Tax

Leave this field blank to withhold income tax for each pay period on this income. Type **7** to include this income in federal, state and local wages but not withhold income tax. The system deducts the FICA tax for both the employee and employer.

7 Press Enter once you have completed typing information on this screen. The system displays the Update Income Controls Screen 2 of 3. Indicate on screen 2 of 3 which reports you want to receive.

Refer to the "Setting Up Accumulators and Controls for Hourly Incomes" chapter in the *Infinium Payroll Guide to Controls* for additional information.

8 Press Enter. The system displays the screen shown in Figure 23-4.

```
    2/24/03  15:05:59         Update Income Controls       PYGMIC    PYDMIC
                                                            Page  3 of  4
   Employer  . . . :  ZUS    SAMPLE US COMPANY
   Income  . . . . :  *F@IN
   Method  . . . . :  1 - Flat Amount
                   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   + +  _   5000000.00     .0000      ____  +  _ _        .00       .0000
   BTXG  + +  _         .00      .0000      ____  +  _ _        .00       .0000
   BTXK  + +  _         .00      .0000      ____  +  _ _        .00       .0000
   BTXKG + +  _         .00      .0000      ____  +  _ _        .00       .0000
   BGROS + +  _         .00      .0000      ____  +  _ _        .00       .0000
   ____    +  _         .00      .0000      ____  +  _ _        .00       .0000
   ____    +  _ _       .00      .0000      ____  +  _ _        .00       .0000
   ____    +  _ _       .00      .0000      ____  +  _ _        .00       .0000
   ____    +  _ _       .00      .0000      ____  +  _ _        .00       .0000
   ____    +  _ _       .00      .0000      ____  +  _ _        .00       .0000
   ____    +  _ _       .00      .0000      ____  +  _ _        .00       .0000
   ____    +  _ _       .00      .0000      ____  +  _ _        .00       .0000
   ____    +  _ _       .00      .0000      ____  +  _ _        .00       .0000
   ____    +  _ _       .00      .0000      ____  +  _ _        .00       .0000
           +  _         .00      .0000            +  _          .00       .0000
   F3=Exit   F4=Prompt   F10=Access   F12=Previous   F22=Delete
```

Figure 23-4: Update Income Controls screen 3 of 3

9 Use the information below to complete the fields on this screen that are specific to creating a *F@IN income control.

Complete any other fields on this screen as appropriate to the income. Refer to the "Setting Up Accumulators and Controls for Hourly Incomes" chapter in the *Infinium Payroll Guide to Controls* for additional information.

Accum. Code

If you are using accumulators for tax calculations, type the appropriate wage base user-defined accumulators in this field.

+/- Op

Type **+** in this field. This ensures that the system adds the imputed income to the tax wage base. You should include federal, state and FICA/FMHI tax accumulators, if appropriate.

10 Press Enter once you have completed this screen. The system displays the fourth Update Income Controls screen.

11 Press Enter.

12 Press F3 to exit this option.

Adding Incomes to Auto Pay Groups

You add excess group life income to all appropriate auto pay groups. You must include the *F@IN income in order for the system to add the imputed income automatically to the taxable wage base. Be certain that you assign the auto pay groups containing the *F@IN income to the appropriate employee's payroll data record.

You set up auto pay groups in the *Update Employer Codes* option, code type **APG**.

Follow the steps below to add income to auto pay group(s).

1 From the Infinium PY main menu select *Master Files.*

2 Select *Update Master Files.*

3 Select *Update Auto Pay Groups* [UAPG]. The system displays the Update Auto Pay Groups screen 1 of 2.

4 Complete screen 1 of 2 with information appropriate to income type *F@IN. Press Enter. The system displays the screen shown in Figure 23-5.

   Refer to the "Creating Auto Pay Groups" chapter in the *Infinium Payroll Guide to Controls* for additional information on updating auto pay groups.

```
  7/11/02  10:04:16          Update Auto Pay Groups      PYGMEX    PYDMEX

  Employer  . . . :  ZUS
  Cycle Code  . . :  WEEK
  Auto Pay Group  :  WEEK
  Segment . . . . :  000
  Income Type . . :  *F@IN

  Description . . .  EXCESS GROUP LIFE_____

  Standard Hrs Type  _

  Standard Hours  .  _____

  Standard Rate . .  _____

  Rate Override . .  _




  F3=Exit   F10=Access   F22=Delete
```

Figure 23-5: Update Auto Pay Groups screen 2 of 2

5 Type a description for the income. Leave the *Standard Hrs. Type, Standard Hours and Standard Rate* fields blank.

6 Press Enter. The system returns you to the Update Auto Pay Groups prompt screen.

7 Press F3 to exit this option.

Creating Deduction Summarization Codes

In this step you create one or more deduction summarization codes for the life insurance deductions.

Even if the life insurance deductions are completely funded by the employer, you must create at least one deduction summarization code.

Follow the steps below to create deduction summarization codes.

1   From the Infinium PY main menu select *Master Files*.

2   Select *Update Master Files*.

3   Select *Update Deduction Summ Codes* [UDS]. The system displays the Update Deduction Summ. Codes prompt screen.

4   Type a two-character alphanumeric summarization code. The system uses this code to determine the order in which deductions print on the checks and vouchers. Press Enter. The system displays the screen shown in Figure 23-6.
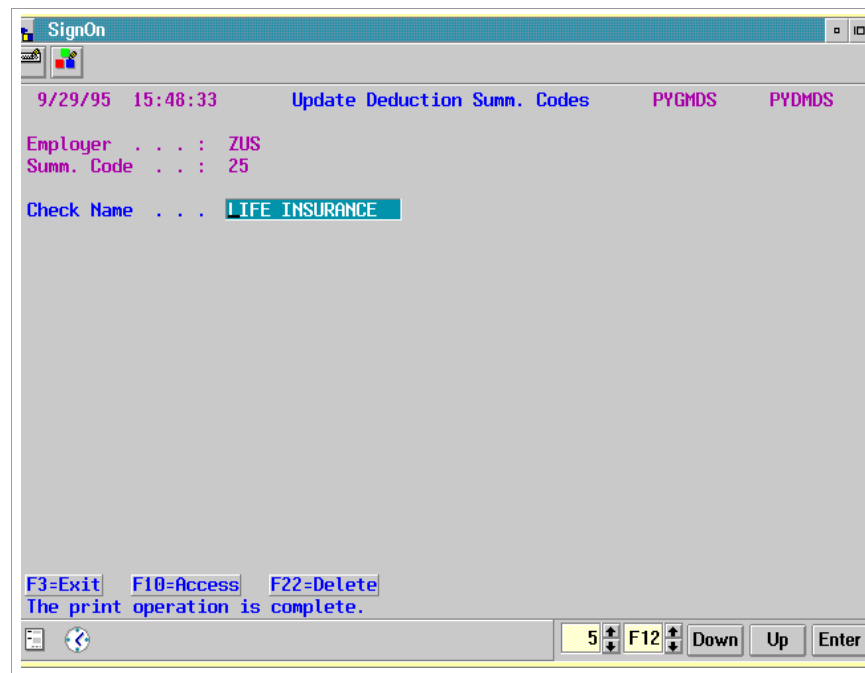
Figure 23-6: Update Deduction Summ. Codes screen

5   Type the description you want to print on the voucher stub.

6 Press Enter. The system returns you to the Update Deduction Summ. Codes prompt screen.

7 Press F3 to exit this option.

Creating Life Insurance Deduction Controls

In this step you create one deduction control record for each life insurance deduction.

Follow the steps below to create life insurance 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 identifies your employer. Type or select the deduction code for which you want to create a control. Then type the method that is appropriate to this life insurance deduction. The example below uses a flat amount method 1. Press Enter. The system displays the screen shown in Figure 23-7.
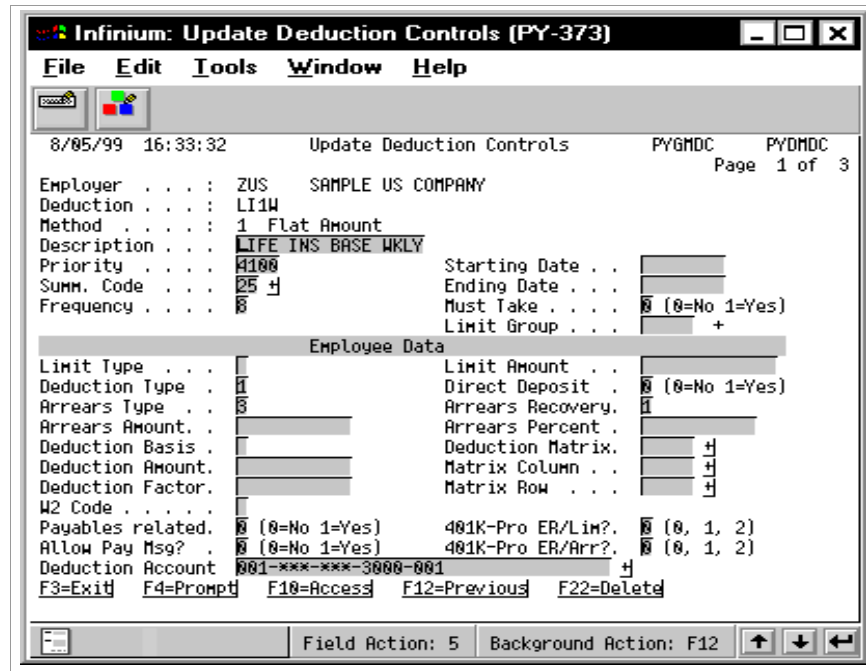
Figure 23-7: Update Deduction Controls screen 1 of 3

5 Use the information below to complete the fields on this screen that are specific to creating a life insurance deduction control.

Complete any other fields on this screen as appropriate to the income. Refer to the "Setting Up Controls for Flat Amount Deductions" chapter in the *Infinium Payroll Guide to Controls* for additional information.

Priority

This field determines the order in which deductions are calculated by the system during a cycle.

Summ Code

Type the summarization code created in Step 5.

Frequency

This field determines the pay period in which this deduction is taken. Press Enter for a detailed explanation and a list of the valid values for this field.

Deduction Type

Because this is a life insurance deduction, you must type **1** in this field.

The *Deduction Type* field tells the system to display the appropriate employee authorization record, allowing you to type the employee's insurance amount. Refer to Step 7 for additional information.

6 Press Enter once you have completed typing information on this screen. The system displays the Update Deduction Controls Screen 2 of 3 and 3 of 3.

Refer to the "Setting Up Controls for Flat Amount Deductions" chapter in the *Infinium Payroll Guide to Controls* for additional information.

7 Press Enter once you complete all the screens in this function. The system returns you to the Update Deduction Controls prompt screen.

8 Press F3 to exit this option.

Authorizing Deductions to Employees

In this step you authorize the employee to the group life insurance deduction.

Follow the steps below to authorize the deductions to the employees.

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 prompt screen.

4 Type the value that identifies your employer and then type or select the employee for whom you want to authorize a life insurance deduction. Press Enter. The system displays the screen shown in Figure 23-8.
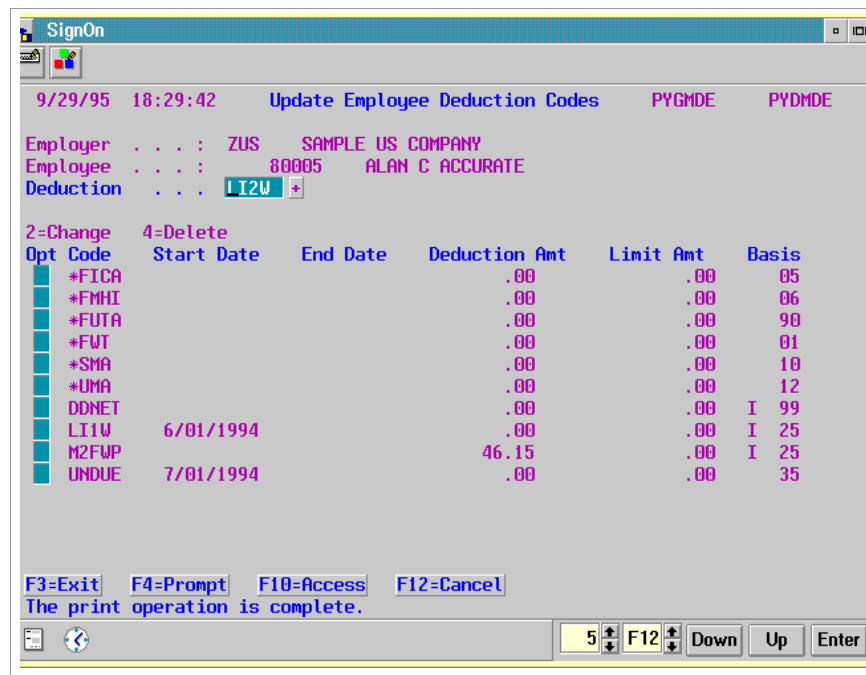
Figure 23-8: Update Employee Deduction Codes prompt screen

5 Type the deduction code in the *Deduction* field.

6 Press Enter. The system displays the screen shown in Figure 23-9.

Figure 23-9: Update Employee Deduction Codes screen 1 of 3

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

Employee Amount

If this is a Method 1 deduction and the employee pays for life insurance, type an amount in the *Employee Amount* field.

Employer Amount, Employer Rate/Pct

If the employer contributes to this deduction, either type an amount in the *Employer Amount* field or a percentage in the *Employer Rate/Pct* field.

Insurance Amount

Type the amount of the group life insurance plan in this field.

You must update this field whenever the flat amount of the insurance plan changes or if the employee's pay rate changes and the insurance amount is based upon this rate.

8 Complete the remaining screens in this option, as appropriate. Refer to the "Setting Up Controls for Flat Amount Deductions" chapter in the *Infinium Payroll Guide to Controls* for more information.

9 Press F3 to exit this option.

Creating a Deduction Reporting Group

You might have more than one life insurance deduction for your employees. Therefore, you set up a deduction reporting group to link the deductions and to combine all the coverage amounts.

Even if you have one life insurance deduction, you must set up one reporting group.

If any of the group life deductions in the deduction reporting group are pre-tax deductions, you must create a second deduction reporting group for the pre-tax deductions only. The system uses the second deduction reporting group to identify the pre-tax deductions that should not be used to reduce the imputed income amount.

Follow the steps below to create your deduction reporting group.

1 From the Infinium PY main menu select *Master Files.*

2 Select *Update Master Files.*

3 Select *Update Employer Codes* [UCD]. The system displays the screen shown in Figure 23-10.

```
    7/01/02    12:01:43          Update Employer Codes        PRGMCD      PRDMCD
   _____

    Employer  . . . . . . ZUS +     -or-   Employer group  . . . ____ +

    Code type . . . . . . DRG +

    Code value  . . . . . EGL_____  +









   _____

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

Figure 23-10: Update Employer Codes prompt screen

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

Employer

Type the value that identifies your employer.

Code Type

Type **DRG** in this field.

Code Value

Type a value to identify your excess group life deduction reporting group.

5 Press Enter. The system displays the Update Employer Codes screen.

6 Type a description for the code value.

7 Press Enter. The system returns you to the Update Employer Codes prompt screen.

8 To create a deduction reporting group for pre-tax deductions, repeat steps 4 through 7.

9 Press F3 to exit this option.

Assigning Deductions to the Deduction Reporting Group

Assign all of the group life deductions to the deduction reporting group code you established. If you create a deduction reporting group for pre-tax deductions, assign the appropriate deductions to that deduction reporting group.

Follow the steps below to assign deductions to deduction reporting groups.

1 From the Infinium PY main menu select *Master Files.*

2 Select *Update Master Files.*

3 Select *Update Deduction Reporting Group* [UDRG]. The system displays the Update Deduction Reporting Group prompt screen.

4 Type the value that represents your employer and then type the value that represents the excess group life reporting group you established. Press Enter. The system displays the screen shown in Figure 23-11.
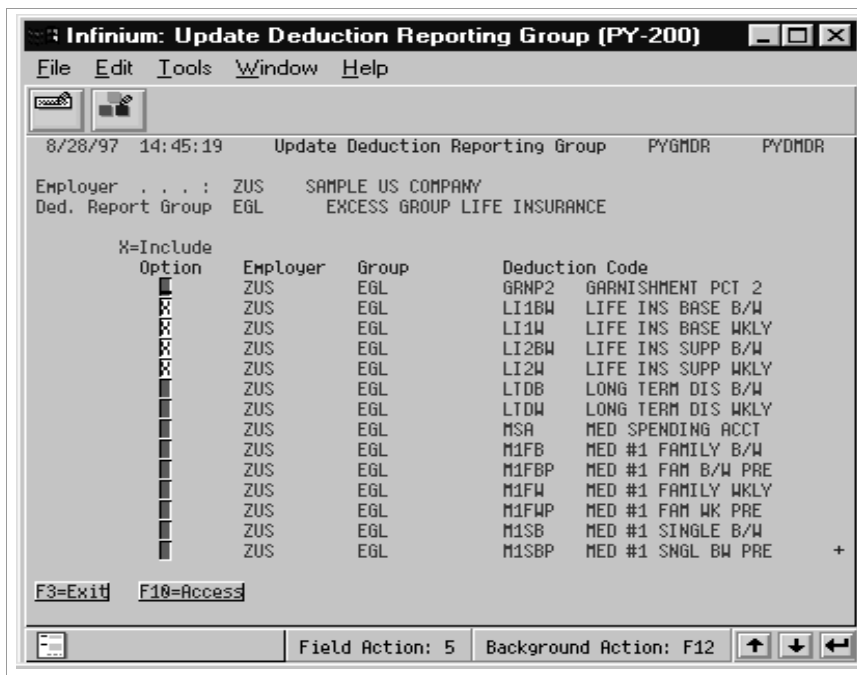
Figure 23-11: Update Deduction Reporting Group Selection screen

5 Type **X** next to each deduction that you want to include in the excess group life deduction reporting group.

6 Press Enter. The system returns you to the Update Deduction Reporting Group prompt screen.

7 If you create a deduction reporting group for pre-tax deductions, repeat steps 4 through 6 to assign the deductions to the second deduction reporting group.

8 Press F3 to exit this option.

Updating the Excess Group Life Insurance Table

Review the Excess Group Life Insurance Table for accuracy. If necessary, update the values in this table by composing a table with a new effective date.

Follow the steps below to compose a new excess group life insurance table.

1 From the Infinium PY main menu select *Cycle Operations.*

2 Select *Excess Group Life Functions.*

3 Select *Excess Group Life Ins Table* [UGL]. The system displays the prompt screen shown in Figure 23-12.
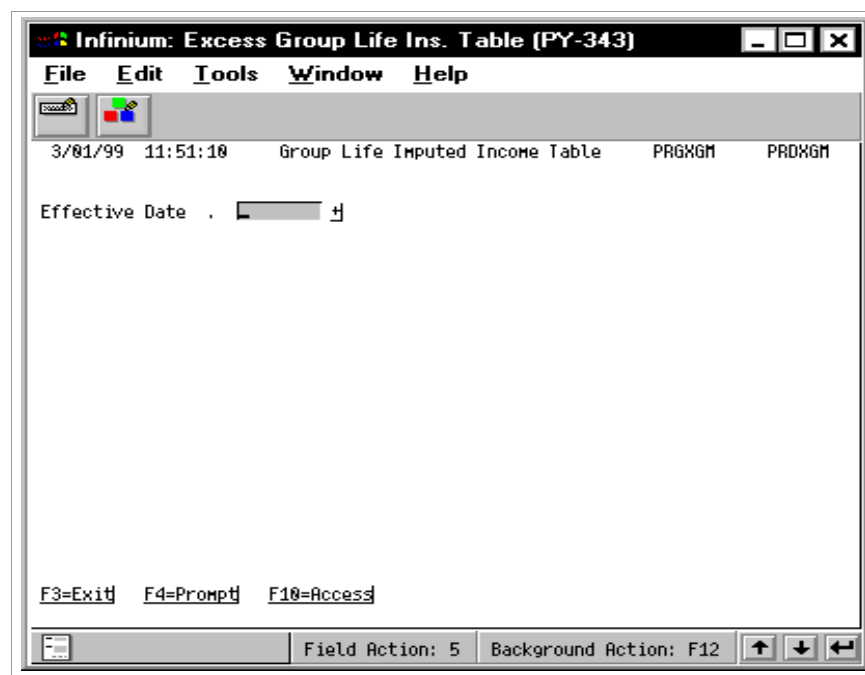
Figure 23-12: Group Life Imputed Income Table prompt screen

4 Type an effective date to create a new Group Life Imputed Income Table.

5 Press Enter. The system displays the screen shown in Figure 23-13.

Figure 23-13: Group Life Imputed Income Table screen

6 Press F8 to copy the coverage limit and cost values from the prior group life imputed income table.

7 Type the new limit amount of group-term life coverage for this rate table in the *Coverage Limit* field, if applicable.

8 For each age category, type the updated standard cost per $1,000 of protection for one month as defined by the federal government.

9 Press Enter. The system updates the table and returns you to the main menu.

Calculating the Group Life Insurance Amount

To calculate the employee's annual salary, the system reviews the employee's *Base Rate Frequency* field on the employee's basic data record.

- If the base rate frequency is **A** (annual), the system uses the value in the *Base Rate* field to calculate the employee's insurance coverage amount.

- If the value is **H** (hourly), the system multiplies the value in the *Base Rate* field by the values in the *Regular Hours* and *Scheduled Pay Periods* fields to annualize the base rate.

- If the base rate frequency is not **A** or **H**, the system multiplies the base rate by the number of pay periods per year indicated by the base rate frequency.

For example:

- If the base rate frequency is **S**, the system multiplies the employee's base rate by 24.

- If the base rate frequency is **B**, the system multiplies the employee's base rate by 26.

The insurance coverage amount, calculated by this option, is stored in the *Ins. Amt* field on the employee's life insurance deduction record.

If your life insurance coverage is not a multiple of base pay, you must manually update the *Insurance Amount* field in each employee's life insurance deduction record(s).

Follow the steps below to update the excess group life insurance table.

1 From the Infinium PY main menu select *Period Ending Operations.*

2 Select *Year End Functions.*

3 Select *Calculate Group Life Amount* [CGLA]. The system displays the screen shown in Figure 23-14.

Figure 23-14: Calculate Group Life Account screen

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

Employer

Type the value that represents the employer for whom you are computing life insurance coverage amounts.

Deduction Code

Type the life insurance deduction code.

Annual Multiplier

Type the value that represents the multiple of base pay used to calculate life insurance coverage amounts. The system first annualizes the employee's base pay rate and then multiplies the annual base pay by the multiplier you specify.

For example, if an employee's monthly rate of pay is $1,000.00, the system multiplies $1,000.00 by 12 to calculate an annualized pay rate of $12,000.00. If you type **2** in the *Annual Multiplier* field, the system multiplies $12,000.00 by 2 to calculate life insurance coverage.

Maximum Coverage

If applicable, type the allowable maximum coverage. If there is no maximum coverage, type **0**.

Print Negatives?

Use this field to specify if the system should print negative life insurance coverage amounts on the Calculate Insurance Amount report.

Valid values for this field are:

0   Do not print negative amounts

1   Print negative amounts

5 Press Enter. The system submits the request and returns you to the main menu.

Running the Trial and Mass Update Excess Group Life Functions

You execute the *Trial Update Excess Group Life* option to generate a report listing the excess group life amounts. You need to verify the data on this report and make the necessary changes. The trial function does not update employee records.

Once you are satisfied with the information in the report, run the *Mass Update Excess Group Life* option. This option updates each employee's ***F@IN** income record with the imputed values.

You must run the *Mass Update Excess Group Life* option before executing the *Begin Cycles* option in cycle processing. This ensures that you have the most current data in ***F@IN** for each applicable employee.

Mass Updating Excess Group Life

The following information outlines the actions performed by the *Mass Update Excess Group Life* option.

- The system determines the total amount of the employee's life insurance coverage. Then, it compares the coverage amount to the limit specified on the Excess Group Life Table and determines the excess amount of the coverage.

- The excess amount of life insurance coverage is multiplied by the government rate located on the table to determine the standard value. The calculation is based upon the employee's age as of the end of the year.

- The system determines the employee's per pay period contribution for life insurance coverage. The employer contribution does not affect the imputed income.

- The system compares the standard value for coverage over $50,000 to the amount the employee paid.

If the amount paid by the employee is less than the standard value, the difference becomes imputed income and is taxed. The employee's ***F@IN** income record is updated with this amount.

If the employee does not have a ***F@IN** record, the system authorizes the employee to the income and fill in the amount.

- If the employee is paying more for life insurance than the government rate, the system automatically deactivates the employee's ***F@IN** record.

Follow the steps below to execute the Trial and Mass Update Excess Group Life option.

1 From the Infinium PY main menu select *Cycle Operations.*

2 Select *Excess Group Life Functions.*

3 Select *Trial Update Excess Group Life* [TUGLI]. The system displays the screen shown in Figure 23-15.

```
   5/02/02  10:34:03      Trial Update Excess Group Life     PYGJC50    PYDJC50


   Employer  . . . . . . . . .  __ +

   Deduction Group . . . . . .  ____ +

   Deductions To Be Excluded .  ____ +

   Cycle . . . . . . . . . . .  ____ +

   Effective Date. . . . . . .  _____ +

   Prt Changes Only? . . . . .  1  (0=No 1=Yes)





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

Figure 23-15: Trial Update Excess Group Life screen

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

Employer

Type the value that identifies your employer. You can leave the field blank to include all employers.

Deduction Group

Type the excess group life deduction reporting group.

Deductions To Be Excluded

If applicable, type the deduction reporting group that identifies the pre-tax deductions that should not be used when updating an employee's ***F@IN** income record with the imputed values.

Cycle

Type the payroll cycle code. You can leave this field blank to include all payroll cycles.

Effective Date

Type the effective date of the Group Life Imputed Income Table to be used for calculation.

Prt Changes Only

There are two ways that you can generate the report. You can generate a report that includes only those changes made since the last time this function was run. You also can generate a report that includes all employees authorized to the ***F@IN** income.

You need to decide how you want this report to print and type the appropriate value in the *Prt Changes Only* field.

5 Press Enter. The system submits the request and returns you to the main menu.

Chapter 24 Setting Up and Processing an Advance Earned Income Credit Income

24

The Advance Earned Income Credit (EIC) is eliminated effective January 1, 2011. The information in this chapter is valid only for calendar years before 2011.

This chapter discusses how you set up and process advance earned income credit income for reporting at any time during the calendar or fiscal year. The advance earned income credit applies to U.S. employers only.

The chapter consists of the following topics:

Overview

Some employees may be entitled to an income tax credit from the federal government. The advance earned income credit (EIC) formula is maintained on the Infinium PY tax table.

To set up and process the federal advance earned income credit income using Infinium PY, you must complete the steps below, each of which is described in detail in this chapter.

Some employees may also be entitled to an advance earned income tax credit from the state government. You must maintain the state advance earned income credit formula by creating an Infinium PY advance earned income credit tax table.

To set up and process a state advance earned income credit on Infinium PY, see the "Setting up a State Advance Earned Income Tax Credit" section in this chapter.

To set up and process the federal advance earned income credit on Infinium PY, see the "Setting up the Federal Advance Earned Income Tax Credit" section in this chapter.

Setting up the Federal Advance Earned Income Tax Credit
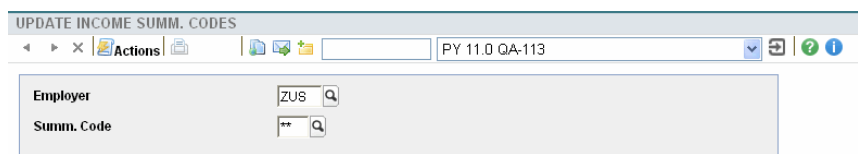
To set up a federal advance earned income tax credit you must:

1 Create an income summarization code.

2 Create an income control record.

3 Authorize the eligible employees to the advance earned income credit income.

4 Update the employee payroll master record.

5 Assign the advance earned income credit income to all auto pay groups.

6 Complete cycle processing.

Creating an Advance Earned Income Credit Income Summarization Code

To create an advance earned income credit income summarization code, complete the steps below.

1 From the Infinium PY main menu select *Master Files*.

2 Select *Update Master Files*.

3 Select *Update Income Summ. Codes* [UIS] and press Enter to display the screen shown in Figure 24-1.

Figure 24-1: Update Income Summ. Codes prompt screen

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

Employer

Specify the employer for whom you are setting up the advance earned income credit income summarization code.

Summ. Code

Type ** as the summarization code value for the federal advance earned income credit.

5 Press Enter to display the screen shown in Figure 24-2.

Figure 24-2: Update Income Summ. Codes screen

6 Type a description for advance earned income credit in the *Check Name* field. When you use the ** income summarization code for the federal advance earned income credit income, the system prints the check name that you enter in this field for this income after all other incomes paid in the check.

7 Press Enter to save your changes.

8 Press F3 to return to the main menu.

Creating an Income Control Record

To create an advance earned income credit income control record, complete the steps below.

1 From the Infinium PY main menu select *Master Files.*

2 Select *Update Master Files.*

3 Select *Update Income Controls* [UIC] and press Enter to display the screen shown in Figure 24-3.

```
6/26/12  18:35:11          Update Income Controls        PYGMIC    PYDMIC


Employer  . . . .  ZUS +

Income  . . . . .  *EIC  +

Method  . . . . .  9














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

Figure 24-3: Update Income Controls prompt screen

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

Employer

Specify the employer for whom you are setting up the advance earned income credit income control record.

Income

Type **EIC* as the value for the income control record for the federal advance earned income credit.

Method

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

5 Press Enter to display the screen shown in Figure 24-4.

```
 6/26/12  18:36:16           Update Income Controls      PYGMIC    PYDMIC
                                                         Page  1 of  4

Employer  . . . :  ZUS    SAMPLE US COMPANY
Income   . . . . :  *EIC
Method   . . . . :  9 - Special Method

Description . . .  EARNED INC. CREDIT   Starting Date . .  _____
Priority  . . . .  9999                 Ending Date . . .  _____
Summ. Code  . . .  xx +
Frequency . . . .  8
Special Tax . . .  _


Accumulator . . .  BGROS +




                                        Allow Pay Msg?  .  0 (0=No 1=Yes)



 F3=Exit  F4=Prompt  F10=Access  F12=Previous  F22=Delete
```

Figure 24-4: Update Income Controls screen 1

6 To complete the fields on this screen, follow the procedures described in the "Setting Up Controls for Incomes" chapter in the *Infinium PY Guide to Controls* for special income method 9. In addition, define the following income control information, which is unique to the advance earned income credit income.

Priority

Type a low priority (high number) for the advance earned income credit income. A low priority ensures that the system calculates the income after all other incomes that are included in the advance earned income credit calculations.

Special Tax

Leave blank.

Accumulator

Specify the name of the system-defined or user-defined accumulator that you use to calculate this income.

7 Press Enter to display the screen shown in Figure 24-5.

```
 6/26/12  18:36:33          Update Income Controls        PYGMIC     PYDMIC
                                                            Page  2 of  4

Employer  . . . :  ZUS    SAMPLE US COMPANY
Income  . . . . :  *EIC
Method  . . . . :  9 - Special Method

    Special Reports                     F.L.S.A. Controls
Cycle Report  . .  IC001 +           Hours Worked  . .  0 (0=No 1=Yes)
Monthly Report  .  _____ +           Calculate Hours .  0 (0=No 1=Yes)
Quarterly Report.  _____ +           Calculate Amount.  0 (0=No 1=Yes)
Annual Report . .  _____ +
On Demand Report.  _____ +


    Level Restrictions
Area        . . .  _____ +
Division    . . .  _____ +
Department  . . .  _____ +
Cost Centr  . . .  _____ +


Exclude From GL Accrual A (A,X,C,N)
Self Service Time Entry 0 (0=No 1=Yes)


F3=Exit  F4=Prompt  F10=Access  F12=Previous  F22=Delete
```

Figure 24-5: Update Income Controls screen 2

8 You may consider creating a special report to track dollars associated with this income. Refer to the "Setting Up Controls for Incomes" chapter in the *Infinium PY Guide to Controls* for more information.

9 Press Enter to display the screen shown in Figure 24-6.

```
   6/26/12  18:37:01          Update Income Controls        PYGMIC    PYDMIC
                                                             Page  3 of  4
   Employer  . . . :  ZUS    SAMPLE US COMPANY
   Income   . . . . :  *EIC
   Method   . . . . :  9 - Special Method
                       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
   ____   + _ _  _____.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  F22=Delete
```

Figure 24-6: Update Income Controls screen 3

10 Leave the *Accumulator Controls* fields blank.

11 Press Enter to create the income control.

12 Press F3 to return to the main menu.

Authorizing Employees to the Advance Earned Income Credit Income

To authorize an employee to the advance earned income credit income, complete the steps below.

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

2 Select *Update Employee Data*.

3 Select *Update Income Data* [UIE] and press Enter to display the Employee Update screen.

4 Specify the employer and the employee to whom you are authorizing the advance earned income credit income and press Enter to display the Update Employee Income Codes screen.

5 Specify the value for the advance earned income credit income in the *Income Code* field and press Enter to display the Update Employee Income Codes screen shown in Figure 24-7.

Figure 24-7: Update Employee Income Codes screen

6 To complete the fields on this screen, follow the procedures described in the "Updating Employee Data" chapter in this guide. You must type the general ledger labor expense account number in the *Labor Expense* field.

7 Press Enter to authorize the employee to the advance earned income credit income.

8 Repeat steps 4 through 7 to authorize additional employees to the advance earned income credit income.

9 Press F3 to return to the main menu.

Updating the Employee Payroll Master Record

To update the employee payroll master record, complete the steps below.

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

2 Select *Update Employee Data*.

3 Select *Update Payroll Data (USA)* [UPY] and press Enter to display the Employee Update screen.

4 Specify the employer and the employee whose employee payroll master record you are updating and press Enter to display the first Update Employee Payroll Data screen.

5 To complete the fields on this screen, follow the procedures described in the "Updating Employee Data" chapter in this guide.

6 Press Enter to display the second Update Employee Payroll Data screen. To complete the fields on this screen, follow the procedures described in the "Updating Employee Data" chapter in this guide.

7 Press Enter to display the third Update Employee Payroll Data screen shown in Figure 24-8.

Figure 24-8: Update Employee Payroll Data screen 3

8 To complete the fields on this screen, follow the procedures described in the "Updating Employee Data" chapter in this guide. In addition, complete the following information, which is unique to the *EIC income:

EIC Employee

Specify the advance earned income credit status for the employee. Valid values are:

0   Earned income credit does not apply to this employee.

1   The spouse is not filing an EIC certificate.

2   Both spouses are filing an EIC certificate.

9 Press Enter to update the employee's payroll master record.

10 Repeat steps 4 through 9 to update additional employee payroll master records.

11 Press F3 to return to the main menu.

Assigning the Advance Earned Income Credit Income to Auto Pay Groups

Assign the advance earned income credit income to all auto pay groups to ensure that the income is brought into the cycle automatically when the cycle begins. Be sure to authorize each employee to the appropriate auto pay group.

To assign the advance earned income credit income to all auto pay groups, complete the steps below.

1 From the Infinium PY main menu select *Master Files*.

2 Select *Update Master Files*.

3 Select *Update Auto Pay Groups* [UAPG] and press Enter to display the Update Auto Pay Groups screen.

4 To complete the fields on this screen, follow the procedures described in the "Creating Auto Pay Groups" chapter in the *Infinium PY Guide to Controls*. Specify the value for the advance earned income credit income for the *Income Type* field.

5 Press Enter to display the Update Auto Pay Groups screen shown in Figure 24-9.

Figure 24-9: Update Auto Pay Groups screen

6 To complete the fields on this screen, follow the procedures described in the "Creating Auto Pay Groups" chapter in the *Infinium PY Guide to Controls*.

7 Repeat steps 4 through 6 to assign the advance earned income credit income to additional auto pay groups.

8 Press F3 to return to the main menu.

Completing Cycle Processing

You do not need to type hours or amounts for the advance earned income credit income during time sheet entry. The system calculates the advance earned income credit amount when you release the timesheet data to the cycle.

When you post the cycle, the system adds the advance earned income credit income to the employee's net pay (*NET) totals. The system does not include the advance earned income credit income to gross wages (*WAGE) or gross pay (*GROS).

Setting up a State Advance Earned Income Tax Credit

To set up a state advance earned income tax credit you must:

1 Create an income summarization code.

2 Create a state advance EIC record.

3 Create an income control record.

4 Authorize the eligible employees to the advance earned income credit income.

5 Assign the advance earned income credit income to all auto pay groups.

6 Complete cycle processing.

Creating an Advance Earned Income Credit Income Summarization Code

Create a unique income summarization code for each state advance EIC income control record that you create.

To create an advance earned income credit income summarization code, complete the steps below.

1 From the Infinium PY main menu select *Master Files*.

2 Select *Update Master Files*.

3 Select *Update Income Summ. Codes* [UIS] and press Enter to display the screen shown in Figure 24-10.

Figure 24-10: Update Income Summ. Codes prompt screen

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

Employer

Specify the employer for whom you are setting up the advance earned income credit income summarization code.

Summ. Code

Specify the summarization code value for the state advance earned income credit.

5 Press Enter to display the screen shown in Figure 24-11.

Figure 24-11: Update Income Summ. Codes screen

6 Type the name to print on the payroll check stub for this income summarization code.

7 Press Enter to save your changes.

8 Press F3 to return to the main menu.

Creating a State Advance EIC Record

You must create unique state advance EIC records, or tables, for each state that provides for advance EIC processing. If the state regulations provide for

multiple categories of calculation, you must create a record for each category. For example, Wisconsin provides for three categories:

- One qualifying child

- Two qualifying children

- Three or more qualifying children

The calculation rate for each category is unique.

To create a state advance EIC record:

1 From the Infinium PY main menu select *Tax Operations.*

2 Select *Tax Table Functions.*

3 Select *Update USA State Advance EIC* [UEIC]. The system displays a screen similar to the screen in Figure 24-12.
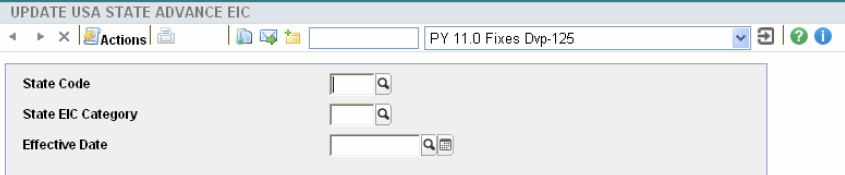
Figure 24-12: Update USA State Advance EIC screen

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

State Code

Specify the state code for the state for which you are creating this unique advance EIC record.

State EIC Category

Type the state-specific advance earned income credit category, if applicable. Leave this field blank if your state does not use categories of information, such as number of children, to qualify citizens for advance EIC.

For example, Wisconsin has three advance earned income credit rates, one for employees with one qualifying child, a second for employees with two qualifying children, and a third for employees with three or more qualifying children. You type **1**, **2**, or **3** in this field to indicate how many qualifying children the employee has, and the system uses the rate assigned to that category to calculate the state EIC for Wisconsin.

Indiana has only one EIC rate for all employees, so you leave this field blank if you are authorizing an employee to a *EIIN income.

If most of your employees are in category 1, you can leave this field blank and specify the rate for category 1, for example, **4** in the *Percentage* field on the next screen. If you leave this field blank for the employees who qualify for category 1, you must enter a value in the *State Advance EIC Category* field on the Update Employee Income Codes screen only for those employees who qualify for categories 2 and 3.

Effective Date

Specify the effective date for this advance EIC category.

5 Press Enter. The system displays a screen similar to Figure 24-13.

Figure 24-13: Update USA State Advance EIC screen

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

Description

Specify a description for this state advance EIC record.

Calculation Method

Specify the method to use to calculate the advance EIC for this record. Valid values:

1 Percent of federal EIC. This method is no longer effective as of January 1, 2011.

2 Percent of gross

3 Custom amount calculation

Percentage

For percentage calculations, specify the percent.

Round EIC if less than 1.00

Specify yes to round amounts that are less than $1.00 up to $1.00. Otherwise, specify no.

Maximum Annual EIC Amount

For amount calculations, specify the maximum annual EIC amount.

Custom Amount

For amount calculations, specify the advance EIC amount.

7 Press Enter.

Creating an Income Control Record

To create an advance earned income credit income control record, complete the steps below.

1 From the Infinium PY main menu select *Master Files.*

2 Select *Update Master Files.*

3 Select *Update Income Controls* [UIC] and press Enter to display the screen shown in Figure 24-14.

```
  6/26/12  18:41:54          Update Income Controls      PYGMIC    PYDMIC


  Employer  . . . .  ZUS +

  Income  . . . . .  *EIWI +

  Method  . . . . .  _
















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

Figure 24-14: Update Income Controls prompt screen

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

Employer

Specify the employer for whom you are setting up the advance earned income credit income control record.

Income

Type *__EIxx__ where xx is the state code as the value for the income control record for the state advance earned income credit.

Method

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

5 Press Enter to display the screen shown in Figure 24-15.

```
  6/26/12  18:42:21          Update Income Controls      PYGMIC    PYDMIC
                                                          Page  1 of  4
 Employer  . . . :  ZUS    SAMPLE US COMPANY
 Income    . . . . :  *EIWI
 Method    . . . . :  9 - Special Method

 Description . . .  WISCONSIN EIC        Starting Date . .  _____
 Priority  . . . .   936                 Ending Date . . .  _____
 Summ. Code  . . .  WI +
 Frequency . . . .  8
 Special Tax . . .  _




                                    Allow Pay Msg?  .  0  (0=No 1=Yes)



 F3=Exit  F4=Prompt  F10=Access  F12=Previous  F22=Delete
```

Figure 24-15: Update Income Controls screen 1

6 To complete the fields on this screen, follow the procedures described in the
"Setting Up Controls for Incomes" chapter in the *Infinium PY Guide to
Controls* for special income method 9. In addition, define the following
income control information, which is unique to the advance earned income
credit income.

Priority

Type a low priority (high number) for the advance earned income credit
income. A low priority ensures that the system calculates the income after all
other incomes that are included in the earned income credit calculations.

If a state bases its earned income credit on the federal advance earned credit
amount, you must assign a state advance earned income credit priority
number that is higher than the federal advance earned income credit priority
number. For example, if you assign **990** as the priority number for the federal
advance earned income credit income, type **991** or a higher number for your
state advance earned income credit income.

Special Tax

Leave blank.

7 Press Enter to display the screen shown in Figure 24-16.

```
  6/26/12  18:42:43          Update Income Controls        PYGMIC    PYDMIC
                                                           Page  2 of  4

 Employer  . . . :  ZUS    SAMPLE US COMPANY
 Income  . . . . :  *EIWI
 Method  . . . . :  9 - Special Method

     Special Reports                  F.L.S.A. Controls
 Cycle Report  . .  _____ +        Hours Worked  . .  0  (0=No 1=Yes)
 Monthly Report  .  _____ +        Calculate Hours .  0  (0=No 1=Yes)
 Quarterly Report.  _____ +        Calculate Amount.  0  (0=No 1=Yes)
 Annual Report . .  _____ +
 On Demand Report.  _____ +


     Level Restrictions
 Area          . . .  _____ +
 Division      . . .  _____ +
 Department   . . .  _____ +
 Cost Centr   . . .  _____ +


 Exclude From GL Accrual A  (A,X,C,N)
 Self Service Time Entry 0  (0=No 1=Yes)


 F3=Exit  F4=Prompt  F10=Access  F12=Previous  F22=Delete
```

Figure 24-16: Update Income Controls screen 2

8 You can create a special report to track dollars associated with this income. Refer to the "Setting Up Controls for Incomes" chapter in the *Infinium PY Guide to Controls* for more information.

9 Press Enter to display the screen shown in Figure 24-17.

```
 6/26/12  18:43:02          Update Income Controls       PYGMIC     PYDMIC
                                                          Page  3 of  4
Employer  . . . :  ZUS     SAMPLE US COMPANY
Income    . . . . :  *EIWI
Method    . . . . :  9 - Special Method
                        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
____    + _ _ _____.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  F22=Delete
```

Figure 24-17: Update Income Controls screen 3

10 Leave the *Accumulator Controls* fields blank.

11 Press Enter to create the income control.

12 Press F3 to return to the main menu.

Authorizing Employees to the Advance Earned Income Credit Income

You must specify the state advance EIC category for each employee for whom the state advance EIC is applicable.

To authorize an employee to the advance earned income credit income, complete the steps below.

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

2 Select *Update Employee Data*.

3 Select *Update Income Data* [UIE] and press Enter to display the Employee Update screen.

4 Specify the employer and the employee to whom you are authorizing the advance earned income credit income and press Enter to display the Update Employee Income Codes screen.

5 Specify the value for the advance earned income credit income in the *Income Code* field and press Enter to display the Update Employee Income Codes screen shown in Figure 24-18.

Figure 24-18: Update Employee Income Codes screen

6 To complete the fields on this screen, follow the procedures described in the "Updating Employee Data" chapter in this guide and press Enter. The system displays the next Update Income Codes screen similar to Figure 24-19.

Figure 24-19: Update Employee Income Codes screen

7 Use the information below to complete this screen.

Labor Expense

Specify the general ledger labor expense account number.

State Advance EIC Category

Specify the state advance EIC category, if applicable.
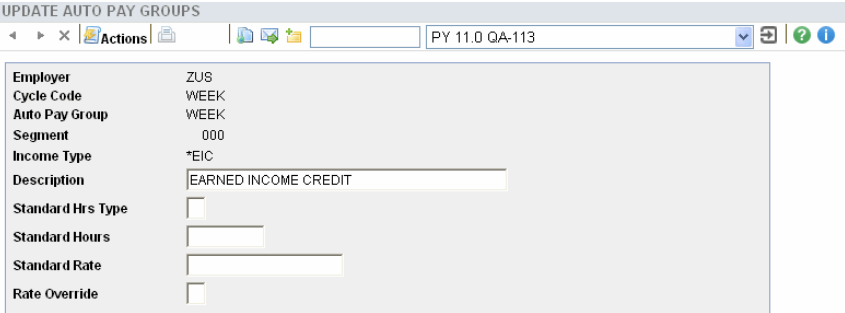
8 Complete the remaining fields on this screen as you normally would.

9 Press Enter to authorize the employee to the advance earned income credit income.

10 Repeat steps 4 through 9 to authorize additional employees to the advance earned income credit income.

11 Press F3 to return to the main menu.

Assigning the Advance Earned Income Credit Income to Auto Pay Groups

Assign the advance earned income credit income to all auto pay groups to ensure that the income is brought into the cycle automatically when the cycle begins. Be sure to authorize each employee to the appropriate auto pay group.

To assign the advance earned income credit income to all auto pay groups, complete the steps below.

1 From the Infinium PY main menu select *Master Files*.

2 Select *Update Master Files*.

3 Select *Update Auto Pay Groups* [UAPG] and press Enter to display the Update Auto Pay Groups screen.

4 To complete the fields on this screen, follow the procedures described in the "Creating Auto Pay Groups" chapter in the *Infinium PY Guide to Controls*. Specify the value for the advance earned income credit income for the *Income Type* field.

5 Press Enter to display the Update Auto Pay Groups screen shown in Figure 24-20.

Figure 24-20: Update Auto Pay Groups screen

6 To complete the fields on this screen, follow the procedures described in the "Creating Auto Pay Groups" chapter in the *Infinium PY Guide to Controls.*

7 Repeat steps 4 through 6 to assign the advance earned income credit income to additional auto pay groups.

8 Press F3 to return to the main menu.

Completing Cycle Processing

You do not need to type hours or amounts for the advance earned income credit income during time sheet entry. The system calculates the advance earned income credit amount when you release the time sheet data to the cycle.

When you post the cycle, the system adds the advance earned income credit income to the employee's net pay (*NET) totals. The system does not include the advance earned income credit income to gross wages (*WAGE) or gross pay (*GROS).

Chapter 25 Using the Fringe Income Interface

25

Fringe income interface processing enables you to use fringe incomes to automatically add the employer-paid portions of selected deductions to an employee's taxable wage bases during cycle processing. When you include the fringe incomes in the wage bases you use for tax calculations, the system can withhold tax on the taxable benefits.

The chapter consists of the following topics:

Overview of Fringe Income Processing

Infinium PY uses fringe incomes to update employee wage bases and includes fringe income amounts in the employee's gross check amount. Because the employee does not receive a cash income from a fringe income, the fringe income amount is not included in the employee's net check amount. You designate each fringe income with a unique value; the value must start with *F.

Use the *Update Fringe Income Interface* function to associate selected deductions with fringe incomes. When you activate fringe income interface processing during the begin cycle stage of cycle processing, the system automatically updates the value of the employee fringe incomes for the pay period based on the current employer deduction amounts or percentages.

For example, in Canada, employer contributions to life insurance, health and savings plans are considered immediate taxable income to the employee. The income from these taxable benefits must be included in the employee's gross taxable income each pay period. You can use the fringe income interface to automatically keep track of the income employees receive from taxable benefits.

Objectives

After completing this chapter you should be able to:

- Update the fringe income interface table with deductions and related fringe incomes

- View fringe income information

- Activate fringe income interface processing during the *Begin Cycle* function

- Generate fringe income reports

Understanding the Fringe Income Interface Table

The Fringe Income Interface Table lists deductions, corresponding fringe incomes and the status of each fringe income.

When you run the *Begin Cycle* function, you can have the system use the Fringe Income Interface Table to identify deductions and related incomes, and update employee fringe income authorization records with the employer amount or percentage from the deductions. The system calculates identical employer deduction and employee fringe income amounts during the release stage of cycle processing. Based on the accumulators you associate with the fringe incomes, the system includes the fringe income amounts in the employee's taxable wage bases and withholds taxes on the fringe income amounts.

If you activate fringe income interface processing during the *Begin Cycle* function, the system first looks at the Fringe Income Interface Table to determine which deductions update fringe incomes. It then locates each employee's deduction authorization record to retrieve the value in the *Employer Amount* or *Employer Rate/Pct* fields. If these fields are blank, the system looks for employer cost in the *Employer Amount* or *Extension %* fields on the deduction control record.

The system then updates the employee fringe income authorization record with the employer rate or percentage values obtained from the corresponding deduction.

The system calculates fringe income amounts during the *Release Timesheet Data* stage of cycle processing. It then adds the calculated fringe income amounts to the accumulators you assign to the fringe incomes. If one or more of the accumulators are associated with tax deductions, the system automatically includes the fringe income amounts in each employee's income tax calculations.

The following table illustrates the employer deduction fields that relate to employee fringe income fields:

This field on the employee deduction authorization record	Or this field on screen 2 of the deduction control record	Updates this field on the employee fringe income authorization record:
Employer Amount (flat amount deductions)	*Employer Amount*	*Income Amount* (flat amount or amount extension incomes)
Employer Rate/Pct (amount extension deductions)	*Extension %*	*Extension %* (base amount extension incomes)

Using the Fringe Income Interface Table

To use the Fringe Income Interface Table to automatically update fringe incomes, you must set up your system as summarized below.

1   Set up the deduction control.

Refer to the "Setting Up Controls for Flat Amount Deductions" chapter or the "Setting Up Controls for Percentage and Hourly Deductions" chapter in the *Infinium Payroll Guide to Controls.*

2   Set up the related fringe income control. If the fringe income is a percentage of an accumulator, specify the accumulator that you assigned to the corresponding deduction.

Refer to the "Setting Up Accumulators and Controls for Hourly Incomes" chapter or the "Setting Up Controls for All Other Incomes" chapter in the *Infinium Payroll Guide to Controls.*

3   Authorize employees to the fringe income. You must assign the fringe income to all employees for whom you want to tax employer deduction contributions.

Refer to the "Updating Employee Data" chapter in this guide.

4   Authorize employees to the deduction unless the deduction is a benefit deduction for which you use the *Benefits Administration* function in Infinium HR to automatically update employee deduction authorizations on Infinium PY.

Refer to the "Updating Employee Data" chapter in this guide and the *Infinium Human Resources Guide to Setup and Processing for Benefits Administration.*

5   Update one or more of your payroll authorization groups with the deduction and its corresponding fringe income. (optional)

If you assign the fringe income to a payroll authorization group, ensure that you specify ***AUTO** or the name of a pay cycle in the *Cycle* field on the Update Income Authorization Groups screen so that the fringe income works correctly with auto pay groups.

Refer to the "Using Payroll Authorization Groups" chapter in the *Infinium Payroll Guide to Controls.*

6 Assign the fringe income to one or more auto pay groups so that you do not have to manually enter the fringe income into the pay cycle for each employee.

(Refer to the "Creating Auto Pay Groups" chapter in the *Infinium Payroll Guide to Controls*.)

7 Set up your Fringe Income Interface Table and activate fringe income interface processing as described in the "Updating the Fringe Income Interface Table" and the "Automatically Updating Fringe Incomes in a Pay Cycle" sections of this chapter.

Setting up Deduction and Income Controls

When you set up your Fringe Income Interface Table, you must ensure that you link deductions with compatible fringe incomes. The following table illustrates compatible deduction and income methods:

Deduction Method	Compatible Income Method
Flat Amount (method 1)	Flat Amount (method 1) Amount Extension (method 3)
Amount Extension (method 3)	Base Amount Extension (method 5)
Custom Calculation (method 5)	Custom Calculation (method 6)

When you use the amount extension method to set up a deduction, you must specify an accumulator in the *Accumulator* field on the Update Deduction Controls screen 1 of 3. You must specify the same value in the *Accumulator* field on the Update Income Controls screen 1 of 4.

During the release stage of cycle processing, the system calculates the employer deduction amount and the employee fringe income amount by multiplying the specified extension percentage by the monetary value in the accumulator. The calculated amounts must be identical to accurately tax the employee on the employer deduction contribution.

Updating the Fringe Income Interface Table

The *Update Fringe Income Interface* function lets you list deductions and the corresponding fringe incomes that the system should automatically update when you activate fringe income interface processing during the begin cycle stage. It also lets you list the status of each fringe income. The *Begin Cycle* function does not assign fringe incomes to employees, but it updates them based on changes you make to the related deductions in the Fringe Income Interface Table.

You can make manual changes to employer deduction amounts or percentages before you start the pay cycle, or you can use the *Benefits Administration* function in Infinium HR to automatically update employee and employer deduction data during the begin stage of cycle processing. The system updates employee benefit deduction authorization records before it processes the Fringe Income Interface Table.

If you are using the *Benefits Administration* function in Infinium HR, be sure to run the *Mass Update Enrollments* function prior to starting the pay cycle.

Follow the steps below to set up or update the Fringe Income Interface Table.

1 From the Infinium PY main menu select *Master Files.*

2 Select *Update Master Files.*

3 Select *Update Fringe Income Interface* [FRMAINT]. The system displays the screen shown in Figure 25-1.
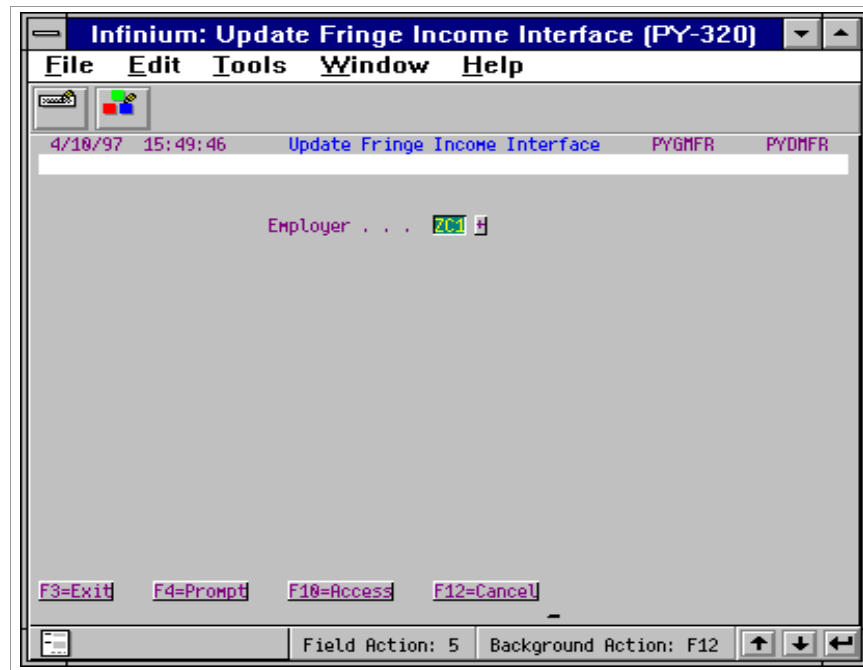
Figure 25-1: Update Fringe Income Interface prompt screen

4 Complete the *Employer* field.

5 Press Enter to display the screen shown in Figure 25-2.
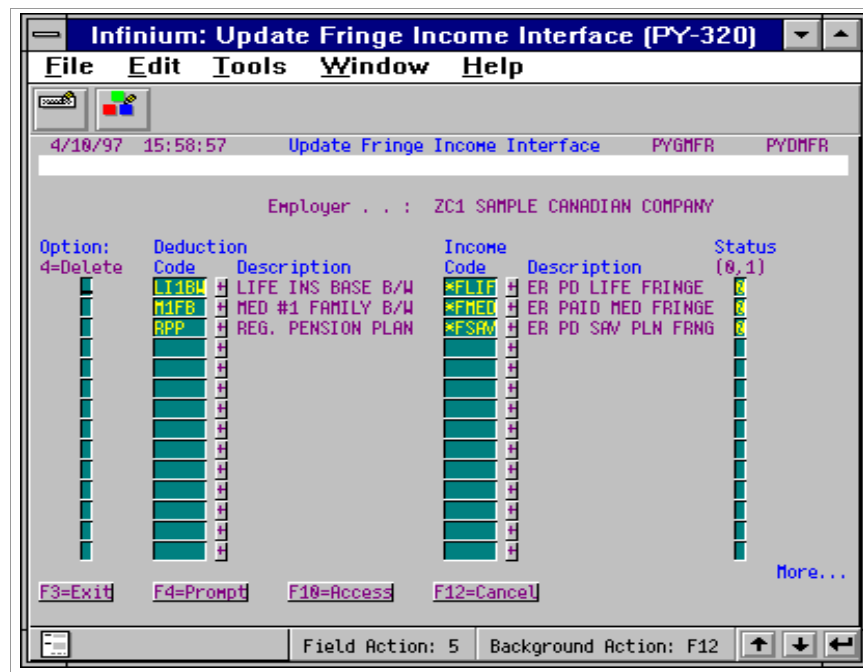
Figure 25-2: Update Fringe Income Interface screen

6 Complete the following fields for each deduction that should generate a corresponding fringe income:

Deduction Code

Type the value that identifies a deduction that includes an employer contribution. Valid deductions must use Methods 1, 3 or 5.

Income Code

Type the value that identifies the related fringe income. Valid incomes must use Methods 1, 3, 5 or 6.

You must specify only fringe incomes in this field; the code value for fringe incomes always starts with ***F**. Fringe incomes update employee wage bases and gross pay, but do not generate actual income to the employee. Therefore, they are not included in the employee's net check amount.

Status

Specify the status of the fringe income.

Valid values are:

0	Active
1	Inactive

7 Press Enter to refresh the screen. The system displays the income and deduction descriptions below the *Description* column headings.

8 Press F3. The system displays the Infinium PY main menu.

Caution: If you press F12 before or after pressing Enter or F3, the system does not save your information.

Displaying the Fringe Income Interface Table

The *Display Fringe Income Interface* function enables you to view the fringe income interface table information. You cannot update the table using this option. Refer to the "Updating the Fringe Income Interface Table" section for information on how to set up or modify the fringe income interface table.

Follow the steps below to view fringe income interface information.

1 From the Infinium PY main menu select *Master Files.*

2 Select *Display Master Files.*

3 Select *Display Fringe Income Interface* [FRINQ]. The system displays the screen shown in Figure 25-3.
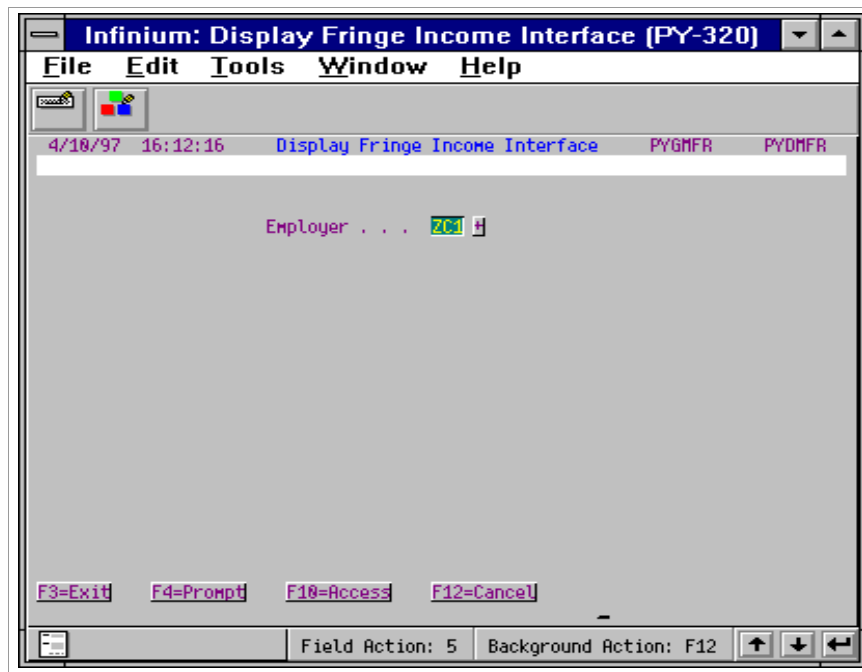
Figure 25-3: Display Fringe Income Interface prompt screen

4 Complete the *Employer* field.

5 Press Enter to display the screen shown in Figure 25-4.
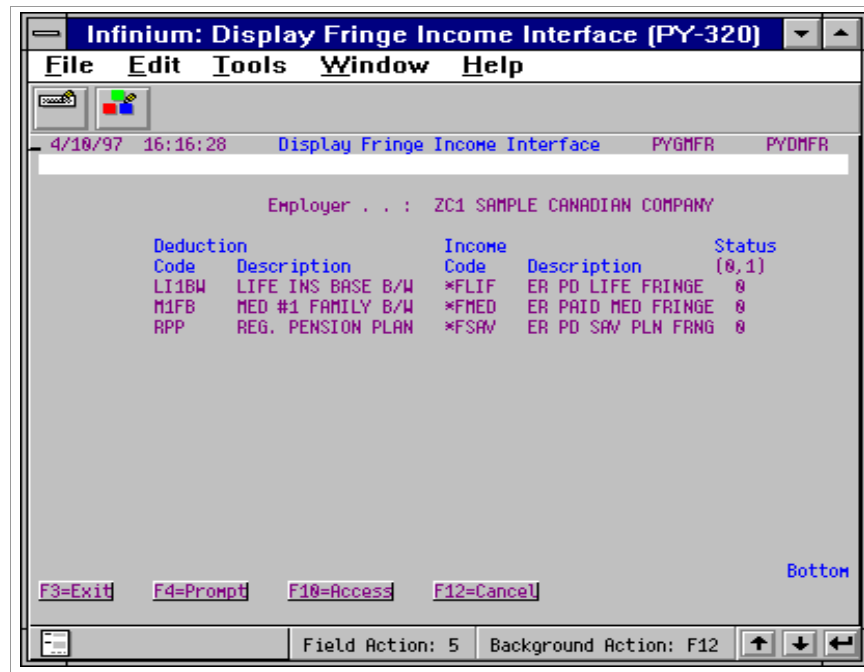
Figure 25-4: Display Fringe Income Interface screen

The system displays the Fringe Income Interface Table associated with the specified employer, including the deduction codes, related income codes and status.

Automatically Updating Fringe Incomes in a Pay Cycle

The *Begin Cycle* function uses the deductions listed on the fringe income interface table to update employee fringe amounts or percentages. It also generates the Fringe Incomes Update from Employer Deductions report for you to verify the automatic updates that occurred.

This section describes only the field on the Enter Cycle Data screen that you must use to activate fringe income interface processing. Refer to other parts in this guide for detailed information on using the *Begin Cycle* function.

Follow the steps below to run the *Begin Cycle* function and activate fringe income interface processing.

1 From the Infinium PY main menu select *Cycle Operations.*

2 Select *Pre-Cycle Functions*.

3 Select *Begin Cycle* [BEGIN].

4 On the Begin Cycles screen select the cycle(s) you want to run.

5 Press Enter. The system displays the Enter Cycle Data screen.

6 Complete the *Update *F* field as follows:

> **0**   Do not update fringe incomes. This is the default value.
>
> **1**   Update fringe incomes with the employer's amount or percentage. The system generates the Fringe Incomes Updated from Employer Deductions report.

7 Press Enter to proceed to the next screen.

Generating Fringe Income Reports

This section describes the fringe income reports you can generate and provides report examples.

Fringe Incomes Updated from Employer Deductions Report

When you run the *Begin Cycle* function and type **1** in the *Update *F* field, the system generates the Fringe Incomes Updated from Employer Deductions report.

This report lists the following information in alphabetical order by level:

- Employee #
- Employee Name
- Deduction Code
- (Related) Income Code
- Previous Amount and Percentage
- Updated Amount and Percentage
- Change Amount and Percentage
- Error Messages (if any)

A sample report is shown at the end of this chapter.

Fringe Income Interface Table Report

The *List Fringe Income Interface* function allows you to produce a report that lists fringe income interface table information by employer so that you can verify your setup. The report includes deduction codes, related income codes, and status indicators.

Follow the steps below to generate the Fringe Income Interface Table report.

1 From the Infinium PY main menu select *Master Files*.

2 Select *List Master Files*.

3 Select *List Fringe Income Interface* [FRPRINT]. The system displays the screen shown in Figure 25-5.
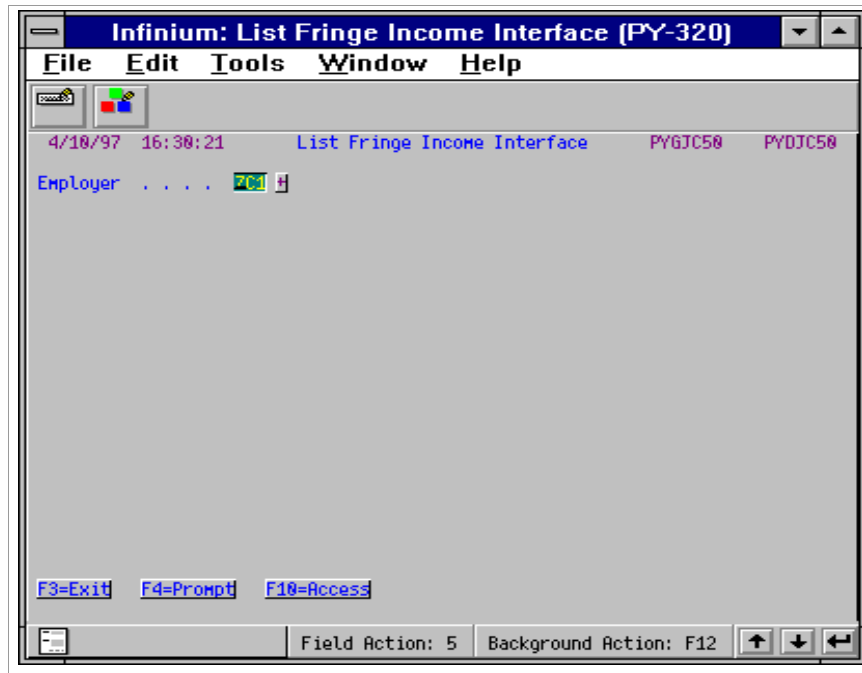
Figure 25-5: List Fringe Income Interface prompt screen

4 In the *Employer* field specify the employer for which you want to print the report or leave this field blank to include all employers.

5 Press Enter to print the report.

A sample report is shown at the end of this chapter.

```
PYGB40    PYTB40              F R I N G E   I N C O M E S   U P D A T E D   F R O M                    Page   1
 2/02/97  10:51:36                        E M P L O Y E R   D E D U C T I O N S
EMPLOYER CAN   CANADIAN PRODUCTS INC.
CYCLE BIWK                    Group     DIST  ADMINISTRATION                   Department ADMIN  ADMINISTRATION
P/E DATE    1997/01/14        Division  10    ADMINISTRATION
CHECK DATE  1997/01/16
EMPLOYEE# NAME                          DEDCTN INCOME  ---- PREVIOUS ----    ---- UPDATED ----    ---- CHANGE ----     ERROR MSG
                                        CODE   CODE    AMOUNT     PCT        AMOUNT     PCT       AMOUNT     PCT
--------------------------------------------------------------------------------------------------------------------------------
113458558 ROULX,         CASE 17   DENT                                                          .00        .0000
132657750 QUEBEC,PIERRE P           DENT                                                         .00        .0000
132657750 QUEBEC,PIERRE P           LFINS                                                        .00        .0000
138767751 CORNELOUS,YUKON           DENT                                                         .00        .0000
145767752 ONTARIO,HILDA C           DENT   *FDEN   60.00            50.00              10.00-     .0000
145767752 ONTARIO,HILDA C           DINS   *FDEN   50.00            60.00              10.00      .0000
149457954 L'ARCHEVESQUE,ONTARIO W   DENT                                                         .00        .0000
155648959 MURDOCK,       CASE 14   DENT                                                          .00        .0000
163648942 QUEBEC,ROSE C             DINS                                                         .00        .0000
163648942 QUEB


EMPLOYER CAN   CANADIAN PRODUCTS INC.
CYCLE BIWK                    Group     DIST  HUB LOCATIONS                    Department
P/E DATE    1997/01/14        Division  20    HUB LOCATIONS
CHECK DATE  1997/01/16
EMPLOYEE# NAME                          DEDCTN INCOME  ---- PREVIOUS ----    ---- UPDATED ----    ---- CHANGE ----     ERROR MSG
                                        CODE   CODE    AMOUNT     PCT        AMOUNT     PCT       AMOUNT     PCT
--------------------------------------------------------------------------------------------------------------------------------
566998753 BARTLETT,   NB-2-PROV-F   DENT                                                         .00        .0000
566998753 BARTLETT,   NB-2-PROV-F   LFINS                                                        .00        .0000


EMPLOYER CAN   CANADIAN PRODUCTS INC.
CYCLE BIWK                    Group     DIST  ON THE ROAD                      Department ROAD   ON THE ROAD
P/E DATE    1997/01/14        Division  20    ON THE ROAD
CHECK DATE  1997/01/16
EMPLOYEE# NAME                          DEDCTN INCOME  ---- PREVIOUS ----    ---- UPDATED ----    ---- CHANGE ----     ERROR MSG
                                        CODE   CODE    AMOUNT     PCT        AMOUNT     PCT       AMOUNT     PCT
--------------------------------------------------------------------------------------------------------------------------------
259353290 SINGLETARY,    CASE 18   DENT   *FDEN                    50.00              50.00      .0000
259353290 SINGLETARY,    CASE 18   LFINS  *FLIS                    50.00              50.00      .0000
262483258 UNDERWOOD,     CASE 22   DENT   *FDEN                    20.00              20.00      .0000
262483258 UNDERWOOD,     CASE 22   DINS   *FDEN   20.00            50.00              30.00      .0000
262483258 UNDERWOOD,     CASE 22   LFINS  *FLIS                    50.00              50.00      .0000
271333270 WILLIAMSON,    CASE 24   DENT   *FDEN                    30.00              30.00      .0000
271333270 WILLIAMSON,    CASE 24   LFINS  *FLIS                    50.00              50.00      .0000
273434282 WINSLOW,       CASE 26   DENT   *FDEN                    30.00              30.00      .0000
```

```
273434282 WINSLOW,          CASE 26    LFINS   *FLIS                              50.00              50.00         .0000
288844483 PENDLETON,        CASE 15    DINS    *FDEN                              20.00              20.00         .0000
288844483 PENDLETON,        CASE 15    LFINS   *FLIS                              50.00              50.00         .0000
324488337 FLOOD,            CASE 6     DENT                                                             .00         .0000
356665522 LEYNARD,          CASE 10    DENT    *FDEN                              30.00              30.00         .0000
356665522 LEYNARD,          CASE 10    DINS    *FDEN        30.00                 52.00              22.00         .0000
```

```
PYGPFR     PYTPFR                  F R I N G E   I N C O M E   I N T E R F A C E   T A B L E                    PAGE    1
2/02/97    10:00:56                             EMPLOYER:  KB KING-BOZEMAN
DEDUCTION                   INCOME                          STATUS
  CODE                      CODE                     (0=ACTIVE, 1=INACTIVE)
------------------------------------------------------------------------------------------------------------------------
  METH1 FLAT DED            *FME3 FR METHOD 3                   0
PYGPFR     PYTPFR                  F R I N G E   I N C O M E   I N T E R F A C E   T A B L E                    PAGE    2
2/02/97    10:00:56                             EMPLOYER: CAN CANADIAN PRODUCTS INC.
DEDUCTION                   INCOME                          STATUS
  CODE                      CODE                     (0=ACTIVE, 1=INACTIVE)
------------------------------------------------------------------------------------------------------------------------
  DENT   DENTAL INSURANCE   *FDEN ER PAID DENTAL INS           0
  DINS   DENTAL INSURANCE   *FDEN ER PAID DENTAL INS           0
  LFINS  LIFE INSURANCE     *FLIS ER PAID GRP LIFE             0
PYGPFR     PYTPFR                  F R I N G E   I N C O M E   I N T E R F A C E   T A B L E                    PAGE    3
2/02/97    10:00:56                             EMPLOYER: CL1 ** LATHROPS LTD **
DEDUCTION                   INCOME                          STATUS
  CODE                      CODE                     (0=ACTIVE, 1=INACTIVE)
------------------------------------------------------------------------------------------------------------------------
  DIS    DISABILITY INS     *FDIS DISABLILITY FRINGE           0
  FFFF   TEST FRINGE        *FFFF TEST FRINGE                  0
  INS    MEDICAL INSURANCE  *FINS INSURANCE FRINGE             0
  INSP   FRING TEST 3       *FINP FRINGE TEST 3                0
```

Chapter 26 Generating Records of Employment for Canadian Employees

26

In this chapter you learn how to generate Record of Employment (ROE) information for Canadian employees. The chapter consists of the following topics:

Overview of Generating Records of Employment for Canadian Employees

Objectives

When you complete this chapter, you should be familiar with how to perform the following activities:

- Extract ROE information
- Work with ROE information
- List ROE information
- Create ROE WEB XML documents
- Display ROE WEB XML documents
- Void ROE information
- Re-Print ROE information from history
- Display and print ROE history information

Understanding the Record of Employment

The information for ROE reporting includes an employee's total insurable hours and total earnings.

You can generate ROE information for an individual employee or for a group of employees. You can also correct, void, and reset ROE information. You can make corrections to ROEWEB processing through the Canadian Web site.

Refer to official Canadian government publications for complete details on the regulations pertaining to the ROE.

You can use Infinium PY to generate a file of information formatted for an XML file. The system uses information from the employee's basic data record and the employee's posted check history for the information.

The ROE function is composed of multiple options. You use the first three options listed below to generate ROE information for employees. You use the

next two options to create or display the ROE XML document. You use the next two options to void or reset ROE information. The final two options allow you to display and report information for employees whose ROE information is in the ROE History file. A flowchart and detailed information on each step follows this overview.

Option Name	Description
Extract ROE Information [EXTROE]	Based on your specifications, this function extracts information from one or more employees' basic data and payroll check history records and creates a work file. The system automatically generates an audit report of the extracted information.
Work with ROE Information [WRKROE]	This function allows you to review and make on-line updates to the information in the ROE work file. The system automatically prints an audit report that shows prior and changed information.
List ROE Information [LSTROE]	This function prints a report detailing all information in the ROE work file.
Create ROE WEB XML Document [CRTROEXML]	Use this function to create a ROE WEB XML document for selected employees in the ROE work file. After you create the document, the selected employee records in the ROE work file are deleted and ROE history records are created for the employees.
Display ROE WEB XML Documents [DSPROEXML]	Use this function to view the XML document you created when you used the *Create ROE WEB XML Document* function.
Void ROE Information [VOIDROE]	This function enables you to void specified ROE records in the ROE history file and generates an audit report. You can use this function for older paper ROE forms or ROEs that were created using the ROE Version 2.0 specifications.
Reset ROE Information [REPRTROE]	This function allows you to reset a previously issued ROE using information from the ROE history file. You can use this function for older paper ROE forms or ROEs that were created using the ROE Version 2.0 specifications.
Display ROE History [DSPROE]	This function allows you to display information from the ROE history file for selected employees.

Option Name	Description
List ROE History [LSTROEH]	This function allows you to generate a report of information in the ROE history file for selected employees.
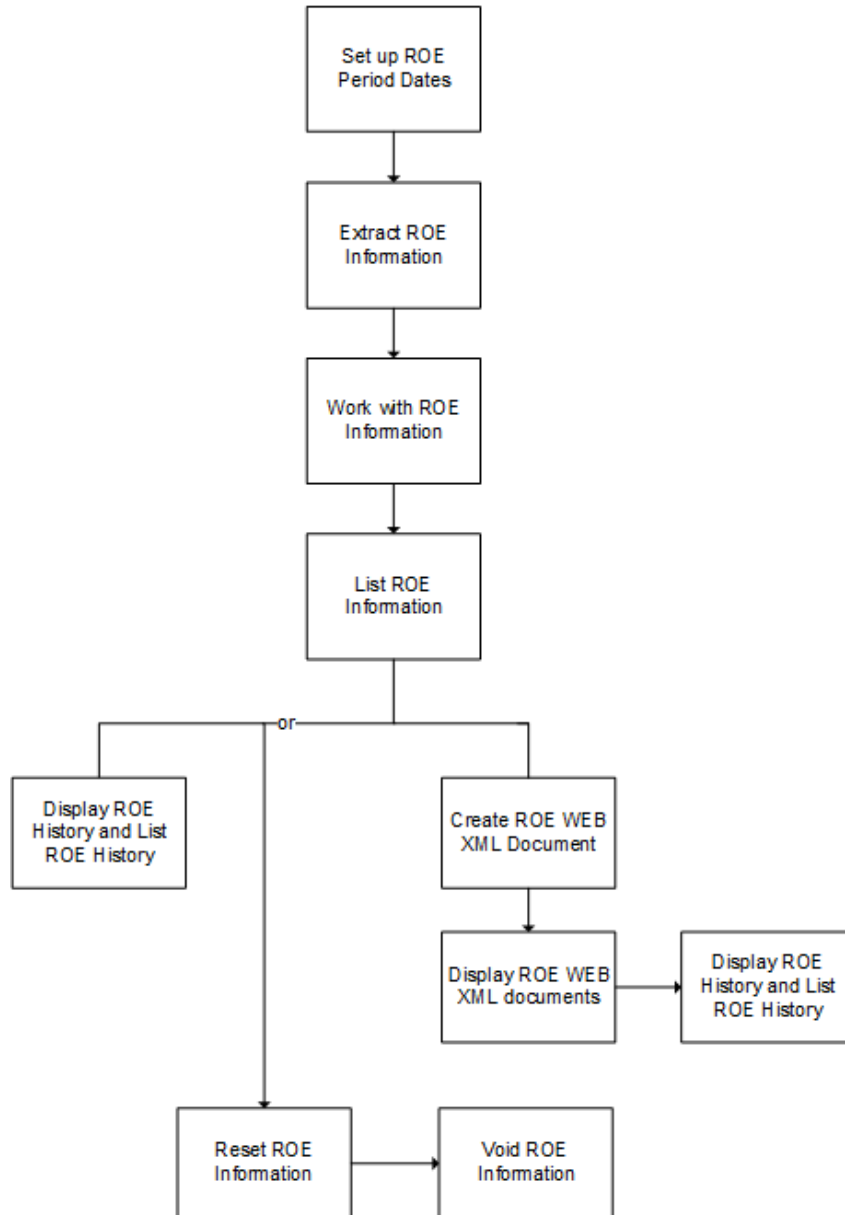
Figure 26-1: ROE Processing Diagram

Security Considerations

By design, standard Infinium HR/PY security functions, which you can use to restrict users to a particular employer or levels or from specified groups of employees, are not activated for any tax reporting functions on Infinium PY including the ROE functions described below. Your system security administrator should use caution when authorizing users to the ROE functions.

Infinium Liability

This chapter provides you with information on how to use Infinium PY to generate Record of Employment information. This chapter is not intended to provide you with tax advice. Refer to official documents published by the Canadian government for guidance on how to complete the ROE information.

Generating ROE Information

The system tracks employee pay information for employment insurance benefits based on total insurable hours and total insurable earnings.

Entering Dates

Enter all dates in the format defined for your employer. When you generate the XML document, the system automatically converts the dates that you enter to the Year-Month-Day format as required by Service Canada for web 2.0. The system automatically enters the date components correctly on the ROE XML file.

Prompting on Fields

When you press F4 to display values for promptable fields on most screens within the *Record of Employment (ROE)* function, the system displays only those values that correspond to employee information in the ROE work file or ROE history file. This is a change from standard system prompting, which normally displays all values for a selected field for a specified employer. The system identifies promptable fields by displaying **+** after the field name.

For example, you define ten province code values in your employer. When you prompt on the *State/Province* field throughout Infinium HR/PY, the system displays all ten state/province code values for your employer. When you use the *Extract ROE Information* function to build the ROE work file, you select only those employees who work in Alberta. When you specify your employer and prompt on the *State/Prov* field in ROE options that come after the *Extract ROE Information* function, as shown in the preceding flowchart in Figure 21-1, the system displays only **AB**, which represents Alberta.

Infinium PY uses standard system prompting for fields on screens in the *Extract ROE Information* function. The following table identifies which files the system uses to display values for promptable fields within the ROE functions that do not follow standard system prompting.

Function Name	File Used by Infinium PY for Promptable Fields
Work With ROE Period Dates *Work with ROE Information* *List ROE Information* *Create ROE WEB XML Document* *Display ROE WEB XML Documents*	ROE work file
Void ROE Information *Reset ROE Information* *Display ROE History* *List ROE History*	ROE history file

Using a Custom ROE Program

You can associate a custom program with the standard *Extract ROE Information* function on Infinium PY. The system runs your custom program after the standard Infinium PY extract programs. The following section contains detailed information about the standard *Extract ROE Information* function.

For example, if you recently implemented Infinium PY and did not convert detailed payroll check history for 52 weeks prior to your live date, you could use a custom program to access pay history in non-Infinium PY files on your system until you accumulate sufficient check history on Infinium PY to produce ROE forms. You can also use a custom program to retrieve other information, such as lump sum pension benefit amounts, stored in files on your system.

The technical member of your team can write a custom program based on your requirements or modify the shell program (PYGBEEX) provided by Infinium.

After the custom program is written, you enter its name in the *ROE Extract* field on the employer control record of each organization for which you want it to be used. This is a user exit field that allows the system to do extra processing according to your specifications. The following section provides you with information on this field. See the *Infinium Payroll Guide to Controls* for complete information on the employer control record. Refer to the *Infinium Human Resources/Payroll Technical Guide* for information about working with Infinium user exits.

Follow these steps to access the employer control record:

1 From the Infinium PY main menu select *Master Files.*

2 Select *Update Master Files.*

3 Select *Update Employer Controls* [UCO]. The system displays the Update Employer Controls prompt screen.

4 Use the information below to fill in the field on this screen.

Employer

Type the value that identifies your employer. Press F4 to display a list of valid employers.

5 Press Enter. The system displays the first Update Employer Controls screen. Press Enter three times to advance to screen 4. The system displays the Update Employer Controls screen 4.

6 Use the following information to complete the *ROE Extract* field on this screen:

ROE Extract

Type the name of your custom program in this field. The system runs your custom program after it runs the standard ROE extract programs. You can enter any combination of up to ten alphanumeric characters with one exception: the custom program name cannot begin with a number.

7 Press Enter. The system verifies that your custom program exists in a library in your library list. If it does not, the system displays the following error message at the bottom of the screen:

Custom program not found.

Check with the technical member of your group to ensure that the custom program is stored in the correct location on your system.

If you do not receive an error message, the system saves the custom program name in the employer control record and displays the Update Employer Controls prompt screen. Press F3 to return to the Infinium PY main menu.

Setting up ROE Period Dates

You use the *Work With ROE Period Dates* function to create and maintain the period ending dates to be used when the system summarizes pay period amounts for semi-monthly employees for Record of Employment (ROE) reporting.

You can use the *Display ROE Period Dates* function to view the period ending dates. You can use the *List ROE Period* Dates function to print ROE information from the ROE period date file. You can print information for a single employer or for groups of employers, or for a single year or for all available years.

To set up ROE period dates:

1 From the Infinium PY main menu select *On-Request Reporting.*

2 Select *Record of Employment (ROE).*

3 Select *Work With Period Dates* [WROEDT]. The system displays the screen shown in Figure 26-2.

```
6/27/12  14:39:31        Work With ROE Period Dates       PYGMOD10    PYDMOD10



  2=Change  4=Delete  5=Display

Option   Employer Year Name                        Frequency
  Locate ___ +    ____
  _        ZCX    2010 SAMPLE CANADIAN EMPLOYER     Semi-Monthly
  _        ZCX    2011 SAMPLE CANADIAN EMPLOYER     Semi-Monthly














                                                                  BOTTOM
  F3=Exit  F4=Prompt  F5=Reset  F6=Create  F10=QuikAccess  F13=Column Sort
```

Figure 26-2: Work With ROE Period Dates screen

On this screen you can create, change, delete, and view records for period ending dates for use when capturing Record of Employment (ROE) information.

Use the *Option* field to select a record for processing.

Use the *Locate* fields to filter the list or change the sort order by employer or by year.

4 Press F6 to create a new record. The system displays the screen shown in Figure 26-3.

```
 6/27/12  14:40:51          Create ROE Period Dates          PYGMOD10   PYDMOD10

 Employer . . . . . . . . . . .  ___  +

 Year . . . . . . . . . . . . .  ____  +

 Frequency  . . . . . . . . . :  S      Semi-Monthly









 F3=Exit  F4=Prompt  F10=QuikAccess  F12=Cancel

```

Figure 26-3: Create ROE Period Dates screen

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

Employer

Specify the employer for whom you are creating the ROE period ending dates.

Year

Specify the year for which you are creating the ROE period ending dates.

6 Press Enter. The system displays the screen shown in Figure 26-4.

```
6/27/12  14:41:53        Update ROE Period Dates        PYGMOD20   PYDMOD20

Employer . . . . . . . . . . : ZCX SAMPLE CANADIAN EMPLOYER
Year . . . . . . . . . . . . : 2012
Frequency  . . . . . . . . . : Semi-Monthly
     New year has been created and saved. Make additional changes below.
Month         Period End 1     Period End 2
January        15012012         31012012
February       15022012         29022012
March          15032012         31032012
April          15042012         30042012
May            15052012         31052012
June           15062012         30062012
July           15072012         31072012
August         15082012         31082012
September      15092012         30092012
October        15102012         31102012
November       15112012         30112012
December       15122012         31122012




F3=Exit  F10=QuikAccess  F12=Cancel
```

Figure 26-4: Update ROE Period Dates screen

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

Period End 1

Specify the end date for the first ROE period in the month.

Period End 2

Specify the end date for the second ROE period in the month.

8 Press F3 to exit and save your work.

Extracting ROE Information

You use the *Extract ROE Information* function to create a work file of information in Infinium PY that you later use to generate ROE information. The system copies information from the files listed in the following table to the ROE work file (PYPRW).

File Description and Name	The system extracts this information
Employer Control (PRPCO)	Employer name, address and telephone number. SBRN number or Revenue Canada taxation account number for employees for whom the employer contributes using the primary reduced employment insurance premium factor.
Deduction Control (PYPDC)	Revenue Canada taxation account number for employees for whom the employer contributes at the full unreduced employment insurance premium factor or at other reduced employment insurance premium factors.
Employee Basic Data (PRPMS)	Employee name, address, employee number, Social Insurance number, position title and pay frequency.
Check Ledger (PYPCL)	Information about void and reissued checks.
Deduction Ledger (PYPDL)	Insurable earnings and hours associated with *CUIC for each selected cheque.
Cycle History (PYPCH)	Pay frequency for each payroll cycle, which the system uses to determine how many pay periods of information to include in the ROE information.
Federal Tax Tables (PYPNX)	Employment insurance annual earnings limit, employee tax rate and standard employer contribution factor.
Canadian Payroll Master (PYPCN)	Issue date of previous ROE information. The system includes only cheques issued after this date in the ROE work file.

Updating Name and Address Information

Before you use the *Extract ROE Information* function, ensure that your organization's name and address in the employer control are correct. The system includes this information in the ROE work file. You cannot use the *Work with ROE Information* function to update it in the ROE work file.

Similarly, ensure that each employee's name and address in his or her basic data record are correct before you issue the employee an ROE. The system includes this information in the ROE work file. You cannot use the *Work with ROE Information* function to update it in the ROE work file.

Understanding the *Extract ROE Information* Function

You select the employees for whom you want to extract ROE information using any combination of the selection criteria found on the screen shown in Figure 26-6.

When you use the *Extract ROE Information* function, you also type default information that the system uses to fill in key fields for reporting ROE information. For example, you can specify the last day paid along with a contact name, preferred language and a reason code that indicates why you are issuing Records of Employment to employees.

After you complete all of the screens associated with the *Extract ROE Information* function, the system uses batch processing to create a work file of ROE information. In addition to the standard programs that the system uses to extract ROE information, you can also add a custom program that does additional processing or modifies the ROE information before it is stored in the ROE work file. The custom program is defined on the employer control record. See the preceding section for additional information about the *ROE Extract* field.

If you extracted ROE information for selected employees but did not use that information to generate ROE forms or XML documents, the system keeps this previously extracted information in the ROE work file. When you run the *Extract ROE Information* function again, the system adds new information to the data that is already in the work file. You can run the *Extract ROE Information* function as many times as you need to collect data in the ROE work file for specified groups of employees. The system removes information from the ROE work file when you create ROE XML documents.

If you have previously generated a ROE XML document for an employee using Infinium PY, the system stores the issue date of that document in the CNAMT6 field (ROE HYF DATE) and the last period ending date (box 12 on

the ROE form) in three different date formats (the CNRODH, CNRODE, and CNROD8 fields) in the employee's Canadian payroll master file (PYPCN). You can view or update the CNAMT6 field only by using an operating system function such as Data File Utility. When you issue new ROE information for the employee, the system includes data in the ROE work file for only those pay periods whose check dates follow the period ending date of the previous ROE.

After you build the ROE work file, you use additional options to review or update the information in the work file, print the information in reports and generate the final ROE information.

Follow these steps to extract ROE information:

1 From the Infinium PY main menu select *On-Request Reporting.*

2 Select *Record of Employment (ROE).*

3 Select *Extract ROE Information* [EXTROE]. The system displays the screen shown in Figure 26-5.

```
 1/13/16    17:27:27        Extract ROE Information      PYGROB      PYDROB
                               Selection                       Page  1 of  5
Employer  . . . :   ___   +
Employee  . . . :   _____   +    Last Name . . . :  _____   +
Level 1 . . . . :   _____   +
Level 2 . . . . :   _____   +
Level 3 . . . . :   _____   +
Level 4 . . . . :   _____   +
Job Code  . . . :   _____   +       Position  . . . :  _____    +
Pay Frequency . :   _               Pay Cycle . . . :  _____   +
State/Prov  . . :   __  +
Class . . . . . :   _____   +       Status  . . . . :  _____   +
Union Code  . . :   _____   +       Location  . . . :  _____   +
Incl to P/E Date:   _____

Seniority Date  :   _____
Hired Date From :   _____        Hired Date To . . :  _____
Leave Code  . . :   _____   +
Leave Date From :   _____        Leave Date To . . :  _____

Term Code . . . :   _____   +
Term Date From  :   _____        Term Date To  . . :  _____
F3=Exit  F4=Prompt  F10=Access
```

Figure 26-5: Extract ROE Information Selection (screen 1 of 5)

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

Entering Selection Criteria for the Extract

You can use any combination of the fields on this screen to identify the employees whose information should be included in the ROE work file. You should generally fill in only those fields for which you can enter a value common to all of the employees for whom you want to generate an ROE.

For example, you plan to lay off all of the employees assigned to a particular department. If level 4 represents department for this employer, you can type the department's code in the *Level 4* field to include information for all employees assigned to the specified department in the ROE work file. If you plan to lay off only those employees assigned to a particular position within a particular department, you can enter the appropriate values in the *Position* and *Level 4* fields to identify the appropriate employees for inclusion in the ROE work file.

A subsequent screen in this function allows you to further identify employees that should be included in or excluded from the ROE work file. Therefore, in some cases it may be most efficient for you to select a large group of employees even though a few of them should not receive an ROE because you can exclude the exception employees at a later point.

Entering Dates

Use the date format defined for the specified employer to enter information into date fields on this screen. When you report ROE information, the system automatically converts the dates that you enter to the format required for the XML file.

Required Fields

You must enter values in the *Employer* and *Incl. to P/E Date* fields.

Employer

Type the value that identifies the employer for whom you are generating ROE information. Press F4 to display a list of valid employers.

Employee

If you are generating ROE information for only one employee, type the number that identifies that particular employee. Leave this field blank if you are generating ROE information for more than one employee. You can press F4 to display a list of employees in the specified employer and select an employee from the list.

Last Name

If you are generating ROE information for only one employee, type his or her last name. Leave this field blank if you are generating ROE information for more than one employee. To prompt on this field, type one or more characters of the employee's last name, or leave this field blank and press F4. The system displays a list of employees in the specified employer. You can select an employee from the list.

Level 1

Type the value that represents the level 1 location for affected employees. Press F4 to display a list of valid level 1 locations.

Level 2

Type the value that represents the level 2 location within the specified level 1 for affected employees. Press F4 to display a list of valid level 2 locations.

Level 3

Type the value that represents the level 3 location within the specified level 2 for affected employees. Press F4 to display a list of valid level 3 locations.

Level 4

Type the value that represents the level 4 location within the specified level 3 for affected employees. Press F4 to display a list of valid level 4 locations.

Job Code

Type the value that represents the job to which the affected employees are assigned. Press F4 to display a list of jobs. The system compares the value that you enter in this field to the value in each employee's *Job Code 1* field in his or her basic data record and selects employees whose job code value matches the specified value.

Position

Type the value that represents the position to which the affected employees are assigned. Press F4 to display a list of positions. The system compares the value that you enter in this field to the value in each employee's *Position* field in his or her basic data record and selects employees whose position code value matches the specified value.

Pay Frequency

Type the value that represents how often affected employees are scheduled to be paid. The system compares the value in this field to the value in each

employee's *Pay Frequency* field in his or her basic data record and selects employees whose pay frequency value matches the specified value.

Valid values are:

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 Cycle

Type the value that represents the payroll cycle to which affected employees are assigned. Press F4 to display a list of valid cycles.

The system compares the value in this field to the value in each employee's *Payroll Cycle* field in his or her payroll data record. Then it selects employees whose pay cycle code value is the same as the specified value.

State/Prov

Type the code value that represents the province in which the affected employees work. Press F4 to display a list of provinces. You use code type **STP** to define code values for this field.

The system compares the value in this field to the value in each employee's *Province* field in his or her payroll data (Canada) record. Then it selects employees whose province code value is the same as the specified value.

Class

Type the code value that represents the class grouping to which the affected employees are assigned. Press F4 to display a list of class code values. You define code values for this field using code type **CLA**.

The system compares the value in this field to the value in each employee's *Class* field in his or her basic data record. Then it selects employees whose class code value matches the specified value.

Status

Type the code value that represents the employment status of affected employees. Press F4 to display a list of status code values. You define code values for this field using code type **STS**.

The system compares the value you enter in this field to the value in each employee's *Status* field in his or her basic data record. Then it selects employees whose status code value matches the specified value.

Union Code

Type the code value that represents the union to which the affected employees belong. Press F4 to display a list of union code values. You define code values for this field using code type **UNI**.

The system compares the value in this field to the value in each employee's *Union* field in his or her basic data record. Then it selects employees whose union code value matches the specified value.

Location

Type the code value that represents the work location of affected employees. Press F4 to display a list of location code values. You define code values for this field using code type **LOC**.

The system compares the value in this field to the value in each employee's *Location* field in his or her basic data record. Then it selects employees whose location code value matches the specified value.

Incl. to P/E Date

Type the date of the last pay period that you want to include in the ROE extract file.

Seniority Date

Type the job seniority date of affected employees. The system compares the date that you enter to the first *Seniority Date* field in the employee basic data records and selects employees whose seniority date matches the specified date.

Hired Date From

Type the earliest hire date that the system should use to identify which employees to include in the ROE work file. Use the date format defined for the specified employer.

The system compares the value in this field to the value in each employee's *Date of Hire* field in his or her basic data record and selects employees whose hire date is the same as or after the specified date.

Hired Date To

Type the latest hire date that the system should use to identify which employees to include in the ROE work file. Use the date format defined for the specified employer.

The system compares the value in this field to the value in the each employee's *Date of Hire* field in his or her basic data record and selects employees whose hire date is the same as or before the specified date.

Leave Code

Type the code value that represents the layoff or leave of absence reason for affected employees. Press F4 to display a list of leave of absence or layoff code values. You define code values for this field using code type **LVC**.

You use the status change transaction in the *Enter Personnel Actions* function to put individual employees on a leave of absence or layoff. You enter a leave or layoff date and leave or layoff code value when you enter a status change transaction. The system uses the status change transaction to update employee history and the *Leave* and *Leave Date* fields in the employee basic data record.

The system compares the value in this field to the value in each employee's *Leave* field to determine if he or she should be included in the ROE work file.

Leave Date From

Type the earliest leave of absence or layoff date that the system should use to identify which employees to include in the ROE work file. Use the date format defined for the specified employer.

The system compares the value in this field to the value in each employee's *Leave Date* field in his or her basic data record and selects employees whose leave date is the same as or after the specified date.

Leave Date To

Type the latest leave of absence or layoff date that the system should use to identify which employees to include in the ROE work file. Use the date format defined for the specified employer.

The system compares the value in this field to the value in each employee's *Leave Date* field in his or her basic data record and selects employees whose leave date is the same as or before the specified date.

Term Code

Type the code value that represents the termination reason of affected employees. Press F4 to display a list of termination code values. You define code values for this field using code type **TRM**.

You use the termination transaction in the *Enter Personnel Actions* function to terminate individual employees. You enter a termination date and reason code value when you enter a termination transaction. The system uses the termination transaction to update employee history and the *Termination* and *Termination Date* fields in the employee basic data record.

The system compares the value in this field to the value in each employee's *Termination* field in his or her basic data record to determine if he or she should be included in the ROE work file.

Term Date From

Type the earliest termination date that the system should use to identify affected employees. Use the date format defined for the specified employer.

The system compares the value in this field to the value in each employee's *Termination Date* field in his or her basic data record and selects employees whose termination date is the same as or after the specified date.

Term Date To

Type the latest termination date that the system should use to identify affected employees. Use the date format defined for the specified employer.

The system compares the value this field to the value in each employee's *Termination Date* field in his or her basic data record and selects employees whose termination date is the same as or before the specified date.

5 Press Enter. The system displays the screen shown in Figure 26-6.

```
 1/14/16    17:49:21      Extract ROE Information      PYGROB    PYDROB
                              Defaults                    Page  2 of  5
 Employer  . . . :  ZC1        ENTERPRISE ABC INC.
             Note : The Information on this screen will print for all
                         Employees selected from this batch.

 Contact Name F/L:  _____  _____

 Contact Phone # :   __ __ ___  X _____

 Date Issued . . :  14012016

 Preferred Lang. :  E  (E=English, F=French)

 Reason Code . . :  A00 +              Date of Recall  :  _____

 Return Code . . :  1  (Blank=Returning, 1=Not returning, 0=Unknown)

 Last day for which paid . : 14012016    Year of ROE form : 2016  +




 F3=Exit  F4=Prompt  F10=Access  F12=Cancel
```

Figure 26-6: Extract ROE Information Defaults (screen 2 of 5)

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

Entering ROE Default Information

You use the fields on this screen to enter default information that the system uses for all of the ROE information that you issue for employees in the current ROE work file. If necessary, you can override this information for individual employees later using the *Work with ROE Information* function.

Enter all dates in the format defined for your employer. When you generate ROE information for an XML file, the system automatically converts the dates you enter to the designated date format as required.

The system automatically fills in the *Date Issued* and *Last Day for which paid* fields with the system date, which is the date on which you are using the *Extract ROE Information* function. It defaults the value from the *Curr Calendar Yr* field on your employer control into the *Year of ROE form* field. You can enter different dates in these fields.

Required Fields

You must enter information in the *Contact Name F/L, Contact Phone #, Date Issued, Preferred Lang., Reason Code, Last day for which paid* and *Year of ROE form* fields. In addition, you must enter a value in the *Return Code* field if you leave the *Date of Recall* field blank.

Contact Name

Type the first and last name of the contact person in this field.

Contact Phone #

Type the telephone number, including area code and extension, of the person identified in the *Contact Name* field.

Date Issued

Type the date when you are issuing the ROE information. Infinium PY defaults the system date in this field, which is the date on which you are using the *Extract ROE Information* function. You can replace this date with a later date if necessary. You cannot enter a date that precedes the system date. The system does not include cheques issued after this date in the ROE work file, regardless of the date you specify in the *Incl. to P/E Date* field on the preceding screen.

Preferred Lang.

Use this field to indicate the official language you use for the specified employer. The system defaults **E** in this field.

Valid values are:

> **E** English
>
> **F** French

Reason Code

Specify the code that identifies the reason for issuing ROE forms to the selected employees. The system defaults **A00** in this field. You can replace the default value with any other valid value.

If you use reason code **K00** or **K15** you must enter explanatory information in the *Comments* field.

Date of Recall

Type the date that you expect employees to come back to work for the specified employer. Typically, you enter the date when you plan to recall laid-off employees or the anticipated ending date of an employee's medical leave.

If the employees for whom you are issuing ROE information will not return to work for the specified employer, or if their return date is not known, enter the appropriate value in the *Return Code* field. Leave this field blank.

Return Code

Type the value that indicates that employees will not return to insured employment or the likelihood of returning is not known. Valid values are:

0   Unknown

1   Not returning

Last day for which paid

The default is today's date (the system date). If that is not the last day for which employees receiving the ROE are being paid, override this date with the correct date.

Year of ROE form

The system defaults the value in the *Curr Calendar Year* field on the employer control into this field. You can override this value if necessary.

7 Press Enter. The system displays the screen shown in Figure 26-7.

```
  1/14/16    17:53:04        Extract ROE Information      PYGROB    PYDROB
                                  Defaults                  Page  3 of  5
  Employer  . . . :  ZC1           ENTERPRISE ABC INC.


            Note : The Information on this screen will print for all
                       Employees selected from this batch.




                         Comments
                         _____
                         _____
                         _____
                         _____
                         _____
                         _____






  F3=Exit  F10=Access  F12=Cancel
```
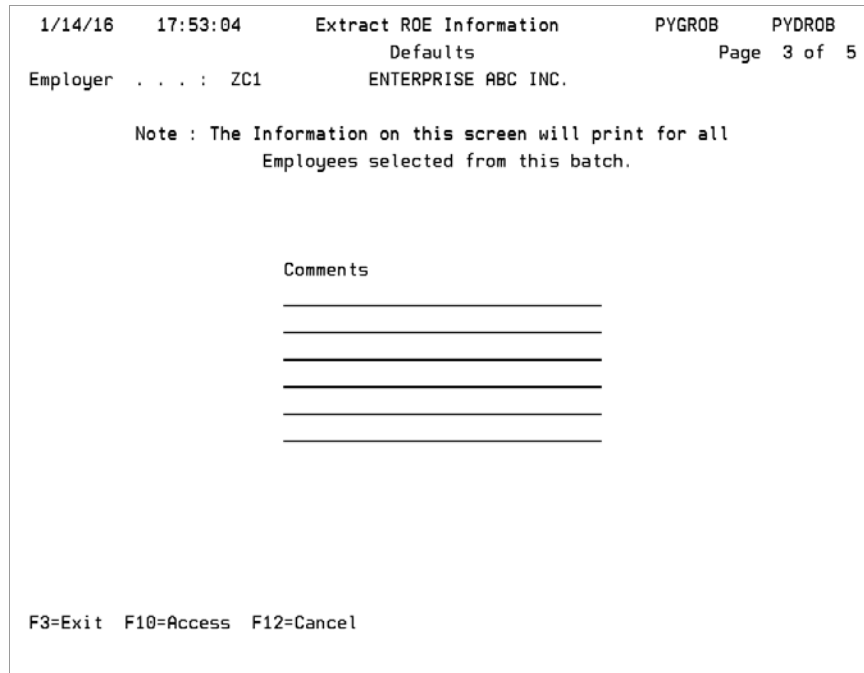
Figure 26-7: Extract ROE Information Defaults screen 3 of 5

8 Use the following information to fill in the fields on this screen:

Comments

Use this field to enter explanatory comments related to reason code K or for other purposes as defined in the current Canadian regulations.

9 Press Enter. The system displays the screen shown in Figure 26-8.

```
 1/14/16     17:53:21        Extract ROE Information       PYGROB     PYDROB
                                                           Page  4 of  5
Employer  . . . :  ZC1            ENTERPRISE ABC INC.
         Highlighted Employees already exists in work file.
 1=Select
Opt Employee    Name                              Termination  Year
  _     11808  ALBERTA,AL                                       2016
        11806  ALBERTA,ANN                                      2016
        80170  BACH,AMANDA                                      2016
  _      1222  BRUNSWICK,NELSON J                               2016
  _      1260  MISC-ON,NANCY-LOW                                2016
  _      1261  MISC-SK,PATRICIA-1                               2016
  _      1269  MISC,PENELOPE-2                                  2016
  _     11809  QUEBEC,QUENTON                                   2016
        11807  QUEBEC,QUINCY                                    2016
        80299  QUINTET,PHRED                                    2016
  _      1193  RETIRED-LUMP,IMA                                 2016
         5784  SEBASTIEN,JEAN                                   2016
  _      5075  T4A,TERRY                                        2016



                                                              BOTTOM
 F3=Exit  F10=Access  F11=Alternate View  F12=Cancel  F21=Select All
```

Figure 26-8: Extract ROE Information (screen 4 of 5)

10 Use the information below to work with this screen.

Reviewing Selected Employees

You use this screen to review and make a final selection of the employees for whom you want to issue a Record of Employment. The system uses the selection criteria that you entered in the screen shown in Figure 26-5 to display employees on this screen.

When you first view this screen, the system displays the numbers, names and termination dates (if applicable) of employees who will be included in the ROE work file after you complete all of the Extract ROE Information screens.

The system also displays the year for which you are issuing a ROE for each employee. The system uses this field to select the appropriate ROE format. The system uses the value from the *Year* field on the previous screen for all employees whose information is being added to the ROE work file.

If you previously ran the *Extract ROE Information* function but have not yet issued ROE information for the selected employees, the system includes those employees in the list shown on the screen in Figure 26-8. The system highlights their names. You cannot change the ROE year for these employees or re-select them for inclusion in the ROE work file since their information is already included in the ROE work file based on a previous extract.

You can select individual employees or press F21 to select all non-highlighted employees for inclusion in the ROE work file.

Alternate View

You can press F11 to view additional information about the employees on this screen. The system displays the levels, hire date and location code value assigned to each employee. Press F11 again to return to the initial display of information on this screen.

Opt

Type **1** next to each employee whose information you want to include in the ROE work file.

To select all employees, press F21.

11 Press Enter. The system displays the screen shown in Figure 26-9.

```
 1/14/16    17:55:14       Extract ROE Information        PYGROB     PYDROB
                                                          Page  5 of  5
 Employer  . . . :              ENTERPRISE ABC INC.

   Number of Employees selected:   0001
    Employee   Name                              Year
         1222  BRUNSWICK,NELSON J                2016




















                                                                    BOTTOM

 F3=Exit  F10=Access  F12=Cancel
```

Figure 26-9: Extract ROE Information (screen 5 of 5)

12 Use the information below to work with this screen.

Confirming Selected Employees

You use this screen to make a final confirmation of the employees for whom you want to issue ROE information. The system displays a listing of the employees you selected using the screen shown in Figure 26-5. The *Number of Employees selected* field at the top of the screen shows a count of the total number of selected employees.

The system displays **More . . .** in the lower right-hand corner of the screen if the list of selected employees extends beyond one page. Press PageDown to scroll to additional screens that display the names of selected employees.

13 Depending on whether the listing of employees on this screen is correct, take one of the following actions:

- If you need to further refine the list of employees, press F12 to return to the Extract ROE Information screen shown in Figure 26-8 and make further modifications.

- If the listing of employees is correct, press Enter.

   The system produces the following message at the bottom of the screen and returns you to the Infinium PY main menu:

   Building submission request...

   The system uses batch processing to extract information from employee records and create the ROE work file. It also generates an audit report. Access the Work with Submitted Jobs screen, the Work with All Spooled Files screen, or the Work with Printer Output screen. You can view or print this report using options on these screens.

Working with ROE Information

After you use the *Extract ROE Information* function to build a work file of ROE data for employees, you can view it or make changes to it on-line. When you make changes to the information, Infinium PY automatically generates an audit report that shows the information before and after your changes.

In addition to changing information in the ROE work file, you can also use this option to delete employees from the work file if you do not want to generate a Record of Employment for them at this time.

Locating Data on the Work with ROE Information Screens

For ease of use, data on the Work with ROE Information screens is grouped into categories based on the layout of the Record of Employment ~~form~~. Each category of information corresponds to a screen within the *Work with ROE Information* function as listed in the following table.

Category	Type of Information	Work with ROE Information Screen #
Personal Information and Dates	Employee and employer names, addresses and tax identification numbers, employee occupation, preferred language, first and last days worked, date of final pay period	2 of 5
Insurable Earnings	Insurable earnings for the employee	3 of 5
Box 16 and Box 17 Information	Pay for vacation, statutory holiday, other monies, reason code, names and telephone numbers of the employer contact of the ROE information	4 of 5
Special Pay and Comments	Special pay dates and amounts, communication preference, and explanatory information related to reason code K and various types of exceptions as detailed in the regulations	5 of 5

Follow these steps to work with ROE information:

1 From the Infinium PY main menu select *On-Request Reporting.*

2 Select *Record of Employment (ROE)*.

3 Select *Work with ROE Information* [WRKROE]. The system displays the screen shown in Figure 26-10.

```
 6/27/12    15:24:10      Work with ROE Information      PYGROM      PYDROM

 Employer  . . . :  ___   +

 Employee  . . . :  _____   +

 WLRP Code . . . :  _

 Pay Cycle . . . :  ____   +

 Level 1 . . . . :  ____   +

 Level 2 . . . . :  ____   +

 Level 3 . . . . :  ____   +

 Level 4 . . . . :  ____   +

 State/Prov  . . :  ___   +



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

Figure 26-10: Work with ROE Information selection screen

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

Required Field

You must enter a value in the *Employer* field.

Field Descriptions

Employer

Type the value that identifies the employer for whom you are updating ROE work file information. Press F4 to display a list of valid employers in the ROE work file.

Employee

To review or change ROE information for only one employee, type the number that identifies that particular employee. Leave this field blank if you want to view or change ROE information for more than one employee.

You can press F4 to display a list of employees in the ROE work file for the specified employer. To select an employee, type **1** in the *Opt* field adjacent to

the employee's name on the Emp. Selection From ROE Work file screen. Press Enter. The system returns to the Work With ROE Information screen and fills the employee's number into the *Employee* field.

WLRP Code

To review or change ROE information for only those employees assigned to a particular Wage Loss Replacement Plan code, type that value in this field. The system uses the value in the employee's *WLRP Exclusion* field in his or her payroll data record to fill in this field in the ROE work file. Valid values are:

0	Employees assigned to the primary reduced employer employment insurance premium factor
1	Employees assigned to the full standard employer employment insurance premium factor
2-9	Employees assigned to alternate reduced employer employment insurance premium factors

See the "Hiring New Employees into Canadian Employers" chapter in this guide for more information on assigning employees to a WLRP code.

Pay Cycle

To review or change ROE information for only those employees assigned to a particular payroll cycle, type the value that represents that cycle in this field. Press F4 to display a list of payroll cycles in the ROE work file. Otherwise, leave this field blank.

Level 1, 2, 3, 4

To review or change ROE information for only those employees assigned to a particular Level 1, Level 2, Level 3 or Level 4, type the value that represents the level(s) in these fields. Otherwise, leave these fields blank.

State/Prov

To review or change ROE information for only those employees who work in a particular province, type the code value that represents that province in this field. Press F4 to display a list of state/province code values in the ROE work file. Otherwise, leave this field blank.

5 Press Enter. The system displays the screen shown in Figure 26-11.

```
 1/14/16    17:56:50     Work with ROE Information      PYGROM    PYDROM
                                                      Page  1 of  5

Employer  . . . :  ZC1          ENTERPRISE ABC INC.


Select 2=Change  4=Delete
Opt Employee  Name                                  Stage         Year
  _       5784 SEBASTIEN,JEAN                        4-MAINTAINED.    2016















                                                                   BOTTOM
 F3=Exit  F10=Access  F12=Cancel
```

Figure 26-11: Work with ROE Information screen 1 of 5

6 Use the following information to work with this screen.

Selecting Employees

On this screen the system displays the specified employees whose information is included in the ROE work file. If you ran the *Extract ROE Information* function more than once without creating the XML file in between extracts, and if you selected different years, the system can include ROE information for more than one year for the same employee.

You can use the following options to further select one or more employees whose ROE information you want to review, modify or delete from the work file:

- Type **2** in the *Opt* field adjacent to an employee record to review or make changes to his or her ROE information.

- Type **4** in the *Opt* field adjacent to an employee record to delete his or her record from the ROE work file.

Stage

The system uses this field to display a value that represents the processing step associated with each employee record in the ROE work file (PYPRW). The stages are:

Stage	Processing Step	Explanation
0	Selected	The employee record has been selected for inclusion in the ROE work file.
1	Basic Information	The system has retrieved basic information for an employee included in the ROE work file.
2	Calculated Insurable Earnings	The system has calculated insurable earnings for each applicable pay period based on employee check history.
3	Entered	The employee has been included in the ROE work file.
4	Maintained	You have updated information in the ROE work file for the employee.
6	Proofed	The system has verified key information for the ROE during the *Print Trial ROE Forms* and *Print ROE Forms* functions. It assigns this value to each valid record in the ROE work file.
7	Reset Requested	You have used the *Reset ROE Information* function to update the ROE work file with information from the ROE history file. You use this information to re-create previously issued ROE information for an employee.
8	Reset Maintained	You have updated information in the ROE work file for an employee for whom you want to re-create previously issued ROE information.

When you view the Work with ROE Information screen shown in Figure 21-12, the stage displayed for employees for whom you are issuing a new ROE and for whom you have not modified ROE work file information is **3**. The system displays stage **4** for employees whose ROE work file information you have modified. You do not normally see stages **0, 1, 2** or **6** on this screen. They are used for internal processing only.

7 Press Enter. The system displays the screen shown in Figure 26-12.

```
 1/14/16    18:00:36      Work with ROE Information      PYGROM    PYDROM
                                                            Page  2 of  5
 Insurable Earnings Up to:  1/01/2016      ROE Year : 2016
 Employer ZC1                               Box 2  Amended Serial No.  _____
 ENTERPRISE ABC INC.
                                            Box 3  Payroll No.           5784

                                            Box 5  Tax Acct. No.   123456789RP0001

                                            Box 6  Pay Period Type     W_ +

                                            Box 8  S.I.N.             267607950
 Box 9  Employee Name/Address
 SEBASTIEN,JEAN                             Box 10 First Day Worked    1012006
 DUMAS MORISSETTE 11465,BOUL.
 HENRI-BOURASSA, APP 203                    Box 11 Last day paid       13012016
 QUEBEC,  QC
 A1A 1A1                                    Box 12 Final Pay Period    13122016
 CAN
 Box 13   Occupation                        Box 14 Expected Recall Date _____
 ACCTS PAYABLE SUPERVISOR                         Return Code          1
                                        (Blank=Returning, 1=Not returning, 0=Unknown)
 F3=Exit  F4=Prompt  F10=Access  F12=Cancel
```

Figure 26-12: Work with ROE Information screen 2 of 5

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

Reviewing ROE Information

The system displays the first category of ROE information for the selected employee, which includes personal information such as his or her name, address, employee and social insurance number, first and last dates worked and so on.

You can update information in any of the fields on the right-hand side of this screen by typing over the existing entry. The system automatically records the changes that you make and prints an audit report after you exit from this function. The audit report shows the changes that you made for each employee.

Correcting Name and Address Information

You cannot use this screen to update the employee name and address information displayed on the left-hand side of the screen. Employee information defaults from the employee basic data record. You must ensure that these records are correct and current before you create the ROE work file.

If an employee's name and address information is not correct, you must delete his or her record from the ROE work file. You can then manually

update the information in his or her basic data record, or you can use the personal change transaction in the *Enter Personnel Actions* function. Rerun the *Extract ROE Information* function to include the corrected employee information in the ROE work file.

When you use the *Enter Personnel Actions* function to update the employee's name and address, the system creates a history transaction and automatically updates the affected fields in the employee's basic data record. See the *Infinium Human Resources Guide to Processing* for details on how to enter personnel action transactions.

Proceeding to the Next Screen without Making Changes

If you do not want to change any of the information on this screen for the selected employee, you can press Enter to display the next screen, F12 to return to the previous screen or F3 to exit from this function.

Field Descriptions

Box 2 Amended Serial No.

If you are issuing the employee a replacement ROE, type the serial number of the original ROE you are re-creating. Leave this field blank if you are issuing the employee a new ROE.

Box 3 Payroll No.

The system displays the employee's number in this field. If it is not correct, type the correct number. This information is for your reference only.

Box 5 CRA Business Number (BN)

The system displays the employer's employment insurance account number that is applicable to the specified employee. The system uses the *WLRP Exclusion* field in the employee's payroll data record to determine which employer account number is appropriate for the employee. You can use the *Update Payroll Data (CAN)* function to view or change this field.

The following table identifies where the system locates the employer's account number.

Value in the employee's *WLRP Exclusion* field	Location of the Employment Insurance account number
0	*Canada SBRN* field on the employer control record. If this field is blank, the system defaults to the *Federal Tax ID* field on the same record. This account number applies to employees for whom the employer contributes using the primary reduced employment insurance premium factor.
1	*Employer Tax ID* field on screen 2 of the *CUIC deduction control record for the specified employer. This account number applies to employees for whom the employer contributes at the full standard employment insurance premium factor stored on the Infinium PY tax table.
2 - 9	*CUIC Account Number* field on the Update *CUIC Account Codes screen (screen 4) of the *CUIC deduction control record for the specified employer. This account number applies to employees for whom the employer contributes at alternate reduced employment insurance premium factors.

See the *Infinium Payroll Guide to Controls* for details on how to set up the *CUIC deduction control record for employment insurance tax.

Box 6 Pay Period Type

The system displays a value that indicates how often the employee is scheduled to be paid. The system uses the value stored in the *Pay Frequency* field in the employee's basic data record but converts non-standard values to the closest match with the allowed ROE values.

Box 8 S.I.N.

The system displays the employee's social insurance number in this field. The system uses the value stored in the *Tax ID* field in the employee's basic data record.

Box 10 First Day Worked

The system uses the hierarchy described below to determine the most recent date on which the employee starting working for your organization. This date should identify the employee's first physical day of actual work.

- The system first checks the *Adjusted D.O.H.* field; if that field is filled in, the system uses it as the First Date Worked for the ROE.

- If the *Adjusted D.O.H.* field is blank, the system next checks the *Rehire Date* field; if the *Rehire Date* field is filled in, the system uses it as the First Date Worked for the ROE.

- If the *Rehire Date* field is blank, the system uses the value in the *Date of Hire* field. The *Date of Hire* field must be completed for all employees.

You can find the three fields listed above in each employee's basic data record. The following table briefly describes how you maintain these three date fields. See the *Infinium Human Resources Guide to Processing* for detailed information.

Field Name in the Employee Basic Data record	Description
Adjusted D.O.H.	You use this field to manually maintain the employee's adjusted date of hire. The system does not update this field.
Rehire Date	The system automatically updates this field with the employee's latest rehire date when you enter a rehire transaction using the *Enter Personnel Actions* function on Infinium HR.
Date of Hire	The system initially fills in this field when you hire the employee and does not ever change it. Unless you manually update this field, it reflects the employee's original hire date in your organization.

Box 11 Last day for which paid

The system displays the date you entered in the *Last day for which paid* field in the Extract ROE Information Defaults screen of the *Extract ROE Information* function. Normally, this date should represent the employee's last day of actual work unless the employment relationship continues after the employee's last day of work.

Box 12 Final Pay Period Ending Date

Type the final pay period ending date for the employee. This may be the same as the employee's last day paid.

If the system locates insurable earnings in the specified employee's check history on Infinium PY for this ROE, it displays the date you entered in the *Last day for which paid* field on screen 2 of 5 of the *Extract ROE Information* function. If the system cannot locate any earnings for the specified employee and ROE issue date, it leaves this field blank. You can accept the default

date, correct the default date or, if the field is blank, you must enter a date in this field.

Box 14 Expected date of recall

The date in this field defaults from the entry in the *Date of Recall* field on the Extract ROE Information Defaults screen of the *Extract ROE Information* function.

Leave this field blank if you enter a value in the adjacent field indicating that the employee's return date is unknown or that he or she will be not returning to insured employment with your organization.

(Return Code)

The value in this field defaults from the entry that you made in the *Return Code* field on the Extract ROE Information Defaults screen of the *Extract ROE Information* function. Valid values are:

0   Unknown

1   Not returning

9 Press Enter. The system displays the screen shown in Figure 26-13.

```
 1/14/16     18:01:22      Work with ROE Information      PYGROM     PYDROM
                                                              Page  3 of  5

 Insurable Earnings Up to:  1/01/2016    ROE Year : 2016   Pay Freq : W

  Box 15a  Total insurable hours
                  400.00


  Box 15c  Pay Period Earnings


 PP              PP              PP              PP             PP
  1 ____450.99  2 ____450.88  3 ____450.77  4 ____450.44  5 _____450.55
  6 ____150.60  7 ____450.70  8 ____450.80  9 ____460.00 10 _____470.99
 11 _____.00 12 _____.00 13 _____.00 14 _____.00 15 _____.00
 16 _____.00 17 _____.00 18 _____.00 19 _____.00 20 _____.00
 21 _____.00 22 _____.00 23 _____.00 24 _____.00 25 _____.00
 26 _____.00 27 _____.00 28 _____.00 29 _____.00 30 _____.00
 31 _____.00 32 _____.00 33 _____.00 34 _____.00 35 _____.00
 36 _____.00 37 _____.00 38 _____.00 39 _____.00 40 _____.00
 41 _____.00 42 _____.00 43 _____.00 44 _____.00 45 _____.00
 46 _____.00 47 _____.00 48 _____.00 49 _____.00 50 _____.00
 51 _____.00 52 _____.00 53 _____.00

 F3=Exit  F10=QuikAccess  F12=Cancel
```

Figure 26-13: Work with ROE Information screen 3 of 5

10 Use the information below to work with this screen.

Required Fields

You must ensure that the *Box 15a Total insurable hours* field contains values on every record of employment. *Box 15c* fields contain the insurable earnings if the employee has one for all pay periods, covered by the record of employment.

Reviewing Pay Period Information

The system displays the pay period ROE information for the selected employee. This information includes the employee's total insurable hours. The system displays insurable earnings by pay period in one or more of the pay period fields in the lower portion of the screen.

You can update information in any of the fields on this screen by typing over it. The system automatically records the changes that you make and prints an audit report after you exit from this function. The audit report spool file name is PYTROM. The report shows the changes that you made for each employee.

Proceeding to the Next Screen without Making Changes

If you do not want to change any of the information on this screen for the selected employee, you can press Enter to display the next screen, F12 to return to the previous screen or F3 to exit from this function.

Field Descriptions

Box 15a Total insurable hours

The system displays the total insurable hours in the employee's Infinium PY check history through the period ending date you specify in the *Incl. to P/E Date* field on the Extract ROE Information screen 1 of 5. The system uses the rules published in the Canadian employment insurance regulations to select insurable hours for this field.

If the employee's period of employment is shorter than listed in the preceding table or the insurable hours have already been reported on another ROE, the system adjusts the total hours reported in Box 15A accordingly.

Box 15c

In the lower portion of the screen, the system displays the employee's insurable earnings for each pay period included in the ROE that you are issuing.

The system uses the Canadian guidelines to select insurable earnings.

11 Press Enter. The system displays the screen shown in Figure 26-14.

```
  1/14/16    18:02:04      Work with ROE Information      PYGROM      PYDROM
  Insurable Earnings Up to:  1/01/2016          ROE Year : 2016    Page  4 of  5

  Box 16 Reason Code  . . . A00 +
    Contact First/Last Name CONSUELO          CANADIENNE
    Contact Telephone . . . 888 555 1234 Ext. 12345678
  Box 17  Payments or benefits (other than regular pay)
  17A Vacation Pay Information
   Code Start Date End Date  Pay Amount
    3 +   2012016   8012016       500.00
  17B Statutory Holiday Information
          Date   Pay Amount        Date   Pay Amount        Date   Pay Amount
    01  1012016      150.99   02 _____ _____.00   03 _____ _____.00
    04 _____ _____.00      05 _____ _____.00   06 _____ _____.00
    07 _____ _____.00      08 _____ _____.00   09 _____ _____.00
    10 _____ _____.00
  17C Other Monies Information
   Code Start Date End Date  Pay Amount
    S00 +  1012016  10012016       500.00
    ___ + _____  _____  _____.00
    ___ + _____  _____  _____.00


  F3=Exit  F4=Prompt  F10=QuikAccess  F12=Cancel
```

Figure 26-14: Work with ROE Information screen 4 of 5

12 Use the following information to work with this screen:

Required Fields

You must ensure that information is entered in the *Reason Code* field.

Reviewing Special Payments and Other Miscellaneous Information

The system displays miscellaneous ROE information for the selected employee, which includes vacation, statutory holiday and other monies information, and contact information. You can update information in any of the fields on this screen by typing over it. The system automatically records the changes that you make and prints an audit report after you exit from this function. The audit report shows the changes that you made for each employee.

Proceeding to the Next Screen without Making Changes

If you do not want to change any of the information on this screen for the selected employee, press Enter to display the next screen, F12 to return to the previous screen or F3 to exit from this function.

Required Fields

You must ensure that information is entered in the *Box 20 Communication pref* and *Date Issued* fields.

Field Descriptions

Box 16 Reason Code

The value in this field defaults from the entry in the *Reason Code* field on the Extract ROE Information Defaults screen of the *Extract ROE Information* function.

Contact name/phone

The information in this field defaults from the entries you made in the *Contact Name* and *Contact Phone #* fields on screen 2 of 5 of the *Extract ROE Information* function.

Vacation Pay Code

Specify a valid vacation pay code, if applicable.

Vacation Pay Start and End Dates

Specify the start and end date of the vacation pay, if applicable.

Vac. Pay Amount
(Box 17A)

Type the gross amount of vacation pay paid to the employee in the final paycheck shown on the preceding screen or that will be paid to the employee after the last pay period included in the ROE.

Statutory Holidays Date
(Box 17B)

Type the date associated with pay for statutory holidays that the employee was paid for in his or her final paycheck or that will be paid to the employee after the last pay period included in the ROE.

Statutory Holidays Amount
(Box 17B)

Type the gross amount of pay for statutory holidays that the employee was paid for in his or her final paycheck or that will be paid to the employee after the last pay period included in the ROE.

Other Monies Reason
(Box 17C)

Refer to official Canadian government publications for details.

Other Monies Start and End Dates

Specify the start and end date of the other monies pay, if applicable.

Other Monies Amount
(Box 17C)

For each item that you describe in the *Other Monies Reason* field, type a corresponding dollar value.

13 Press Enter. The system displays the screen shown in Figure 26-15.

```
1/14/16     18:02:49      Work with ROE Information      PYGROM      PYDROM
                                                          Page  5 of  5
 Insurable Earnings Up to:  1/01/2016    ROE Year : 2016


 Box 19               Start Date End Date Pay Amount Freq
  PSL  . . . . . . . _____ _____ _____.00 _  (D=Per Day, W=Per Week)
  WLI -not EI insur. _2022016_ _4022016_ _100.00_ D  (D=Per Day, W=Per Week)
  WLI - EI insurable _____ _____ _____.00 _  (D=Per Day, W=Per Week)
  Maternity/Parental _____ _____ _____.00 _  (D=Per Day, W=Per Week)



 Box 20 Communication pref E (E=English, F=French)
 Date Issued  13012016

 Box 18 Comments

          _____
          _____
          _____
          _____
          _____
          _____


 F3=Exit  F10=QuikAccess  F12=Cancel
```

Figure 26-15: Work with ROE Information screen 5 of 5

The fields listed below are displayed on screen 5 of 5:

- *Box 19 PSL, WLI, Maternity/Parental*

- *Box 20 Communication pref*

- *Box 18 Comments*

14 Use the following information to work with this screen:

Field Descriptions

Box 19 PSL, WLI, Maternity/Parental Start and End Dates

Type the starting and ending dates for payments that the employee will receive for sick, maternity/parental leave or group wage loss indemnity payments after his or her last day worked.

Box 19 PSL, WLI, Maternity/Parental Amount

Type the daily or weekly rate that the employee will receive for sick, maternity/parental leave or group wage loss indemnity payments after his or her last day worked.

Box 19 Box 19 PSL, WLI, Maternity/Parental Freq

Specify whether this payment is per day or per week. Specify per day to indicate per day on the XML document. Specify per week to indicate per week on the XML document.

Explain any additional details, such as the number of days, in the *Comments* field on the next screen.

Box 20 Communication pref

The value in this field defaults from the entry in the *Preferred Lang.* field on screen 2 of 5 of the *Extract ROE Information* function. Valid values are:

E   English

F   French

Date Issued

The information in this field defaults from the *Date Issued* field on screen 2 of 5 of the *Extract ROE Information* function.

Box 18 Comments

The information in this field defaults from the entry in the *Comments* field on screen 3 of 5 of the *Extract ROE Information* function.

Use this field to enter any applicable comments related to reason code K or for other purposes defined in the current Canadian employment insurance regulations.

Listing ROE Information

You use the *List ROE Information* option to print and review information in the ROE work file before you generate the actual Record of Employment XML documents. If you find any errors, you can return to the *Work with ROE Information* function to make the necessary changes. You can regenerate the ROE Information report as many times as you need to verify that all of the information in the ROE work file is correct.

The system automatically sorts the ROE information by the employer's employment insurance account number. Within each account, it sorts employees alphabetically by their last name. The system automatically prints information for all employees in the ROE work file for the specified employer unless you use the selection criteria on the List ROE Information screen to restrict which employees are included in the report.

Follow these steps to print the ROE information in a report:

1 From the Infinium PY main menu select *On-Request Reporting.*

2 Select *Record of Employment (ROE).*

3 Select *List ROE Information* [LSTROE]. The system displays the screen shown in Figure 26-16.

```
 1/14/16    18:03:55         List ROE Information        PYGROL     PYDROL

 Employer  . . . :  ___   +

 Employee  . . . :  _____   +

 WLRP Code . . . :  _   (0->9)

 Pay Cycle . . . :  ____   +

 Level 1 . . . . :  ____   +

 Level 2 . . . . :  ____   +

 Level 3 . . . . :  ____   +

 Level 4 . . . . :  ____   +

 State/Prov  . . :  ___   +




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

Figure 26-16: List ROE Information selection screen

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

You must enter a value in the *Employer* field.

Employer

Type the value that identifies the employer for whom you are printing ROE work file information. Press F4 to display a list of valid employers in the ROE work file.

Employee

To print ROE information for only one employee, type the number that identifies that employee. Leave this field blank if you want to print ROE information for more than one employee.

Press F4 to display a list of employees in the ROE work file for the specified employer. To select an employee, type **1** in the *Opt* field adjacent to the employee's name on the Emp. Selection From ROE Work file screen. Press Enter. The system returns to the List ROE screen and fills the employee's number into the *Employee* field.

WLRP Code

To print ROE information for employees assigned to a particular Wage Loss Replacement Plan code, type that value in this field. The system uses the

value in the *Wage Loss Replacement Plan* field in each employee's ROE work file record to select employees for the report. Valid values are:

0	Employees assigned to the primary reduced employer employment insurance premium factor
1	Employees assigned to the full standard employer employment insurance premium factor
2-9	Employees assigned to alternate reduced employer employment insurance premium factors

Pay Cycle

To print ROE information for only those employees assigned to a particular payroll cycle, type the value that represents that cycle in this field. Press F4 to display a list of valid cycles in the ROE work file. Otherwise, leave this field blank.

Level 1, 2, 3, 4

To print ROE information for only those employees assigned to a particular Level 1, Level 2, Level 3 or Level 4, type the value that represents the level(s) in this field. Press F4 to display a list of valid levels in the ROE work file. Otherwise, leave these fields blank.

State/Prov

To print ROE information for only those employees who work in a particular province, type the code value that represents that province in this field. You use code type **STP** to define code values for this field. Press F4 to display a list of valid code values in the ROE work file. Otherwise, leave this field blank.

5 Press Enter. The system displays the following message at the bottom of the screen and returns you to the Infinium PY main menu:

Building submission request...

The system uses batch processing to generate the ROE report. Access the Work with Submitted Jobs screen, the Work with All Spooled Files screen, or the Work with Printer Output screen. You can view or print this report using options on these screens.

Creating ROE WEB XML Documents

Use the *Create ROE WEB XML Documents* function to create a ROE WEB XML document for selected employees in the ROE work file. After you create the document, the selected employee records in the ROE work file are deleted and ROE history records are created for the employees.

You must apply specific user security to generate XML documents. See the "Working with Documents on the Integrated File System" chapter in the *Infinium HR/PY Technical Guide* for more information.

Follow the steps below to create ROE WEB XML documents.

1 From the Infinium PY main menu select *On-Request Reporting.*

2 Select *Record of Employment (ROE).*

3 Select *Create ROE WEB XML Documents* [CRTROEXML]. The system displays the screen shown in Figure 26-17.

```
 1/14/16     18:05:10     Create ROE WEB XML Document      PYGROX      PYDROX

Employer  . . . :  ZC1   +

WLRP Code . . . :  _   (0->9)

Employee  . . . :  _____  5784   +    (Blank for all employees in file)

Pay Cycle . . . :  _____   +

Level 1 . . . . :  _____   +

Level 2 . . . . :  _____   +

Level 3 . . . . :  _____   +

Level 4 . . . . :  _____   +

State/Prov  . . :  ___   +

Year  . . . . . :  2016  +

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

Figure 26-17: Create ROE WEB XML Document screen

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

Employer

Specify the employer code.

WLRP Code

Specify a WLRP code that identifies the employees whose information you want to include. Leave blank for all. Valid values:

0   Employees assigned to the primary reduced employer employment insurance premium factor

1   Employees assigned to the full standard employer employment insurance premium factor

2-9   Employees assigned to alternate reduced employer employment insurance premium factors

Employee

Specify the employee whose ROE information you want to include. Leave blank to include all employees.

Pay Cycle

To generate ROE XML documents for only those employees assigned to a particular payroll cycle, specify the value that represents that pay cycle. Leave this field blank to include information for all pay cycles. If you enter a pay cycle code, only employees in the ROE work file who are associated with that pay cycle are selected for processing.

Level 1

Specify the value that identifies a specific level 1 location within the specified employer. Only employees in the ROE work file who are associated with that code are selected for processing. Leave this field blank to include information for all employees in the ROE work file associated with level 1 information.

Level 2

Specify the value that identifies a specific level 2 location within the specified employer. Only employees in the ROE work file who are associated with that code are selected for processing. Leave this field blank to include information for all employees in the ROE work file associated with level 2 information.

Level 3

Specify the value that identifies a specific level 3 location within the specified employer. Only employees in the ROE work file who are associated with that

code are selected for processing. Leave this field blank to include information for all employees in the ROE work file associated with level 3 information.

Level 4

Specify the value that identifies a specific level 4 location within the specified employer. Only employees in the ROE work file who are associated with that code are selected for processing. Leave this field blank to include information for all employees in the ROE work file associated with level 4 information.

State/Prov

To restrict ROE information to a state or province, specify that state or province. Otherwise, leave this field blank.

Year

Specify the value that represents the year for which to generate the ROE information. The year determines the format in which the ROE information is generated and the ROE number that is assigned to the ROE document.

The value for the year must be defined for code type YER.

5 Press Enter. The system displays the second Create ROE WEB XML Document screen similar to Figure 26-18.

```
  6/16/16    18:54:24    Create ROE WEB XML Document    PYGROX    PYDROX

 Employer  . . . :  ZC1          ENTERPRISE ABC INC.

 WLRP Code . . . :  0

 Year  . . . . . :  2016

 ROE File Name . :  _____

 ROE File Seq No :  00001

 Printing Language  _  (1=English, 2=Box20 )

 Encoding Type . .  _____

 Issue Type  . . .  _  (S=Submit, D=Draft)

 Max ROEs per File  ____90_


 F3=Exit  F10=QuikAccess  F12=Cancel
```

Figure 26-18: Create ROE WEB XML Document screen

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

ROE File Name

Type the file name for the ROE WEB XML document.

You can use an alphanumeric combination to create your file name. The system combines this file name with the sequence number followed by **.BLK** for the name of the ROE WEB XML document.

For example, if you type **MYCOMPANYROE** in this field and **00015** in the *ROE File Seq No* field, the ROE XML document name is **MYCOMPANYROE00015.BLK**.

The system displays an error message if a ROE XML document already exists with same file name and sequence number.

ROE File Seq No

The system provides a default sequence number by incrementing the last used sequence number by one.

To use a different sequence number, type the sequence number for the ROE WEB XML document.

The system combines the file name with this sequence number and **.BLK** to create the name of the XML document.

For example, if you type MYCOMPANYROE in the *ROE File Name* field and **00015** in this field, the ROE XML document name is **MYCOMPANYROE00015.BLK**.

The system displays an error message if a ROE XML document already exists with same file name and sequence number.

Printing Language

Select the printing language option to be used for printing the ROE forms. With ROE WEB XML, employers can print courtesy PDF copies of the ROE forms from the Service Canada website. You can use the printing language option to specify the language in which these copies are printed. The Service Canada website handles the required language translation when it generates the PDF image for each ROE, using the printing language from the XML.

1	English
2	Use the preferred language specified in Box 20 of each ROE (E or F).

Encoding Type

Specify the value that indicates the character encoding set used when you save your data. Enter values such as **UTF-8** or **ISO 8859-1**.

Issue Type

Specify which processing method should be attempted on the ROE. Valid values are:

D	Draft
S	Submit

Max ROEs per File

Type the maximum number of records to include in a single XML file so that the file size conforms to the maximum file size that can be uploaded.

The system automatically creates additional files when the number of ROEs to be reported exceeds the number you type here, by adding 1 to the starting sequence number. For example: If the first file is MYROEFILE00001.BLK, the second file is named MYROEFILE00002.BLK, the third file is named MYROEFILE00003.BLK, and so on.

In 2016, the maximum XML file size is 1 MB, and the average size of an ROE with most fields filled out is about 10K, so the system uses a default value of 90 the first time you run the function. However, if you change the value, the system displays the value you type the next time you run the function.

7 Press Enter. The system displays a screen similar to Figure 26-19.

```
  1/14/16    18:06:26    Create ROE WEB XML Document    PYGROX    PYDROX

  Employer  . . . :  ZC1          ENTERPRISE ABC INC.

  WLRP Code . . . :     (0->9)

  Employee  . . . :      5784    SEBASTIEN,JEAN

  Pay Cycle . . . :

  Area

  Division

  Department

  Cost Centr

  State/Prov  . . :

  Warning: you are about to create a ROE WEB XML file and update ROE History
  for the employee(s) in the workfile.
  F3=Exit  F10=QuikAccess  F12=Cancel
```

Figure 26-19: Create ROE WEB XML Document screen

The system displays a warning message for the employees in the work file:

> Warning: you are about to create a ROE WEB XML file and update ROE History

8 Perform one of the following actions:

- If you do not want to proceed, cancel the creation of the ROE WEB XML file and the update of the ROE history file by pressing F12 to exit to the previous screen or F3 to exit to the Infinium PY main menu.

- To proceed, press Enter. The system displays the following message and returns you to the Infinium PY main menu:

> Building submission request...

The system uses batch processing to create the ROE WEB XML file and update the ROE history file.

9 Access the Work with Submitted Jobs screen, the Work with All Spooled Files screen, or the Work with Printer Output screen. You can use the options on these screens to view or print the listings.

The listing prints a count for the employees included in each file, along with the XML file name and file size.

Displaying the XML Document

Use the *Display ROE WEB XML Documents* function to view the XML documents you create when you use the *Create ROE WEB XML Documents* function.

1 From the Infinium PY main menu select *On-Request Reporting.*

2 Select *Record of Employment (ROE).*

3 Select *Display ROE WEB XML Documents* [DSPROEXML]. The system displays the screen shown in Figure 26-20.

```
 1/13/16  17:55:46        Display XML Document        PYGXLNK    PYDXLNK
 _____


 Directory Path
 /PYCANXML_____

 Document Name

 _____




 Leave the document name blank to display all documents in the
 directory shown in the Directory Path field, or you can type a
 document name to display a specific document.  Press the help key
 on the document name field to display a list of valid document names.



 _____
 F3=Exit  F10=QuikAccess
```

Figure 26-20: Display XML Document screen

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

Directory Path

Type the directory path where the XML document is stored. The system initially uses a default value for the directory path from the value stored in the XML default data file, PRPXD. The system automatically generates ROE XML documents to the /PYCANXML directory path.

Document Name

Type the name of a specific XML document or leave blank to view a list of documents stored in the directory path. When you specify a name, the system appends the document name to the DIRECTORY PATH value to determine the proper document to display.

5 Press Enter.

Voiding ROE Information

You can use the *Void ROE Information* function only for a previously issued form or for ROE information that was generated to an XML document using the coding changes for web 2.0.

When you generate Record of Employment information for an employee, the system stores the ROE issue date in the employee's Canadian payroll master file (PYPCN) in the ROE HYF DATE field (CNAMT6). You can view or update this field only by using an operating system function such as Data File Utility. The system also updates the *Last ROE Date* fields (CNRODH, CNRODE and CNROD8) with the last period ending date in the Canadian payroll master file, PYPCN.

When you issue new ROE information for the employee, the system includes data in the ROE work file for only those pay periods whose check dates follow the issue date of the previous ROE information. However, if you issue ROE information in error you can void it so that you can include the same pay period information on a later ROE.

The system does not remove the voided information from the ROE History file; instead, it uses a field in the history file to indicate that the information was voided. After you void ROE information for an employee, you can use the *Extract ROE Information* function to generate new ROE information for the same employee covering the same time period.

If you have issued more than one ROE to an employee and you void one of them, you should amend the ROE that includes pay periods that follow those on the voided ROE.

When you use the *Void ROE Information* function, the system generates an audit report that shows which ROEs were voided, including their serial number and internal sequence number. You cannot reuse the serial numbers associated with voided ROE forms because a record of the voided ROE form remains in the ROE history file. You cannot re-void ROE information that you have already voided once.

Follow these steps to void previously issued ROE information and update ROE history:

1 From the Infinium PY main menu select *On-Request Reporting.*

2 Select *Record of Employment (ROE).*

3 Select *Void ROE Information* [VOIDROE]. The system displays the screen shown in Figure 26-21.

```
 1/13/16    17:57:19         Void ROE Information        PYGRVR     PYDRVR


Employer  . . . :    ___   +


Employee  . . . :    _____   +


****  Warning  ****
Voiding an ROE using this function only voids the ROE in the HCM system.
This function does not remove the data from an existing
ROE XML document and does not void the ROE on the official website.
If the XML document has already been uploaded, you must also manually void
the information on the official website.








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

Figure 26-21: Void ROE Information selection screen

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

Required Field

You must enter a value in the *Employer* field.

Employer

Type the value that identifies the employer for which you are voiding ROE information. Press F4 to display a list of valid employers in the ROE history file.

Employee

To void ROE information for only one employee, type the number that identifies that particular employee. To void ROE information for more than one employee, leave this field blank.

Press F4 to display a list of employees and the serial numbers of forms issued to each employee in the ROE history file for the specified employer. To select an employee, type **1** in the *Opt* field adjacent to the employee's name on the Emp. Selection From ROE History screen. Press Enter. The

system returns to the Void ROE Information screen and enters the employee's number into the *Employee* field.

5 Press Enter. The system displays the screen shown in Figure 26-22.

```
 1/13/16    18:01:16         Void ROE Information       PYGRVR    PYDRVR


 Employer  . . . :              SAMPLE CANADIAN EMPLOYER


 Search For . . . . .   _____    Employee
 Select 4=Void
 Opt Employee   Name                              Serial#/Internal Seq
  _       1231  BLACK,NEILL                       A19990006
  _       1231  BLACK,NEILL                       A19990007
  _       1231  BLACK,NEILL                       A19990008
  _       1231  BLACK,NEILL                       A19990009
  _       1231  BLACK,NEILL                       A19990010
  _       1231  BLACK,NEILL                       A19990011
  _       1231  BLACK,NEILL                       A19990012
  _       1231  BLACK,NEILL                       A19990013
  _       1231  BLACK,NEILL                       A19990014
  _       1231  BLACK,NEILL                       A19990015
  _       1231  BLACK,NEILL                       A19990016
  _       1231  BLACK,NEILL                       A19990017
  _       1231  BLACK,NEILL                       A19990018
  _       1231  BLACK,NEILL                       A19990019
                                                         MORE...

 F3=Exit  F5=More Info  F10=Access  F12=Cancel
```

Figure 26-22: Void ROE Information screen

6 Use the information below to work with this screen.

Selecting Which ROE to Void

The system displays all previously issued ROE information for the specified employee(s).

Type **4** in the *Opt* field adjacent to the ROE that you want to void.

7 Press Enter. The system redisplays the screen shown in Figure 26-22 to confirm your selection of ROEs to void. To proceed, press F3 to display the Exit Options window. To cancel voiding ROEs, press F12.

To continue voiding ROE information, type **1** in the entry field in the left-hand side of the Exit Options window to confirm the ROEs you want to void. Then press Enter.

The system immediately voids the specified ROEs and generates an audit report using interactive processing.

8 The system returns you to the Infinium PY main menu. Access the Work with All Spooled Files screen to view or print the Void ROE Information report. The spool file name of this report is **PYTRVR**.

Resetting ROE Information

You can use the *Void ROE Information* function only for a previously issued form or for ROE information that was generated to an XML document using the coding changes for web 2.0

After you issue an ROE to an employee, you can reset the information and create a new ROE at a later time. You typically reset ROE information for one of the following reasons:

- You generated the XML document for testing purposes but were not ready to upload it. The work file contains the same information as the original ROE.

- You need to issue the employee an amended ROE because the original ROE information has been uploaded but was incorrect.

The system uses information in the ROE history file to create new records in the ROE work file. To generate a replacement ROE, accept the previous information without making any changes. To print an amended ROE, use the *Work with ROE Information* function to update the previous information. Use the *List ROE Information, a*nd *Create ROE WEB XML Document* options to process either type of ROE.

The system prints the original serial number, if available, on the reset ROE in Box 2 - Serial Number of Record Amended or Replaced.

You can reset ROE information for an individual employee or for a group of employees using a variety of selection criteria including a particular ROE issue date or a range of serial numbers associated with the original ROE forms.

Follow these steps to reset ROE using information from the ROE history file:

1 From the Infinium PY main menu select *On-Request Reporting.*

2 Select *Record of Employment (ROE).*

3 Select *Re-Print ROE Forms* [REPRTROE]. The system displays the screen shown in Figure 26-23.

```
1/13/16    18:03:31          Reset ROE Information        PYGRRR     PYDRRR

Employer  . . . :   ___   +
WLRP Code . . . :   _   (0->9)
Employee  . . . :   _____     +
Issue Date From :   _____0
Pay Cycle . . . :   ____   +
Level 1 . . . . :   ____   +
Level 2 . . . . :   ____   +
Level 3 . . . . :   ____   +
Level 4 . . . . :   ____   +
State/Prov  . . :   ___   +
          -- OR --
From Serial #  :   _____     To Serial # :  _____
Year  . . . . . :   ____   +
*** Warning - Using this function only voids the ROE in the
HCM system and copies the same data back to the ROE workfile so that it
can be sent in a new XML document. This function does not remove the data
from an existing ROE XML document and does not void the ROE on the official
website.  If the XML document has already been uploaded, you must also
manually void the information on the official website.


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

Figure 26-23: Reset ROE Information selection screen

4 Use the following information to fill in the fields on this screen:

You must enter values in the *Employer* and *WLRP Code* fields.

Employer

Type the value that identifies the employer for whom you are resetting ROE information. Press F4 to display a list of valid employers in the ROE history file.

WLRP Code

Type the value that represents the Wage Loss Replacement Plan code associated with the ROEs that you want to reset. Valid values are:

0	Forms issued to employees assigned to the primary reduced employer employment insurance premium factor
1	Forms issued to employees assigned to the full standard employer employment insurance premium factor
2-9	Forms issued to employees assigned to alternate reduced employer employment insurance premium factors

Employee

To reset ROE information for only one employee, type the number that identifies that particular employee. To reset ROE information for more than one employee, leave this field blank.

Press F4 to display a list of employees and the ROEs issued to each employee in the ROE history file for the specified employer. To select an employee, type **1** in the *Opt* field adjacent to the employee's name on the Emp. Selection From ROE History screen. Press Enter. The system returns to the Reset ROE Information screen and enters the employee's number into the *Employee* field.

Issue Date From

To reset ROE information more than one ROE, use this field to indicate the issue date associated with the original ROEs. The system generates replacement ROE information for those ROEs issued on the specified date.

Pay Cycle

To reset ROE information for only those employees that were assigned to a particular payroll cycle when you issued the original ROE information, type the value that represents that cycle in this field. Press F4 to display a list of valid cycles in the ROE history file. Otherwise, leave this field blank.

Level 1, 2, 3, 4

To reset ROE information for only those employees that were assigned to a particular Level 1, Level 2, Level 3 or Level 4 when the original ROE was issued, type the value that represents the level(s) in this field. Press F4 to display a list of valid levels in the ROE history file. Otherwise, leave these fields blank.

State/Prov

To reset ROE information for only those employees who worked in a particular province when you issued the original ROE, type the code value that represents that province in this field. Press F4 to display a list of valid code values in the ROE history file. Otherwise, leave this field blank.

From Serial #

To reset more than one ROE, use this field to indicate the first serial number in a range of numbers associated with the original ROE forms that you want to reset. The system generates replacement ROE information for forms in the ROE history file whose serial numbers are the same as or higher than the number that you specify in this field.

If you enter a value in this field, you must also enter a value in the *To Serial #* field.

To Serial #

Use this field to indicate the last serial number associated with the original ROE forms that you want to reset. The system generates replacement ROE information for records in the ROE history file whose serial numbers are the same as or lower than the number that you specify in this field.

Year

Type the year for which you are resetting ROE information.

5 Press Enter. The system displays the screen shown in Figure 26-24.

```
 1/13/16    18:04:17        Reset ROE Information      PYGRRR    PYDRRR


Employer  . . . :  ZCX           SAMPLE CANADIAN EMPLOYER
        Highlighted Employees already exists in work file.
Select 1=Reset
Opt Employee   Name                             Serial#/Internal Seq
   _      1045  QUEBEC,CATHERINE J               A20001401
   _      1095  ONTARIO,CONNIE-CONST J           B20010021
   _      1231  BLACK,NEILL                      A19990006
   _      1231  BLACK,NEILL                      A19990007
   _      1231  BLACK,NEILL                      A19990008
   _      1231  BLACK,NEILL                      A19990009
   _      1231  BLACK,NEILL                      A19990010
   _      1231  BLACK,NEILL                      A19990011
   _      1231  BLACK,NEILL                      A19990012
   _      1231  BLACK,NEILL                      A19990013
   _      1231  BLACK,NEILL                      A19990014
   _      1231  BLACK,NEILL                      A19990015
   _      1231  BLACK,NEILL                      A19990016
   _      1231  BLACK,NEILL                      A19990017
                                                         MORE...


F3=Exit  F5=More Info  F10=Access  F12=Cancel
```

Figure 26-24: Reset ROE Information screen

6 Use the information below to work with this screen.

Selecting ROE Forms to Re-print

The system displays the ROE information of employees that meet the criteria you specified. Type **1** in the *Opt* field adjacent to each ROE that you want to reset.

7 Press Enter. The system re-displays the screen shown in Figure 26-24 with the names of employees for whom you want to reset ROE information so that you can confirm your selection.

8 Perform one of the following actions:

- Press Enter to proceed with resetting the specified ROE information. The system displays the following message at the bottom of the screen and returns you to the Infinium PY main menu:

  Building submission request...

  The system uses batch processing to update the ROE work file with information on the previously issued ROE information. Access the Work with Submitted Jobs screen, the Work with All Spooled Files screen or the Work with Printer Output screen. You can view or print the listings using options on these screens.

- Press F3 to exit from this screen without resetting the specified ROE information.

9 If you elected to proceed with resetting ROE information in step 8, follow the steps beginning with the *Work with ROE Information* function to review and update information for the ROEs that you want to reset. On the Work with ROE Information screen shown in Figure 26-11, the system displays the names and numbers of employees whose ROE information you want to reset along with the processing stage. The system assigns these forms to Stage 7 - Reset Requested.

10 Use the *List ROE Information* function to verify ROE information for the selected employees.

Displaying ROE History

You use the *Display ROE History* function to display Records of Employment you have already issued to employees. The system uses information in the ROE history file to select forms and display the same information as is shown on the screens within the *Work with ROE Information* function. The system uses the year and web version you assigned to the ROE to display the information in the correct format. You cannot use the *Display ROE History* function to update information in the ROE history file.

Follow these steps to display information from the ROE history file:

1 From the Infinium PY main menu select *On-Request Reporting.*

2 Select *Record of Employment (ROE).*

3 Select *Display ROE History* [DSPROE]. The system displays the screen shown in Figure 26-25.

```
 1/13/16     18:05:15          Display ROE History        PYGROD     PYDROD

 Employer  . . . :  ___   +

 Employee  . . . :  _____    +

 WLRP Code . . . :  _   (0->9)

 Pay Cycle . . . :  ____   +

 Level 1 . . . . :  ____   +

 Level 2 . . . . :  ____   +

 Level 3 . . . . :  ____   +

 Level 4 . . . . :  ____   +

 State/Prov  . . :  ___   +



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

Figure 26-25: Display ROE History selection screen

4 Use the following information to fill in the fields on this screen:

Required Field

You must enter a value in the *Employer* field.

Employer

Type the value that identifies the employer for which you are displaying ROE history. Press F4 to display a list of valid employers in the ROE history file.

Employee

To display ROE information for only one employee, type the number that identifies that particular employee. To view ROE information for more than one employee, leave this field blank.

You can press F4 to display a list of employees in the ROE history file for the specified employer. To select an employee, type **1** in the *Opt* field adjacent to the employee's name on the Emp. Selection From ROE History File screen. Press Enter. The system returns to the Display ROE History screen and fills the employee's number into the *Employee* field.

WLRP Code

To display ROE information for only those employees assigned to a particular Wage Loss Replacement Plan code, enter that value in this field. The system compares the value in the *Wage Loss Replacement Plan* field in each employee's ROE history file record to the value you specify. Otherwise, leave this field blank.

Valid values are:

0	Employees assigned to the primary reduced employer employment insurance premium factor
1	Employees assigned to the full standard employer employment insurance premium factor
2-9	Employees assigned to alternate reduced employer employment insurance premium factors

Pay Cycle

To display ROE information for only those employees who were assigned to a particular payroll cycle when you issued their ROE form, type the value that represents that cycle in this field. Press F4 to display a list of valid cycles in the ROE history file. Otherwise, leave this field blank.

Level 1, 2, 3, 4

To display ROE information for only those employees who were assigned to a particular Level 1, Level 2, Level 3 or Level 4 when you issued their ROE form, type the value that represents the level(s) in this field. Press F4 to display a list of valid levels in the ROE history file. Otherwise, leave these fields blank.

State/Prov

To display ROE information for only those employees who worked in a particular province when you issued their ROE form, type the code value that represents that province in this field. Press F4 to display a list of valid code values in the ROE history file. Otherwise, leave this field blank.

5 Press Enter. The system displays the screen shown in Figure 26-26.

```
 1/13/16    18:06:00         Display ROE History        PYGROD    PYDROD
                                                        Page  1 of  5
 Employer  . . . :  ZCX          SAMPLE CANADIAN EMPLOYER


 Search For . . . . .   _____      Employee
 Select 1=Select                                             Re-
 Opt Employee  Name                           Serial/Seq Void set Year
   _       1231 BLACK,NEILL                    A19990001   Y       1999
   _       1231 BLACK,NEILL                    A19990005   Y   Y   1999
   _       1231 BLACK,NEILL                    A19990006       Y   1999
   _       1231 BLACK,NEILL                    A19990007       Y   1999
   _       1231 BLACK,NEILL                    A19990008       Y   1999
   _       1231 BLACK,NEILL                    A19990009       Y   1999
   _       1231 BLACK,NEILL                    A19990010       Y   1999
   _       1231 BLACK,NEILL                    A19990011       Y   1999
   _       1231 BLACK,NEILL                    A19990012       Y   1999
   _       1231 BLACK,NEILL                    A19990013       Y   1999
   _       1231 BLACK,NEILL                    A19990014       Y   1999
   _       1231 BLACK,NEILL                    A19990015       Y   1999
   _       1231 BLACK,NEILL                    A19990016       Y   1999
   _       1231 BLACK,NEILL                    A19990017       Y   1999
                                                              MORE...

 F3=Exit  F5=More Info  F10=Access  F12=Cancel
```

Figure 26-26: Display ROE History screen 1 of 5

6 Use the information below to work with this screen.

Selecting Employees

On this screen the system displays the specified employees whose information is included in the ROE history file.

Type **1** in the *Opt* field adjacent to an employee to select an employee whose ROE information you want to review.

7 Press Enter. The system displays the screen shown in Figure 26-27.

```
 1/13/16    18:06:24        Display ROE History        PYGROD    PYDROD
 Serial #: A19990001                                  Page  2 of  5
 Insurable Earnings Up to: 31/12/1999    ROE Year : 1999
 Box 4  Employers Name/Address          Box 2  Amended Serial No.
 SAMPLE CANADIAN EMPLOYER
 2010 MAIN STREET                        Box 3  Payroll No.             1231
 P.O. BOX 123456
 MISSISSAUGA,  ON                        Box 5  Tax Acct. No.  123456789RP0001

 Box 7   Postal Code                     Box 6  Pay Period Type     B
 L5B1M2
                                         Box 8  S.I.N.             321321325
 Box 9  Employees Name/Address
 BLACK,NEILL                             Box 10 First Day Worked    1111997
 333 KNIGHTSBRIDGE ROW
                                         Box 11 Last day paid       14121999
 FREDERICTON,   NB
 E2N 4T8                                 Box 12 Final Pay Period    12111998

 Box 13   Occupation                     Box 14  Expected date
 SAFETY ENGINEER                                  of recall         1012000
                                         (1=Not returning, 0=Unknown)

 F3=Exit  F10=Access  F12=Cancel
```

Figure 26-27: Display ROE History screen 2 of 5

8 Use the information below to interpret the fields on this screen.

Reviewing ROE Information

The system displays the first category of ROE information for the selected employee, which includes personal information such as his or her name, address, employee and social insurance number, first date worked, last date paid and so on.

9 Press Enter. The system displays the Display ROE History screen.

Reviewing Pay Period Information

- The system displays the ROE information for the selected employee, which includes the employee's total insurable hours along with the employee's insurable earnings for each pay period included in the record of employment. Depending on the ROE type you specify, Form type1 or Form type 2, the system displays 27 or 53 pay periods.

10 Press Enter. The system displays the second Display ROE History screen.

11 Use the information below to work with this screen.

Reviewing Special Payments and Other Miscellaneous Information

The system displays the third category of ROE information for the selected employee(s), which includes vacation, statutory holiday and other monies, contact and issuer information, and the reason code.

12 Press Enter. The system displays the third Display ROE History screen.

13 Use the information below to work with this screen.

Reviewing ROE Comments

The system displays comments associated with the selected ROE forms.

14 Press Enter. The system returns to the Display ROE History screen 1. You can select another employee on this screen whose ROE history information you want to display or press F3 to exit from the *Display ROE History* function.

Printing ROE History

You use the *List ROE History* function to print information from Records of Employment that you have already issued to employees. The system uses information in the ROE history file to print the same information shown on the report generated from the *List ROE Data* function, along with void and reset information for applicable ROE information.

Follow these steps to print information from the ROE history file:

1 From the Infinium PY main menu select *On-Request Reporting.*

2 Select *Record of Employment (ROE).*

3 Select *List ROE History* [LSTROEH]. The system displays the screen shown in Figure 26-28.

```
1/14/16     18:20:16          List ROE History          PYGROLH    PYDROLH

Employer  . . . :  ___  +

Employee  . . . :  _____  +

WLRP Code . . . :  _  (0->9)      Serial #  . . . :  _____  +

Pay Cycle . . . :  ____  +

Level 1 . . . . :  ____  +

Level 2 . . . . :  ____  +

Level 3 . . . . :  ____  +

Level 4 . . . . :  ____  +

State/Prov  . . :  __  +         Year  . . . . . :  ___  +

From Date . . . :  _____       To Date   . . . :  _____

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

Figure 26-28: List ROE History selection screen

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

You must enter a value in the *Employer* field.

Employer

Type the value that identifies the employer for which you are printing ROE history. Press F4 to display a list of valid employers in the ROE history file.

Employee

To print ROE history information for only one employee, type the number that identifies that particular employee. To print ROE history information for more than one employee, leave this field blank.

Press F4 to display a list of employees in the ROE history file for the specified employer. To select an employee, type **1** in the *Opt* field adjacent to the employee's name on the Emp. Selection From ROE History screen. Press Enter. The system returns to the List ROE History screen and fills the employee's number into the *Employee* field.

WLRP Code

To print ROE history information for employees who are assigned to a particular Wage Loss Replacement Plan code when their ROE information was issued, enter that value in this field. The system used the value in the employee's *WLRP Exclusion* field in his or her payroll data record to fill this field in the ROE history file. Valid values are:

0	Employees assigned to the primary reduced employer employment insurance premium factor
1	Employees assigned to the full standard employer employment insurance premium factor
2-9	Employees assigned to alternate reduced employer employment insurance premium factors

Pay Cycle

To print ROE history information for only those employees who were assigned to a particular payroll cycle when their ROE information was issued, type the value that represents that cycle in this field. Press F4 to display a list of valid cycles in the ROE history file. Otherwise, leave this field blank.

Level 1, 2, 3, 4

To print ROE history information for only those employees who were assigned to a particular Level 1, Level 2, Level 3 or Level 4 when their ROE information was issued, type the value that represents the level(s) in this field. Press F4 to display a list of valid levels in the ROE history file. Otherwise, leave these fields blank.

State/Prov

To print ROE history information for only those employees who worked in a particular province when their ROE information was issued, type the code value that represents that province in this field. Press F4 to display a list of valid code values in the ROE history file. Otherwise, leave this field blank.

Year

Type the year for which you are printing ROE information. The system uses the year to select the appropriate ROE data and format. The information on the ROE form for 1996 and earlier is different from the information for 1997 and thereafter.

From Date

To print information for ROE information issued on or after a particular date, type the date in this field. Otherwise, leave this field blank.

To Date

To print information for ROE information issued on or before a particular date, type the date in this field. Otherwise, leave this field blank.

Serial #

Type the serial number of the ROE you want to print. Leave this field blank if you used the *Create ROE WEB XML Document* function.

5 Press Enter. The system displays the following message at the bottom of the screen and returns you to the Infinium PY main menu:

   Building submission request...

The system uses batch processing to generate the ROE History report. Access the Work with Submitted Jobs screen, the Work with All Spooled Files screen, or the Work with Printer Output screen. You can view or print this report using options on these screens.

Locating the Source of ROE Box Information

The following table identifies the sources of data in the Record of Employment work file. You can use this table to research the origin of information in your ROE work file.

Box	Description on the ROE Form	Source of Data
1	Serial No.	Preprinted on the ROE form
2	Serial No. of Record Amended or Replaced	ROE History file (PYPRO).
3	Employer's Payroll Reference No.	Employee Basic Data (PRPMS) *Employee* field.
5	Revenue Canada Business Number (BN)	If employee's WLRP code is **0**, Employer Control (PRPCO) *Canada SBRN* field; if blank, *Federal Tax ID* field. If employee's WLRP code is **1**, Deduction Control (PYPDC) *Employer Tax ID* field (screen 2). If employee's WLRP code is 2 - 9, Deduction Control (PYPDC) **CUIC Account Number* field on the Update *CUIC Account Codes screen (screen 4) that corresponds to the employee's WLRP code.
6	Pay Period Type	Employee Basic Data (PRPMS) *Pay Frequency* field.
7	Postal Code	Employer Control (PRPCO) *Postal Code* field.
8	Social Insurance No.	Employee Basic Data (PRPMS) *Tax ID* field.

Box	Description on the ROE Form	Source of Data
9	Employee's Name and Address	Employee Basic Data (PRPMS) *Complete Name*, Address, Address (Line 2), City/Town, State/Province* and *Postal Code* fields.
		*Note: Infinium HR/PY automatically determines the employee's complete name by combining the information in the *Last Name, First Name* and *Middle Initial* fields in the basic data record. The format of this field is last name followed by a comma, then first name and middle initial as in the following example: Smith, Thomas W.
10	First Day Worked	Employee Basic Data (PRPMS), *Adjusted D.O.H* field; if blank, *Rehire Date* field; if blank, *Date of Hire* field.
11	Last Day for Which Paid	Entered in the *Last day for which paid* field on screen 2 of 5 of the *Extract ROE Information* function.
12	Final Pay Period Ending Date	Deduction Ledger (PYPDL) Period ending date from the last check posted on or prior to the date specified in the *Include insurable earnings up to* field on the Extract ROE Information screen 1 of 5.
13	Occupation	Employee Basic Data (PRPMS) *Position Title* field.
14	Expected Date of Recall	Entered in the *Date of Recall* and *Return Code* fields on screen 2 of 5 of the *Extract ROE Information* function.
15a	Total Insurable Hours	Deduction Ledger file (PYPDL) Accumulator associated with the *CUIC deduction.
15b	Total Insurable Earnings	Deduction Ledger file (PYPDL) Accumulator associated with the *CUIC deduction.
15c	Insurable Earnings Detail by Pay Period	Deduction Ledger file (PYPDL) Accumulator associated with the *CUIC deduction.
16	Reason for Issuing this ROE	Entered in the *Reason Code* field on screen 2 of 5 of the *Extract ROE Information* function.
	Contact Name and Telephone No.	*Contact Name* and *Contact Phone #* fields on screen 2 of 5 of the *Extract ROE Information* function.
17A	Vacation Pay	Manually input using the *Work with ROE Information* function.
17B	Statutory Holiday Pay for	Manually input using the *Work with ROE Information* function.

Box	Description on the ROE Form	Source of Data
17C	Other Monies (Specify)	Manually input using the *Work with ROE Information* function.
18	Comments	Can be entered in the *Comments* fields on screen 2 of 5 of the *Extract ROE Information* function or in the *Comments* fields on screen 5 of 5 of the *Work with ROE Information* function.
19	Paid Sick/Maternity/Parental Leave or Wage Loss Indemnity Payment (After the Last Day Worked)	Manually input using the *Work with ROE Information* function.
20	Communication Preferred in	*Preferred Lang.* field on screen 2 of 5 of the *Extract ROE Information* function.

Chapter 27 Generating Tax Liability Reports for Canadian Employers

27

This chapter describes how to update information in the tax liability record, enter tax liability payments and print the tax liability report for Canadian employers.

For information about updating information in the tax liability record, entering tax liability payments and printing the tax liability report for US employers, refer to the "Generating Tax Liability Reports" chapter in the *Infinium PY Guide to Federal and State Reporting*.

The chapter consists of the following topics:

Overview of Tax Liability Functions

This chapter explains how to update, enter and print tax liability information.

The employer tax liability functions allow you to track the different tax liability amounts and the payments made to offset the liabilities. You use different functions to process tax liability information for Wage Loss Replacement Plans (WLRPs). The functions for each are shown in the table below.

Functions for employers without approved WLRP plans…	WLRP functions…
Update Tax Liability Amounts	*Update Tax Liability Amts - WLRP*
Enter Tax Liability Payments	*Enter Tax Liability Pmnts - WLRP*
List Tax Liability	*List Tax Liability - WLRP*

The WLRP functions are designed specifically for Canadian employers with approved Wage Loss Replacement Plans to access, modify and print tax liability data. The WLRP menu options perform the same functions as the standard tax liability functions. However, when you use the WLRP functions, the screens and corresponding reports contain an additional *WLRP Code* field.

When you post cycles, the system accrues all deductions beginning with an asterisk (such as *CUIC, *CCPP) to the PYPXL (standard summary) and PYPXL2 (summary by WLRP) tax liability files. The records in these files are summarized by employer, cycle, deduction codes, and by WLRP, for the PYPXL2 file. The system adds records to these files when you post a payroll cycle.

You can print the tax liability report at any time to view the changes to the PYPXL or PYPXL2 tax liability files.

Caution: The update and enter functions do not change the history records of employees. Be sure to retain copies of these reports for future reference. No audit trail of these transactions exists in the system.

Updating Tax Liability Amounts

Overview

Use *Update Tax Liability Amounts* to add, update, or delete the tax liability amounts for an existing deduction or use *Update Tax Liability Amts - WLRP* to add, update, or delete the tax liability amounts for an existing Wage Loss Replacement Plan (WLRP).

Update Tax Liability Amounts and *Update Tax Liability Amts - WLRP* affect only the employer tax liability files, PYPXL and PYPXL2, which Infinium PY uses to generate a report for tracking tax liability amounts. The tax liability report also reflects any voided checks that you process through Infinium PY. To avoid errors to the employer tax liability files, complete each payroll cycle normally by using *Post Cycles and Print Checks.*

You use *Update Tax Liability Amounts* and *Update Tax Liability Amts - WLRP* to adjust the:

- Amount of the liability

- Wage base upon which the liability is based

- Tax withheld

- Expense accrued, also referred to as the employer liability

These adjustments do not affect the employee deductions file, PYPDE, the deduction ledger file, PYPDL, or employee history. To change the employee deductions file, PYPDE, post the payroll cycle or use *Correct Employee Data*. To correct the deduction ledger file, PYPDL, post the payroll cycle or use a custom program.

Use the menu path below.

- ▶ Infinium PY
- ▶ *Tax Operations*
- ▶ *Tax Liability Reporting (CAN)*
- ▶ *Employer Tax Liability*
    - ▼ *Update Tax Liability Amounts* [CCTLA] or
    - ▼ *Update Tax Liability Amts - WLRP* [UTLAW]

Selecting a Record

On the Adjust Tax Liability Entries criteria selection page, you specify the criteria to identify the deduction or WLRP code to which you want to add, update, or delete tax liability amounts.

Use the information below to complete this page.

Employer

Specify an employer.

WLRP Code

If you are updating tax liability information for a Wage Loss Replacement Plan (WLRP) code, specify the value for the WLRP code. Valid values are:

0   This is a WLRP that has a reduced employer premium factor specified in *Premium Factor* of the *CUIC deduction control.

1   No WLRP applies. Infinium PY uses the standard employer premium factor from the Infinium PY tax table.

2 - 9   This WLRP code corresponds to one of eight possible plans defined on the Update *CUIC Account Codes page of the *CUIC deduction control.

Deduction Code

Specify the value for the deduction code for which you are updating tax liability information.

Cycle Code

Specify the value for the cycle code for which you are updating tax liability information.

Check Date

Specify the issue date of the checks in the payroll cycle specified in *Cycle Code*.

Period End Date

Specify the period end date of the payroll cycle specified in *Cycle Code*.

You must specify a period end date only if you processed the payroll cycle more than once with the same check date.

Access tax liability amounts	Complete the information on this page and press Enter.

Adding, Updating, or Deleting Tax Liability Amounts

On the Adjust Tax Liability Entries page, you can add, update, or delete the tax liability amounts for the specified deduction or WLRP code.

Use the information below to complete this page.

Gross Amount

Type an adjusted amount for the gross base wage of the specified tax liability for the pay period.

Based on Amount

Type an adjusted amount for the wage base on which the specified tax liability amount is based.

Tax Withheld

Type an adjusted amount for the tax withheld for the specified tax liability.

Expense Accrued

Type an adjusted amount for the expense accrued, which represents the employer portion, for the specified tax liability.

How Do I…

Create a tax liability record	Complete the information on this page and press Enter.
Update tax liability amounts	Update the information on this page and press Enter.
Delete a tax liability record	Press F22.

Entering Tax Liability Payments

Overview

Use *Enter Tax Liability Payments* to add, update, or delete tax liability payment information for an existing deduction or use *Enter Tax Liability Pmnts - WLRP* to add, update, or delete tax liability payment information for an existing WLRP code.

The tax liability files, PYPXL and PYPXL2, and the tax liability report include this payment information.

Use the menu path below.

‣ Infinium PY

‣ *Tax Operations*

‣ *Tax Liability Reporting (CAN)*

‣ *Employer Tax Liability*

▾ *Enter Tax Liability Payments* [ETLP2] or

▾ *Enter Tax Liability Pmnts - WLRP [ETLPW]*

Selecting a Payment Record

On the Enter Tax Funding criteria selection page, you specify the criteria to identify the deduction or WLRP code for which you want to add, update, or delete a tax liability payment record.

Use the information below to complete this page.

Employer

Specify an employer.

WLRP Code

If you are entering tax liability payment information for a WLRP code, specify the value for the WLRP code. Valid values are:

0   This is a WLRP that has a reduced employer premium factor specified in *Premium Factor* of the *CUIC deduction control.

1   No WLRP applies. Infinium PY uses the standard employer premium factor from the Infinium PY tax table.

2 - 9   This WLRP code corresponds to one of eight possible plans defined on the Update *CUIC Account Codes page of the *CUIC deduction control.

Deduction Code

Specify the value for the deduction code for which you are entering tax liability payments.

Checking Account

Specify the checking account to use for entering this tax liability payment.

Check Number

Type the check number of the tax liability payment.

How Do I…

Access a tax liability payment record	Complete the information on this page and press Enter.

Adding, Updating, or Deleting a Tax Liability Payment Record

On the Enter Tax Funding page, you can add, update, or delete a tax liability payment record for the specified deduction and WLRP code.

Use the information below to complete this page.

Date Paid

Specify the issue date of the tax liability payment check.

Amount Paid

Type the amount of the outstanding tax liability that you are paying with this check.

How Do I…

Create a tax liability payment record	Complete the information on this page and press Enter.
Update a tax liability payment record	Update the information on this page and press Enter.
Delete a tax liability payment record	Press F22.

Printing the Tax Liability Report

Overview

Use *List Tax Liability* to print the tax liability report for all *xxxx deductions or use *List Tax Liability - WLRP* to print the tax liability report for a specific WLRP code.

The report includes the following information:

- Gross wages

- Base wages, which are wages from which taxes are calculated

- Amount of tax withheld

- Expense accrued, also referred to as the employer liability

- Any payments or deposits specified through *Enter Tax Liability Payments* or *Enter Tax Liability Pmnts - WLRP*

- Current liability balance listing employee and employer amounts

You can generate the tax liability report for any date range and use the report as a backup document for quarterly and annual returns and forms.

When generating the tax liability report, *List Tax Liability* and *List Tax Liability - WLRP* include all records from the tax liability files, PYPXL, for summary employer information, and PYPXL2, for information broken out by WLRP code values. Whenever you post a check, Infinium PY adds a record to both of these files. The files contain summary records by employer, payroll cycle, deduction, and for *List Tax Liability - WLRP,* by WLRP.

The table below indicates where Infinium PY retrieves tax liability report information.

Tax Liability Report

Column Heading	File Name (Standard)	File Name (WLRP)	File Description
Check Date	PYPXL	PYPXL2	Tax Liability
Cycle	PYPXL	PYPXL2	Tax Liability
Gross Wages	PYPXL	PYPXL2	Tax Liability

Tax Liability Report

Column Heading	File Name (Standard)	File Name (WLRP)	File Description
Base Wages	PYPXL	PYPXL2	Tax Liability
Tax Withheld	PYPXL	PYPXL2	Tax Liability
Expense Accrued	PYPXL	PYPXL2	Tax Liability
Amount Deposited	PYPXL	PYPXL2	Tax Liability
Acct. #	PYPXL	PYPXL2	Tax Liability
Check #	PYPXL	PYPXL2	Tax Liability
Deposit Date	PYPXL	PYPXL2	Tax Liability
Current Liability			Calculated Field

Use the menu path below.

‣ Infinium PY

‣ *Tax Operations*

‣ *Tax Liability Reporting (CAN)*

‣ *Employer Tax Liability*

▾ *List Tax Liability* [PTLCN] or

▾ *List Tax Liability - WLRP [LTLW]*

Printing the Report

On the List Tax Liability page, you specify the criteria to identify the deduction or WLRP code for which to generate the tax liability report.

Use the information below to complete this page.

Employer

Specify the employer for whom you want to print a tax liability report.

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

Employer group

Specify the employer group for whom you want to print a tax liability report.

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

WLRP Code

If you are using *List Tax Liability - WLRP*, specify the value of the WLRP code for which you are printing a tax liability report. Leave blank to include all plans in the report.

Valid values are:

0	This is a WLRP that has a reduced employer premium factor specified in *Premium Factor* of the *CUIC deduction control.
1	No WLRP applies. Infinium PY uses the standard employer premium factor from the Infinium PY tax table.
2 - 9	This WLRP code corresponds to one of eight possible plans defined on the Update *CUIC Account Codes page of the *CUIC deduction control.

Deduction code

Specify the value for the deduction code for which you are printing a tax liability report. Leave blank to include all deductions in the report.

Begin check date

Specify the beginning check date for the tax liability report.

The resulting report contains all tax liability information dated on or after the specified *Begin Check Date* value.

Leave blank to print all tax liability information on file up to the date specified in *Ending Check Date*.

Ending check date

Specify the ending check date for the tax liability report.

The resulting report contains all tax liability information dated on or before the specified *Ending Check Date* value.

Leave blank to use the system date as the default ending check date.

Sequence option

Specify the sequence by which to sort information on the tax liability report.

0	First by employer and WLRP code, if applicable, and then by deduction code
1	First by deduction code and then by employer and WLRP code, if applicable

Month totals?

Specify **Yes** to print monthly totals to print on the tax liability report. Otherwise, specify **No**.

How Do I…

Print a tax liability report	Complete the information on this page and press Enter.

Commonly Asked Questions

- If you correct an employee's deduction record by using the function *Correct Employee Data*, will this affect tax liability?

  No. You must manually make the same changes by using the *Update Tax Liability* or *Update Tax Liability Amts - WLRP* functions.

- Do void checks affect the Tax Liability reports?

  Yes, if voided through the system.

Notes