Payroll

Guide to Pay Messages

INFINIUM
SOFTWARE

Publication Information

Publication Date: June 2008

Document Number: 20080604130010

Table of Contents

Introduction

Overview

The pay message facilities within Infinium PY allow you to communicate payroll-related information to employees. These messages are printed on the employee payslip/pay advice. There is a maximum of four lines of message per employee.

Within the pay message facility, there are four different types of message:

- Employee automatic messages
- Employee manual messages
- Income messages
- Deduction messages

Employee Automatic Messages

Employee Automatic Messages are employee-specific, that are automatically generated by the system. Examples of these are tax code changes, tax refund details, change in basic pay rate, hours or grade.

Employee Manual Messages

Employee Manual Messages have been keyed in manually using the *Update Employee Pay Messages* function, described on page 5. An example might be to advise the employee that a pay rise has been backdated.

Income or Deduction Messages

Income or Deduction Messages are concerned with a particular income type or a deduction code, for example, messages to inform employees of an general increase in a particular allowance or deduction. These global messages can be automatically generated and apply only to those employees that have the particular deduction or income.

Message Codes

Message codes allow you to associate lines of message text with code values. These code values can then be entered into message code fields that exist on several of the HR files that link groups of employees, for example, on the payroll cycle controls. This enables you to send the same message to all of the employees in that group.

Timing of Message Creation

Pay messages are created at different times, depending on the type of message. For example, the message to inform the employee of change in the tax code is actually created at the time the tax code is changed on the employee's Payroll Master record. Similarly, a message for a new deduction is created at the time the new deduction is entered for the employee.

Other kinds of messages are created during cycle processing, for example, change in basic pay rate and/or grade is detected during the *BEGIN* stage of payroll, and tax refund messages are created during *RELEASE*.

Up to 4 lines of Messages Are Supported

It is possible for more than four lines of messages to exist that are destined for an employee and in this case the messages with the highest priority will take precedence.

Message Codes

Overview

This feature allows you to associate a text message with a five character *Message Identifier* code. You can enter the message code on one of several files that are associated with a group of employees. For example, if you wanted to print a pay message to all employees in a particular department, you would enter the message code against the appropriate Level Control. Or, for a company wide message such as *Merry Christma*s you would enter the message code on the Employer Control record.

Menu Selection

System:	Infinium PY
Menu Level 1:	Payroll Control Files
Menu Level 2:	Pay Messages
Menu Level 3:	Update Pay Messages

Screen 1 of 2

- Enter the Message Identifier code.

- Leave the message type field blank and press Enter. The following screen will be displayed.

```
 6/12/94  15:57:13    Update Payroll Message Control     PYGMGM     PYDMGM

Message Identifier  . . . . . :   HAPPY
Message Type  . . . . . . . . :

Enter the text of the message.

          1         2         3         4         5         6         7         8
... ... 0 ... ... 0 ... ... 0 ... ... 0 ... ... 0 ... ... 0 ... ... 0 ... ... 0

Wishing everyone a very Happy Christmas



Do not print after date . . . .  26121994




F3=Exit   F10=QuikAccess   F12=Cancel   F22=Delete
```

Enter the text required and also a controlling End Date for printing.

Enter the Message code on the appropriate file. In this example we have used the Employer Control file.

Screen 2 of 2

Key Information

The payroll cycle *RELEASE* process will check to see if a message code has been defined for any group and if so will automatically create the message text(s) for each employee within the group.

Note that these messages operate in a hierarchy, i.e. a message code can be entered at several levels : *Employee, Union, Job Code, Levels, Cycle, Employee.* The first four messages encountered in this hierarchy will be printed, if there is sufficient room on the employee Pay Advice.

Pay Messages for an Employee

Overview

Knowing when messages are created is important. The *Update Employee Pay Messages* function allows you not only to enter new messages for employees but also to view and update any system generated messages. For example, after changing an employee's tax code on the payroll master, you can immediately view or change or delete the pay message that was generated. Similarly, after *BEGIN* or *RELEASE,* any messages generated during those stages can be viewed or changed.

Note: Category four messages (message codes for groups) cannot be updated in this function since they are not created with an employee number reference.

Menu Selection

System:	Infinium PY
Menu Level 1:	Employee Record Keeping
Menu Level 2:	Update Employee Pay Messages

Screen 2 of 2

Key Information

If you want to send a specific message to an employee, type in the text on the text line and press Enter. The message will be added to the list at the bottom.

Note that a ruler is provided just above the message line. This is because your organisation may have a space limitation on the pay advice such that the message has to fit into a set number of characters. The ruler helps you align your message.

This function provides a method of manually overriding the system generated messages, right up to the *POST* stage of the pay cycle. However, in order to get these message changes updated on an employee's pay cycle records, you must re-run the Trial Register, or if the change is only to one employee, you can use the F13 recalculation option within Update Cheques.

Messages are shown on the Trial Register

The Trial Register will show the payslip message lines for the employee, including the category four type messages.

The table provided below, shows all the messages that are automatically generated and at what time they are created:

Table of automatically generated messages

Message	When Created
Basic Pay Incr XX/XX/XX £99999.9 XXXXX	BEGIN
Tax Code Change From AAAAA To AAAAA	Update to payroll master
Tax Refund Withheld	RELEASE
Tax Refund Of £99999.9 Paid	RELEASE
New Income XXXXX Payable From XX/XX/XX	Update Employee incomes
New Deduction XXXXX Taken From XX/XX/XX	Update Employee deductions
Deduction XXXXX Ceased On XX/XX/XX	Update Employee deductions
Leave Pay Still To Be Recovered £9999.99	RELEASE
New Pay Grade XXXXX	BEGIN
Hours Changed To XXXXX	PE Actions
Prev. Withheld Tax Refund Paid	RELEASE
Income XXXXX Ceased XX/XX/XX	BEGIN
Income XXXXX Changed To £9999.99	Update Employee income
Deduction XXXXX Changed To £9999.99	Update Employee deduction
Deduction XXXXX £9999.99 In Arrears	RELEASE
Deduction XXXXX £9999.99 Arrears Taken	RELEASE
Deduction XXXXX Temp. Decrease £9999.99	RELEASE
Deduction XXXXX Temp. Increase £9999.99	RELEASE
'K' Code PAYE Tax. £9999.99 Outstanding	RELEASE

Cancelling a cycle   If the payroll cycle is cancelled, all messages created in *BEGIN* or *RELEASE* are deleted, but all other messages will remain.

If a payroll cycle is re-released or if a recalculation is made from Update Cheques, the messages usually created at RELEASE will be updated with the new values, for example, if tax refund amount or leave pay amount changes.

Automatic deletion of messages   All employee messages are automatically deleted at the end of the payroll cycle during the *POST* stage.

Supressing income or deduction messages   If you do not want messages to be automatically created when changes are made to the employee income or deduction records, you can suppress these by switching off the 'Pay Message' flag on the relevant Income or Deduction Controls.

```
 6/12/94  16:34:47         Update Income Controls          PYGMIC    PYDMIC

 Employer  . :  111  Software 2000 Limited
 Income Code :  FAID                  Income Method :   1 - Flat Amount

Processing Controls
 Description .  First Aid             Priority              400
 Summ. Code  .  01 + Basic Salary     Frequency . . . . .  8
 Beginning Date       0               Ending Date . . . .        0
 Effect on Pay  1 (1/2/3)             Category  . . . . .  R
 Segments Required?  _
 Labour Expense Acct .                                         +
 Capture Labour Dist .  0  (0/1)      Pay Message . . . .  0  (0/1)
```

Mass Create Messages for employees   As discussed previously there are four types of pay messages. This section explains how to mass generate type 3 messages which relate to global changes to incomes or deductions. For example, you have a flat amount income or allowance which is paid to a large number of employees. If the amount involved is held at income control level, and changes, rather than manually entering messages for each employee you can use the *Update Pay Message Controls* function to enter a message that will be automatically processed by the payroll cycle and applied globally to all employees with that income or deduction.

Update Pay Message Control
Screen 1 of 2

Key Information   Enter the code of the income or the deduction in the *Message Identifier* field and then completed the *Message Type* with either **I** or **D** to indicate whether it is an income or deduction.

Press Enter to continue.

Screen 1 of 2

Key Information	Type the text of the message. Use only the first line. Any subsequent lines will be ignored in this type of message.

You can ensure that the message is only printed out once by entering a printing end date.

The messages will be automatically created during the *RELEASE* stage of payroll for everyone in the cycle with that income or deduction and will appear on the Trial Register. Note that you cannot view or update this message using *Update Employee Pay Message*s.

Press F3 to exit and save.

Message Priorities

Messages of types 1 and 2 and 3 take priority over message type 4. As mentioned earlier, this is important since there is a limit of 4 lines of messages on the payslip.

Also message types 1, 2 and 3 consist of just one line of message, whereas type 4 messages can have 1 or 2 lines.

This means that if there are three messages from types 1 & 2 & 3, occupying 3 lines, a type 4 message with 2 lines of text will not be printed. However, if the type 4 message had just 1 line of text associated with its message ID, then all 4 lines of pay message would print on the pay slip.

Technical Information

Since the pay messages can only be printed by your Pay advice/pay slip printing program, which is always custom to your organisation, then if you wish to use this feature you must ensure it is included in the programming specifications. Alternatively, if you are an existing customer, an amendment will be needed to your existing print program.

The pay messages for an employee are contained in the following fields on the PYPCZ cycle workfile record: CZMSG1, CZMSG2, CZMSG3, CZMSG4. These fields are all 50 characters long in alpha format.

This record should already be available to your payslip printing program and the fields can be defined in a suitable position on printer file PYTRG51 or PYTRGDD.