



# Infor Infinium International HCM Payroll Guide to Running a Pay Cycle

---

**Copyright © 2016 by Infinium® Software, Inc. and/or its affiliates**

All rights reserved. The word and design marks set forth herein are trademarks and/or registered trademarks of Infinium Software, Inc. and/or its affiliates. All rights reserved. All other trademarks listed herein are the property of their respective owners.

**Important Notices**

The material contained in this publication (including any supplementary information) constitutes and contains confidential and proprietary information of Infor.

By gaining access to the attached, you acknowledge and agree that the material (including any modification, translation or adaptation of the material) and all copyright, trade secrets and all other right, title and interest therein, are the sole property of Infor and that you shall not gain right, title or interest in the material (including any modification, translation or adaptation of the material) by virtue of your review thereof other than the non-exclusive right to use the material solely in connection with and the furtherance of your license and use of software made available to your company from Infor pursuant to a separate agreement, the terms of which separate agreement shall govern your use of this material and all supplemental related materials ("Purpose").

In addition, by accessing the enclosed material, you acknowledge and agree that you are required to maintain such material in strict confidence and that your use of such material is limited to the Purpose described above. Although Infor has taken due care to ensure that the material included in this publication is accurate and complete, Infor cannot warrant that the information contained in this publication is complete, does not contain typographical or other errors, or will meet your specific requirements. As such, Infor does not assume and hereby disclaims all liability, consequential or otherwise, for any loss or damage to any person or entity which is caused by or relates to errors or omissions in this publication (including any supplementary information), whether such errors or omissions result from negligence, accident or any other cause.

Without limitation, U.S. export control laws and other applicable export and import laws govern your use of this material and you will neither export or re-export, directly or indirectly, this material nor any related materials or supplemental information in violation of such laws, or use such materials for any purpose prohibited by such laws.

By this communication, Infor does not intend to provide tax or regulatory advice or recommendations, nor should this communication be construed as imparting advice or recommendations regarding federal or state tax laws and/or regulations. Customers are solely responsible for complying with all tax laws, rules, and regulations and should consult a professional tax advisor should questions or issues arise.

**Trademark Acknowledgements**

The word and design marks set forth herein are trademarks and/or registered trademarks of Infor and/or related affiliates and subsidiaries. All rights reserved. All other company, product, trade or service names referenced may be registered trademarks or trademarks of their respective owners.

**Publication Information**

Release: Infor Infinium International HCM 12.0.9

Publication date: February 1, 2016

Document code: INFHRPYI28\_ALL\_02

---

---

# Running a Pay Cycle

The guide consists of the following topics:

<b>Topic</b>	<b>Page</b>
Overview	2
Begin Payroll Cycle Operations	4
Temporary Changes to Deductions	11
Timesheet Data	15
Prove Timesheet Data	20
Release Timesheet Input to Cycle	22
Print Trial Register	24
Update Cheques	26
Post Cycle and Print Cheques	31

---

## Overview

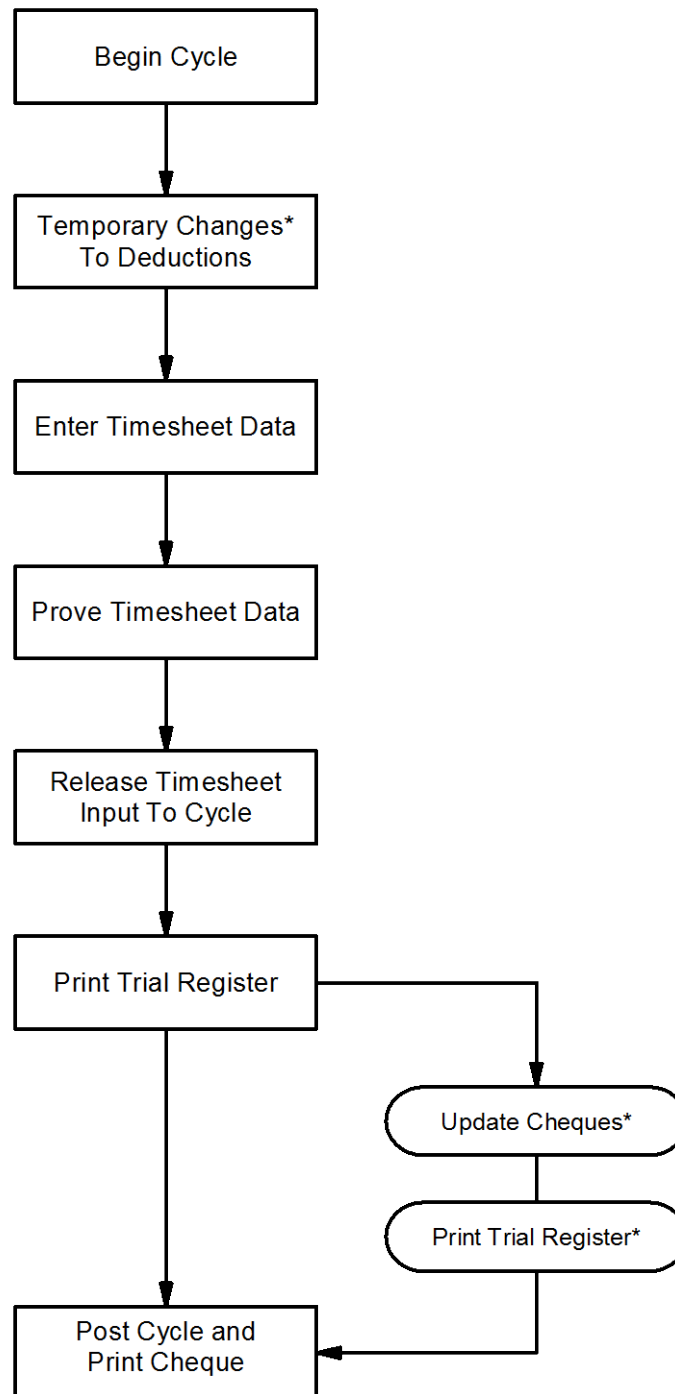
This Guide includes the basic cycle run to pay employees, covering the following areas:

- Begin Payroll Cycle Operations
- Temporary Changes to Deductions
- Enter Timesheet Data
- Prove Timesheet Data
- Release Timesheet Input to Cycle
- Update Cheques
- Print Trial Register
- Post Cycle and Print Cheques

The diagram shown on the following page indicates the flow of tasks which should be performed when running the Pay Cycle.

---

## Cycle Operations



\* = Optional

## Begin Payroll Cycle Operations

To start the process to pay employees, the *Begin Payroll Cycle Operations* option must be activated. The Begin Payroll Cycle is the first stage involved in running a payroll cycle. It initiates the cycle processing and brings into that cycle run, all employees who have that cycle code on their payroll master record. As part of the Begin process any incomes/hours which are attached to employees via Auto Pay groups will be automatically generated.

### Menu Selection

System: Infinium Payroll  
 Menu Level 1: Payroll Processing  
 Menu Level 2: Begin Payroll  
 Menu Level 3: Begin Payroll Cycle Operations

### Screen 1 of 6

28/06/94 10:16:25		Begin Cycles		PYGB05	PYDB05		
Select from the following cycles, press Enter.							
					Current Tax		
Opt	Emp	Cycle	Description	Freq	Type	Wk/Mo	
-	SUJ	MONTH	Monthly Cycle	M	H	12	
-	006	EXPEN	Expenses Pay Run	W		7	
-	006	MNTH1	Monthly Salaries	M		12	
-	006	MTHN1	test signals	M		1	
-	006	SSP	ssp cycle	W		12	
-	006	VOID	void cycle	M		1	
-	006	WKLY1	Weekly Payroll	W	H	7	
-	100	WEEK	Weekly Payroll	W	H	44	
-	111	MONTH	Monthly Test Payroll	M	S	11	
-	111	MTH1	MONTHLY SALARIES	M	S	5	
-	111	WK1	WEEKLY WAGES	W	H	51	
-	123	MTHLY	HEAD OFFICE SALARIES	M	S	6	
-	444	CLRW	CLERICAL WEEKLY	W	S	1	
-	444	CREWW	Crew Pay run - Weekly	W	H	1	
-	444	FOURT	Fortnightly Pay Cycle	M	S	1	
-	444	MANW	Manual Weekly	W	H	4	+
F3=Exit F10=QuikAccess F12=Cancel							

### Key Information

All cycles to which you have access will be displayed by Employer code.

The Cycle Frequency **M** for Monthly, **W** for Weekly or **13** for 4 week pay period is displayed for each.

Type of pay is displayed **S** for salaried, **H** for Hourly, or blank for both.

The *Current Tax Week/Month* Number is also displayed. This will be the next processing tax week or month.

Tab down to the relevant cycle, type any character in the *Opt* field.

Press Enter to continue.

## Screen 2 of 6

Emp	Cycle	End Date	Beg Date	Pay Date	Wk	Mo	Year	Accounting	Bank	BACS	Pay	Pay	Message
111	MTH1		1121993						5				
			MONTHLY SALARIES					Tax Week/Month	5	Frequency	M		

28/06/94 10:38:14 Enter Cycle Data PYGB05 PYDB05

Type choices, press Enter.

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

### Key Information

All the relevant data for the pay cycle is defined here.

If a Future Cycle Schedule has been established for this cycle, the details for the *Cycle* with the next *Period End Date* will be displayed.

*Period Begin Date* will be automatically displayed based on day after the period end date of the last cycle run.

*Accounting Week* should be completed for Weekly cycles and refers to the company accounting weeks. This only applies if the *Use Fiscal Weeks* flag on an employer control is set to 1.

*Accounting Month* should be completed for all cycles and refers to the company accounting months.

*Bank Account* and *BACS Account* refer to the Company bank account to be debited for cheque and BACS pay respectively.

*Pay Period* references the accounting year table established earlier. In the case of a monthly cycle being run in a 4 week month you should type 4 or 5 for a 5 week month. The pay period to be entered for weekly cycles would depend upon which week of the month was being paid.

Validation on *Pay Date* and *Period End Date* will be performed depending on the edit values defined on the cycle control.

### Required Fields

- *Period End Date*
- *Pay Date*
- *Account Week/Accounting Month*
- *Accounting Year*
- *Bank Account*
- *Pay Period*

Press Enter to continue.

### Screen 3 of 6

```

28/06/94 10:40:29          Select No-run Deductions          PYGB15  PYDB15

Emp Cycle Description          Period End Freq Tax Mo    Mo Year
111 MTH1 MONTHLY SALARIES      31/12/1993 M    9    9 1993

Select with an X the deductions you do NOT wish to be taken, then press Enter

Opt Deduction Description          Frq Priority Deduction Type
- *NIC NATIONAL INSURANCE          8    100    3 - Tax Deduction
- *PAYE INCOME TAX                  8    120    3 - Tax Deduction
- AUC AUC                            8    115    P - Pension Deduction
- BACS BACS DEDUCTION              8    9999   3 - Tax Deduction
- BUPA BUPA                          8    220    - Other Deduction
- CC001 Special Deduction           8     0     - Other Deduction
- CPS COMPANY PENSION              8    101    P - Pension Deduction
- DC003 PENSION                     8    145    P - Pension Deduction
- DC004 AUC'S                       8    146    P - Pension Deduction
- DC005 LIFE INSURANCE              8    175    1 - Insurance Deduction
- DC006 PRIORITY COURT ORD          8    185    A - Attachment Deductio
- DC007 N-PRIORITY C. ORDER         8    190    A - Attachment Deductio
- DC008 UNION SUBSCRIPTION          8    250    - Other Deduction +

F3=Exit F10=QuikAccess F12=Cancel

```

### Key Information

You may elect to stop certain deductions when running a pay cycle.



Any Deductions which are selected here will not be generated for any employees within the cycle.

Type **X** in the *Opt* field against those deductions to be excluded from this cycle.

Required Fields

None  
Press Enter to continue.

Screen 4 of 6

```
28/06/94 10:42:03      Select No-run Deductions      PYGB15      PYDB15

Emp Cycle Cycle Description      Period End Freq Tax Mo      Mo Year
111 MTH1  MONTHLY SALARIES      31/12/1993 M      9      9 1993

The following deductions will be suppressed:

Deduction Description      Frq Priority Deduction Type
CC001  Special Deduction      8      0      - Other Deduction

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

Key Information

Deductions selected on the previous screen will appear for your confirmation.

Required Fields

None  
Press Enter to continue.

## Screen 5 of 6

```

28/06/94 10:44:22          Select Auto Pay          PYGB20  PYDB20

Emp Cycle Cycle Description          Period End Freq Tax Mo  Mo Year
111 MTH1  MONTHLY SALARIES          31/12/1993 M    9    9 1993

Select with an X the automatic pay you do NOT wish to generate, press Enter

Opt Group  Seg  Auto Group Description          Income  Description
-  GSALY   Seg  BASIC SALARY - GENERAL          IC001   Basic Salary
-  KSALY   Seg  BASIC SALARY - KENSINGTON       IC001   Basic Salary
-  KSALY   Seg  LONDON WEIGHTING              IC009   London Weighting
-  SALS    Seg  BASIC SALARY                   IC001   Basic Salary
-  TSALY   Seg  BASIC SALARY - TELFORD         IC001   Basic Salary

F3=Exit  F10=QuikAccess  F12=Cancel

```

## Key Information

Listed are all incomes attached via Auto Pay Groups, which will be generated for the Pay Cycle.

You may elect not to generate certain Auto Pay incomes.

Type **X** in the *Opt* field against the autopay incomes to be excluded from this cycle.

## Required Fields

None

Press Enter to continue.

## Screen 6 of 6

```

28/06/94  10:45:31          Select Auto Pay          PYGB20  PYDB20

Emp Cycle Cycle Description          Period End Freq Tax Mo   Mo Year
111 MTH1  MONTHLY SALARIES          31/12/1993 M    9    9 1993

Enter selections, press Enter.

Group Seg  Auto Group Description          Income  Hours    Rate  Type
GSALY          BASIC SALARY - GENERAL          IC001  _____  _____  1
KSALY          BASIC SALARY - KENSINGTON        IC001  _____  _____  1
KSALY          LONDON WEIGHTING                IC009  _____  _____  1
SALS           BASIC SALARY                    IC001  _____  _____  1
TSALY          BASIC SALARY - TELFORD          IC001  _____  _____  1

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

### Key Information

You may change the *Hours* and/or *Rate* for each income generated via an Auto Pay Group.

These changes will automatically affect each employee who belongs to the Auto Pay Group selected.

The Begin process will submit a batch job.

The following reports will be produced:

- Benefit Enrollments to Deductions
- Employees Excluded from Cycle
- New SMP, SAP, SPP, ASPP, and SHPP Employee Payments

None

Press Enter to confirm and to activate begin process.

### National Insurance Category Updates

Abolition of employers' NI contributions for employees under 21 as from 6<sup>th</sup> April 2015, and from April 2016, apprentice employees under 25 and the ending of contracting out:

To support this we changed the payroll Begin function to allow employees' National Insurance categories to be automatically updated by the processing to ensure that the correct NI category is applied based on the employee's age as at the pay date.

**These updates apply only to pay cycles where the pay date is on or after 6 April 2015.**

For example, employees under 21 as at the pay date, who currently have National Insurance category A, can be updated to category M, and employees with category D can be updated to category I.

Similarly, employees reaching 21 or over as at the pay date, who have category M, can be updated to category A, and employees with category I updated to category D.

NI categories Z and K are also included in the updates.

A report, PYTB25NI, lists any employees whose NI categories have been changed by the program.

The option to perform these updates is controlled by a flag on the Update Cycles Controls page.

**These updates apply only to pay cycles where the pay date is on or after 6 April 2016.**

We changed this function for payroll cycles with pay dates after 6 April 2016 so that any contracted out national insurance categories for employees in the cycle are updated to the corresponding not-contracted-out categories.

All changes made are printed on the PYTB25NI report.

For example, employees who currently have National Insurance category D can be updated to category A; employees with category L can be updated to category J; employees with category I can be updated to category M; and employees with category K can be updated to category Z.

Employees reaching 21 or over as at the pay date, who have category M, will continue to be updated to category A as before; however, we have also now added the update for category I reaching age 21 to be updated to category A.

For employees who are apprentices and who have NI category H and reach the age of 25 as at the pay date, this function updates them to NI category A.

This functionality is conditional on the *Update NI Categories* field on the Cycle Control record being defined with 1 or blank.

---

# Temporary Changes to Deductions

This function is used to make changes to an employee's deductions for a particular pay period. It is most useful in situations where there are significant numbers of these temporary changes to be made. It avoids the need to go back into the employee's main deduction record and change a deduction amount back to its usual standard value. For example, if an employee was over or under deducted last pay period, you can simply add or reduce by an adjustment amount in this pay period. It can only be used after a pay cycle has gone through the Begin stage of processing. It must be completed before the Release stage. Be sure that you have reviewed any reports from the prior stage before commencing this process.

## Menu Selection

System:           Infinium Payroll  
Menu Level 1: Payroll Processing  
Menu Level 2: Timesheet Operations  
Menu Level 3: Temporary Changes to Deductions

---

## Screen 1 of 3

```
28/06/94 10:29:06  Enter Temporary Changes to Deductions  PYGTGM10  PYDTGM10
Type selections, press Enter
Employer . . . . . 111 +
Cycle . . . . . _____ +
Period Ending Date . . . . . _____

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

### Key Information

Type the *Employer* code, *Cycle* and *Period Ending Date*. Prompt on the *Cycle* field to display all cycles, with their *Period End Date* which have gone through the Begin stage.

If a permanent change is made to an employee deduction, the change should not be made using this function, but must be made via Update Employee Deduction Data function.

### Required Fields

- *Employer*
- *Cycle*
- *Period Ending Date*

Press Enter to continue.

## Screen 2 of 3

```
28/06/94 11:18:38  Enter Temporary Changes to Deductions  PYGTGM20  PYDTGM20
Employer . . . . . : 111  Software 2000 Training Company
Cycle . . . . . : MTH1  MONTHLY SALARIES
Period Ending Date . . . . : 31/12/1993

Type selections, press Enter.

Employee . . . . . _____ + _____
Deduction Code . . . . . _____ + _____

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

## Key Information

Type the *Employee* number, then type the *Deduction Code* that requires a change.

The employee must be authorised to the deduction.

## Required Fields

- *Employee*
- *Deduction Code*

Press Enter to continue.

## Screen 3 of 3

```
28/06/94 11:21:52  Enter Temporary Changes to Deductions  PYGTGM20  PYDTGM20

Employer Code . . . . . : 111  Software 2000 Training Company
Cycle . . . . . : MTH1  MONTHLY SALARIES
Period Ending Date . . . . . : 31/12/1993
Employee . . . . . : 096 BISHOP
Deduction Code . . . . . : DC009  LOAN REPAYMENT

Enter Temporary change to deduction information.

Employee Deduction Amount . _____  Add, Subtract or Replace A
Expense Liability Amount . . _____
Deduction Priority . . . . . _____
Wage Base . . . . . _____

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

## Key Information

*Employee Deduction Amount* can be added to, subtracted from, or used to replace the deduction amount calculated at release.

An *Expense Liability Amount* can be added, which will replace the value calculated at release.

The *Deduction Priority* and the *Wage Base* can also be changed.

## Required Fields

None

Press Enter to continue.



# Timesheet Data

When the Begin process has completed, you may use the *Enter Timesheet Data* function to review the Auto pay incomes and the hours generated. You may also add overtime hours and make any adjustments as necessary to the employee pay data. The way in which the timesheet data is displayed will be dependent upon the cycle controls set up. Once all the adjustments have been made to the timesheet data, it must be proved.

## Menu Selection

System: Infinium Payroll  
 Menu Level 1: Payroll Processing  
 Menu Level 2: Timesheet Operations  
 Menu Level 3: Enter Timesheet Data

## Screen 1 of 5

```

28/06/94 11:23:30      Time Sheet Entry      PYGTM20  PYDTM20

Type options, press Enter.
1=Select

                                Tax
Opt Co# Cycle Description      Period End Wk. Frq Typ Qtr Mo/Year
-   -   -   -   -   -   -   -   -   -   -   -
  FIN MONTH Monthly Paid Cycle 30/09/1992 6  M  0 3 05 1993
  INT FORTN Fortnightly Pay Cycle 20/09/1990 24 W  0 3 03 1994
  INT FORTN Fortnightly Pay Cycle 27/08/1993 21 W  0 3 02 1994
  INT FORTN Fortnightly Pay Cycle 8/09/1993 23 W  0 3 03 1994
  INT FORTN Fortnightly Pay Cycle 10/09/1993 23 W  0 3 03 1993
  INT FORTN Fortnightly Pay Cycle 15/09/1993 24 W  0 3 03 1994
  INT MONTH Monthly Pay Cycle 29/09/1993 6  M  0 3 03 1993
  INT MONTH Monthly Pay Cycle 1/10/1993 6  M  0 4 03 1993
  SUJ MONTH Monthly Cycle 15/01/1994 14 M  0 1 07 1994
  111 MTH1 MONTHLY SALARIES 31/12/1993 9  M  0 4 09 1993
  444 MONTH Monthly Cycle 31/12/1993 9  M  0 4 12 1993
  444 MONTH Monthly Cycle 30/04/1994 1  M  0 2 04 1994
  444 MONTH Monthly Cycle 30/05/1994 2  M  0 2 05 1994
  444 MONTH Monthly Cycle 30/06/1994 3  M  0 2 06 1994
  444 SPEC Special Cycle 31/12/1994 9  M  3 4 12 1994

F3=Exit  F10=QuikAccess  F12=Cancel  F21=More information
  
```

## Key Information

All cycles which are at the Timesheet data stage will be displayed.

Select the cycle with which you want to work.  
Select correct cycle and press Enter to continue.

## Screen 2 of 5

```

28/06/94 11:24:20      Time Sheet Entry      PYGTM20  PYDTM20
Employer . . . . : 111      Software 2000 Training Company
Cycle . . . . . : MTH1      MONTHLY SALARIES
Tax Month Number : 9        31/12/1993

      Interactive Cycle Proof

      Cycle Totals      Manual Tape      System      Variance
      Total cheques . . . . . _____      Calculated      Indication
      Total hours . . . . . _____      14,303.50
      Total amount . . . . . _____

F3=Exit  F10=QuikAccess  F12=Cancel

```

### Key Information

Total number of cheques (number of pay advices) and hours and amounts generated via Auto Pay are displayed for the cycle.

This display only appears if an interactive proof on cycles is requested on the Employer Controls.

### Required Fields

None

Press Enter to continue.

## Screen 3 of 5

28/06/94 11:39:48		Time Sheet Entry		PYGTM20	PYDTM20
Employer . . . . .	: 111	Software 2000 Training Company			
Cycle . . . . .	: MTH1	MONTHLY SALARIES			
Tax Month Number . . . . .	: 9	31/12/1993			
Total Cheques . . . . .	: 93	Hours . . . . .	: 14,303.50	Amount . . . . .	:
Type options, press Enter. 0=Accept as is 2=Select for Processing					
Opt Levels	Cheques	No act	Total hours	Total amount	Actions . . . . .
- FINN DPRO	9		1462.50		
- FINN FINN	3		487.50		
- FINN GACT	11		1137.50		
- FINN MGAC	3		487.50		
- FINN PYRL	2		325.00		
- HRES HRES	1		162.50		
- HRES OFSU	6		975.00		
- HRES OPER	5		650.00		
- HRES TDEV	3		487.50		
- MANU BUYG	6		975.00		
- MANU DIST	5		812.00		
- MANU MANU	2		325.00		
- MANU PROD	5		812.00		+
F3=Exit F10=QuikAccess F12=Cancel F13=Accept levels F14=Holiday weeks					

## Key Information

Information for the cycle is displayed by Level as per the setup on cycle controls. For each level the number of cheques (pay advices), number actions, total hours and amounts are displayed.

The number of actions indicates the number of employee timesheet data which has not yet been proved.

To enter Timesheet data select the level you wish to work with, by typing 2 in the *Opt* field.

If you selected a special cycle, there will be a single 'blank' level entry.

## Required Fields

One of the following is required:

- Select Level to work with.
- Press F13 to prove all data as is and to approve all actions.
- Press F14 to enter a number of holiday weeks to be mass entered for all employees in the pay cycle. A pop-up window will be displayed for the number of weeks, 0-9, to be entered. This allows for holiday period shut downs.

**Note:** Any holiday weeks previously entered for an employee will be replaced.

Press Enter to continue.

## Screen 4 of 5

```

28/06/94 11:28:41          Time Sheet Entry          PYGTM20  PYDTM20

Employer . . . . . : 111      Software 2000 Training Company
Cycle . . . . . : MTH1      MONTHLY SALARIES
Tax Month Number : 9        31/12/1993  Add Employee . . .  _____ +
FINN MGAC          MANAGEMENT ACCOUNTS DEPT  Locate _____
Cheques . . . . . : 3        Hours . . . . . : 487.50
No action . . . . . : 3        Amount . . . . . :

0=Accept as is  1=Update hours  2=Add cheque  3=Copy base  4=Copy previous
5=Temp Deductions  6=Fix base  8=Delete hours  9=Delete cheque
Opt Employee#  Employee Name          Hours      Amount  Cq
-             134 LAMPING,RICHARD JOHN      162.50      01
-             160 BUSH,BARBARA JOANNE      162.50      01
-             180 HORSFORTH,ANDREW DAVID    162.50      01

F3=Exit  F4=Prompt  F10=QuikAccess  F12=Cancel  F13=Add employee

```

## Key Information

All those employees in this cycle, within the level selected, are displayed.

For each employee listed, the *Employee Number*, *Name*, *Hours* generated and/or *Amount* will be displayed.

You can select to update or delete hours, add a new employee into the group, or add/delete a cheque for an employee by typing the appropriate number in the *Opt* field.

For each employee's data which is accessed, the number of actions will be reduced by one.

To update an employee's hours, select the employee using 1.

When appropriate, select employee to work with and press Enter to continue.

## Screen 5 of 5

```

28/06/94 11:29:42          Time Sheet Entry          PYGTM20  PYDTM20

Employer . . . . . : 111  Software 2000 Training Company
Cycle . . . . . : MTH1  MONTHLY SALARIES
Tax Month Number : 9    31/12/1993
Cheque 01        : 134 LAMPING,RICHARD JOHN
                  FINN MGAC MGAC 3410 MANAGEMENT ACCOUNTS DEPT
Level 1 Division FINN + FINANCE DIVISION                Total Hours
Level 2 Location MGAC + MANAGEMENT ACCOUNTS DEPT                162.50
Level 3 Section MGAC + MANAGEMENT ACCOUNTS SECTION            Total Amount
Level 4 CostCentre 3410 + MANAGEMENT ACCOUNTS CC                .00
G/L Account _____ + Shift _ Rate _____
Income Type _____ + Hours(.00) _____ Amount _____
Job Code . MGR1 + Project _____ Segment _____ Units _____

2=Change  3=Copy  4=Delete
Opt Type  Hours   Amount  Lvl 1 Lvl 2 Lvl 3 Lvl 4 Job  Project  Seg
-  IC001  162.50  _____  FINN  MGAC  MGAC  3410  MGR1  _____
-  IC009  _____  _____  FINN  MGAC  MGAC  3410  MGR1  _____

F3=Exit      F10=QuikAccess  F12=Cancel  F13=Copy base  F14=Copy Prev
F15=Fix base  F16=Distribute  F17=No Update

```

## Key Information

All the detailed information is displayed for the employee.

Select the *Income Type* you wish to amend by typing **2**, **3** or **4** in the *Opt* field. Alternatively you can key directly over the values shown in the subfile of existing income records. You may also enter a new income if required. When you prompt on *Income Type*, only the incomes authorised for that employee are displayed.

For overtime hours you must select the correct income and add in the overtime hours worked.

You may also adjust the *General Ledger Account* or *Job Code* here if required, or split an income into multiple records with different General Ledger expense numbers.

*Project*, *Shift*, *Units* and *Segment* can be entered if these are being used.

F16 can be used to automatically create multiple distributions for an income, if set up to do so within the Multiple Distributions function.

## Required Fields

None

Press F3 to save and return to previous screen.

## Prove Timesheet Data

When you have completed all necessary adjustments to the employee timesheet data and have cleared all the actions, you must Prove Timesheet Data prior to moving onto the next stage within cycle processing. Timesheet Proof validates all the timesheet income records, as a batch function.

### Menu Selection

System: Infinium Payroll  
 Menu Level 1: Payroll Processing  
 Menu Level 2: Timesheet Operations  
 Menu Level 3: Prove Timesheet Data

### Screen 1 of 1

28/06/94 11:32:27		Prove Timesheet Data		PYGPS10	PVDPS10
Select cycles to process, press Enter.					
				Tax	
				Wk/	
Opt	Co#	Cycle Description	Period End	Mo. Frq	Qtr Mo/Year
-		FIN MONTH Monthly Paid Cycle	30/09/1992	6 M 3	05 1993
-		INT FORTN Fortnightly Pay Cycle	20/09/1990	24 W 3	03 1994
-		INT FORTN Fortnightly Pay Cycle	27/08/1993	21 W 3	02 1994
-		INT FORTN Fortnightly Pay Cycle	8/09/1993	23 W 3	03 1994
-		INT FORTN Fortnightly Pay Cycle	10/09/1993	23 W 3	03 1993
-		INT FORTN Fortnightly Pay Cycle	15/09/1993	24 W 3	03 1994
-		INT MONTH Monthly Pay Cycle	29/09/1993	6 M 3	03 1993
-		INT MONTH Monthly Pay Cycle	1/10/1993	6 M 4	03 1993
-		SUJ MONTH Monthly Cycle	15/01/1994	14 M 1	07 1994
-		111 MTH1 MONTHLY SALARIES	31/12/1993	9 M 4	09 1993
-		444 MONTH Monthly Cycle	31/12/1993	9 M 4	12 1993
-		444 MONTH Monthly Cycle	30/04/1994	1 M 2	04 1994
-		444 MONTH Monthly Cycle	30/05/1994	2 M 2	05 1994
-		444 MONTH Monthly Cycle	30/06/1994	3 M 2	06 1994
-		444 SPEC Special Cycle	31/12/1994	9 M 4	12 19
F3=Exit F10=QuikAccess F12=Cancel					

### Key Information

All cycles which are at the Prove Timesheet data stage will be displayed.

Select the *Cycle* with which you want to work.

Select correct cycle.

Press Enter to confirm and then press Enter to continue.

---

## Release Timesheet Input to Cycle

When the prove timesheet data process has been completed, the next stage is to release the timesheet data to the cycle. This stage will bring in all the appropriate deductions and calculate the gross to net figures for each employee.

### Menu Selection

System: Infinium Payroll  
 Menu Level 1: Payroll Processing  
 Menu Level 2: Release Payroll Cycle  
 Menu Level 3: Release Timesheet Input to Cycle

### Screen 1 of 1

Trial		Tax	
Opt	Reg Co#	Period End	Mo. Frq Qtr Mo/Year
-	1	15/01/1994	14 M 1 07 1994
-	1	31/12/1993	9 M 4 09 1993
-	1	30/04/1994	1 M 2 04 1994

28/06/94 11:44:35 Release Timesheet Input to Cycle PYGPS10 PYDPS10

Select cycles to process, press Enter.

Opt Reg Co# Cycle Description

1 SUJ MONTH Monthly Cycle

1 111 MTH1 MONTHLY SALARIES

1 444 MONTH Monthly Cycle

F3=Exit F10=QuikAccess F12=Cancel

### Key Information

All cycles which are at the Release Timesheet Input data stage will be displayed.

Select the *Cycle* you wish to work with.



The Release process will submit a batch job.

Select correct cycle.

Press Enter to confirm and then press Enter to process.

## Print Trial Register

When the release process has completed, you should print a Trial Register. Alternatively, the Trial Register can be set up on the cycle controls to print automatically. This will provide you with a hard copy, which is structured by level and by employee, of all the calculations made. Errors and exceptions will be highlighted for review and totals shown.

### Menu Selection

System: Infinium Payroll  
 Menu Level 1: Payroll Processing  
 Menu Level 2: Release Payroll Cycle  
 Menu Level 3: Print Trial Register

### Screen 1 of 1

28/06/94 12:11:35		Print Trial Register		PYGPS10	PYDPS10
Select cycles to process, press Enter.					
Select with "*" to recalculate cycle					
				Tax	
				Wk/	
Sup					
Opt	Reg	Co#	Cycle Description	Period End	Mo. Frq Qtr Mo/Year
-	1		INT MONTH Monthly Pay Cycle	27/08/1993	5 M 3 02 1994
-	1		INT MONTH Monthly Pay Cycle	5/10/1993	6 M 4 09 1993
-	1		MCD MONTH Monthly Pay Cycle	31/12/1993	9 M 4 06 1994
-	1	111	MTH1 MONTHLY SALARIES	31/12/1993	9 M 4 09 1993
-	1	444	MONTH Monthly Cycle	28/02/1994	10 M 1 08 1994
-	1	444	MTHLY Monthly Staff Payroll	30/04/1993	1 M 2 04 1993
F3=Exit F10=QuikAccess F12=Cancel					

### Key Information

All cycles which are at the Print Trial Register stage will be displayed.

Select the *Cycle* you wish to work with. If you want to perform a recalculation, select the cycle using '\*'.

The Trial Register will be submitted as a batch job.

Select correct cycle.

Press Enter to confirm and then press Enter to process.

---

## Update Cheques

This facility allows you to make on-line changes to a pay cheque after the Release stage of Cycle Processing.

When incomes or deductions for an employee have been changed, this function will recalculate the cheque.

### Menu Selection

System: Infinium Payroll  
 Menu Level 1: Payroll Processing  
 Menu Level 2: Update Pay Cheques  
 Menu Level 3: Update Cheques

### Screen 1 of 4

28/06/94 12:21:06		Update Cheques		PYGTR20	PVDTR20
Type options, press Enter.					
1=Select				Tax	
				Wk/	
Opt	Er	Cycle	Description	Period End	Mo Frq Typ Qt Mo/Year
-		INT MONTH	Monthly Pay Cycle	27/08/1993	5 M 0 3 02 1994
-		INT MONTH	Monthly Pay Cycle	5/10/1993	6 M 0 4 09 1993
-		MCD MONTH	Monthly Pay Cycle	31/12/1993	9 M 0 4 06 1994
-		111 MTH1	MONTHLY SALARIES	31/12/1993	9 M 0 4 09 1993
-		444 MONTH	Monthly Cycle	28/02/1994	10 M 0 1 08 1994
-		444 MTHLY	Monthly Staff Payroll	30/04/1993	1 M 0 2 04 1993
F3=Exit F10=QuickAccess F12=Cancel					

### Key Information

All cycles which are at the Update Cheques stage are displayed.  
 Select the *Cycle* with which you want to work.

Select correct cycle and then press Enter to continue.

## Screen 2 of 4

Opt	Employee	Employee Name	Hours	Gross Pay	Net Amount	Cq
	1	WILLOTT, JAMES DAVID	162.50	5416.67	2749.30	01
	9	PORTER, MARK PETER	162.50	1833.33	1160.49	01
	50	WATSON, CATRINA ANNE	162.50	652.17	676.99	01
	63	DE SOUZA, SURIN BASAM	162.50	958.33	832.05	01
	64	RYAN, LES ALAN	162.50	2166.67	1195.30	01
	65	O'LEARY, PATRICK BERNARD	162.50	958.33	873.99	01
	67	PALACIO, IAN MILES	162.50	1250.00	781.50	01
	68	SURTEES, ANN SARA	162.50	1833.33	944.30	01
	69	MURRAY, PETER FRANK	162.50	1958.33	1051.06	01
	77	BUCHAN, GEORGE HAROLD	162.50	40000.00	22741.57	01
	79	ASHBY, GEORGINA HELEN	162.50	1137.50	978.05	01
	80	PLANT, ROBERT JAMES	162.50	1583.33	886.09	01
	85	EDWARDS, IAN JONATHON	162.50	1250.00	1130.31	+

### Key Information

This screen displays all employees within the cycle with a summary of each pay cheque. If the *Hours*, *Gross Pay* and *Net Amounts* fields are blank, a cheque will not be produced during the Cycle run.

You can enter the following in the *Opt* field:

- **2 - Update Cheque**  
Use this to update income and/or deduction information for the cheque.
- **3 - Recalculate Cheque**  
Use this to recalculate the income and deduction information for a cheque, using the existing incomes and deductions.
- **4 - Delete Cheque**  
Use this to delete a cheque from the cycle.

**Caution:** The system does not allow cheques to be added back into the cycle if all cheques for that employee have been deleted.

Adjustments can be made to hours, incomes, deductions and taxable wage bases. Type 1 by the employee you want to work with.

Press Enter to continue.

## Screen 3 of 4

```

28/06/94 12:23:13          Update Cheques          PYGTR20  PYDTR20

Employer : 111      Software 2000 Training Company  Tax Month . : 9
Cycle . . : MTH1   MONTHLY SALARIES          Period Ending 31/12/1993
Employee  : 68     SURTEES,ANN SARA
Income/Deduction  _ (I/D) SMKT  ADMN  ADMN  2220

                                Total Hours :      162.50
                                Gross Pay   :      1,833.33
                                Deductions  :      889.03
                                Net Pay    . :      944.30
                                Adjustments :           .00
                                Net Payment :      944.30      by BACS

Type options, press Enter.  2=Change  4=Delete
      <-----System Calculated----->  <-----Manually Input----->
Opt  Type  Hours   Amount   Rate   Hours   Amount   Rate
-   I  IC001  162.50   1833.33      162.50
-   I  IC009           100.00
-   D  *NIC           122.53
-   D  *PAYE           613.00
-   D  BACS           944.30
F3=Exit  F4=Prompt  F10=QuikAccess  F12=Cancel  F13=Upd/Recalc  F14=Net/Gross

```

## Key Information

The subfile displays all the incomes and deductions that are authorised to this employee and processed in the cycle so far.

Any authorised Incomes or Deductions can be added to an employee's cheque.

The hours, amounts and pay rates can be changed for any of the incomes displayed in the subfile.

Select the Income Type or Deduction Type which needs to be changed. The information is displayed in the top part of the screen.

There are two other sets of fields: *System Calculated* holds data generated by the system at Release, *Manually Input* is updated when information is changed through the Update Cheques.

The system can calculate the Gross amount of the cheque from the Net amount entered. These can be changed and recalculated as often as required.

Update any or all of the fields found within this area to reflect the appropriate information.

Press Enter to display changes made in the subfile.

The Gross to Net amounts must then be recalculated.

## Recalculating a Cheque

There are two methods that can be used to recalculate a cheque:

The first has been described previously. Take F13 from the Update Cheques screen. The system recalculates the Gross to Net amounts and displays them in the upper right hand portion of the screen.

The second is to type 3 at the initial selection screen against the employee. The system recalculates the Gross to Net amount.

Recalculation takes place interactively.

## Net to Gross Calculating

The system can calculate the gross amount of an income in the cheque from the net amount entered.

For example, an employee may be due £500 removal expenses. The system will calculate how much the employee must be paid in order to end up with this amount.

## Screen 4 of 4

28/06/94 12:23:13		Update Cheques		PYGTR20	PVDTR20
Employer :	111	Software 2000 Training Company	Tax Month . :	9	
Cycle . . :	MTH1	MONTHLY SALARIES	Period Ending	31/12/1993	
Employee :	68	SURTEES,ANN SARA			
Income/Deduction		(I/D) SMKT ADMN 2220			
		Total Hours :	162.50		
		Gross Pay :	1,833.33		
		Deductions :	889.03		
		Net Pay . :	944.30		
		Adjustments :	.00		
		Net Payment :			
Type options, press Enter. 2=Change 4=					
<-----System Calculated----->					
Opt	Type	Hours	Amount	Rate	
-	I IC001	162.50	1833.33		
-	I IC009		100.00		
-	D *NIC		122.53		
-	D *PAYE		613.00		
-	D BACS		944.30		
F3=Exit F4=Prompt F10=QuikAccess F12=					

**NET TO GROSS CALCULATOR**

Net Amount      .00

Gross to nearest   .01

Income Code      

Gross Amount   1833.33

Press Enter to process

## Key Information

Press F14 to use the Net to Gross facility. Type the net amount, rounding to the nearest value, and the income code.

**Note:** Whenever adjustments are made to cheques within the cycle, the Trial Register should be regenerated.

Press Enter to process.

---



# Post Cycle and Print Cheques

You should run this function only when you are completely satisfied that all calculations generated by the release and produced in the Trial Register are correct. This function will post this pay period information into employee history and generate the finished product - a Pay Advice for each employee and a cheque, if appropriate. It will also provide the General Ledger entries if required.

## Menu Selection

- System: Infinium Payroll
- Menu Level 1: Payroll Processing
- Menu Level 2: Post Cycle and Print Cheques
- Menu Level 3: Post Cycles and Print Cheques

## Screen 1 of 1

28/06/94 13:27:53 Post Cycles and Print Cheques PYGPS15 PYDPS15										
Type options, press Enter.										
1=Select										
Opt	Co#	Cycle	Description	Period End	Mo	Tax Wk/ Prompt	Opr?	Starting	Chq G/L	Accrual
								Cheque#	Reg Meth	%
-	111	MTH1	MONTHLY SALARIES	31/12/1993	9	0		1	-	-
						*Giro	0			
-	444	MONTH	Monthly Cycle	28/02/1994	10	1		1	-	-
						*Giro	1			

F3=Exit F10=QuikAccess F12=Cancel

## Key Information

All cycles which are at the Post Cycles and Print Cheques stage will be displayed.

Select the *Cycle* with which you want to work.

You may alter the starting pay advice number using the *Starting Cheque #* field. A default will be generated from bank account controls if not.

You can indicate whether this pay period will be costed to general ledger as a whole or only in part, and if an accrual is to be applied.

The Post Cycles and Print Cheques process will be submitted as a batch job.

The following reports will be printed:

- Payroll Register
- SSP History
- Deductions Not Taken Register
- Arrears Register
- Attachment of Earnings Register
- Renewal Limits Reached Register
- Pay Advices

Select the correct cycle.

Press Enter to confirm and then press Enter to process.

---