

Payroll

Guide to Management Functions

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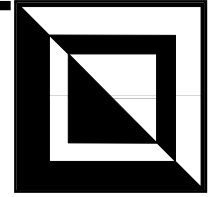
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About This Guide

This section contains information about the:

- Intended audience and purpose of this guide
- Organisation of this guide
- Conventions used in this guide

Note: This guide is under development and currently provides information only about purging outdated information.

Intended Audience

The *Infinium PY (International) Guide to Management Functions* is written for those responsible for use of the supervisory management functions in Infinium Payroll (International).

Purpose of This Guide

The purpose of this guide is to explain how to set up and use advanced features in Infinium Payroll (International).

This guide does not teach standard payroll practices and management concepts but does enable you to use the documented Infinium Payroll (International) features.

Organization of This Guide

This guide is task-oriented. Related tasks are grouped into topics. Topics are grouped into parts.

Conventions Used in This Guide

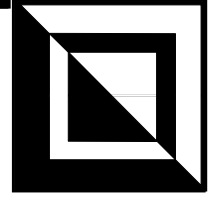
This guide uses the standard Infinium user assistance conventions as described in the *Infinium Payroll (International) Guide to Processing*.

Related Documentation

For further information about Infinium Payroll, refer to the following related documentation:

- Online Help Text
- *Infinium Payroll (International) Guide to Controls*
- *Infinium Payroll (International) Guide to Processing*
- Related guides on the Infinium Navigator documentation CD

Part 1



Infinium Payroll: An Overview

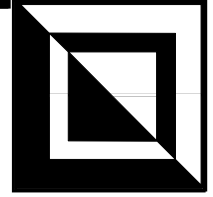
Infinium PY provides you with the ability to customize your system to meet your payroll processing needs as follows:

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

For a more detailed overview of Infinium Payroll, refer Part 1 of the *Infinium Payroll (International) Guide to Processing*.

Notes

Part 2



Purging Outdated Payroll Information

This part of the guide is designed to explain how to purge outdated historical records from the Infinium PY (I) files.

This part of the guide identifies the Infinium PY purge functions and provides full documentation for the following:

- *Purge Detailed History*
- *Purge Alternate Register History.*

The part consists of the following topics:

Topic	Page
Overview of Purging Payroll History.....	2-2
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Overview of Purging Payroll History

This topic describes the Infinium PY (I) functions related to purging payroll history and other tasks for historical data.

The following guidelines apply to all purge functions:

- Ensure that you first back up the affected files
- Run the function outside of normal production use hours

The payroll information purge functions are accessible from the *Purge Payroll History* menu, which includes individual sections for groups of functions related to the following:

- Detailed history
- Accounting information
- Time and attendance information
- Tax information
- Miscellaneous information
- Audit information

The system also provides test data purge functions *PE Supervisor's Functions / System Initialisation Functions / Purge Test Data / Purge Selected Employers - PY* and *Purge Selected Employers - PR*.

Functions in the Detailed History Section

The detailed history section includes the following functions:

- *Purge Detailed History*

Use to remove information from the income ledger, deduction ledger and cheque ledger files. The system adds the information to temporary files so that you can use *Save Detailed History* to save the information to backup media.

- *Print Purged History*
- *Trial Consolidate Income History*
- *Consolidate Income History*
- *Save Detailed History*
- *Restore Detailed History*

Functions in the Accounting Information Section

The accounting information section includes the following functions:

- *Purge General Ledger Transaction*
- *Purge Labour Distribution Hist*

Function in the Time and Attendance Information Section

The time and attendance information section provides the *Purge Daily Time Data* function.

Function in the Tax Information Section

The tax information section provides the *Purge Tax Liability Data* function.

Functions in the Miscellaneous Information Section

The miscellaneous information section includes the following functions:

- *Purge Cycle History*
- *Purge Cheque Reconciliation Data*
- *Purge Alternate Register History*

Function in the Audit Information Section

The audit information section provides the *Purge Audit Details* function.

Purging Detailed History

Overview

Use *Purge Detailed History* to remove information from the income ledger, deduction ledger and cheque ledger files. You must specify a date through which the information is to be purged. You can also specify an employer to limit the purge process to information for that employer.

Requirements

Purge Detailed History requires exclusive allocation of the income, deduction, and cheque ledger files and can take a considerable amount of time. To ensure that no one is using the system during execution of this function, schedule the process off hours, such as over a weekend.

Also ensure that you have backed up the affected files.

Saving the Purged Data

The system moves the purged information to three files in your current data file library: PYPILT, PYPDLT, and PYPCLT. You can use *Save Detailed History* to copy the information from these three files to backup media; this saving process automatically removes the files from disk.

Restoring the Purged Data

Once you have saved the purged information to media, you can use *Restore Detailed History* to copy the saved history from media to the Infinium PY files.

This function restores the information from the media and adds the information back to the income, deduction, and cheque ledgers.

Deleting the Temporary Files

If you do not plan to save the purged data to media, you can ask your data processing staff to delete the files PYPILT, PYPDLT, PYPCLT.

Path

- ▶ Infinium PY
- ▶ *Purge Payroll History*

Purge Detailed History Submission Page

About This Page

On the Purge Detailed History submission page, you can specify the employer whose information is to be purged and you must specify the date through which the information is to be purged from the income, deduction, and cheque ledgers.

Field Information

Employer

Specify the employer for which you are purging income, deduction, and cheque information, or leave blank to include all employers.

Purge Through Date

You must specify the date through which the information is to be purged from the income, deduction, and cheque ledgers.

Procedure

To ...	You must ...
Submit the purge process to a batch job	Press F13
Exit to the menu without submitting the purge process	Press F3 .

Purging Alternate Register History

Overview

Use *Purge Alternate Register History* to remove outdated historical information from the Payroll Cycle Income / Deduction Cross-Tab Detail file PYPCT.

Path

- ▶ Infinium PY
- ▶ *Purge Payroll History*
- ▶ * *Miscellaneous Data*
 - ▼ *Purge Alternate Register History* [PURGEPYPCT]

Purge Alternate Register History Submission Page

About This Page

On the Purge Alternate Register History submission page, you can specify a combination of employer and date and then submit the purge process.

Upon submission of the process, the system purges from file PYPCT the alternate register history information dated through the specified date for the specified employer.

Field Information

Employer

Specify the employer for which you are purging alternate register history.

Purge Through Date

Specify a date. Upon submission, the system purges from the PYPCT file the historical information through that date.

Procedure

To ...	You must ...
Submit the purge process and return to the menu	Press F13 after specifying the employer and through date.
Return to the menu without submitting the purge process	Press F3 .

Notes