# Payroll

## Guide to Income Controls

**INFINIUM**
**SOFTWARE**

## Publication Information

**Publication Date:** June 2008

**Document Number:** 20080604132124

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# Introduction

## Overview

The *Infinium HR Guide to Income Controls* covers:

- Income Summarisation Codes
- Income Controls

Income Summarisation codes should be created to group and prioritise incomes for printing into an employees pay advice.

You need to create an Income Control for each income that may be received during pay period.

Before you can establish incomes you need to understand the following areas:

- Income Methods
- Accumulators

## Income Methods

Ten types of income methods are available to assist the system to calculate incomes. The chart, displayed in the *Income Method Types* section, lists and describes each income method.

## Accumulators

Accumulators are neither incomes nor deductions. They are workfiles or buckets you use to set aside hours and/or amounts which are used as a basis for additional calculations. The two types of accumulators are:

- User defined

- System defined

## User Defined

User defined accumulators are used when:

- An income is calculated based on a percentage of pay.

Example: You use an accumulator to calculate a shift premium in which an employee is paid 33% above normal shift pay for working at night. The shift accumulator is attached to all incomes associated with shift pay.

- Only certain incomes are eligible for inclusion.

Example: Pension contributions may only be based on basic pay and overtime and do not include shift, London weighting and bonus payments. To calculate the contribution correctly, you create a pension accumulator and attach all eligible pensionable incomes to that accumulator. The pension contribution is then calculated based on the pension accumulator income base.

An example of user defined accumulators is reflected in the chart below:
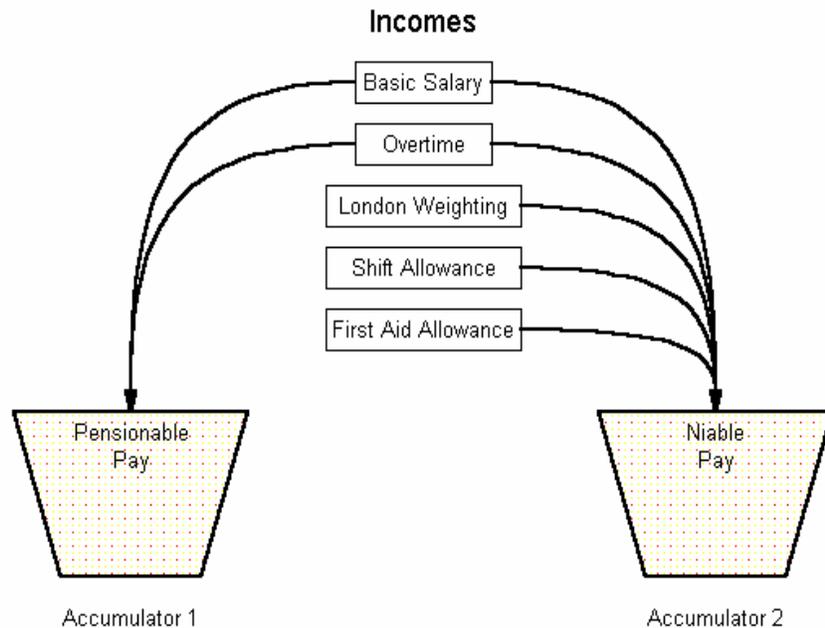
# System Defined

The three system defined accumulators within Infinium PY are:

- *GROSS

- *NET

- *WAGE

These are used by the system during Payroll processing as follows:

- *GROSS    All incomes with Effect on Pay = 1

- *NET       All incomes with Effect on Pay = 1 or 2
            except *Fxxx incomes

- *WAGE     All incomes with Effect on Pay = 1
            except *Fxxx incomes

# Income Summarisation Codes

## Overview

An Income Summarisation Code is a two character alpha/numeric code which is user defined. In many cases an employee can receive several different types of incomes which do not need to be printed individually on the pay advice.

An Income Summarisation Code allows you to group these under one heading for printing onto the pay advice. It also determines the order in which they appear on the pay advice. It is, therefore, important that consideration is given to the coding structure that will be used.

**Menu Selection**

System: Infinium Payroll
Menu Level 1: Payroll Control Files
Menu Level 2: Income Summarisation Codes
Menu Level 3: Update Income Summarisation Codes

**Screen 1 or 2**

```
28/06/94   9:19:25      Income Summarisation Codes      PYGMIS    PYDMIS

Type selections, press Enter.

Employer . . . . . . .   111 +
Summarisation Code . .   __ +












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

**Key Information**

*Summarisation Code* is user defined. It is recommended that numeric codes are used because the code value determines the order in which they appear on the pay advice.

When defining Summarisation Code gaps should be left to allow for future growth of income types.

**Required Fields**

*Employer Code*

*Summarisation Code*

Press [Enter] to continue.

**Screen 2 of 2**

```
28/06/94   9:29:54       Income Summarisation Codes      PYGMIS    PYDMIS

Employer . . . . . . :  111    Software 2000 Training Company
Summarisation Code . :  01

Enter Summarisation Code Description Name.

Payslip Name . . . . .  Basic Pay








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

**Key Information**

Type the *Payslip Name*. All incomes which are attached to this summarisation code are summarised and grouped under the description entered on the employee pay advice.

**Required Fields**

*Payslip Name*

Press [F3] to exit and save.

# Income Method Types

## Overview

The ten income types are listed below.

| No | Method | Description |
|----|--------|-------------|
| 0 | Accumulator | Used for accumulating hours and/or amounts of other pay types. |
| 1 | Flat Amount | Pays a flat amount up to an optional year to date limit.  No calculations are performed. |
| 2 | Hours Extension | Multiplies hours input by an hourly rate. |
| 3 | Amount Extension | Pays an amount which is multiplied by an extension percentage. |
| 4 | Base Hours Extension | Multiplies hours accumulated in the base by an hourly rate. |
| 5 | Base Amount Extension | Multiplies amount accumulated in the base by an extension percentage. |
| 6 | Custom Calculation | Exits to a user written program. |
| 7 | Unit Extension | Multiplies units input by a unit rate. |
| 8 | Average Wage | Extends average wage of accumulated Calculation hours/amounts and multiplies by the excess. |

| No | Method | Description |
|---|---|---|
| 9 | Flat Amount Proration | Employee regular hours are divided by their Job Control standard hours and multiplied by the income amount. |

**Menu Selection**

System:        Infinium Payroll
Menu Level 1:  Payroll Control Files
Menu Level 2:  Income Controls
Menu Level 3:  Update Income Controls

# Income Method 0 - Accumulator

## Overview

An Accumulator is neither an income nor a deduction. Accumulators are workfiles or buckets which are used to set aside hours and/or amounts of money for use in additional calculations. Each Accumulator that you need should be defined using Update Income Controls, Income Method 0.

**Menu Selection**

System:            Infinium Payroll
Menu Level 1:  Payroll Control Files
Menu Level 2:  Income Controls
Menu Level 3:  Update Income Controls

**Screen 1 or 2**

```
28/06/94    9:33:21        Update Income Controls        PYGMIC    PYDMIC

Type selections, press Enter.

Employer . . . . . .   111 +
Income Code  . . . .   AC002 +
Income Method  . . .   0       0 - Accumulator
                               1 - Flat Amount
                               2 - Hours Extension
                               3 - Amount Extension
                               4 - Base Hours Extension
                               5 - Base Amount Extension
                               6 - Custom Calculation
                               7 - Units Extension
                               8 - Average Wage Calculation
                               9 - Flat Amount Proration




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

**Key Information**

Type in an Accumulator Code in the *Income Code* field.  Accumulator Codes are user defined. Code format allowed is 5 character alpha/numeric.

Type *Income Method* **0** for Accumulator. *Income Method* **0** identifies to the system that this code is an Accumulator.

**Required Fields**

*Employer Code*

*Income Code*

*Income Method*

Press [Enter] to continue.

**Note:** Take care with the selection of codes and descriptions. They should be meaningful to you and other users and be representative of their use.

**Screen 2 of 2**

```
28/06/94   9:32:49        Update Income Controls        PYGMIC    PYDMIC

Employer . . . :  111 Software 2000 Training Company
Income Code  . :  AC002      Income Method . :  0 - Accumulator

Description  . .  Pensionable Pay




 






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

**Key Information**

Type a *Description* for this accumulator.

**Required Fields**

*Description*

Press [Enter] to update.

# Income Method 1 - Flat Amount

## Overview

A Flat Amount Income method pays the amount which is set up on this income control. You can to enter a beginning and ending date if the income is only to be paid for a restricted period of time. You can also enter a Year to Date limit to ensure employees are not over paid. The amount set up here can be overridden at the transaction and the employee levels.

**Menu Selection**

System:          Infinium Payroll
Menu Level 1:  Payroll Control Files
Menu Level 2:  Income Controls
Menu Level 3:  Update Income Controls

**Screen 1 of 3**

```
28/06/94   9:33:21        Update Income Controls       PYGMIC    PYDMIC

Type selections, press Enter.

Employer . . . . . .  111 +
Income Code  . . . .  IC001 +
Income Method  . . .  1      0 - Accumulator
                             1 - Flat Amount
                             2 - Hours Extension
                             3 - Amount Extension
                             4 - Base Hours Extension
                             5 - Base Amount Extension
                             6 - Custom Calculation
                             7 - Units Extension
                             8 - Average Wage Calculation
                             9 - Flat Amount Proration




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

**Key Information**

Type the *Income Code*. Income codes are user defined. Code format allowed is 5 character alpha/numeric.

Type *Income Method* **1** for Flat Amount.

To activate established system routines for Statutory Sick Pay, Statutory
Maternity Pay, Statutory Adoption Pay or Statutory Paternity Pay,
corresponding income codes *SSP, *SMP, *SAP and *SPP must be
used.

**Required Fields**

*Income Code*

*Income Method*

Press [Enter] to continue.

**Screen 2 or 3**

```
28/06/94   9:34:40        Update Income Controls        PYGMIC    PYDMIC

Employer  . :  111  Software 2000 Training Company
Income Code :  IC001                    Income Method :   1 - Flat Amount

Processing Controls
Description .  Basic Salary           Priority              1
Summ. Code  .  01 + Basic Pay         Frequency . . . . .  8
Beginning Date        0               Ending Date . . . .        0
Effect on Pay  1 (1/2/3)              Category  . . . . .  R
Segments Required?  0
Labour Expense Acct .  111-***-***-000IC001                  +
Capture Labour Dist .  1  (0/1)       Pay Message . . . .  1  (0/1)

Calculation Controls
YTD Limit . .        .00
Income Basis   1          Income Amount _____   Income Factor      1.0000
Income Matrix _____ +     Matrix Column _____ +      Matrix Row . .  _____ +

Accrual Controls
        (+/-/*)   Annual     _       Sick      _        Long-Serve _

F3=Exit   F4=Prompt   F10=QuikAccess   F12=Cancel   F22=Delete
```

**Key Information**

The *Priority* given here will determine the order in which the incomes
are calculated when running a pay cycle. The system calculation will
start with the lowest number. The range available is from 0 to 9999.

If you are establishing an income to pay basic pay, the *Priority* must be
set to **1** if you want part period pay adjustments to be automatically
made by the system.

*Frequency* is used by the system to determine if an income should be
generated during Begin Cycle operations. It is only relevant if the income
is attached to an autopay group. Valid values are as follows:

**0**-not automatically generated

**1**-first pay period of the month

**2**-second pay period of the month

**3**-third pay period of the month

**4**-fourth pay period of the month

**5**-first and third pay periods of the month

**6**-second and fourth pay periods of the month

**7**-first, second, third and fourth pay periods of the month

**8**-all pay periods

**9**-current pay period only

**A**-first and second pay periods of the month

*Effect on Pay* controls how the income is applied to an employee's pay. The field has 3 values:

**1**= Include this income in Gross Pay. This is the standard method for normal types.

**2**= Pay in addition to Net Pay. This means that the value of this income will not be included in Gross pay (and therefore not in Net Pay). Use this method when you want to make payments to employees that are not part of their normal pay, for example, travel advances, expense reimbursements and loans.

**3**= Do not pay this income. Use this method to use the value of this income as part of another income calculation or include in an accumulator for a deduction, but do not want to pay the income to the employee.

*Category* is used by the system to modify input screens for a Tax Week field in Enter Timesheet Data, Enter/Update Daily Summary Data and Enter On-Demand Cheques. Valid categories are:

**R**= Regular

**H**= Holiday

**O**= Other/Miscellaneous

**P**= Premium

**Note:** Incomes with a Category of H should be set up to add to the special accumulator *HOLS.

*Segments Required?* is used when you want to track hours or amounts by segment (or week) of the pay period. This is normally used for a non-weekly pay cycle. Valid values are:

**1**-Requires a segment to be entered at timesheet entry

**2**-Does not require a segment to be entered at timesheet entry

*Labour Expense Acct* is the General ledger Expense account used to define the Labour Expense Account. Asterisks can be used as special characters to be repeated through the hierarchy the system uses to resolve labour expense accounts.

*Capture Labour Dist* controls whether this income is to be captured for reporting on Labour Distribution Analysis report. Valid values are:

    **0**-Do not capture this income code for labour distribution

    **1**-Capture this income code

- *Pay Message* controls the generation of pay messages when changes are made to the Employee level income record. Valid values are:

    **0**-No message is generated

    **1**-A pay message is generated if changes are made to the Employee income record.

*YTD Limit* is used to specify a maximum yearly limit for this income. The system first checks the Employee's income record, and if blank, the income control. If an amount is entered, employees stop receiving the income when the limit amount is reached.

If manual timesheet entries are made for this income, the system assumes it is an intentional override and pays the amount even if the limit has been reached.

*Income Basis* tells the system where to get the income amount/rate from. Valid values are:

| | |
|---|---|
| **Blank** | Value is found on employee income record |
| **1** | Value is found in employee 1st Pay Rate field |
| **2** | Value is found in employee 2nd Pay Rate field |
| **3** | Value is found in employee 3rd Pay Rate field |
| **4** | Value is found in employee 4th Pay Rate field |
| **5** | Value is found in employee 5th Pay Rate field |
| **J** | Value is found on employee job control (by job worked) |
| **M** | Value is found in the specified Matrix column/row |
| **Pay Rate 1** | Is typically used for basic pay |

*Income Amount* is used when the Income Basis is blank and you want to pay employees this flat amount. The system uses this value if no amount is entered on the Employee income record or through timesheet entry.

**Note:** You should leave the *Income Amount* field blank if variable amounts are to be paid to employees.

*Income Factor* defaults to 1.000. The value entered will be multiplied by the value found by the *Income Basis* field to calculate the income amount.

*Income Matrix* defines the Matrix to be used when Income Basis of `M` is specified.

*Matrix Column/Matrix Row* defines the column/row combination to point to the value to be used for Income Basis of `M`.

*Accrual Controls* (=/-/*) is used for PTO Accruals processing for Accrual Category 1 (Employer Controls) when *Calculate Benefit Accruals* is executed in Accrual Processing. Valid values are:

| | |
|---|---|
| `+` | Add the hours in this income code to Hours Accrued and Hours Earned (Actual Hours only) |
| `-` | Subtract the hours from Hours Earned, add to Hours Taken, and from Hours Remaining (Actual and Scheduled Hours only) |
| `*` | Add the hours to Hours Accrued and Hours Earned and subtract from Hours Taken |
| `Blank` | Do not add the hours for PTO Accruals |

**Required Fields**

*Description*

*Priority*

*Summarisation Code*

*Frequency*

*Category*

*Effect on Pay*

*Capture Labour Distribution*

Press [Enter] to continue.

**Screen 3 of 3**

```
28/06/94   9:35:48        Update Income Controls        PYGMIC    PYDMIC

Employer  . :  111  Software 2000 Training Company
Income Code :  IC001                Income Method :  1 - Flat Amount

Accumulator Controls

   Acc.   +/-H/A    Max.     Accum.       Acc.   +/-H/A    Max.     Accum.
   Code   Op Op   Amt/Hrs  Percentage     Code   Op Op   Amt/Hrs  Percentage
 1 AC001 + +  A        .00      .0000   2 AC002 + +  A        .00      .0000
 3 AC003 + +  A        .00      .0000   4 AS001 + +  _        .00    90.3846
 5 ____  + _  _        .00      .0000   6 ____  + _  _        .00      .0000
 7 ____  + _  _        .00      .0000   8 ____  + _  _        .00      .0000
 9 ____  + _  _        .00      .0000  10 ____  + _  _        .00      .0000
11 ____  + _  _        .00      .0000  12 ____  + _  _        .00      .0000

Level Restrictions
 Division    _____  + Location   _____  + Section    _____  + CostCentre  _____  +

Special Reports
  Cycle Report  .  _____  +  Monthly Report   _____  +  Quarterly Report _____  +
  Annual Report .  _____  +  Demand Report .  _____  +
F3=Exit   F4=Prompt   F10=QuikAccess   F12=Cancel
```

**Key Information**

Type the code of the accumulators you need this income to be added to or subtracted from.

Hours, amounts or, if left blank, both can be added to the Accumulator.

A maximum number of amount/hours can be specified.

A maximum *Percentage* to accumulate can be specified. This is only relevant for amount. If hours accumulation is specified, 100% of the hours is always accumulated.

You can restrict this income to certain levels within your organisation. In this case, only employees within the specified levels will be entitled to receive this income.

*Special Reports* can be selected here to be executed during Post Cycle and Print Cheques.

There are no required fields on this screen.

Press [Enter] to update.

# Income Method 2 - Hours Extension

## Overview

An Hours Extension Method calculates an income based upon an hourly rate. You can enter a beginning and an ending date if the income is only to be paid for a restricted period of time. You can also enter a Year to Date limit to ensure that the employees are not over paid. The hours set up here can be overridden at the transaction and at the employee levels. An example of this type of income would be overtime where you could specify the rate of overtime, i.e., time and a half, double time, etc. In this case the hours would be entered at timesheet entry for each employee on a variable basis.

**Menu Selection**

System:             Infinium Payroll
Menu Level 1:   Payroll Control Files
Menu Level 2:   Income Controls
Menu Level 3:   Update Income Controls

**Screen 1 of 3**

```
28/06/94   9:36:57        Update Income Controls        PYGMIC    PYDMIC

Type selections, press Enter.

Employer . . . . . .  111 +
Income Code  . . . .  IC003 +
Income Method  . . .  2       0 - Accumulator
                              1 - Flat Amount
                              2 - Hours Extension
                              3 - Amount Extension
                              4 - Base Hours Extension
                              5 - Base Amount Extension
                              6 - Custom Calculation
                              7 - Units Extension
                              8 - Average Wage Calculation
                              9 - Flat Amount Proration




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

**Key Information**

Type the *Income Code*. Income codes are user defined. Code format allowed is 5 character alpha/numeric.

Type *Income Method* **2** for Hours Extension.

**Required Fields**

*Income Code*

*Income Method*

Press [Enter] to continue.

**Screen 2 of 3**

```
28/06/94   9:37:42        Update Income Controls        PYGMIC    PYDMIC

Employer  . :  111  Software 2000 Training Company
Income Code :  IC003                    Income Method :  2 - Hours Extension

Processing Controls
Description .  Weekday Overtime     Priority  . . . . .    700
Summ. Code  .  10 + OVERTIME PAY    Frequency . . . . .   8
Beginning Date _____ 0             Ending Date . . . .         0
Effect on Pay  _  (1/2/3)           Category  . . . . .   R
Segments Required?   0  (0/1)       Limit by Segment? .  0

Labour Expense Acct . _____ +
Capture Labour Dist .  1  (0/1)     Pay Message . . . .  _  (0/1)
Calculation Controls
Standard Hours ____.00    Hours Limit ____.00     Over Limit Code _____ +
                                                  Over Limit Type _
Income Basis  1          Hourly Rate _____   Income Factor     1.2500
Income Matrix _____ +    Matrix Column _____ +    Matrix Row . .  _____ +
Accrual Controls
        (+/-/*)   Annual     _       Sick      _        Long-Serve _

F3=Exit   F4=Prompt   F10=QuikAccess   F12=Cancel   F22=Delete
```

**Key Information**

The *Priority* given here determines the order in which the incomes are calculated when running a pay cycle. The system calculation starts with the lowest number. The range available is from 0 to 9999.

You can specify an *Over Limit Code*. For example, if only 10 hours overtime should be paid at the rate defined here with hours in excess of 10 being paid at a different rate, you can direct the system to another income to complete the calculation.

The limit can be applied to a single segment by typing **1** in the *Limit by Segment* field. To do this, you would define an *Hours Limit* and an *Over Limit Code*, which is the Income code to be used to process the excess hours. The *Over Limit Type* defines how the over limit hours are processed. Valid values are:

0          If the *Hours limit* field is blank on the Employee Income record, use the value on the income control record.

1          The system will use the *Standard Hours* field in Employee Basic data record. Any hours entered over those hours will overflow to the Over Limit Code.

**2**  The standard hours 1 field from the Job Control (by employee specified job) will be used.

**3**  The standard hours 2 fields from the Job Control will be used.

An *Hourly Rate* can be entered. It will be used only if no rate is entered at timesheet entry or on the Employee income record. The hourly rate is not typically entered at the control level. It is either calculated or *Income Basis* 1 used.

*Standard Hours* is an optional field, usually left blank. The system first checks the Employee income record for Standard Hours. Autopay Groups are a good alternative for the Standard Hours.

**Required Fields**

*Description*

*Priority*

*Summarisation Code*

*Frequency*

*Category*

*Effect on Pay*

*Capture Labour Distribution*

Press [Enter] to continue.

**Screen 3 of 3**

```
28/06/94   9:38:12        Update Income Controls        PYGMIC    PYDMIC

Employer  . :  111  Software 2000 Training Company
Income Code :  IC003              Income Method :  2 - Hours Extension

Accumulator Controls

   Acc.    +/-H/A     Max.     Accum.        Acc.   +/-H/A      Max.     Accum.
   Code    Op Op    Amt/Hrs  Percentage      Code    Op Op    Amt/Hrs  Percentage
 1 AC001 + +  A _____.00 _____.0000   2 AC003 + +  A _____.00 _____.0000
 3 _____ + _  _ _____.00 _____.0000   4 _____ + _  _ _____.00 _____.0000
 5 _____ + _  _ _____.00 _____.0000   6 _____ + _  _ _____.00 _____.0000
 7 _____ + _  _ _____.00 _____.0000   8 _____ + _  _ _____.00 _____.0000
 9 _____ + _  _ _____.00 _____.0000  10 _____ + _  _ _____.00 _____.0000
11 _____ + _  _ _____.00 _____.0000  12 _____ + _  _ _____.00 _____.0000

Level Restrictions
 Division    _____ + Location    _____ + Section    _____ + CostCentre  _____  +

Special Reports
  Cycle Report  . _____ +  Monthly Report   _____ +  Quarterly Report _____  +
  Annual Report . _____ +  Demand Report .  _____ +
F3=Exit   F4=Prompt   F10=QuikAccess   F12=Cancel
```

**Key Information**

Type the *Acc. Code* that you need this income to be added to or subtracted from.

Type an Operator, **+** or **−**. This will indicate to the system that the amount should be added to, or subtracted from, the Accumulator Code. If this field is left blank, the system will insert a value of **+**.

Type **H** to accumulate Hours only and **A** to accumulate Amounts only into the Accumulator Code. Leave this field blank to accumulate both Hours and Amounts.

You may restrict this income to certain levels within your organisation.

There are no requied fields to update.

Press [Enter] to update.

# Income Method 3 - Amount Extension

## Overview

An Amount Extension Method calculates an income based upon an amount which can be extended by a percentage. The amount can be overridden at the employee and the transaction level.

**Menu Selection**

System:             Infinium Payroll
Menu Level 1:  Payroll Control Files
Menu Level 2:  Income Controls
Menu Level 3:  Update Income Controls

**Screen 1 of 3**

```
28/06/94   9:39:59       Update Income Controls      PYGMIC     PYDMIC

Type selections, press Enter.

Employer . . . . . .  111 +
Income Code  . . . .  A0003 +
Income Method  . . .  3      0 - Accumulator
                             1 - Flat Amount
                             2 - Hours Extension
                             3 - Amount Extension
                             4 - Base Hours Extension
                             5 - Base Amount Extension
                             6 - Custom Calculation
                             7 - Units Extension
                             8 - Average Wage Calculation
                             9 - Flat Amount Proration




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

**Key Information**

Type the Income Code.

Type Income Method **3** for Amount Extension.

**Required Fields**

*Income Code*

*Income Method*

Press [Enter] to continue.

**Screen 2 of 3**

```
28/06/94   9:40:39         Update Income Controls         PYGMIC    PYDMIC

Employer  . :  111  Software 2000 Training Company
Income Code :  A0003                    Income Method :  3 - Amount Extension

Processing Controls
Description .  SHIFT ALLOWANCE        Priority  . . . . .    12
Summ. Code  .  12 + LEAVE PAY IN A    Frequency . . . . .   8
Beginning Date _____0             Ending Date . . . .        0
Effect on Pay  1 (1/2/3)             Category  . . . . .  P
Segments Required?   0  (0/1)        Limit by Segment? .  0  (0/1)

Labour Expense Acct  _____  +
Capture Labour Dist  0  (0/1)        Pay Message . . . .  1  (0/1)
Calculation Controls
Extension %   _____  Hours Limit    .00      Over Limit Code _____  +
                                                  Over Limit Type _
Income Basis   1        Income Amount _____  Income Factor       .1500
Income Matrix _____  +  Matrix Column _____  +   Matrix Row . .  _____  +
Accrual Controls
         (+/-/*)  Annual     _        Sick      _        Long-Serve _

F3=Exit   F4=Prompt   F10=QuikAccess   F12=Cancel   F22=Delete
```

**Key Information**

An *Over Limit Code* can be specified as for Income Method 2 - Hours Extension.

*Extension %* is an optional field. If a value is entered, *Income Basis* and *Income Factor* cannot be used. The percentage is multiplied by the amount entered or the default amount to calculate the pay amount.

**Required Fields**

*Description*

*Priority*

*Summ. Code*

*Frequency*

*Category*

*Effect on Pay*

*Capture Labour Distr.*

Press [Enter] to continue.

```
28/06/94   9:41:12        Update Income Controls        PYGMIC    PYDMIC

Employer  . :  111  Software 2000 Training Company
Income Code :  A0003                  Income Method :  3 - Amount Extension

Accumulator Controls

   Acc.    +/-H/A     Max.     Accum.      Acc.   +/-H/A      Max.     Accum.
   Code    Op Op    Amt/Hrs  Percentage    Code   Op Op     Amt/Hrs  Percentage
 1 DT001 + +  A  _____.00  _____.0000  2 DT002 + +  A  _____.00  _____.0000
 3 DT003 + +  A  _____.00  _____.0000  4 PAYE  + +  _  _____.00  _____.0000
 5 _____ + _  _  _____.00  _____.0000  6 _____ + _  _  _____.00  _____.0000
 7 _____ + _  _  _____.00  _____.0000  8 _____ + _  _  _____.00  _____.0000
 9 _____ + _  _  _____.00  _____.0000 10 _____ + _  _  _____.00  _____.0000
11 _____ + _  _  _____.00  _____.0000 12 _____ + _  _  _____.00  _____.0000

Level Restrictions
 Division     _____  + Location    _____  + Section    _____  + CostCentre  _____  +

Special Reports
  Cycle Report  .  _____  +   Monthly Report   _____  +   Quarterly Report _____  +
  Annual Report .  _____  +   Demand Report .  _____  +
F3=Exit   F4=Prompt   F10=QuikAccess   F12=Cancel
```

**Key Information**

Type the *Acc. Code* that you need this income to be added to or subtracted from.

Type an Operator, **+** or **-**. This indicates to the system that the amount should be added to, or subtracted from, the Accumulator Code. If this field is left blank, the system inserts a value of **+**.

Type **H** to accumulate Hours only and **A** to accumulate Amounts only into the Accumulator Code. Leave this field blank to accumulate both Hours and Amounts.

You can restrict this income to certain levels within your organisation.

There are no required fields on this screen.

Press [Enter] to update.

# Income Method 4 - Base Hours Extension

## Overview

A Base Hours Extension Method calculates an income by multiplying an hourly rate by the hours in the defined accumulator base. However, you have the option to base this calculation on an accumulated amount. This would be used where you set up an income for those over limit hours which may be defined in Income Method 2. It could also be used to pay an employee a loading based on hours worked accumulated for another income or incomes.

You can enter a beginning and ending date if the income is only to be paid over a restricted period of time. You can also enter a Year to Date limit to ensure that the employees are not over paid. The amount set up can be overridden at the transaction and at the employee levels.

**Menu Selection**

System:          Infinium Payroll
Menu Level 1:  Payroll Control Files
Menu Level 2:  Income Controls
Menu Level 3:  Update Income Controls

```
28/06/94   9:43:29        Update Income Controls        PYGMIC     PYDMIC

Type selections, press Enter.

Employer . . . . . .   111 +
Income Code  . . . .   VLBON +
Income Method  . . .   4       0 - Accumulator
                               1 - Flat Amount
                               2 - Hours Extension
                               3 - Amount Extension
                               4 - Base Hours Extension
                               5 - Base Amount Extension
                               6 - Custom Calculation
                               7 - Units Extension
                               8 - Average Wage Calculation
                               9 - Flat Amount Proration




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

**Key Information**

Type the *Income Code*. Income codes are user defined. Code format allowed is 5 character alpha/numeric.

Type *Income Method* **4** for Base Hours Extension.

**Required Fields**

*Income Code*

*Income Method*

Press [Enter] to continue.

```
28/06/94   9:46:14        Update Income Controls        PYGMIC     PYDMIC

Employer  . :  111  Software 2000 Training Company
Income Code :  VLBON             Income Method :  4 - Base Hours Extension

Processing Controls
Description . Weekly Bonus        Priority  . . . . .   100
Summ. Code  . 20 + BONUS PAY      Frequency . . . . .   8
Beginning Date _____0            Ending Date . . . .       0
Effect on Pay  1 (1/2/3)          Category  . . . . .   R
Segments Required?  0  (0/1)      Calc. by Segment? .  0  (0/1)

Labour Expense Acct _____ +
Capture Labour Dist 0  (0/1)      Pay Message . . . .  0  (0/1)
Calculation Controls
Base Accum  .  BNACC +
Income Basis   _        Hourly Rate     1.0000  Income Factor  _____
Income Matrix _____ +   Matrix Column _____ +    Matrix Row . . _____ +

Accrual Controls
        (+/-/*)    Annual    _       Sick      _       Long-Serve _

F3=Exit    F4=Prompt    F10=QuikAccess    F12=Cancel    F22=Delete
```

**Key Information**

The *Priority* indicated determines the order in which the incomes are calculated when running a pay cycle. The priority for this income code should be a higher number than that for incomes that add to the specified accumulator.

You must indicate the Base Accumulator to be used for the calculation.

You can also use this income method to make a calculation on an over limit amount as defined earlier.

**Required Fields**

*Description*

*Priority*

*Summarisation Code*

*Frequency*

*Category*

*Effect on Pay*

*Capture Labour Distr.*

Press [Enter] to continue.

**Screen 3 of 3**

```
28/06/94   9:46:41          Update Income Controls          PYGMIC     PYDMIC

Employer  . :  111  Software 2000 Training Company
Income Code :  VLBON                   Income Method :  4 - Base Hours Extension

Accumulator Controls

   Acc.     +/-H/A      Max.      Accum.       Acc.     +/-H/A      Max.      Accum.
   Code    Op Op     Amt/Hrs   Percentage      Code    Op Op     Amt/Hrs   Percentage
 1 DT001  + +  A  _____.00  _____.0000   2 DT003  + +  A  _____.00  _____.0000
 3 DT002  + +  A  _____.00  _____.0000   4 ____   + _  _  _____.00  _____.0000
 5 ____   + _  _  _____.00  _____.0000   6 ____   + _  _  _____.00  _____.0000
 7 ____   + _  _  _____.00  _____.0000   8 ____   + _  _  _____.00  _____.0000
 9 ____   + _  _  _____.00  _____.0000  10 ____   + _  _  _____.00  _____.0000
11 ____   + _  _  _____.00  _____.0000  12 ____   + _  _  _____.00  _____.0000

Level Restrictions
 Division     _____  + Location     _____  + Section     _____  + CostCentre _____  +

Special Reports
  Cycle Report  .  _____  +  Monthly Report   _____   +  Quarterly Report _____  +
  Annual Report .  _____  +  Demand Report .  _____   +
F3=Exit   F4=Prompt   F10=QuikAccess   F12=Cancel
```

**Key Information**

Type the *Acc. Code* that you need this income to be added to or subtracted from.

Type an Operator, **+** or **–**. This indicates to the system that the amount should be added to, or subtracted from, the Accumulator Code. If this field is left blank, the system inserts a value of **+**.

Type **H** to accumulate Hours only and **A** to accumulate Amounts only into the Accumulator Code. Leave this field blank to accumulate both Hours and Amounts.

You can restrict this income to certain levels within your organisation.

There are no required fields on this screen.

Press [Enter] to update.

# Income Method 5 - Base Amount Extension

## Overview

A Base Amount Extension Method calculates an income based upon an amount in an accumulator base which can be extended by a percentage. An example of this type of income would be a casual loading, where a casual employee was entitled to a loading which was a percentage of the total of certain other incomes. Another example would be a shift premium paid as a percentage of accumulated incomes.

**Menu Selection**

System:          Infinium Payroll
Menu Level 1:  Payroll Control Files
Menu Level 2:  Income Controls
Menu Level 3:  Update Income Controls

**Screen 1 of 3**

```
28/06/94   9:48:17        Update Income Controls      PYGMIC    PYDMIC

Type selections, press Enter.

Employer . . . . . .  111 +
Income Code  . . . .  SFT02 +
Income Method  . . .  5      0 - Accumulator
                             1 - Flat Amount
                             2 - Hours Extension
                             3 - Amount Extension
                             4 - Base Hours Extension
                             5 - Base Amount Extension
                             6 - Custom Calculation
                             7 - Units Extension
                             8 - Average Wage Calculation
                             9 - Flat Amount Proration




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

**Key Information**

Type the *Income Code*. Income Codes are user defined. Code format allowed is 5 character alpha/numeric.

Type *Income Method* **5** for Base Amount Extension

**Required Fields**    *Income Code*

*Income Method*

Press [Enter] to continue.

**Screen 2 of 3**

```
28/06/94   9:48:47        Update Income Controls        PYGMIC    PYDMIC

Employer  . :  111  Software 2000 Training Company
Income Code :  SFT02              Income Method :  5 - Base Amount Extension

Processing Controls
Description .  Shift Payment Expt    Priority  . . . . .  1100
Summ. Code  .  10 + OVERTIME PAY     Frequency . . . . .  8
Beginning Date _____ 0             Ending Date . . . .        0
Effect on Pay  1 (1/2/3)            Category  . . . . .  R
Segments Required?  0  (0/1)        Calc. by Segment? .  0  (0/1)

Labour Expense Acct  _____ +
Capture Labour Dist  0  (0/1)       Pay Message . . . .  1  (0/1)
Calculation Controls
Base Accum  .  AS002 +
Income Basis  _       Extension %    36.8780  Income Factor  _____
Income Matrix  _____ +   Matrix Column _____ +    Matrix Row . .  _____ +

Accrual Controls
        (+/-/*)   Annual     _       Sick     _       Long-Serve _

F3=Exit   F4=Prompt   F10=QuikAccess   F12=Cancel   F22=Delete
```

**Key Information**    The *Priority* for this income code should be a higher number than that for incomes that add to the specified accumulator.

*Extension %* is an optional field.  If a value is entered, *Income Basis* and *Income Factor* cannot be used. The percentage is multiplied by the amount in the accumulator base to calculate the pay amount.

**Required Fields**    *Description*

*Priority*

*Summ. Code*

*Frequency*

*Category*

*Effect on Pay*

*Capture Labour Distr.*

*Base Accumulator*

Press [Enter] to continue.

**Screen 3 of 3**

```
28/06/94    9:49:21        Update Income Controls        PYGMIC     PYDMIC

Employer  . :  111  Software 2000 Training Company
Income Code :  SFT02              Income Method :  5 - Base Amount Extension

Accumulator Controls

   Acc.    +/-H/A     Max.      Accum.      Acc.   +/-H/A      Max.       Accum.
   Code    Op Op   Amt/Hrs   Percentage    Code   Op Op    Amt/Hrs    Percentage
 1 AC001 + +  _ _____.00 _____.0000  2 AC002 + +  _ _____.00 _____.0000
 3 AC003 + +  _ _____.00 _____.0000  4 _____  +  _  _ _____.00 _____.0000
 5 _____  +  _  _ _____.00 _____.0000  6 _____  +  _  _ _____.00 _____.0000
 7 _____  +  _  _ _____.00 _____.0000  8 _____  +  _  _ _____.00 _____.0000
 9 _____  +  _  _ _____.00 _____.0000 10 _____  +  _  _ _____.00 _____.0000
11 _____  +  _  _ _____.00 _____.0000 12 _____  +  _  _ _____.00 _____.0000

Level Restrictions
 Division      _____  + Location      _____  + Section      _____  + CostCentre  _____  +

Special Reports
  Cycle Report  .  _____  +   Monthly Report   _____  +   Quarterly Report  _____  +
  Annual Report .  _____  +   Demand Report .  _____  +
 F3=Exit   F4=Prompt   F10=QuikAccess   F12=Cancel
```

**Key Information**

Type the *Accumulator Code* that you need this income to be added to or subtracted from.

Type an Operator, **+** or **–**. This indicates to the system that the amount should be added to, or subtracted from, the Accumulator Code. If this field is left blank, the system inserts a value of **+**.

Type **H** to accumulate Hours only and **A** to accumulate Amounts only into the Accumulator Code. Leave this field blank to accumulate both Hours and Amounts.

You can restrict this income to certain levels within your organisation.

There are no required fields on this screen.

Press [Enter] to update.

# Income Method 6 - Custom Calculation

## Overview

A Custom Calculation Method is used where a specific income calculation cannot be established with the standard calculation methods. An example of this type of income would be where an income was only paid to employees who earned less than a certain amount, and the value of the payment was based on their position in the organisation. In this case, incomes to be considered in the amount earned would be added to an accumulator which would be the Base Accumulator for the income. The custom program would perform the calculation and return the relevant pay amount.

**Menu Selection**

System:          Infinium Payroll
Menu Level 1:  Payroll Control Files
Menu Level 2:  Income Controls
Menu Level 3:  Update Income Controls

**Screen 1 of 3**

```
28/06/94   9:50:30      Update Income Controls       PYGMIC    PYDMIC

Type selections, press Enter.

Employer . . . . . .   111 +
Income Code  . . . .   CC001 +
Income Method  . . .   6      0 - Accumulator
                              1 - Flat Amount
                              2 - Hours Extension
                              3 - Amount Extension
                              4 - Base Hours Extension
                              5 - Base Amount Extension
                              6 - Custom Calculation
                              7 - Units Extension
                              8 - Average Wage Calculation
                              9 - Flat Amount Proration




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

**Key Information**

Type the *Income Code*. Income Codes are user defined. Code format allowed is 5 character alpha/numeric.

Type *Income Method* **6** for Custom Calculation.

**Menu Selection**

System:　　　　Infinium Payroll
Menu Level 1:　Payroll Control Files
Menu Level 2:　Income Controls
Menu Level 3:　Update Income Controls

Press [Enter] to continue.

**Screen 2 of 3**

```
28/06/94   9:50:56        Update Income Controls        PYGMIC    PYDMIC

Employer  . :  111  Software 2000 Training Company
Income Code :  CC001                 Income Method :  6 - Custom Calculation

Processing Controls
Description . Ex-gratia Payment     Priority  . . . . .    0
Summ. Code  .  20 + BONUS PAY       Frequency . . . . .  0
Beginning Date       0             Ending Date . . . .          0
Effect on Pay  1 (1/2/3)           Category  . . . . .  0
Segments Required?  _  (0/1)        Calc. by Segment? .  _  (0/1)

Labour Expense Acct  _____  +
Capture Labour Dist  0  (0/1)       Pay Message . . . .  1  (0/1)
Calculation Controls
Custom Program PYGICUST
Base Accum  .  _____  +             Calc. Factor  . .  ___1.0000_

Accrual Controls
        (+/-/*)   Annual    _       Sick     _       Long-Serve _


F3=Exit    F4=Prompt   F10=QuikAccess   F12=Cancel   F22=Delete
```

**Key Information**

If a *Base Accumulator* is used, the priority for this income must be a higher number than that for the incomes that add to the accumulator.

*Custom Program* is the name of the program that will be called to perform the custom calculation. A sample program named PYGICUST is provided and may be used as a model.

*Base Accum.* is the accumulator into which the relevant amount/hours have been added.

*Calc. Factor* defaults to 1.000. If a value is entered here, it will be multiplied by the amount provided by the custom program to give the pay amount.

**Required Fields**

*Description*

*Priority*

*Summarisation Code*

*Frequency*

*Category*

*Effect on Pay*

*Capture Labour Dist.*

*Custom Program*

Press [Enter] to continue.

**Screen 3 of 3**

```
28/06/94   9:51:28        Update Income Controls        PYGMIC    PYDMIC

Employer  . :  111  Software 2000 Training Company
Income Code :  CC001                Income Method :  6 - Custom Calculation

Accumulator Controls

   Acc.   +/-H/A     Max.      Accum.      Acc.   +/-H/A     Max.      Accum.
   Code   Op Op    Amt/Hrs   Percentage    Code   Op Op    Amt/Hrs   Percentage
 1 _____   +  _  _  _____.00 _____.0000  2 _____   +  _  _  _____.00 _____.0000
 3 _____   +  _  _  _____.00 _____.0000  4 _____   +  _  _  _____.00 _____.0000
 5 _____   +  _  _  _____.00 _____.0000  6 _____   +  _  _  _____.00 _____.0000
 7 _____   +  _  _  _____.00 _____.0000  8 _____   +  _  _  _____.00 _____.0000
 9 _____   +  _  _  _____.00 _____.0000 10 _____   +  _  _  _____.00 _____.0000
11 _____   +  _  _  _____.00 _____.0000 12 _____   +  _  _  _____.00 _____.0000

Level Restrictions
 Division      _____  + Location     _____  + Section      _____  + CostCentre  _____  +

Special Reports
  Cycle Report  .  _____  +  Monthly Report   _____  +  Quarterly Report _____  +
  Annual Report .  _____  +  Demand Report .  _____  +
F3=Exit   F4=Prompt   F10=QuikAccess   F12=Cancel
```

**Key Information**

Type the *Accumulator Code* that you need this income to be added to or subtracted from.

You can restrict this income to certain levels within your organisation.

There are no required fields on this screen.

Press [Enter] to update.

# Income Method 7 - Units Extension

## Overview

A Units Extension Method will calculate an income based upon a number of units multiplied by a unit rate. An example of this type of income would be commission payments.

**Menu Selection**

System:         Infinium Payroll
Menu Level 1:  Payroll Control Files
Menu Level 2:  Income Controls
Menu Level 3:  Update Income Controls

**Screen 1 of 3**

```
28/06/94   9:52:38       Update Income Controls       PYGMIC    PYDMIC

Type selections, press Enter.

Employer . . . . . .   111 +
Income Code  . . . .   K0001 +
Income Method  . . .   7     0 - Accumulator
                             1 - Flat Amount
                             2 - Hours Extension
                             3 - Amount Extension
                             4 - Base Hours Extension
                             5 - Base Amount Extension
                             6 - Custom Calculation
                             7 - Units Extension
                             8 - Average Wage Calculation
                             9 - Flat Amount Proration




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

**Key Information**

Type the *Income Code*.  Income Codes are user defined. Code format allowed is 5 character alpha/numeric.

Type *Income Method* **7** for Units Extension.

**Required Fields**

*Income Code*

Press [Enter] to continue.

**Screen 2 of 3**

```
28/06/94   9:53:08        Update Income Controls        PYGMIC    PYDMIC

Employer  . :  111  Software 2000 Training Company
Income Code :  K0001               Income Method :  7 - Units Extension

Processing Controls
Description .  OUTWORKERS RATE      Priority . . . . .   50
Summ. Code  .  05 + STANDARD PAY    Frequency . . . . .  8
Beginning Date _____0             Ending Date . . . .        0
Effect on Pay  _  (1/2/3)           Category . . . . .  R
Segments Required?   0  (0/1)

Labour Expense Acct  _____  +
Capture Labour Dist  1  (0/1)       Pay Message . . . .  _  (0/1)
Calculation Controls
 Income Basis   _        Unit Rate  .  _____.0239  Income Factor  _____
 Income Matrix  _____ +  Matrix Column _____  +    Matrix Row . .  _____ +

Accrual Controls
         (+/-/*)   Annual    _      Sick     _      Long-Serve _


F3=Exit   F4=Prompt   F10=QuikAccess   F12=Cancel   F22=Delete
```

**Key Information**

*Income Basis* tells the system where to get the rate per unit from.  Valid values are:

**1-5**    The rate is found in the employee Pay Rate 1-5 field.

**J**    The rate is found on the employee job control (by job worked).

**M**    The rate is found in the specified Matrix column/row.

*Unit Rate* can be entered. It will be used only if no rate is entered at timesheet entry or on the employee income record.

*Income Matrix* is used where *Income Basis* is **M**. A Matrix is established in Update Matrices, defining the rates applicable for each column/row combination.

**\*UNIT** can be entered in *Matrix Row*. This tells the system to use the numeric value of the units keyed at timesheet entry as the matrix row value when finding the rate to use in the units calculation. This could be used for example to calculate commission payments where the rate per unit varies by number of units sold.

**Note:**  When setting up a matrix with *Matrix Row* **\*UNIT** the row entries must be entered with leading zeroes and an entry must be made for each possible number of units.

**Required Fields**

*Description*

*Priority*

*Summ. Code*

*Frequency*

*Category*

*Effect on Pay*

*Capture Labour Disr.*

Press [Enter] to continue.

**Screen 3 of 3**

```
28/06/94   9:53:59        Update Income Controls        PYGMIC     PYDMIC

Employer  . :  111  Software 2000 Training Company
Income Code :  K0001                    Income Method :  7 - Units Extension

Accumulator Controls

   Acc.    +/-H/A       Max.     Accum.      Acc.    +/-H/A       Max.     Accum.
   Code    Op Op    Amt/Hrs  Percentage      Code    Op Op    Amt/Hrs  Percentage
 1 DT001 + +  A        .00       .0000   2 DT003 + +  A        .00       .0000
 3 DT002 + +  A        .00       .0000   4 _____ + _  _        .00       .0000
 5 _____ + _  _        .00       .0000   6 _____ + _  _        .00       .0000
 7 _____ + _  _        .00       .0000   8 _____ + _  _        .00       .0000
 9 _____ + _  _        .00       .0000  10 _____ + _  _        .00       .0000
11 _____ + _  _        .00       .0000  12 _____ + _  _        .00       .0000

Level Restrictions
 Division    _____  + Location    _____  + Section    _____  + CostCentre _____  +

Special Reports
  Cycle Report  .  _____  +  Monthly Report   _____  +  Quarterly Report _____  +
  Annual Report .  _____  +  Demand Report .  _____  +
F3=Exit   F4=Prompt   F10=QuikAccess   F12=Cancel
```

**Key Information**

Type the *Accumulator Code* that you need this income to be added to or subtracted from.

Type an Operator, **+** or **−**. This indicates to the system that the amount should be added to, or subtracted from, the Accumulator Code. If this field is left blank, the system inserts a value of **+**.

Type **H** to accumulate Hours only and **A** to accumulate Amounts only into the Accumulator Code. Leave this field blank to accumulate both Hours and Amounts.

You can restrict this income to certain levels within your organisation.

There are no required fields on this screen.

Press [Enter] to update.

# Income Method 8 - Average Wage Calculation

## Overview

An Average Wage Calculation Method calculates an income by extending the average wage of accumulated hours/amount and multiplying it by excess hours. An example of this type of income would be for the payment of overtime hours.

**Menu Selection**

System:           Infinium Payroll
Menu Level 1:  Payroll Control Files
Menu Level 2:  Income Controls
Menu Level 3:  Update Income Controls

**Screen 1 of 3**

```
28/06/94   9:55:00        Update Income Controls       PYGMIC    PYDMIC

Type selections, press Enter.

Employer . . . . . .   111 +
Income Code  . . . .   A0021 +
Income Method  . . .   8      0 - Accumulator
                              1 - Flat Amount
                              2 - Hours Extension
                              3 - Amount Extension
                              4 - Base Hours Extension
                              5 - Base Amount Extension
                              6 - Custom Calculation
                              7 - Units Extension
                              8 - Average Wage Calculation
                              9 - Flat Amount Proration




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

**Key Information**

Type the *Income Code*.  Income Codes are user defined.  Code format allowed is 5 character alpha/numeric.

Type *Income Method* **8** for Average Wage Calculation.

**Required Fields**

*Income Code*

*Income Method*

Press [Enter] to continue.

**Screen 2 of 3**

```
28/06/94   9:55:25        Update Income Controls        PYGMIC    PYDMIC

Employer  . :  111  Software 2000 Training Company
Income Code :  A0021              Income Method :  8 - Average Wage Calc.

Processing Controls
Description .  OVERTIME @ 2.0      Priority  . . . . .    201
Summ. Code  .  10 + OVERTIME PAY   Frequency . . . . .  8
Beginning Date        0           Ending Date . . . .          0
Effect on Pay  1 (1/2/3)          Category  . . . . .  P
Segments Required?   0  (0/1)     Calc. by Segment? .  0  (0/1)

Labour Expense Acct  444-**-****-****-*****-*95            +
Capture Labour Dist  0  (0/1)     Pay Message . . . .  1  (0/1)
Calculation Controls
Starting Hours _____              Calc. Factor  . . .     2.0000
Base Accum  .  DT007 +            Actual or Scheduled  0  0=Actual
                                                         1=Scheduled
Accrual Controls
        (+/-/*)  Annual    _        Sick      _        Long-Serve _


F3=Exit   F4=Prompt   F10=QuikAccess   F12=Cancel   F22=Delete
```

**Key Information**

The *Priority* for this income code should be a higher number than that for incomes that add to the specified accumulator.

*Starting Hours*. Any hours exceeding this value will be paid the average wage.

The hours to be used in the calculation can be either Actual Hours or Scheduled Hours.

To use Actual Hours, *Actual or Scheduled* should be set to **0** and a *Base Accumulator* defined. The incomes to be considered for the actual hours should add hours to this accumulator.

To use Scheduled Hours, *Actual or Scheduled* should be set to **1**. In this case, the employee's regular hours will be used in the calculation.

**Required Fields**

*Description*

*Priority*

*Summ. Code*

*Frequency*

*Category*

*Effect on Pay*

*Capture Labour Distr.*

*Actual or Scheduled*

Press [Enter] to continue.

**Screen 3 of 3**

```
28/06/94   9:56:00        Update Income Controls          PYGMIC    PYDMIC

Employer  . :  111  Software 2000 Training Company
Income Code :  A0021              Income Method :  8 - Average Wage Calc.

Accumulator Controls

   Acc.    +/-H/A     Max.     Accum.      Acc.   +/-H/A      Max.    Accum.
   Code    Op Op    Amt/Hrs  Percentage    Code   Op Op    Amt/Hrs  Percentage
 1 DT001 + +  A        .00       .0000   2 DT003 + +  A        .00      .0000
 3 ____  + _  _        .00       .0000   4 ____  + _  _        .00      .0000
 5 ____  + _  _        .00       .0000   6 ____  + _  _        .00      .0000
 7 ____  + _  _        .00       .0000   8 ____  + _  _        .00      .0000
 9 ____  + _  _        .00       .0000  10 ____  + _  _        .00      .0000
11 ____  + _  _        .00       .0000  12 ____  + _  _        .00      .0000

Level Restrictions
 Division     ____  + Location    ____  + Section     ____  + CostCentre  ____  +

Special Reports
  Cycle Report  .  ____  +   Monthly Report  ____  +   Quarterly Report ____  +
  Annual Report .  ____  +   Demand Report .  ____  +
F3=Exit   F4=Prompt   F10=QuikAccess   F12=Cancel
```

**Key Information**

Type the *Accumulator Code* that you need this income to be added to or subtracted from.

Type an Operator, **+** or **–**. This indicates to the system that the amount should be added to, or subtracted from, the Accumulator Code. If this field is left blank, the system inserts a value of **+**.

Type **H** to accumulate Hours only and **A** to accumulate Amounts only into the Accumulator Code. Leave this field blank to accumulate both Hours and Amounts.

You can restrict this income to certain levels within your organisation.

There are no required fields on this screen.

Press [Enter] to update.

# Income Method 9 - Flat Amount Proration

## Overview

A Flat Amount Proration Method calculates an income by dividing the employee's regular hours by their job control standard hours and multiplying by an amount. This can be used to pay part-time employees a proportion of full-time pay based on the proprotion of their regular hours to the standard job hours. This avoids having multiple pay grades for each of the different part-time hours.

**Menu Selection**

System:             Infinium Payroll
Menu Level 1:  Payroll Control Files
Menu Level 2:  Income Controls
Menu Level 3:  Update Income Controls

**Screen 1 of 3**

```
28/06/94   9:57:44        Update Income Controls        PYGMIC     PYDMIC

Type selections, press Enter.

Employer . . . . . .   111 +
Income Code  . . . .   A0006 +
Income Method  . . .   9      0 - Accumulator
                              1 - Flat Amount
                              2 - Hours Extension
                              3 - Amount Extension
                              4 - Base Hours Extension
                              5 - Base Amount Extension
                              6 - Custom Calculation
                              7 - Units Extension
                              8 - Average Wage Calculation
                              9 - Flat Amount Proration




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

**Key Information**

Type the *Income Code*.  Income Codes are user defined. Code format allowed is 5 character alpha/numeric.

Type *Income Method* **9** for Flat Amount Proration.

**Required Fields**    *Income Code*

*Income Method*

Press [Enter] to continue.

**Screen 2 of 3**

```
28/06/94  10:04:00        Update Income Controls         PYGMIC    PYDMIC

Employer  . :  111  Software 2000 Training Company
Income Code :  A0006                  Income Method :  9 - Prorate Flat Amount

Processing Controls
Description .  First Aid Allow       Priority  . . . . .   100
Summ. Code  .  15 + COMMISSION       Frequency . . . . .  8
Beginning Date      0                Ending Date . . . .        0
Effect on Pay  1 (1/2/3)             Category  . . . . .  R
Segments Required?   0
Labour Expense Acct  444-**-****-****-*****-*03          +
Capture Labour Dist  0  (0/1)        Pay Message . . . .  1  (0/1)

Calculation Controls
 Income Basis    _         Income Amount      16.50    Standard Hrs  1  (1/2)
 Income Matrix  _____  +   Matrix Column _____  +       Matrix Row .  _____  +

Accrual Controls
        (+/-/*)   Annual      _       Sick       _        Long-Serve _


F3=Exit   F4=Prompt   F10=QuikAccess   F12=Cancel   F22=Delete
```

**Key Information**    *Standard Hours* tells the system which standard hours value to use from the job control record (by job worked). Valid values are:

    **1**        Use standard hours 1

    **2**        Use standard hours 2

The amount to be prorated can be defined using the Amount field or a Matrix.

**Required Fields**    *Description*

*Priority*

*Summ. Code*

*Frequency*

*Category*

*Effect on Pay*

*Capture Labour Dist.*

*Standard Hours*

Press [Enter] to continue.

**Screen 3 of 3**

```
28/06/94  10:04:28        Update Income Controls        PYGMIC    PYDMIC

Employer  . :  111  Software 2000 Training Company
Income Code :  A0006                Income Method :  9 - Prorate Flat Amount

Accumulator Controls

   Acc.    +/-H/A     Max.      Accum.      Acc.    +/-H/A     Max.      Accum.
   Code    Op Op   Amt/Hrs   Percentage     Code    Op Op   Amt/Hrs   Percentage
 1 DT001 + +  A         .00       .0000  2 DT003 + +  A         .00       .0000
 3 _____ + _  _         .00       .0000  4 _____ + _  _         .00       .0000
 5 _____ + _  _         .00       .0000  6 _____ + _  _         .00       .0000
 7 _____ + _  _         .00       .0000  8 _____ + _  _         .00       .0000
 9 _____ + _  _         .00       .0000 10 _____ + _  _         .00       .0000
11 _____ + _  _         .00       .0000 12 _____ + _  _         .00       .0000

Level Restrictions
 Division      _____  + Location      _____  + Section      _____  + CostCentre  _____  +

Special Reports
  Cycle Report  .  _____  +  Monthly Report    _____  +  Quarterly Report _____  +
  Annual Report .  _____  +  Demand Report  .  _____  +
F3=Exit   F4=Prompt   F10=QuikAccess   F12=Cancel
```

**Key Information**

Type the *Accumulator Code* that you need this income to be added to or subtracted from.

The amount to be added to an accumulator can also be prorated by the same proportion as the flat amount by entering **P** in the *H/A Op* field.

Type an Operator, **+** or **–**. This indicates to the system that the amount should be added to, or subtracted from, the Accumulator Code. If this field is left blank, the system inserts a value of **+**.

Type **H** to accumulate Hours only and **A** to accumulate Amounts only into the Accumulator Code. Leave this field blank to accumulate both Hours and Amounts.

You can restrict this income to certain levels within your organisation.

There are no required fields on this screen.

Press [Enter] to update.

**Notes**