Infor Infinium International HCM Payroll Guide to Controls

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

Publication Information

Release: Infor Infinium International HCM 12.0.10

Publication date: February 14, 2017

Document code: INFHRPYI32_ALL_02

Table of Contents

About This Guide

This section contains information about the:

- Intended audience
- Purpose of this guide
- Conventions used in this guide

Intended Audience

The *Infinium Payroll Guide to Controls* is written for all users of Infinium PY including:

- Those who are responsible for setting up system controls during the initial implementation of Infinium PY
- Those who maintain Infinium PY controls
- Those who perform Infinium PY processing activities
- Human Resources and Payroll managers
- System administrators that provide technical support to Infinium PY users.

Purpose of This Guide

The purpose of this guide is to provide you with an in-depth explanation of how to set up and maintain controls required to implement Infinium PY. This guide is intended to be used as a textbook during classroom training and as a reference guide after training is complete. It provides detailed information on all of the controls that you must set up to implement Infinium PY.

This guide will not teach you about standard payroll practices and management concepts. However, it will show you how to use Infinium PY to set up controls to accomplish human resources management, administrative and reporting activities.

Organisation of This Guide

This guide is task-oriented. Related tasks are grouped into topics. Topics are grouped into parts. The topics are presented in the order in which the Infinium PY application training course is taught. Each topic contains overview information and step-by-step instructions to lead you through the tasks. Most topics also contain workshop exercises for you to practice what you learn.

Conventions used in this guide

This section describes the following conventions we use in this guide:

- Font and Wording Conventions
- Prompt and Selection Screens
- Promptable fields
- Infinium applications and abbreviations

Font and Wording Conventions

Convention	Description	Example
Italic typeface	Menu options and field names The guide uses the same abbreviations as the screen.	*Master Files* Use *Max Lnth* to specify the maximum length of alpha user fields.
Bold standard typeface	Used for notes, cautions and warnings	**Caution:** You must ensure that all Infinium PY users are signed off before reorganizing and purging. If there are jobs in the queue, those files will not be reorganized.
Bold monospaced typeface	Characters that you type and messages that are displayed	Type **Infinium PY** in the *System* field. The following message is displayed: **Company not found**

Convention	Description	Example
F2 through F24	Keyboard function keys used to perform a variety of commands.	Press F2 to display a list of available function keys.
F13 through F24	Function keys higher than F12 require you to hold down the Shift key and press the key that has the number you require minus 12.	Press F16 to update the journal.
Select	Choose a menu option or choose a record or field value after prompting.	Select *Employer Controls.* Select a record. From the *List* menu, select *Display*.
Press Enter	Provide information on a screen and when you have finished, press Enter to save your entries and continue.	Press Enter to save your changes and continue.
Exit	Exit a screen or function, usually to return to a prior selection list or menu. May require exiting multiple screens in sequence.	Press F3 to return to the main menu.
Cancel	Cancel the work at the current screen or dialog box, usually to return to the prior screen.	Press F12 to cancel your entries.

Convention	Description	Example
Help	To access online help for the current context (menu option, screen or field), press Help (or the function key mapped for help). To move through the other applicable levels of help, press Enter at each help screen. To return directly to the screen from which you accessed help, exit the help screen by clicking Exit or by pressing F3.	Press Help for more information about the current field.
[Quick Access Code]	Quick access codes provide direct access to functions. Most quick access codes in Infinium Payroll consist of the first letter of each word of the menu option name. Quick access codes are listed on the Menu Tree and in the path for each task next to the executable function.	Select *Update Employer Controls* [UCO].
Publication and course titles	Unless otherwise stated, titles refer to Infinium applications and use standard name and abbreviations.	*Infinium Training Administration Guide to Setup and Processing* is referred to as *Infinium TR Guide to Setup and Processing.*

Function Keys

Infinium AM function keys and universal Infinium PY function keys for the System i are described in the following table. All Infinium PY function keys are identified at the bottom of each screen.

Function Key	Name	Description
F1	Help	Displays help text
F2	Function keys	Displays window of valid function keys
F3	Exit	Returns you to the main menu
F4	Prompt	Displays a list of values from which you can select a valid entry
F10	Quick Access	Enables you to access another function from any screen
F12	Cancel	Returns you to the previous screen
F22	Delete	Deletes selected item(s)
F24	More keys	Displays additional function keys at the bottom of the screen

Character Based vs. Graphical Interface

The sample screens in this guide may be either character-based or graphical-based. Samples of both are included below.

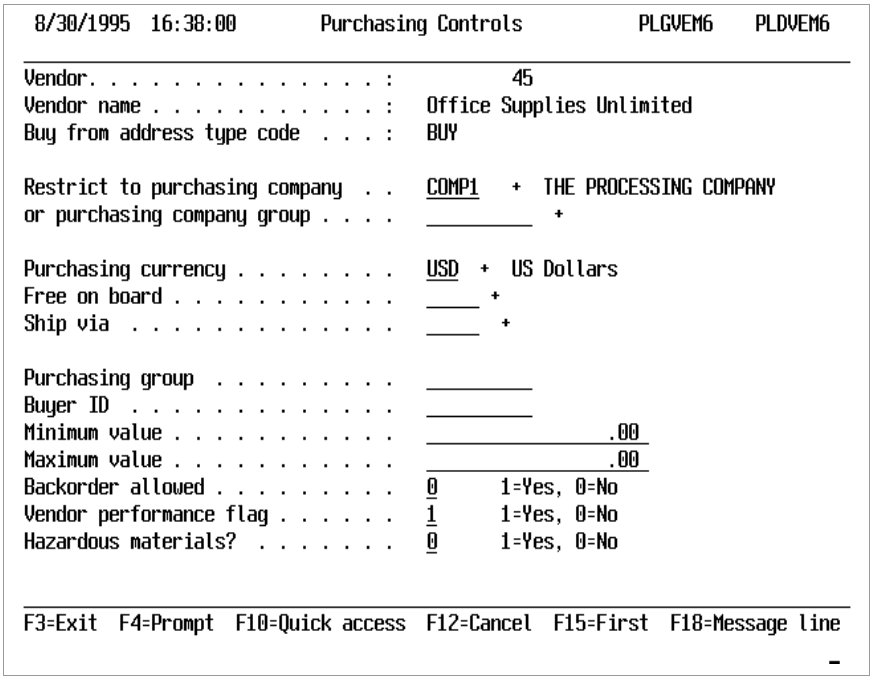

Figure 1: Sample character-based screen

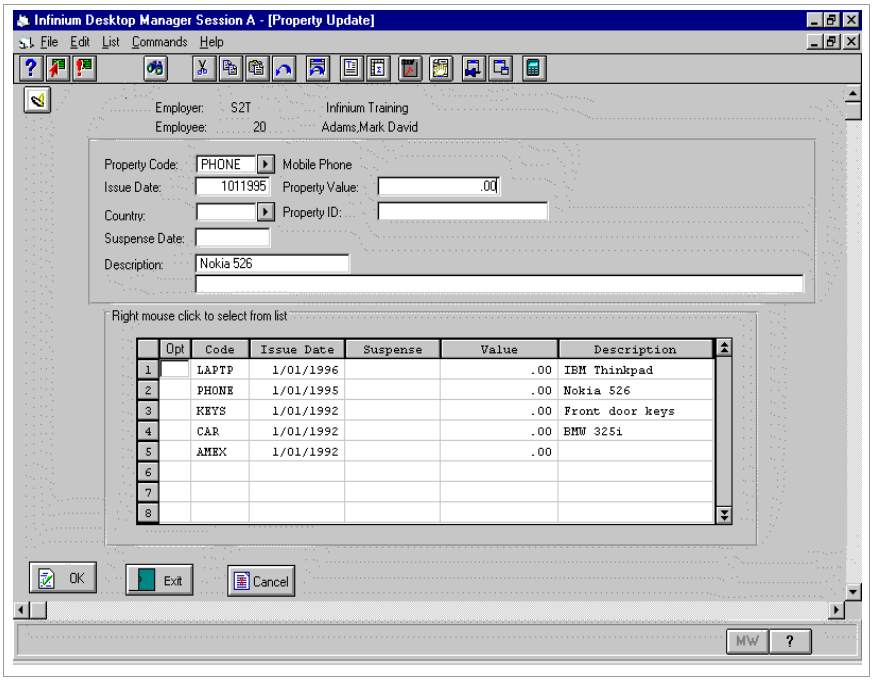

Figure 2: Sample graphical-based screen for Infinium HR suite

Prompt and Selection Screens

A prompt screen, similar to Figure 3, is the screen in which you type information to access a record or a subset of records in a file.

A selection screen, similar to Figure 4, is the screen from which you select a record or records to perform an action.

When we first explain a task in this guide, we fully document how you access a prompt and selection screen. If a related task uses that prompt or selection screen, we include the prompt and selection steps in that task. However, we do not include the screen(s) again.

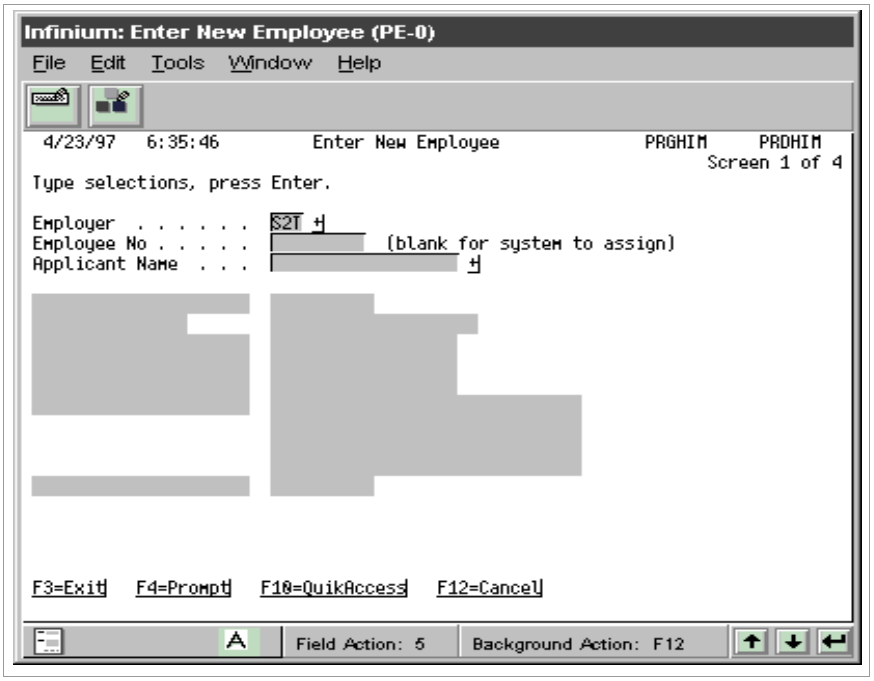

Figure 3: Enter New Employee prompt screen

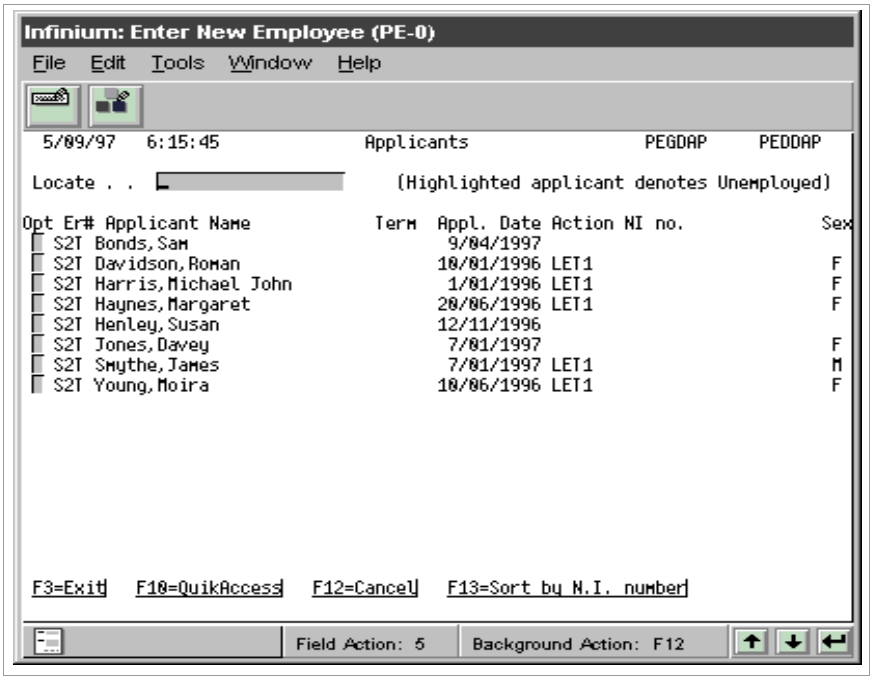

Figure 4: Applicant selection screen

Promptable Fields

A plus sign displayed next to a field indicates that you can choose your entry from a list of possible values. Place the cursor in the field and press F4 to display a list of values.

To select an entry perform one of the following:

- Position the cursor at the desired value, type `1` and press Enter.
- Type the value in the appropriate field.

Infinium Applications and Abbreviations

The following table lists Infinium names and the corresponding product abbreviations that are associated with this product.

Application	Abbreviation
Infinium Application Manager Infinium Application Manager Extended	Infinium AM Infinium AM/X
Infinium Query Infinium Query Extended	Infinium QY Infinium QY/X
Infinium Financial Management Suite	**Infinium FM**

Application	Abbreviation
Infinium General Ledger	Infinium GL
Infinium Payables Ledger	Infinium PL
Infinium Project Accounting	Infinium PA
Infinium Human Resources Suite	**Infinium HR**
Infinium Flexible Benefits	Infinium FB
Infinium Human Resources	Infinium HR
Infinium Human Resources/Payroll	Infinium HR/PY
Infinium Payroll	Infinium PY
Infinium Training Administration	Infinium TR
Infinium International Human Capital Management Suite	**Infinium IHCM**
Infinium International Human Resources	Infinium IHR
Infinium International Human Capital Management	Infinium IHCM
Infinium International Payroll	Infinium IPY
Infinium International Training Administration	Infinium ITR

Related Documentation

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

- *Infinium Human Resources Reports*
- Infinium Human Resources Employer Codes Workbook
- *Infinium PY Guide to Processing*

About Training

Infinium Software offers the Infinium PY training courses listed below at our regional training centres and on-site at your location.

- UK Tax Year End Training
- UK IMP/HR Infinium HR Implementors Training
- UK-PE1 Personnel Basics Application Training
- UK-PE2 Personnel Advanced Application Training
- UK-PY1 Infinium PY Basic Operations Application Training
- UK-PY2 Infinium PY Advanced Operations Application Training
- UK-QYHR Infinium QY for Human Resources Training
- UK-TR1 Infinium Tr Basic Application Training
- UK-TR2 Infinium TR Advanced Application Training

Chapter 1 Overview of Infinium HR/PY

1

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.

The chapter consists of the following topics:

Understanding Infinium HR/PY

The diagram on the following page illustrates an overview of the Infinium HR/PY system and shows areas where Infinium PY and Infinium HR share information.

Infinium HR/PY Overview

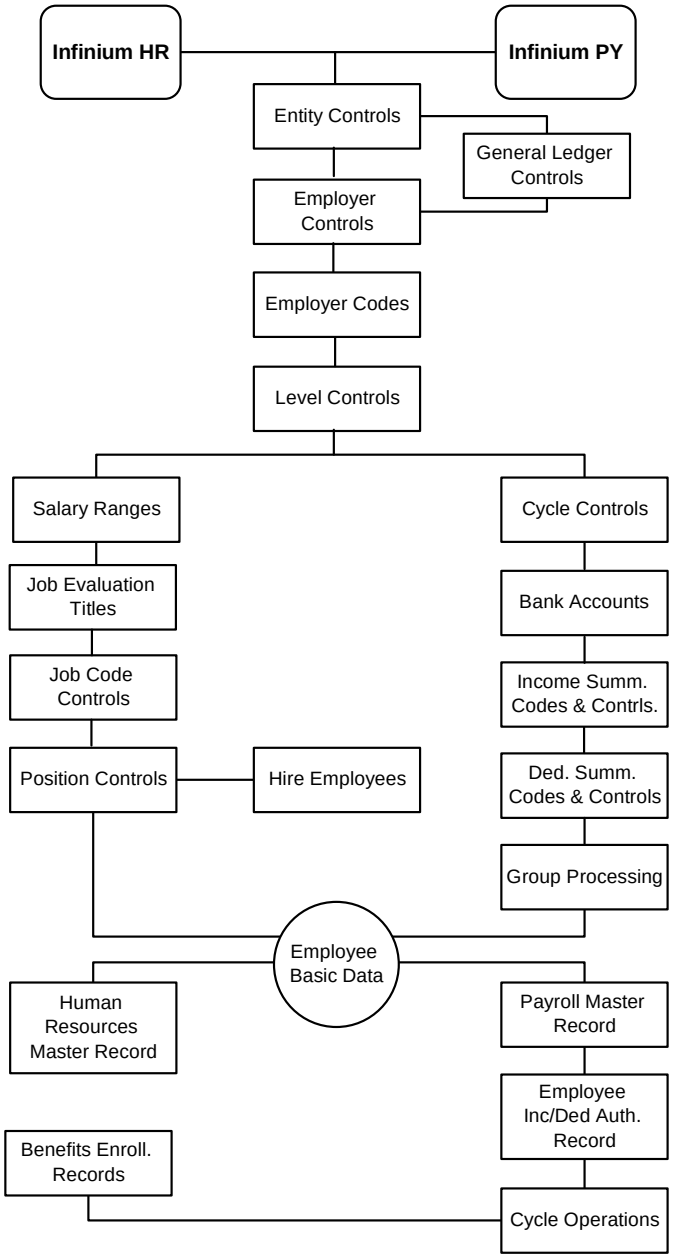

Figure 1-1: Infinium HR/PY Overview

Terminology and Concepts

This section contains Infinium Software and Infinium PY terminology you should understand before you continue to the detailed parts. The instructor uses these concepts throughout the entire system and course.

Help and Function Keys

You can use Help to learn more about some fields within Infinium Payroll. For example, within your system you set up many controls by using a number to indicate how you want information processed. Press Help within the field and the system provides you with a description of the field and a list of valid values.

Many keyboards do not show a separate Help key or may require pressing a combination of keys for help. However, throughout Infinium PY and HR, you can press F1 for Help.

You can use a variety of function keys within the Infinium PY system. For a list of keys and their functions refer to the bottom of any screen throughout the system. **Note:** The exception is F1, which always functions as the Help key.

The function key you use most frequently is F4. When you set up your system, you specify values for the code types that you use. When you need to type one of these codes in a field, you can press F4 to bring up a list from which to choose. You can prompt the system for choices only when a field has a plus sign (+) to the right of it.

More Information Symbol +

Many functions and lists within your system contain more information than you can view on one screen. If there is additional information to display, you see a small plus sign (+) in the bottom right corner of that screen. Press Shift and Roll Up to view the next screen of information.

Display

The display feature allows you to view data directly on your computer monitor. The display functions do not allow you to update fields.

List

The list feature allows you to generate system reports. You cannot display or update data through any of the list functions.

In Infinium PY, a cycle is a means of processing payroll for groups of employees. You can restrict cycles by pay type (for example, hourly or salary), pay frequency (for example, weekly or monthly) or even by levels.

Entity

The Entity Control contains high-level information and controls that are applicable to the entire Infinium Human Resources/Payroll system. For example, you can use the Entity Control to specify how you assign numbers to employees.

Because this control is at the highest level of system controls, all companies will use the same method unless you override this decision when you set up each employer. You define only one Entity Control record for your Infinium Human Resources system, regardless of the number of employers you define.

Default

A default is a value automatically assigned or an action automatically taken unless another is specified. Default values can be system or user-defined.

Employer

Each employer controls various processing and reporting features. Typically, you create one employer for each tax reference number assigned to your organization.

Code Types and Code Values

A code type is a three-character designator defined by the system. For each code type, you assign a list of values; these values are called code values. You use code types and code values to establish pre-defined values that the system uses to validate information the user enters throughout the Infinium PY system. For example, you can use code type **CNT** to define the counties where employees within your organization live. You define code values for this code type, such as **AVON** for Avon and **BERKS** for Berkshire.

Levels

You define the structure of your organization by creating level controls. For example, an organization can group its employees geographically, by department, by cost center or by reporting group.

You can define a minimum of one level and up to a maximum of four levels within each employer.

Incomes

Incomes are the general name used to cover all types of employee payments, earnings and allowances. You define all the incomes that can exist within your organisation and establish their calculation rules and parameters. You then authorise employees to potentially receive one or more of these incomes during payroll processing.

Deductions

You define all the types of deductions or withholdings that exist within your organisation and establish their calculation rules and parameters. Deductions can be voluntary, such as for savings schemes, or involuntary such as taxes, attachments of earnings or loan repayments. You then authorise employees to their appropriate individual deductions.

Chapter 2 Introducing Cycle Operations

2

Infinium PY uses pay cycles to process payroll payments. A cycle is made up of any number of employees, grouped for payroll processing by common criteria. For example, a typical cycle could consist of employees who are paid on a weekly basis. Another cycle could consist of employees who are paid on a monthly basis. Or a cycle could be used to pay, as a group, employees in a particular part of the organisation.

Within one cycle you can have a mixture of payment types, For example, you might have payments through cash, cheque or BACS credit transfers in one cycle, or you could process these in separate cycles.

You specify the criteria for a cycle and assign employees to the cycle. Then you can run the cycle and produce payments for those employees included in the cycle.

The chapter consists of the following topics:

Overview of Cycle Operations

Cycle processing, also referred to as cycle operations, is the key to generating employee payments through Infinium PY. Throughout this book you learn to set up many different controls. These controls are the directions and specifications that the system uses to run your cycles and generate pay for your employees.

Objectives

At the conclusion of this chaoter, you should be familiar with:

- Terminology associated with cycle operations
- Steps to complete cycle operations

Understanding the Steps in a Cycle

In Infinium PY you use cycle processing to generate all employee payments, i.e. cheques, BACS credit transfers, cash and pay slipsInfinium PY cycle processing is comprised of six necessary steps and four optional steps illustrated in the flowchart on the following page. The six main steps you must follow to run a cycle and generate pay for your employees are as follows:

1. Begin Cycle Operations
2. Enter Timesheet Data
3. Prove Timesheet Data
4. Release Timesheet Data
5. Print Trial Register
6. Post Cycle and Print Cheques
7. These are not the only steps that you may need to complete the payroll. For example, if you process SSP you will need to generate and close SSP transactions to the cycle at stage 2.

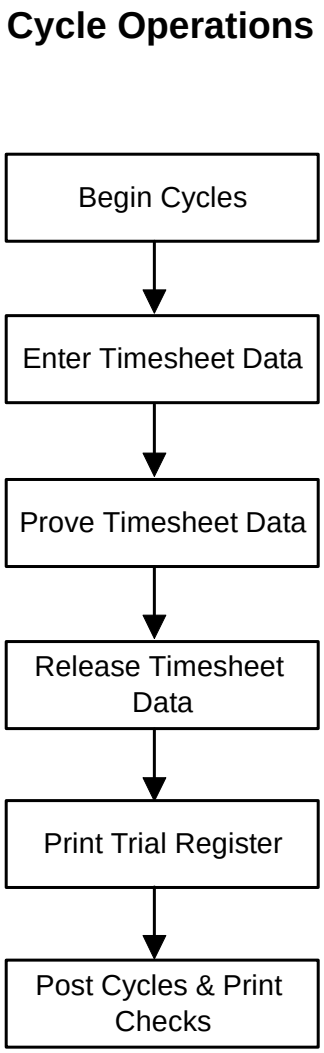

Figure 2-1: Cycle Operations

Begin Cycle Operations

In this first step you select the cycles for which you want to generate pay. You define or confirm the pay dates and accounting information that applies. At this time, you can suppress any deductions or auto pay incomes that you do not want generated during this particular run of the cycle.

When you begin a cycle, Infinium PY creates a work record for each employee assigned to the cycle. You can automatically exclude certain employees from the cycle. For example, you might need to exclude inactive employees or employees who have been paid holiday pay in advance.

Enter Timesheet Data

In this step, you introduce timesheet information into the system for each employee in the cycle. You can also use this option to:

- Add, change, or delete hours or amounts from payments within a cycle
- Add an employee to the cycle being processed
- Delete an employee from the cycle being processed
- If you are using the *Update Daily Time* function to enter your employees' actual time and incomes worked, this is the stage where you use the *Close Daily Time to Cycle* function to actually include information into the main cycle process.

Proof Timesheet Data

In this step, you generate the Timesheet Proof Report that you use to verify the timesheet entries and auto pay information for the cycle. You must run the proof in order to continue to the next step.

Release Timesheet Data

During the release of timesheet data, the system performs the gross to net calculations, using the incomes and deductions in the cycle to calculate the gross and then the net amounts of each employee's pay in the cycle. The system also resolves the G/L labour expense accounts during this step.

After this stage you can use the *Update Cheques* function to correct or update individual employee incomes or deductions and recalculate their pay.

At this stage you can still cancel the pay cycle.

Print Trial Register

If you chose not to automatically generate the Payroll Trial Register during the Release, you must generate it before you post the cycle and print the cheques. If you use the *Update Cheques* option, you must also produce the Payroll Trial Register for those updates before you post cycles and print cheques.

Post Cycles and Print Checks

In this step, you post the cycle and print the payroll cheques and/or the pay slips. Posting the cycle involves writing detailed history records and updating the master file balances. For example, the system updates the period and month to date balances.

Chapter 3 Setting Up the Entity Control

3

This chapter describes the tasks you perform to establish the entity control, which is the first of the major high-level system controls that you set up in Infinium PY. You must set up the entity control before you can enter and maintain employee information.

Infinium PY and Infinium HR share the same entity control record. Since the choices made about these controls affect both systems, human resources users and payroll users should discuss and agree upon the information that is entered on the entity control.

The chapter consists of the following topics:

Overview

Objectives

After you complete this chapter, you should know how to use Infinium PY to establish the entity control. You should be familiar with the following:

- How the system assigns employee numbers
- How to set up the entity control
- How to display the entity control
- How to change the entity control

Understanding the Entity Control

The entity control is a record that governs how the system assigns employee numbers and contains other information such as the current Infinium PY release number and other Infinium Software products installed on your system. It is the first control you define when you implement Infinium PY.

You use the entity control record to enter information that affects all of the employers you establish in Infinium PY. You define only one entity control record regardless of how many employers you define on your system.

The most significant choice you make using the entity control concerns the way you want to assign employee numbers in Infinium PY. The options are described on the following page.

You can also decide whether to use numeric codes for personnel actions instead of English codes. For example, Infinium PY has been National Language Enabled (NLE), which allows the system to be translated into languages other than English.

The entity control record also indicates which other Infinium Software products are installed on your system and automatically displays the number of the most current major release of Infinium PY installed on your system along with the application programming change (APC) level.

Assigning Employee Numbers

One of the key decisions you make when you implement Infinium PY is how you want to assign employee numbers. Each employee must be assigned a unique number when you establish his or her record in Infinium PY. The system uses this number along with the employer code to locate an employee when you update, display or print his or her information. You typically set up an employer for each company registration number in your organisation.

You can choose one of the three methods listed below to assign employee numbers in Infinium PY. You can use the same method for all employers or you can use a different method for each employer.

- System-Assigned
- Tax Identification Number
- User-Defined

You use the entity control to indicate that you are using the system-assigned method of assigning employee numbers. You use the employer control to indicate that you are using the tax identification number as the employee number. You do not specify that you are using the user-defined method on any particular control record; you simply type the employee number when you use the *Enter New Employee* option.

The employee number must be unique within each employer. For example, you can assign number **100** to only one employee in company ABC. However, you can assign the same number to employees who work in different employers. For example, you can assign number **100** to an employee in company ABC and to an employee in company XYZ.

If you transfer an employee from one employer to another and his or her number has already been assigned to someone else in the new employer, the system requires you to change the transferring employee's number as part of the transfer transaction.

For example, you try to transfer employee number 100 from Company A to Company B. When you attempt to complete the transfer transaction, the system immediately checks to see if there is an active employee whose number is 100 in Company B. If there is, you must assign a new number to the transferring employee or you cannot complete the transfer transaction.

When an employee's information is stored under more than one employee number, you cannot easily view or print the employee's complete history across employers using standard system options. If you completed the transfer described in the preceding paragraph, the system would store the transferring employee's history under different employee numbers in two

different employers. If it was stored under the same employee number, you could use the *Display Employee History* option to display cross-employer information.

When you transfer an employee to a new employer, the system deactivates the employee's records in his or her original employer. You can transfer the same employee back to his or her original employer using the original employee number.

When the system finds an inactive employee in the original employer who is assigned the same number as the transferring employee, it assumes that the transferring employee is the same person as the inactive employee and updates and reactivates the transferring employee's records in the original employer.

Using the System-Assigned Employee Number Method

When you use the system-assigned employee number method, the system automatically assigns each new employee a number during the employment process based on the value in the *Next Employee Number* field on the entity control. You enter a starting value in the *Next Employee Number* field when you implement Infinium PY and the system automatically retrieves the number from this field for each new employee and then increments the field by one for the next new employee.

For example, you enter **1000** into the *Next Employee Number* field on the entity control during your system setup. When you employ the first new employee, the system assigns him or her **1000**. The next employee you employ is assigned employee number **1001**.

When you use this method, the system assigns unique numbers sequentially across all employers and does not duplicate numbers among employers. In the preceding example, you employ the first new employee into company ABC. You employ the second new employee into company XYZ.

The system never assigns the same number twice and checks for duplicate numbers before assigning a number to a new employee. It is especially helpful and efficient for Infinium PY to assign employee numbers in organisations where employees transfer between employers.

Note: You can manually assign the employee number during the *Enter New Employee* option even though you have entered a value in the *Next Employee Number* field on the entity control.

The employee number can be up to nine characters long. You can enter both letters and numbers, such as for UK National Insurance numbers. However, the system-assigned method uses numbers only.

Using the Employee Tax Identification Number Method

When you use the employee tax identification number method, you manually enter the employee's tax identification number (National Insurance number in the United Kingdom) as the employee's number during the employment process.

The system automatically copies this number from the *Employee* field on the Enter New Employee prompt screen to the *NI Number* field found on the employee's basic data record, so that both the employee number and tax identification number fields display the same number for each employee.

You should use this method only if your tax identification number does not exceed nine characters in length, as that is the maximum length of the *Employee Number* field in the employee basic data record.

When you use this method, you leave the *Next Employee Number* field blank on the entity control and type **1** in the *Use Tax Id# for Employee#?* field on the employer control record.

Using the User-Defined Employee Number Method

The user-defined employee number method allows you to assign your own number to each new employee. To assign your own number, you normally leave the *Next Employee Number* field blank on the entity control. When you employ a new employee, you manually type the employee number on the prompt screen for the *Enter New Employee* option.

Establishing the Entity Control

Follow the steps below to establish the entity control.

1 From the Infinium PY main menu or desktop select *Controls*.

2 Select *Entity Controls*.

3 Select *Update Entity Controls* [UEC]. Press Enter. The system displays the screen shown in Figure 3-1.

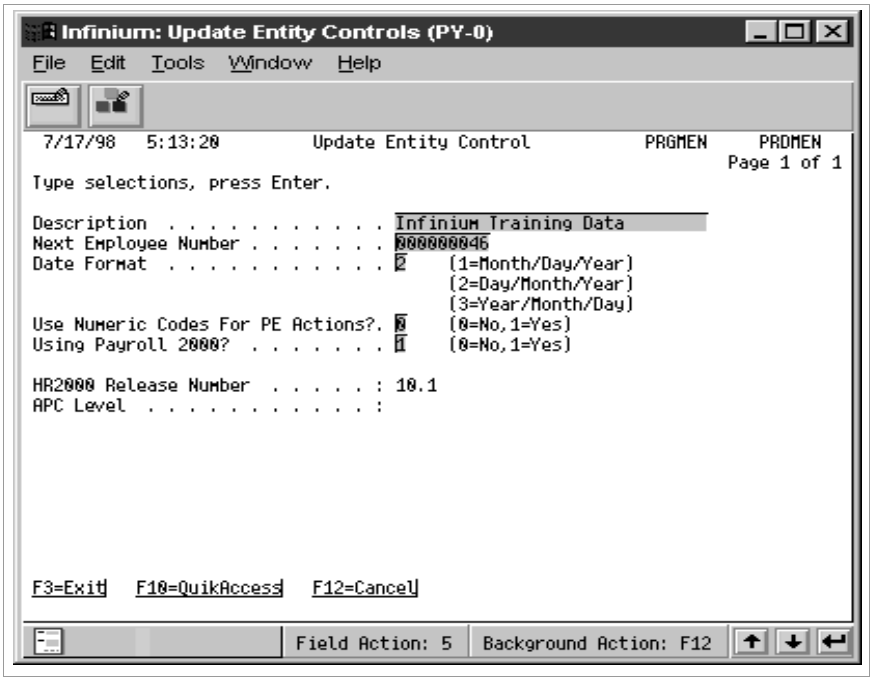

Figure 3-1: Update Entity Control screen

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

Description

Type a description of your overall organisation. The system does not print this description on standard reports. It is used for informational purposes only. This is a 30-character alpha-numeric field.

Next Employee Number

If you want the system to assign employee numbers, type the number that it should assign to the next employee who is employed on the system. The

system increments this field by one after it assigns the number to an employee. You can update this field manually at any time.

Leave this field blank if you want to:

- Allow users to manually assign employee numbers, or
- Use the employee's national insurance number or tax identification number as the employee number

Note: If you converted employee numbers from your previous system during your implementation of Infinium PY, be sure to update this field before you begin using Infinium PY as your production system. You can enter a starting number that immediately follows converted employee numbers or is different from your old employee numbers.

Date Format

Use this field to choose the date format you will use when you type dates on screens in Infinium PY that are not employer-specific, i.e. those that do not contain an employer code. Valid values are:

1 Month, Day, Year (MMDDYYYY)

2 Day, Month, Year (DDMMYYYY)

3 Year, Month, Day (YYYYMMDD)

When you type dates on employer-specific screens, the system does not use this field to verify the way you enter dates into the system; it uses the date format you specify for each employer. You specify the date format for each employer on the employer control.

You can select a different date format for each employer. For example, you can select option 1 for one employer and option 2 for another, or you can select option 1 for both employers.

The system automatically converts all dates to an eight digit format (MMDDYYYY or DDMMYYYY) even though you can enter them using only six digits (MMDDYY or DDMMYY).

Use Numeric Codes for PE Actions?

If you are not using the English language version of Infinium PY, you can choose to use numeric values for personnel action codes. Use this field to indicate whether you want to display personnel action codes alphabetically or numerically. Valid values are:

0 No. Display personnel action codes as RE, PS, SC and so on.

1 Yes. Display personnel action codes as 01, 02, 03 and so on. The system also stores male and female codes as numeric values.

Using Payroll 2000?

Use this field to indicate that you are using Infinium PY. Valid values are:

0 No. You are only using Infinium HR, not Infinium PY.

1 Yes. You are using Infinium PY.

HR2000 Release Number

The system automatically updates this field with the Infinium HR release number when your technical staff installs an updated version of the software that contains significant functional and/or database changes.

For major releases, Infinium Software assigns a new release number series, such as 9.0 or 10.0. For less significant changes, Infinium Software uses the current series number and adds a value in the decimal portion of this field, such as 10.1.

This field is protected; therefore, you cannot change the release information that the system displays.

APC Level

The system displays a value in this field when your technical staff installs a smaller release known as an application programming change (APC). The value in this field represents an upgrade to the release specified in the *HR2000 Release Number* field. Infinium Software may issue one or more application programming change releases following the distribution of a particular primary release.

5 Press F3. Then type **1** in the Exit Options window and press Enter. The system saves the entity control information and returns you to the Infinium PY main menu or desktop.

Displaying the Entity Control

After you establish the entity control record, you can view it online. The display options in Infinium PY allow you to view information only; you cannot use a display option to make changes to information.

Follow the steps below to display the entity control record.

1 From the Infinium PY main menu or desktop select *Controls*.

2 Select *Entity Controls.*

3 Select *Display Entity Controls* [DENC]. The system displays the screen shown in Figure 3-2.

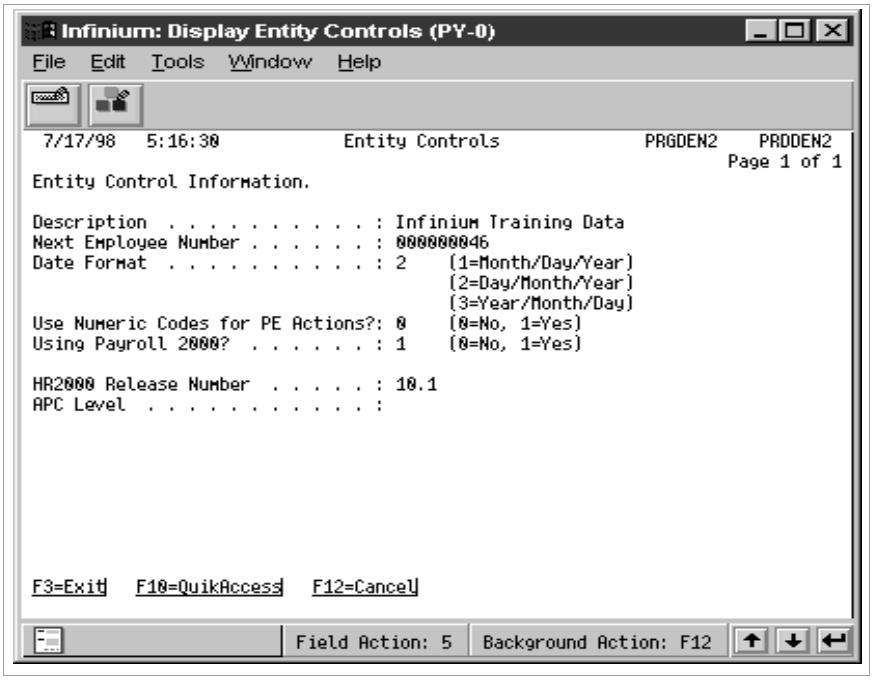

Figure 3-2: Display Entity Controls screen

4 The system displays entity control information on this screen.

5 Press Enter or F3 to exit from this screen after you finish viewing the entity control information.

Changing the Entity Control

You use the *Update Entity Controls* option to make changes to the information you entered on the entity control. You can update all of the fields except the two that are listed below; these fields are automatically maintained by the system when your technical staff installs new releases.

- *HR2000 Release Number*
- *APC Level*

Summary

In summary you have learned how to use the entity control to assign numbers to your employees. You learned that the entity control displays current release numbers and allows you to identify which related Infinium Software products are installed on your system. You learned that you define the entity control once regardless of the number of employers you define on your system and that you can make changes to it at any time.

Notes

Chapter 4 Establishing General Ledger Controls

4

In this chapter you learn about setting up controls that define your organisation's general ledger account structure and payroll chart of accounts.

To establish your general ledger company controls, you describe the structure of your general ledger accounts. This includes the accounting periods and the length of the account number.

To set up your payroll chart of accounts, you build all of the accounts that you use to process payroll.

The chapter consists of the following topics:

Overview of General Ledger Accounts

Objectives

Through your study of this chapter and your completion of the hands-on workshop exercises, you should be able to:

- Define the format of your chart of accounts in the system
- Build a sample payroll chart of accounts

Defining the General Ledger Account Format

All accounts in the general ledger must begin with the alphanumeric value that you use to identify your general ledger company. You can use an alphanumeric value that is up to three characters in length.

The value you use to identify your general ledger company can either be the same or different from the value that you use to identify your employer. However, if you use Infinium GL in conjunction with Infinium PY, you must use the same value to identify the general ledger company in both applications.

Infinium PY's general ledger account format allows for a maximum length of 36 characters. You specify the break characters that separate the components by choosing from a slash (/), a full stop (.), or a dash (-). You can use a maximum of nine components to create the account number.

The length of the account includes the following:

- Three-character alphanumeric value that identifies your general ledger company
- Alphanumeric characters within the account
- Break characters

All accounts in each general ledger company must use the same account format although you can omit the ending components to make a shorter number, if necessary. If you have accounts that require a different format, then you must create another general ledger company. Refer to the section in

this chapter entitled "Using Multiple General Ledger Companies" for more information.

Using the Fill and Justify Features

Two convenient features of the Infinium PY system are the fill characters and left/right justification. These features save you time when using general ledger accounts that:

- Contain repeating characters, such as 0, or
- Do not completely fill the maximum component length

The following example illustrates the purpose of the fill and justify features.

For the general ledger company ABC you type:

- The Fill Character as: **0**
- The *Adjust L/R* justification as: **>** (right justify)
- Your account number as: **ABC-3-2-1234**

The system expands the number to: **ABC-03-002-1234** by inserting zeroes to the left of the values you typed.

Using Multiple General Ledger Companies

If your organisation uses more than one general ledger company per employer or if you use accounts that have different account structures, you must create multiple general ledger companies. To do so, you build a separate general ledger company and payroll chart of accounts for each general ledger company you require.

As you set up your Infinium PY controls, you can mask the general ledger company number on some controls, such as incomes and deductions and specify the number on other controls, such as levels. To mask the general ledger company, you need to define a generic general ledger company using the masking characters ***.

Note: You do not need to define a chart of accounts for this generic general ledger company.

When you mask the general ledger component, the system can fill in the missing account component by searching your system controls. The system follows a hierarchy when searching controls for components or pieces of the account number. When you set up your system controls, you can assign components to appropriate locations within the hierarchy so that the system can resolve the account numbers during posting.

Creating a General Ledger Company

Follow the steps below to set up your general ledger company.

1 From the Infinium PY main menu or desktop select *General Ledger*.

2 Select *Update General Ledger Company* [UGLC]. The system displays the screen shown in Figure 4-1.

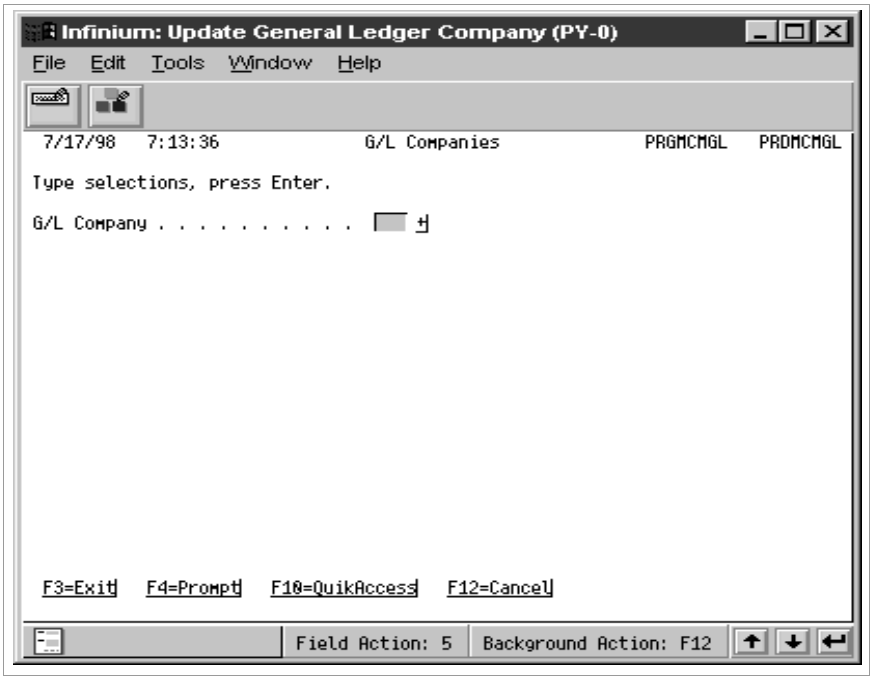

Figure 4-1: G/L Companies prompt screen

3 Type up to a three-character alphanumeric value to represent your general ledger company. This value can be the same as the value with which you identify your employer, but it does not have to be.

Set up your general ledger structure to satisfy your business needs. A single employer can have more than one general ledger company. Multiple employers can share the same general ledger company.

Note: If you are using Infinium GL with Infinium PY, you must use the same value to identify the general ledger company in both applications.

4 Press Enter. The system displays the screen shown in Figure 4-2.

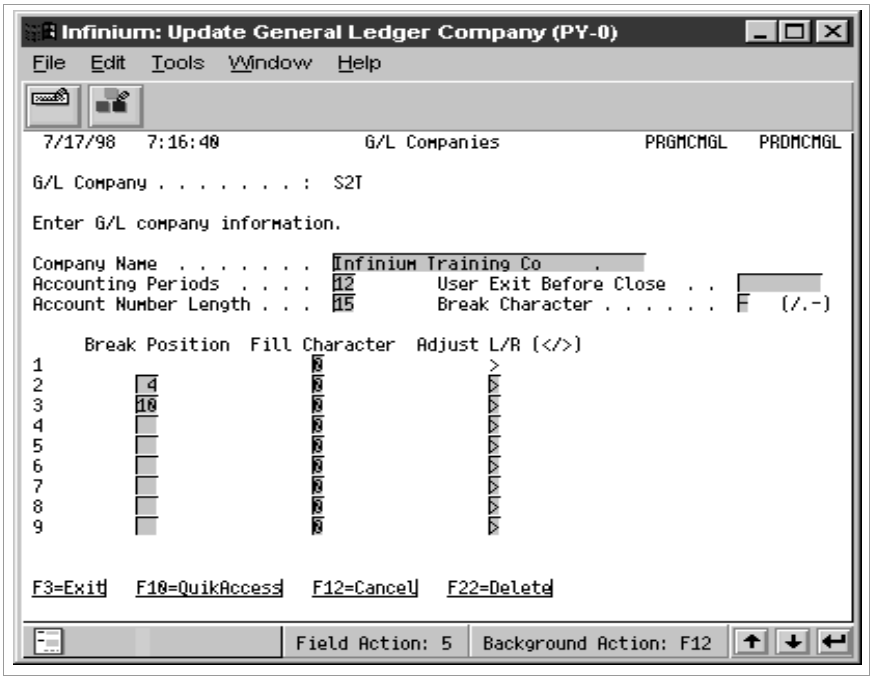

Figure 4-2: G/L Companies screen

5 Use the information below to complete this screen.

Accounting Periods

Type the number of accounting periods in your general ledger company's fiscal year. You type either **12** or **13**.

Account Number Length

Type the total character length of the general ledger account. Include the one, two or three-digit value that identifies your general ledger company and all break characters.

You can use up to 36 characters and up to nine components. The first component must always represent your general ledger company.

Break Character

Type the break character that you want to use to separate each component. You type either: slash (*/*), dash (**-**), or full stop (**.**).

Break Position

Type the numerical position of each break character you use in your account number. For example, as you look at your account number the first character on the left is in position one, the second character is in position two and so

on. Therefore, an account number with the format **ABC-333-1312** has break characters in positions four and eight.

The first break position must always follow your general ledger company code; therefore it will be positioned in position 2, 3 or 4. Your last break position cannot be greater than the total number of characters in the account number.

Fill Character

Type the fill character you want to use for each component. You can choose from the following values:

- Any alpha character
- Any numeric character
- Blank

Note: To use a blank space as your fill character, place the cursor at the beginning of the field and press the Space bar.

Adjust L/R

Use this field to indicate how you want each component to justify. Choose from the following values:

>	Adjusts the value or component to the right
<	Adjusts the value or component to the left

You can use a different justification for each component, as appropriate.

6 Press Enter. The system records your account structure and returns you to the G/L Companies prompt screen.

7 Repeat steps 3 to 6 to create additional general ledger companies.

8 Press F3 to exit from this option.

Building the Payroll Chart of Accounts

To build your payroll chart of accounts, you must type all account numbers that you use during payroll processing.

You should consider the following before building your chart of accounts:

- You need to build only those accounts that you use during payroll processing. You do not need to build the entire chart of accounts that your organisation uses.
- It might be possible to convert existing payroll accounts from your organisation's complete chart of accounts. Speak with your organisation's MIS Department regarding conversions.
  - When building the chart of accounts, you must type the complete account number. If you are using Infinium GL, do not use the short name feature because Infinium PY does not recognise short names.
- You can download account information from Infinium GL to Infinium PY in three ways:
  - Use the Infinium GL menu option *Load chart of accounts to PY2000*.
  - **Note:** Before you use the *Load chart of accounts to PY2000* function, you must have installed into your Infinium GL system the special version of program GLGPY01 that supports Infinium HR/PY (I). You can find the program in library HRPYTOGL which is in the UHRINS101 install library. See *Infinium HR/PY Installing Release 10.1* for more information or call technical supportSelect and copy specific accounts from Infinium GL to Infinium PY using the Infinium GL option *Work with chart of accounts*.
  - Request that your MIS Department make custom changes to allow Infinium PY to use the Infinium GL chart of accounts.

Note: Your Infinium Software professional services representative can provide guidance on these custom changes.

Follow the steps below to set up your payroll chart of accounts.

1 From the Infinium PY main menu or desktop select *General Ledger.*

2 Select *Update Chart of Accounts* [UCOA]. The system displays the screen shown in Figure 4-3.

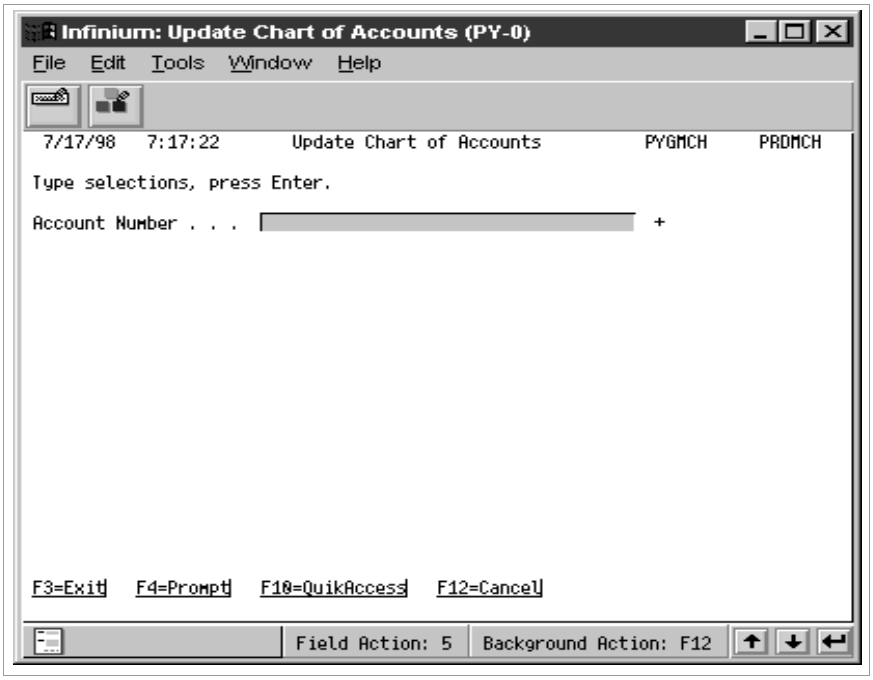

Figure 4-3: Update Chart of Accounts prompt screen

3 Type your payroll account numbers in the *Account Number* field. Ensure that you type the full account number, including the three-character value that identifies your general ledger company and all break characters.

Type only one account number each time you use this screen.

Note: You can substitute a full stop for your break character when you are building your chart of accounts. Once you press Enter, the system replaces the full stops with the break characters you defined in your general ledger controls. You can use this feature to quickly type your account numbers without leaving the numeric keypad.

4 Press Enter. The system displays the screen shown in Figure 4-4.

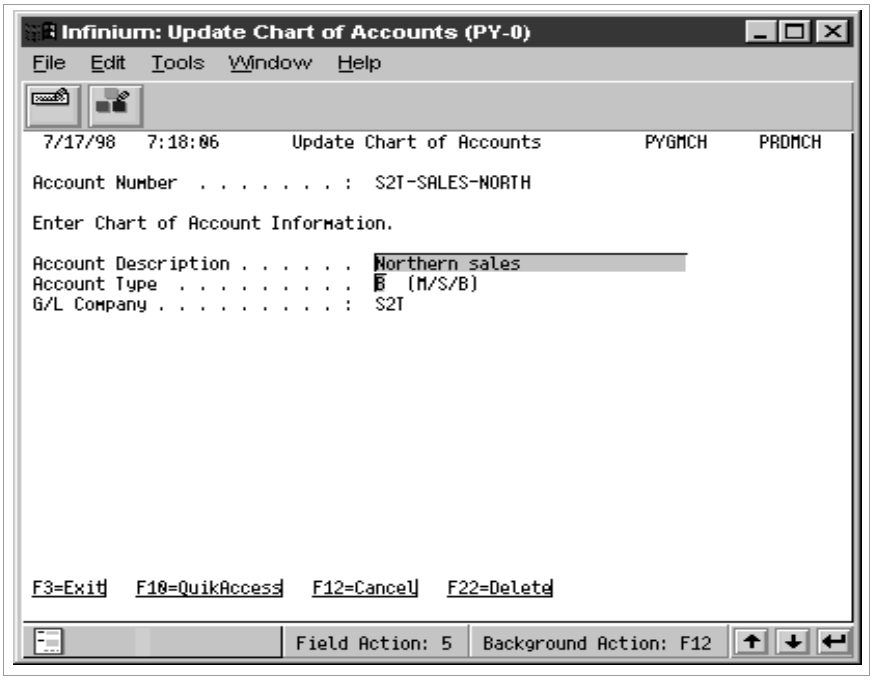

Figure 4-4: Update Chart of Accounts screen

5 Use the following information to complete this screen.

Account Description

Type a description that further identifies this account.

Account Type

Specify the type of account. Valid account types are:

M	Monetary accounts pass hours and values to the general ledger.
S	Statistical accounts pass headcounts to the general ledger. The system bases headcounts on levels, jobs and/or positions.
B	Both monetary and statistical accounts pass hours, values and headcounts to the general ledger.

Note: If you leave this field blank, the system automatically designates this account as monetary.

G/L Company

The system uses the value you typed on your general ledger control record. You cannot override the value in this field.

6 Press F3. Then type **1** in the Exit Options window and press Enter. The system saves your changes and returns you to the Chart of Accounts prompt screen.

7 To add more accounts, repeat steps 3 to 6.

8 When you have finished building accounts, press F3 to exit from this option.

Hands-on Workshop

Exercise 4-1

Defining the General Ledger Structure

Follow the steps below to define your general ledger account structure.

1 Plan your general ledger account structure in the space provided below.

_____

_____

_____

2 From the Infinium PY main menu or desktop select *General Ledger.*

3 Select *Update General Ledger Company* [UGLC].

4 Enter your general ledger structure.

Exercise 4-2

Building a Chart of Accounts

1 Create up to six general ledger accounts. We recommend that you create the accounts specified below.

Two labour expense accounts (for employee incomes):

_____

_____

One cash account (to hold the net amount of the checks):

_____

One accrued payroll account (a clearing/balancing account):

_____

Two deduction expense accounts; one for employee deductions and one for employer liabilities:

_____

_____

2 From the Infinium PY main menu or desktop, select *General Ledger.*

3 Select *Update Chart of Accounts* [UCOA].

4 Enter the account numbers you listed above.

Notes

Chapter 5 Setting Up Employer Controls

5

This chapter contains information about setting up your employer control. You use the employer control to define information about your company such as how you want the system to handle and process data for your company.

You must create a general ledger company before you use this option. Refer to the chapter in this guide entitled “Establishing General Ledger Controls” for more information.

The chapter consists of the following topics:

Overview of Employer Controls

Objectives

When you complete this chapter, you should be able to:

- Understand the function of the employer control and the preliminary decisions you must make
- Create an employer control
- Change information on an employer control
- Delete an employer control
- Display and print information on an employer control

Understanding Employer Controls

The employer control is a record of basic information about a part of your organisation that has its own tax reference number or company registration number. You can define as many employers as necessary on the system. An employer in Infinium PY is generally referred to as a company in other Infinium Software financial applications.

One of the most critical decisions that you make when you establish an employer concerns the way you define the company's organisational structure.

You enter global descriptions for up to four of the employer's major organisational groupings on the employer control. These are referred to as levels. Then you set up level controls to identify specific locations for each group. This is discussed in more detail on the following page and in the chapter in this guide entitled "Defining Level Controls".

The Infinium PY employer control record also contains the following information:

- Employer name, address and telephone number
- Employer tax identification or reference numbers

- Various defaults you can assign to save time when entering new employees into the system
- Paid time off accrual category names
- General ledger information
- Payroll rate information

Making Preliminary Decisions about the Employer Control

Coordinating with Infinium HR Users

Some of the fields on the employer control are visible to users of both Infinium HR and Infinium PY, such as the employer's name and address. Other fields are unique to either Infinium HR or Infinium PY.

If you have already defined the employer control for an organisation in Infinium PY, the system displays the information you entered into the fields on the Employer Update screens that are visible in Infinium HR. Similarly, when an Infinium HR user sets up an employer control, Infinium PY users see the shared employer control information.

Defining Level Descriptions

The most critical decision you make when you implement Infinium PY is how you define your employers, since you perform year end tax reporting by employer. You typically create one employer for each tax reference number or company registration number assigned to your organisation.

After you decide how you will define employers, your next decision concerns levels. You use levels to represent the employer's organisational structure. You enter a general description of up to four levels within an employer on the employer control record. Later, you identify each specific level location using the *Update Level Controls* option.

Before you create an employer, consult with the Infinium HR users in your company to agree upon level descriptions. Level descriptions work best when you consider the needs of both human resources and payroll users.

The table below shows some examples of level descriptions.

Level 1	Level 2	Level 3	Level 4
Division	Department	Section	Team
Region	District	Store	Department

Level 1	Level 2	Level 3	Level 4
Area	Plant	Site	Group

Levels describe and define the organisation of your employer. You can also use levels to:

- Distribute labour expense and liability accounts to the general ledger. (Payroll must consider these for costing employees to the general ledger.)
- Group employees for reporting purposes
- Generate subtotals in standard reports
- Restrict users to employees in specific areas in your organisation
- Extract information

Refer to the chapter in this guide entitled “Establishing Level Controls” for more information.

Defining Employer Defaults

The system uses the default values that you enter into three of the fields on the first Employer Update screen to fill in the corresponding fields for new employees during the employment process. You can override these defaults during the employment process, if necessary. The default fields are:

- *Pay Cycle*
- *Shift*
- *Pay Frequency*

You should complete only the fields for which a standard value is correct for most of the new employees in the employer. For example, if all but a few employees are paid on a weekly basis, you can type **W** in the *Pay Frequency* field. You must override this value only when you employ an employee whose pay frequency is other than weekly.

You can also enter defaults for the *Shift* code, *Pay Cycle* and *Pay Frequency* fields on level controls. Those defaults override the defaults you enter on the employer control. Continuing the previous example, if the few employees who are paid on a monthly basis are associated with a particular department, you can type **M** in the *Pay Frequency* field on the level control for that department so that the system automatically assigns the exception employees to the correct pay frequency during the employment process.

Note: If you use the *Employee Defaults Maintenance* in Infinium HR to define pay frequencies, these take precedence over the pay frequencies you define in the employer and level controls.

Defining Paid Time Off Accrual Categories

You can track up to six categories of paid time off (PTO) entitlement for each employee, such as annual leave, sick leave, personal leave and so on. You define the names for the categories on the second Employer Update screen.

Refer to the chapter entitled "Defining Paid Time Off (PTO) Accrual Controls" in the *Infinium HR (I) Guide to Controls* for more information.

Auditing User Actions

To verify that system data is updated in an accurate and timely manner, you can generate reports of the actions performed by your Infinium PY users. If you type **1** in the *Audit File Changes?* field on the employer control, the system keeps track of changes users make to six key files in Infinium PY.

You can use the *Print Audit Report* option to generate a detailed report that includes before and after field values along with the corresponding employee number, user identification number, user work station, system job identification number, change date and change time. You can also identify all changes made to a particular employee's record.

You can use the *Purge Audit Details* option to clear the audit file after reviewing the audit reports. The system monitors the following files:

Name of Infinium HR File	Physical File Name
Employee Payroll Data	PYPMS
Employee Income Data	PYPIE
Employee Deduction Data	PYPDE
Employee Direct Deposit (BACS) Data	PYPDD
Deduction Controls	PYPDC
Income Controls	PYPIC

When you type **1** in the *Audit File Changes?* field, the system also tracks changes that users make to six key Infinium HR files. Refer to the *Infinium HR (I) Guide to Controls* for a list of the affected Infinium HR files.

Creating an Employer Control

Follow the steps below to create an employer control.

1 From the Infinium PY main menu or desktop select *Controls*.

2 Select *Employer Controls.*

3 Select *Update Employer Controls* [UERC]. The system displays the screen shown in Figure 5-1.

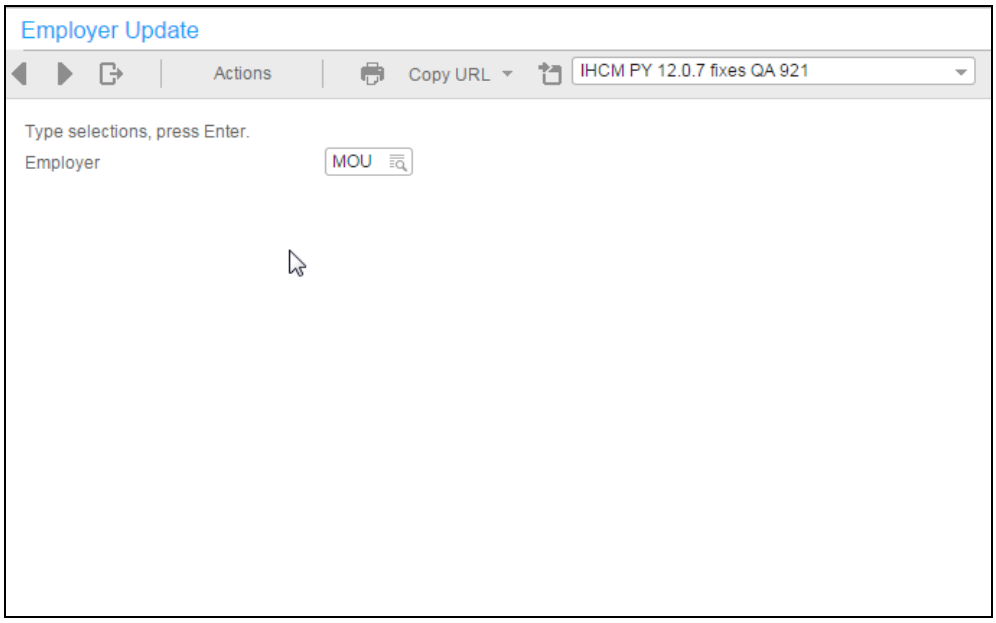

Figure 5-1: Employer Update prompt screen

4 Type a three-character value to identify your employer. You use this code each time you access data pertaining to this employer.

5 Press Enter. The system displays the screen shown in Figure 5-2.

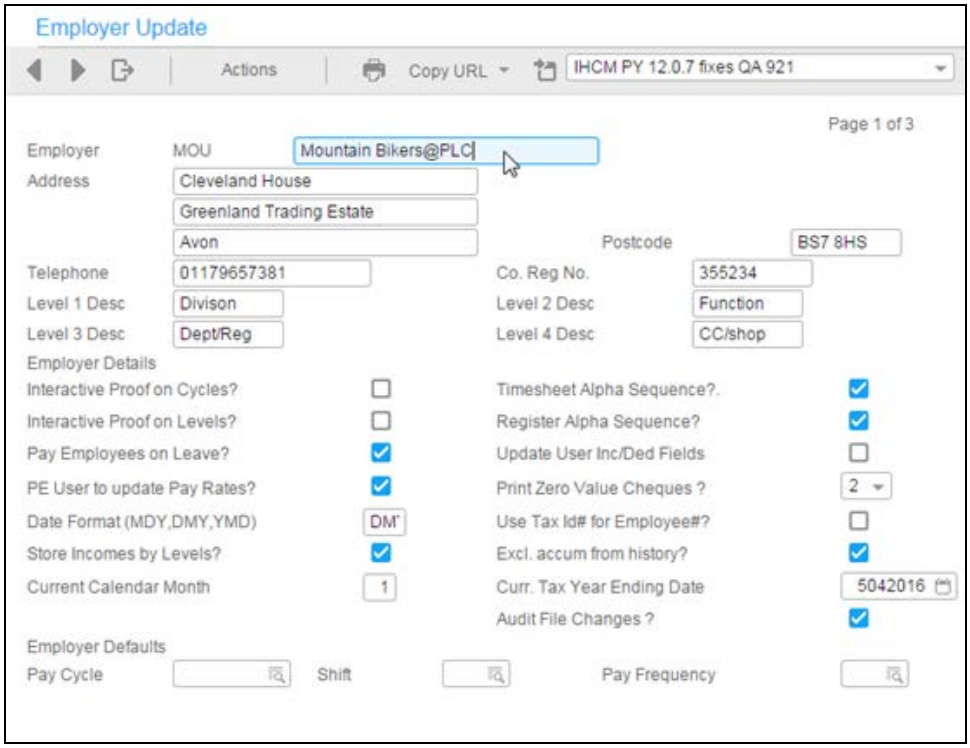

Figure 5-2: Employer Update screen 1 of 3

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

Employer

Type the employer's name. The system uses this name throughout Infinium PY to display on screens and prints this name on standard reports.

Address

Type the employer's mailing address. The system prints the address you type here on some payroll documents. Each line is a 30-character free-form field.

Postcode

Type the employer's postcode. You can enter letters, numbers, dashes and spaces as appropriate.

Telephone

Type the telephone number for your employer.

Co. Reg No.

Type the employer's company registration number.

Level Descriptions

You can use a maximum of four levels for each employer. You must type at least one level description for each employer you set up.

The level descriptions you type in these fields become the level headings for this employer on screens and reports throughout the system. You can use both upper and lower case letters to complete these fields.

Employer Details

Interactive Proof on Cycles?

You can use this field to specify whether you want the system to proof your cycle totals. Type **1** in this field if you want the system to display a summary screen that enables you to check your cycle totals against the system calculated totals when you use the *Enter Timesheet Data* option. To use the summary screen to check your totals, you can either:

- Type your manually calculated totals in the *Manual Tape* field on the summary screen to allow the system to compare the totals.

  Note: If you choose to allow the system to check your totals, you cannot continue until all totals are in agreement.

- Use the summary screen to view the system calculated totals and manually compare them to your totals.

Type **0** in this field if you do not want to use this option.

Note: You can use the proof option either on levels or on cycles. If you use this option on both levels and cycles, you can adversely affect processing time on the system. Therefore, Infinium Software recommends that you choose only one option, not both.

Timesheet Alpha Sequence?

Use this field to specify whether you want to view employee time entry records numerically by employee number or alphabetically by employee last name when you use the *Enter Timesheet Data* option. Additional sequencing options are available within cycle controls. The system sorts any duplicate employee name numerically by employee number.

The system also uses this field to determine the sort order of the Daily Time Proof report which it generates when you use the *Prove Timesheet Data* option.

Interactive Proof on Levels?

You can use this field to specify whether you want the system to proof monetary amounts and hours by levels when you use the *Enter Timesheet Data* option. Type **1** in this field if you want the system to display a summary screen with which you can check your level totals against the system calculated totals.

To use the summary screen to check your totals, you can either:

- Type your manually calculated totals in the *Manual Tape* field on the summary screen to allow the system to compare the totals.

  Note: If you choose to allow the system to check your totals, you cannot continue until all totals are in agreement.

- Use the summary screen to view the system calculated totals and manually compare them to your totals.

Type **0** in this field if you do not want to use this option.

Note: You can use the proof feature either on levels or on cycles. If you use this option on both levels and cycles, you can adversely affect processing time on the system. Therefore, Infinium Software recommends that you choose only one option, not both.

Register Alpha Sequence?

Type **1** in this field to print alphabetically by employee last name when you use the *Print User Data Payroll Register* option. If you type **0** in this field, the system prints the Payroll Register numerically by employee number.

Pay Employees on Leave?

Type **1** in this field to automatically include in pay cycles employees who are currently on leave of absence.

If you generally pay employees who are on leave of absence, you may want to include them in their normal cycles. You set an employee's leave of absence status using the Status Change transaction within Infinium HR's *Enter Personnel Actions* option.

If you do not pay employees on leave of absence, you can exclude them from being selected automatically for the cycle during the Begin part of the cycle. If necessary, you can add an employee to the cycle at timesheet entry.

Type **0** if you do not want to automatically pay any employees on leave of absence.

Note: If you type **1** in this field and you do not want the employee to receive his/her normal autopay incomes (you only want to process arrears), you must remove the auto pay group code from the employee's payroll data record. Refer to the chapter in this guide entitled "Creating Auto Pay Groups" for additional information.

Update User Inc/Ded Fields

The system automatically stores employee income and deduction balances on a monthly, quarterly and yearly basis. You can use this field to track incomes and deductions for other time periods.

If you type **1**, the system accumulates income and deduction amounts processed through pay cycles in a *User Data* field on every income and deduction record for employees in this employer. The system accumulates incomes and deductions until you clear the user fields using the *Clear User Data Field* option on the *PY Supervisor's Functions* menu. You can use the *Print User Data Payroll Register* option to review the accumulated amounts before you clear them.

For example, you want to track employee incomes for pension plan purposes each year. If the pension plan year begins in May and ends the following April, you could use this field to track employee earnings from May to April. At the end of the pension year, you run the *Print User Data Payroll Register* option and then clear the user fields in preparation for the next pension year.

PE User to update Pay Rates?

Indicate whether you want to allow payroll pay rates to be automatically changed by Salary Change transactions entered using the *Enter Personnel Actions* option in Infinium HR.

If you type **0**, Infinium PY users must change the Infinium PY pay rates directly on the employee's payroll data record. You may want to discuss this control with the human resources users. Making changes directly to the employee's payroll data record does not build a payroll history.

Note: Another option to consider when updating the payroll rate is to place the Infinium HR *Enter Personnel Actions* menu on the payroll user's menu. Adding this option ensures the integrity of the payroll data and provides you with a history of the transactions.

Print Zero Value Cheques?

Use this field to indicate whether you want the system to print zero value payslips. An employee can receive a zero value payslip for either of two reasons:

- The employee was not credited with either a monetary value or with hours during the pay period.
- The value of deductions equals or exceeds the value of income(s) earned during the pay period.

Note: This field applies to cheques only, not to direct deposits such as BACS, since the system always produces an advice or a payslip.

Valid values for this field are:

0	Do not print a cheque or a payslip.
1	Print a void cheque and accompanying payslip.
2	Print a payslip only.

Date Format

Type the date format option for this employer. The date format controls how you must enter dates on screens as well as how the system prints dates on reports and stores dates in files for this employer.

For example, if you type **YMD** (year/month/day) when the system prompts you for a date, you must type the date in the year/month/day format. To avoid inconsistencies in reports and in files, do not change the date format once you begin processing within an employer.

The format you specify should match the date format of other systems that interface with Infinium PY such as Infinium GL.

Note: The value you enter in this field overrides the date format you type on the entity control record.

WARNING! You should not change the date format once you enter information for an employer. You will have great difficulty reading date information on reports if you have a mix of different date formats stored in employee history.

Use Tax Id# for Employee#?

Use this field to indicate if you use the tax ID (social security or National Insurance number) for the employee number.

Note: You can specify one of three methods to assign employee numbers. Refer to the chapter in this guide entitled “Setting Up the Entity Control” for more information.

Store Incomes by Levels?

Type a value to indicate whether you want to store incomes by levels. This field allows you to create an additional income workfile according to the levels you have set up. The system builds this information into the workfile for payslips during cycle processing. You may want to use this if the normal workfile does not provide sufficient detail for your needs; for example, if you want to show incomes earned at each organisational level on the payslip.

Valid values are:

0 No. Do not store income codes by levels. Use this option to avoid unnecessary cycle processing if you do not need the new workfile.

1 Yes. Store income codes by levels.

Excl. accum from history?

Type a value to indicate whether you want the system to include or exclude user-defined accumulators in employee payroll history. User-defined accumulators contain accumulated values from multiple incomes or deductions and are used to help the system calculate other incomes and deductions based on specific wages. The system can automatically keep a separate history of accumulators in the incomes and deductions history files.

Note: If you choose to include accumulators, this will affect your disk space usage.

Valid values are:

0 Include accumulator(s) in the history files

1 Exclude accumulator(s) from the history files

Current Calendar Month

Type the number that represents the current calendar month. The system increments the value in this field by one when you run the *Close Employer Calendar Month* option.

Note: Make sure that you type the current calendar month, not the current fiscal month, in this field.

Curr. Tax Year Ending Date

Type the date on which your company's current tax year ends. UK users must type **0504** plus the year in this field; the system automatically updates this field when you run the *Close Tax Year* option.

Audit File Changes?

Indicate whether the system should keep an audit log of the additions, changes and deletions that users make to some key Infinium PY data files. Valid values are:

0 No

1 Yes

Employer Defaults

Employer default entries you type on this screen are automatically added to new employee records. You can override these defaults using level or employee controls, if necessary.

Pay Cycle

To establish a default pay cycle for use whenever a new employee is hired into this employer, type a pay cycle code in this field.

Leave this field blank if you do not want to establish a default pay cycle for this employer.

Note: To enter a pay cycle code in this field, you must first establish the pay cycle code and code value using the *Update Cycle Controls* option. However, since you can only define these code values after you have created your employer control, you cannot enter a default value in this field when you first create the employer control; you must do so at a later date.

Refer to the chapter in this guide entitled “Creating Cycle Controls” for more information on setting up your codes.

Shift

Type the code value that represents the daily work period to which most of the employees in this employer should be assigned.

Leave this field blank if you do not want to establish a default shift code for this employer.

Note: To enter a shift code in this field, you must first define code values for this field through the *Update Employer Codes* option, using code type **SHF**.

However, since you can only define these codes values after you have created your employer control, you cannot enter a default value in this field when you first create the employer control; you must do so at a later date.

Refer to the chapter in this guide entitled “Setting Up and Maintaining Employer Codes” for more information on setting up your codes.

Pay Frequency

Type a value that indicates how often employees in this employer are scheduled to be paid. Press F4 to display a list from which you can select a valid entry.

You can use the *Update Pay Frequencies* option to define additional pay frequencies. Leave this field blank if you use more than one pay frequency for employees assigned to this employer.

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

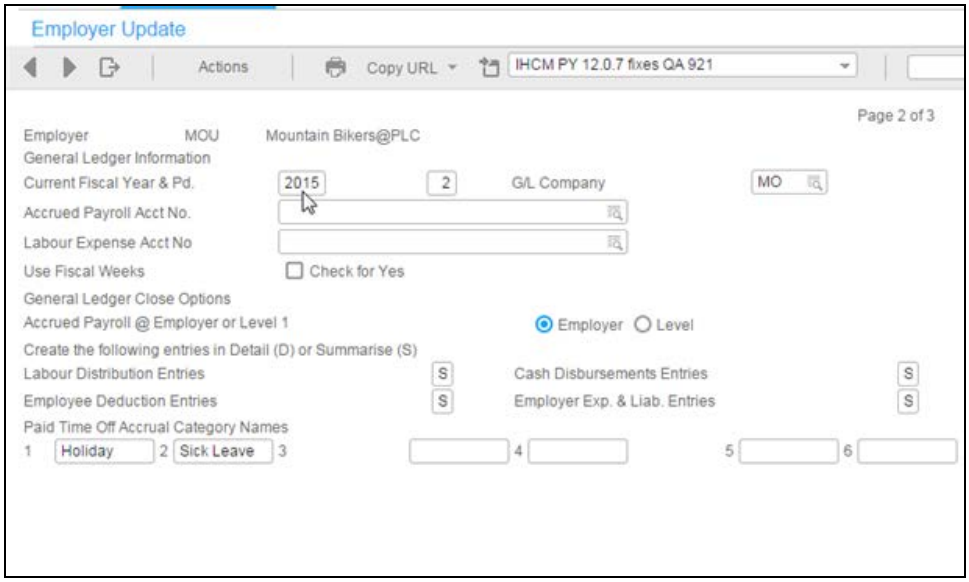

Figure 5-3: Employer Update screen 2 of 3

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

General Ledger Information

Current Fiscal Year & Pd.

Type the current fiscal or general ledger year and the current period in the year. The system uses the values you type here as the default values in the *On Demand Cheques* options.

Note: When you begin your payroll cycles, the system prompts you to type an accounting year and month. The accounting year must equal the current fiscal year.

When you run the *Close Employer for Fiscal Year* option, the system automatically increments the value in the *Current Fiscal Year* field by 1. However, the system does not increment the *Pd.* field when you run the *Close to General Ledger* option.

G/L Company

Type the value that identifies your general ledger company. You define general ledger companies through the *Update General Ledger Company* option.

Note: If you use more than one general ledger company, type one of the companies in this field. Do not type ******* as the general ledger company in this field.

Accrued Payroll Acct No

If you close to general ledger by employer, type the complete accrued payroll account number in this field. The accrued payroll account, also known as the salaries account, is the balancing account for the labour expense account.

If you close to general ledger by level 1, leave this field blank.

Note: The account number you type in this field must already exist in the payroll chart of accounts. Refer to the chapter in this guide entitled "Establishing General Ledger Controls" for more information.

Labour Expense Acct No

If your company expenses all payroll labour costs to one general ledger account, type that account in this field. This account can also serve as a default or suspense account.

If you have more than one labour expense account, enter them on other controls such as the income controls. Refer to the chapter in this guide entitled "Setting Up Level Controls" for more information.

Use Fiscal Weeks

Indicate whether you want to specify a week number within the month for the general ledger close when you run the *Begin Payroll Cycle Operations* option. Valid values are:

0 No. Do not include a week number for the general ledger close.

1 Yes. Include a week number for the general ledger close. The system stores this week number on payroll income and deduction histories and creates separate journal entries for each fiscal week when you perform the close.

General Ledger Close Options

Accrued Payroll @ Employer or Level 1

Type a value in this field to specify whether the accrued payroll account used for the close to general ledger should be taken from the employer control or the level 1 control. For example, if an employer has only one accrued payroll account, you can close to general ledger by employer. If the employer has an accrued payroll account for each level 1, then you can close to general ledger by each level 1.

Valid values are:

E Close by employer. The system takes the accrued payroll account from the *Accrued Payroll Acct No* field on this screen.

L Close to general ledger by each level 1. The system takes the accrued payroll account from the *Accrued Payroll Acct No* field found on each level 1 control.

The values you enter into the following fields control how the system sends information to the general ledger:

- *Labour Distribution Entries*
- *Cash Disbursement Entries*
- *Employee Deduction Entries*
- *Employer Exp. & Liab. Entries*

You can create entries either in detail or in summary when you run the *Close to General Ledger* option. In each field enter either:

D This entry specifies detailed information. The system creates separate journal entries for each employee, account number (including project code if you track costs by projects) and cycle.

S This value specifies summary information. The system creates one entry for each general ledger account you use in the cycle. Entries are by account and cycle.

Note: You can run general ledger reports in detail even if you close in summary.

Paid Time Off Accrual Category Names

You can track up to six categories of paid time off for each employee. Type a description for each accrual category you use. The system displays the names you type on this screen when you update employee accruals.

You use the *Update Accrual Controls* option to specify the way each paid time off accrual is calculated. Refer to the chapter entitled "Defining Paid Time Off (PTO) Accrual Controls" in the *Infinium HR (I) Guide to Controls* for more information.

9 Press Enter. The system displays the screen shown in Figure 5-4.

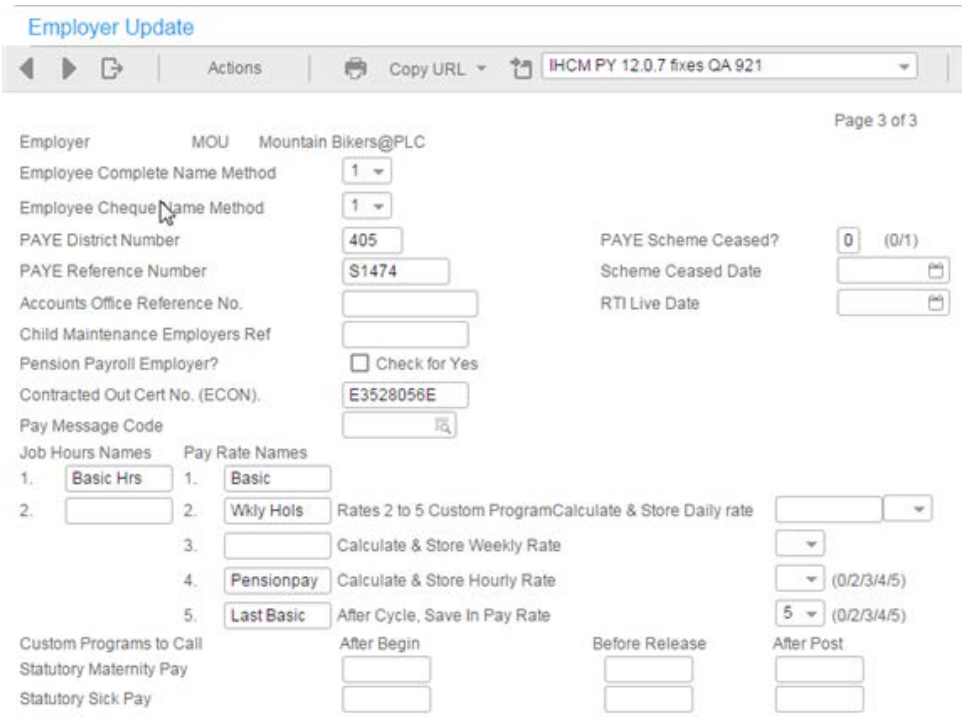

Figure 5-4: Employer Update screen 3 of 3

Note: This screen may be slightly different for non-UK countries, as the following UK-specific fields may be hidden:

- *PAYE District Number*
- *PAYE Reference Number*
- *COMP Minimum Payments*
- *Scheme Contracted out No*
- *Custom Programs to Call*

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

Employee Complete Name Method

Indicate how the system should construct and store the complete name for each employee assigned to the specified employer. When you enter information for a new employee, you enter the employee's name into three separate fields:

- *First / Middle Name*
- *Initials*
- *Surname*

Once you have entered a new employee, the system stores the employee name fields noted above in the employee basic data record. In addition, it combines the employee name fields internally into one complete name field. The system uses the complete name to sort employees alphabetically on standard system reports. This is also the name most frequently used on displays and reports of employee data.

Valid values are:

1	Surname, First Name, Middle Name
2	Surname, First Name
3	Surname, Initials

Employee Cheque Name Method

Indicate how the system should print the names of employees on pay advices. Valid values are:

1	First Name, Middle Name, Surname
2	First Name, Surname

3 Initials, Surname

PAYE District Number

Type the PAYE district number for this employer. The system uses this number when printing P45 and P14/P60 forms.

PAYE Reference Number

Type the PAYE reference number for this employer. The system uses this number when printing P45 and P14/P60 forms.

PAYE Scheme Ceased?

Indicate whether this PAYE Scheme is ceasing and that no more payrolls will be run under this PAYE reference. Valid values are:

1 Yes the PAYE scheme is ceasing

0 No, the PAYE scheme is current.

If you enter **1** in this field you must also enter the date that the PAYE scheme ceased in the *Scheme Ceased Date* field.

If you enter **1** in this field, any subsequent Full Payment Submission will include the PAYE Scheme cessation indicator and date.

Scheme Ceased Date

Specify the date that this PAYE Scheme is ceasing.

If you enter a date in this field, and enter **1** in the PAYE scheme cessation indicator field, any subsequent Full Payment Submission will include the PAYE Scheme cessation indicator and this date.

RTI Live Date

Enter the date that the employer is required to commence live Real Time Reporting to HMRC.

As from this date the new starter P45/P46 and leaver P45 transaction records will be updated and flagged as processed by the RTI functions and not by the *Send/Receive EDI transactions* or *Create GFFs for P45/P46* functions, which will then no longer be used.

COMP Minimum Payments

This field is not currently used.

Scheme Contracted out No

Type the number provided by the contracted out employer group to indicate that your employer's pension scheme has been recognised. The system pays employer contributions at the contracted out rate for employees in the scheme.

The format for the number is as follows:

- *One letter, followed by*
- *7 numeric characters, followed by*
- *One letter*

Pay Message Code

Type the pay message code to be printed on employees' payslips. The system prints the message on payslips for all employees in this employer. You define code values for this field through the *Update Pay Messages* option.

Note: You can define pay message codes at various levels for different groups of employees. You use this field if you want to print a message for all employees in your company.

Job Hours Names

Type the job hours names that you want the system to display on the Job Control screen. Examples might be **Std Hours** for standard hours and **Cond Hours** for conditioned hours.

Pay Rate Names

Type the pay rate names that you want the system to display on the Update Employee Payroll Data screen.

Rates 2 to 5 Custom Program

If you need a custom calculation for your pay rates 2 to 5, type the name of the custom program you want to use. The system runs this program after it performs calculations for pay rate 1, hourly, daily and weekly rates.

Calculate & Store Daily rate

Type a number to indicate the pay rate in which the system is to store the daily rate. For example, if you type **2**, the system stores the daily rate in the *Pay Rate 2* field on the payroll record.

To use this pay rate, you must define the number of days per pay period using the *Update Pay Frequencies* option in Infinium HR. The system divides the employee's pay rate 1 by this value to obtain the daily rate.

If you do not want to store a daily rate, type **0** in this field.

Calculate & Store Weekly Rate

Type a number to indicate the pay rate in which the system is to store the weekly rate. For example, if you type **3**, the system stores the weekly rate in the *Pay Rate 3* field on the payroll record.

To use this pay rate, you must define the number of weeks per pay period using the *Update Pay Frequencies* option in Infinium HR. The system divides the employee's pay rate 1 by this value to obtain the weekly rate.

If you do not want to store a weekly rate, type **0** in this field.

Calculate & Store Hourly Rate

Type a number to indicate the pay rate in which the system is to store the hourly rate. For example, if you type **4**, the system stores the hourly rate in the *Pay Rate 4* field on the payroll record.

The system divides the employee's pay rate 1 by the employee's standard hours to obtain the hourly rate.

After Cycle, Save In Pay Rate

Type a number to indicate the pay rate in which the system is to store pay rate 1 at the end of the payroll cycle. For example, if you type **5**, the system saves the pay rate 1 value in the *Pay Rate 5* field on the payroll record.

You may want to use this to save a previous pay rate to record overtime, which is usually paid in arrears. If you store the basic pay rate in the field usually used for overtime, the system uses the value you enter in this field as the basis for overtime calculation. This prevents a change in the basic pay rate incorrectly affecting overtime calculation.

Custom Programs to Call

Statutory Maternity, Statutory Adoption and Statutory Paternity Pay

Type the names of custom programs you want to use to calculate SMP, SAP and SPP for each of the following stages in payroll processing:

- After the *Begin Payroll Cycle Operations* stage
- Before the *Release Timesheet Input to Cycle* stage

- After the *Post Cycles and Print Cheques* stage

Statutory Sick Pay

Type the names of custom programs you want to use to calculate SSP for each of the following stages in payroll processing:

- After the *Begin Payroll Cycle Operations* stage
- Before the *Release Timesheet Input to Cycle* stage
- After the *Post Cycles and Print Cheques* stage

11 Press F£3. Then type **1** in the Exit Options window and press Enter. The system saves the employer control you have created and returns you to the Employer Update prompt screen.

12 Repeat steps 4 to 11 to set up additional employers.

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

Changing the Employer Control

You can use the *Update Employer Control* option to change almost any of the information on the employer control. However, you should not change the *Date Format* field after you begin processing in an employer because date information that prints on reports for that employer will be inconsistent.

For example, if you initially store dates for a particular employer in the Day/Month/Year format and then later change to Year/Month/Day format, the system does not convert previously stored date information. The system prints reports that span both periods of time in both date formats.

You should also take care not to change the name entry format, as the system uses the format you choose when displaying employees alphabetically by name.

Deleting an Employer Control

You can delete an employer control if you have not set up any additional controls for it and it does not contain any assigned employees. The system does not permit you to delete the employer control record of an employer to which active or terminated employees are assigned.

If you want to completely remove an employer and all associated controls and employees from your system, you can use the *Purge Selected Employers - PY* option. You typically use these options only to remove test employers from your system.

Follow the steps below to delete an employer control record.

1. From the Infinium PY main menu or desktop select *Controls*.
2. Select *Employer Controls*.
3. Select *Update Employer Controls* [UECN]. The system displays the Employer Update prompt screen.
4. Type the code value that identifies the employer you want to delete.
5. Press Enter. The system displays the first Employer Update screen.
6. Press F22 to delete the employer control record. The system deletes the employer control and displays the Employer Update screen.
7. Press F3 to return to the Infinium PY main menu or desktop.

Displaying the Employer Control

After you establish the employer control record, you can view it online. The display options within Infinium PY allow you to view information only; you cannot use a display option to make changes to information.

Follow the steps below to view the employer control record.

1. From the Infinium PY main menu or desktop select *Controls*.
2. Select *Employer Controls.*
3. Select *Display Employer Controls* [DER]. The system displays the Employer Display prompt screen.
4. Type the value that represents your employer in the *Employer Code* field and press Enter. The system displays the first Employer Display screen.
5. Press Enter to display subsequent screens and to return to the Employer Display prompt screen.
6. Press F3 to return to the Infinium PY main menu or desktop.

Generating the Employer Control Report

After you establish the employer control record, you can print all of the employer control information in a report. The report includes both Infinium HR and Infinium PY employer control information. Follow the steps below to generate the employer control report.

1. From the Infinium PY main menu or desktop select *Controls*.
2. Select *Employer Controls.*
3. Select *Print Employer Controls* [PEC]. The system displays the Print Employer Controls prompt screen.
4. In the *Employer* field, type the value that identifies the employer for which you want to print employer control information.

   Leave this field blank to print employer control information for all employers in the Infinium PY database on your system.
5. Press Enter. The system generates the following message and returns you to the Infinium PY main menu or desktop.

   Building submission request . . .
6. The system uses batch processing to generate the employer controls report. Access the Work with Submitted Jobs screen or the Work with All Spooled Files screen. You can view or print this report using options on these screens.

Summary

In this chapter you have learned how to:

- Understand the function of the employer control and the preliminary decisions you must make
- Create an employer control
- Change information on an employer control
- Delete an employer control
- Display and print information on an employer control

Hands-on Workshop

Exercise 5-1

Establishing an Employer

Follow the steps below to establish an employer.

1. From the Infinium PY main menu or desktop select *Controls*.
2. Select *Employer Controls*.
3. Select *Update Employer Controls* [UEC].
4. Create and set up the controls for one employer. Set up your controls to ensure that the system will store and process information to suit your needs.

   For the purpose of this exercise, do not complete the following fields:

   - *Shift*
   - *Pay Cycle*

Exercise 5-2

Changing Employer Control Information

Identify which fields on the system that you would change, given the scenario below.

Note: You do not have to type any information in the system to complete this exercise.

Employer ABC has been acquired by another company and has a new tax district and tax reference number, which must be entered. The employer's home address has also changed.

_____

_____

Chapter 6 Setting Up and Maintaining Employer Code Values

6

Employer code types identify tables of choices used to maintain and categorise information in Infinium PY. Each code type is represented by a 3-character designator assigned by Infinium Software. For each code type, you can define a list of values that suit your business and reporting requirements. Since each organisation is different, code values allow you to customise Infinium PY to reflect your business needs and industry terminology.

The chapter consists of the following topics:

Overview of Employer Codes

Objectives

In this chapter you learn how to set up and maintain employer code values. After you complete this chapter, you should be familiar with the following:

- How employer code types and code values work
- Which code types are required to implement Infinium PY
- What standard code values are
- How to set up user-defined code types
- How to enter code values
- How to change code values
- How to delete code values
- How to display employer code values
- How to print employer codes
- How to mass change code values
- How to copy code values

Understanding Employer Code Values

You use employer code types to identify tables of choices used to maintain and categorise information in Infinium PY. Each code type is represented by a 3-character designator assigned by Infinium Software. For each code type you can define a list of values that suit your business and reporting requirements. Since each organisation is different, code values allow you to customise Infinium PY to reflect your unique business needs and terminology.

Infinium Software has defined approximately 150 code types for Infinium PY. You must define values for six code types to set up essential controls on Infinium PY. You need to define code values for less than 20 code types to perform basic processing on Infinium PY. You define values for additional code types as you use additional system options.

Infinium PY uses code types and their associated values for processing and reporting information. You use code-validated fields when you build controls and when you enter employee information into the system.

For each code type that Infinium Software has established, you can build a table of code values. Code values become the list of valid choices for filling in specific fields. Code values ensure that all users enter valid and consistent data into a particular field. You can create an unlimited number of code values for each code type.

The system displays **+** next to each field that is code-validated. You can press F4 or click on the + button to display and select from a list of valid values for each code-validated field. The system initially displays all code values that you have defined as being active. To change this display to include inactive codes, you use the *Include Inactive Codes?* field.

You use the *Update Employer Codes* option to enter code values. For each code value that you define, you enter a description that the system uses on displays and reports.

Developing Code Values

It is convenient to define code values that are intuitive and easy to understand; however, you can use any combination of up to five letters and numbers to define most code values. Some code types require values of a shorter length; these are identified in the topics that document the option in which they are used.

One of the code types that you set up when you implement Infinium PY is **STS**, which represents Employment Status. You use this code type to identify each employee's active employment situation. The following table illustrates sample code values for this code type.

Code Type STS (Employment Status)

Code Value - Example	Code Description – Example
FULL	Full time employee
PART	Part time employee
SEAS	Seasonal employee
TEMP	Temporary employee

During your initial implementation of Infinium PY, you must define code values for six required code types. You can define code values for additional code types to support your company's administrative and reporting needs. For example, to track reasons for employee salary changes, you need to

create code values for code type **SAL** and use them to complete the relevant field for each employee.

Entering Code Values into Fields

After you build code values for a specific code type, you use the values to enter information in fields that reference that code type. The system validates your entry against the values that you defined for the code type associated with the field. You receive an error message if you enter a value that has not been defined for the code type associated with the entry field.

Each field that uses code values is marked with **+**. With your cursor in a code-validated field, press F4 or click on the + button to display a list of code values for that field. The system displays the code type that the field uses at the top of the Code Values screen. For example, if you press F4 on a field that uses code type **STS**, the system displays the screen shown in Figure 6-1.

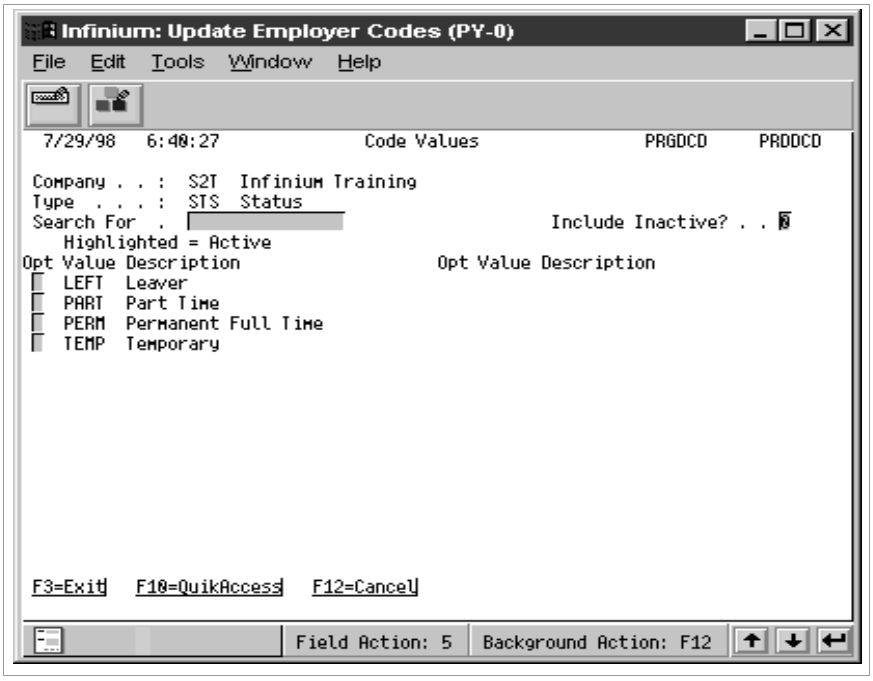

Figure 6-1: Code Values screen

This is a list of values that a user has defined for code type **STS**.

To retrieve a value from the Code Values screen, type any character in the *Opt* field next to the code value that you want to enter in the field. Then press Enter. The system returns you to the screen and field from which you prompted and automatically puts the value that you selected in the field. You do not have to press F4 to retrieve code values. If you know the code value, you can type it into the field without prompting.

Setting Up Code Values for Multiple Employers

If you are setting up more than one employer in Infinium PY, you should consider your cross-employer reporting requirements as you establish code values. If you want to include employees from several different employers on a standard system report or in a report that you develop in Infinium QY, it is very helpful to set up code values that are consistent for all employers.

For example, as you implement Infinium PY, you must set up code values for code type **STS**, which represents Status, for all employers. If you set up the code value **FTR** to represent full time regular employees in all companies, you can easily select and group full time regular employees of all employers on reports.

You can set up code values for each employer separately, set them up using employer groups, or use the *Copy Employer Codes* option to copy code values from one employer to another. Refer to the chapter in this guide entitled “Setting Up Employer Groups” for more information on how to establish employer groups. Refer to the section in this chapter entitled “Copying Employer Code Values” for more information on copying codes from one employer to another.

Using Code Values in Infinium QY

You can plan your code values to take advantage of the wild card feature in Infinium QY that allows you to select information for reports. You can use the wild card character ***** to mask certain parts of code values to select employees who have similar, but not identical, code values. For example, you want to be able to easily identify all full time employees on Infinium QY reports. You set up the following code values for the Status code type:

FTR	Full time regular employee
FTT	Full time temporary employee
PTR	Part time regular employee
PTT	Part time temporary employee

You can use the wild card feature to select employees whose code value for code type **STS** is equal to **FT***. The system selects all employees whose code value begins with **FT**.

Understanding Required Code Types

In order to implement Infinium PY, you must define at least one value for each of the code types listed below. These code types are used to validate information you enter into some of the required fields in Infinium PY controls and in employee basic data records.

You use two of the required code values, **EEO** and **GRP**, when you set up job controls. You use code type **STP** to set up pay grades. You use the other required code values when you enter new employees. The required code types are listed below.

Required Code Types

Code Type	Code Description	Comments
CTR	Country	Use **UK** for United Kingdom employers. You can define your own values of up to three alphanumeric characters for employees in other countries.
EEO	Job Category	Groups jobs and assigned employees together for analysis and reporting.
ETH	Ethnic Identification	Groups employees by ethnic origin for Equal Employment Opportunity reporting.
GRP	Job Evaluation Group	Allows you to group jobs together for analysis and evaluation. You can establish a blank or dummy value if you do not use a formal job evaluation procedure in your organisation.
STS	Status	Represents the active employment status of the employee. For example, code value **FULL** can represent full-time employees.
STP	Step Type	One-character code values describe the steps associated with a pay grade.

In addition, if you did not choose to define any values for the base rate frequency as part of the post installation procedure, you must define at least one value using the *Update Base Rate Frequencies* option.

Understanding User-Defined Code Types

User-defined fields allow you to track employee information that the system does not otherwise maintain. You can establish titles or labels for up to 10 user defined code fields. The system validates employee information that you enter against code values you establish using user-defined code types. After you establish a name for a user-defined code type, you must create one or more code values before you can enter employee information into the code type fields.

The user-defined code types are:

- UC1
- UC2
- UC3
- UC4
- UC5
- UC6
- UC7
- UC8
- UC9
- UC10
- LAB

Refer to the Infinium HR *Maintain Employer Titles* option.

Defining Code Values

Follow the steps below to define code values.

1. From the Infinium PY main menu or desktop select *Controls*.
2. Select *Employer Codes.*

3 Select *Update Employer Codes* [UECD]. Press Enter. The system displays the screen shown in Figure 6-2.

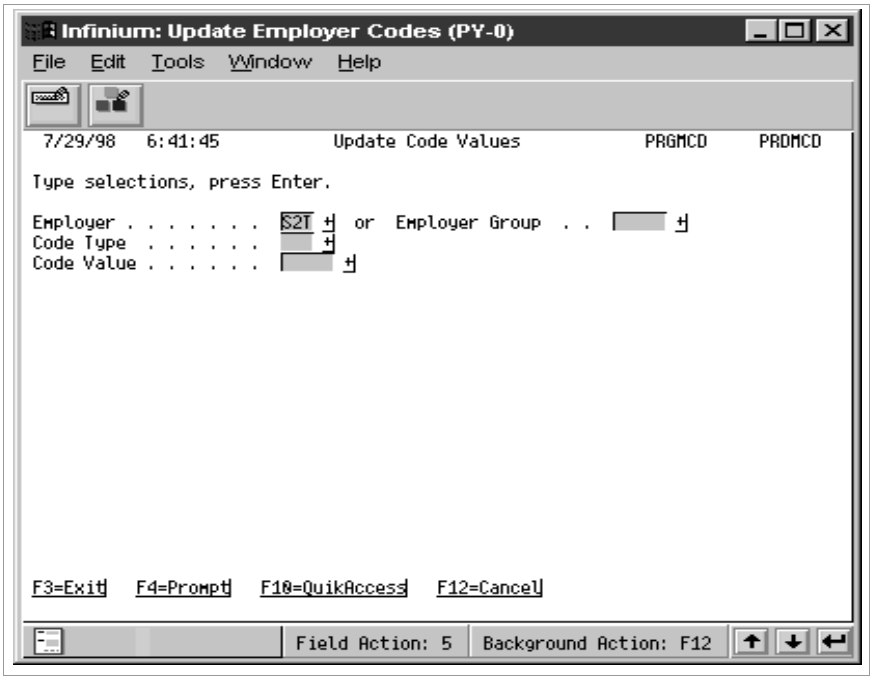

Figure 6-2: Update Code Values prompt screen

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

Employer

Type the value that identifies the employer for which you want to define code values.

Employer Group

Type the code value that identifies a group of employers for which you want to define code values. The system saves the code values you enter in all of the employers associated with the specified employer group. Using employer groups to set up code values can save you time if you are establishing more than one employer on Infinium PY.

You use code type **ERG** to name employer groups; you use the *Update Employer Groups* option to attach employers to the employer group. Refer to the chapter in this guide entitled “Setting Up Employer Groups” for more information.

You can also use the *Copy Employer Codes* option to code values from one employer to another. Refer to the section in this chapter entitled “Copying Employer Code Values” for more information.

Code Type

Type the three-character code that identifies the code type for which you want to define values.

Code Value

Type a value for this code type. The code value can be up to five alphanumeric characters in length. You can use any combination of letters or numbers to define code values. You can define an unlimited number of code values for each code type.

Defining a Blank Value

You must establish values for the required code types shown in the table in the preceding section. Infinium PY uses these code types to validate entries that you make in certain required fields in control records or employee data. You generally should define at least one value for each of the six required code types.

However, if you have carefully considered the consequences and have determined that you do not need to establish code values for one or more of the required code types, you can define a valid code value that is blank. To do this, leave the *Code value* field blank on this screen and press Enter. The system displays the following warning message:

Warning: Blank code value may cause undesired results - F11 to override.

Press F11. The system displays the screen shown in Figure 6-3, where you type a description for the blank value. When you define a blank code value, the system allows you to skip entering information in required fields that validate against the required code type.

5 Press Enter. The system displays the screen shown in Figure 6-3.

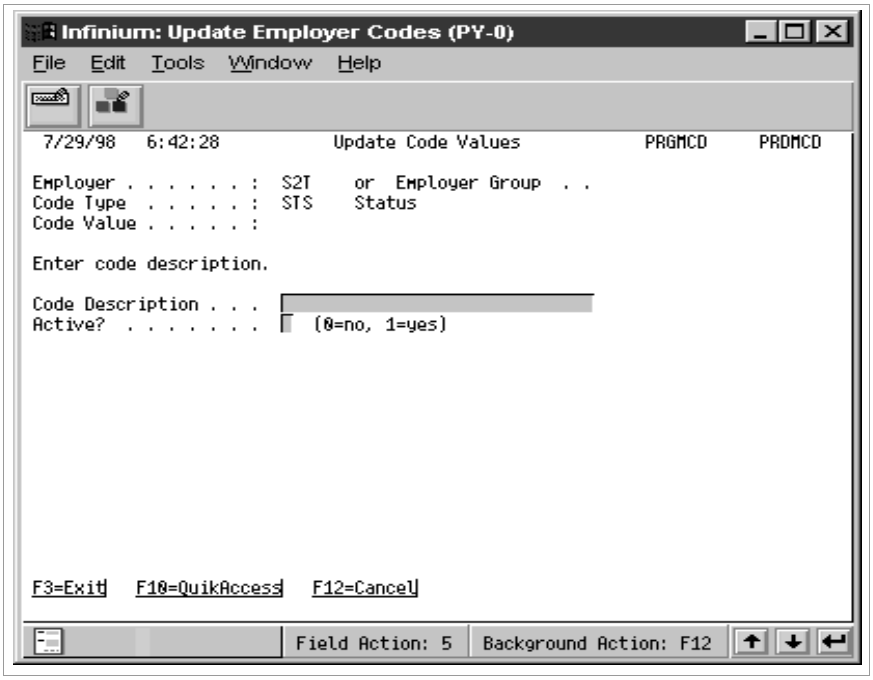

Figure 6-3: Update Code Values screen

6 Use the following information to complete this screen.

Code Description

Type one or more words that describe the code value that you typed on the previous screen. The description can be up to thirty characters in length. The system uses this description in reports and displays.

Active?

Indicate whether the code value is active or inactive. When you press the F4 prompt button on a field in an option that uses this code type, the system displays only active codes values. Valid values are:

0	No. The code value is inactive.
1	Yes. The code value is active.

7 Press F3. Then type **1** in the Exit Options window and press Enter. The system saves your code value and description and returns you to the Update Code Values prompt screen.

8 Repeat steps 4 to 7 to create additional values.

9 After you have completed defining your code values, press F3 to exit from this option. The system displays the Infinium PY main menu or desktop.

Changing Code Values

You can change the description associated with a code value at any time. However, you cannot change an existing code value. You must delete or deactivate the old code value and enter a new code value.

You use the *Update Employer Codes* option to add, deactivate or delete code values. After you replace an old code value with a new value, you then use the new code value to maintain employee information. However, the system does not automatically update the records of existing employees with the new code value.

For example, you define an **STS** code value of **01** to represent full time employees when you implement Infinium PY. You assign this value to many employees during system conversion. If you decide later to replace **01** with **FULL**, you must first define the new code value. Then you must enter the changed code value in the records of existing employees.

You can update each affected employee's record manually or, depending on the code type, you can use the *Mass Change of Employer Codes* option to have the system automatically update the records of existing employees who are currently assigned a value of **01**. The *Mass Change of Employer Codes* option is documented later in this chapter.

Deleting Code Values

You can delete code values from the system anytime after you create them. You use the second screen of the *Update Employee Codes* option to delete previously established code values.

After you delete a code value, it can no longer be used in Infinium PY. If a user types the deleted code value in a field, the system generates an error message when the user presses Enter to exit from the screen. If an employee is assigned to a code value that you later delete, when you next access the employee's record the system requires you to manually update it with a current valid code value.

Note: Once you have deleted a code value, its description is no longer available when you display or print a history. If you want to prevent the use of a code but keep it available for use in history, you can deactivate the code value without deleting it.

For certain code types you can use the *Mass Change of Employer Codes* option to automatically change the code value assigned to employees to another value. This option is described on the following page.

Follow the steps below to delete a code value from the system.

1 From the Infinium PY main menu or desktop select *Controls*.

2 Select *Employer Codes.*

3 Select *Update Employer Codes* [UECD]. Press Enter. The system displays the Update Code Values prompt screen.

4 Type your employer or employer group, code type and the code value that you want to delete.

5 Press Enter. The system displays the Update Code Values screen.

6 Press F22 to delete the code value and its description. The system returns you to the Update Code Values prompt screen.

7 To delete additional codes, repeat steps 4 to 6.

8 Press F3 to exit from this option when you have completed deleting code values. The system displays the Infinium PY main menu or desktop.

Displaying Employer Codes

After you have defined code values for an employer, you can display them to verify your entries. You cannot make changes to code values when you use the *Display Employer Codes* option.

Follow the steps below to display employer code values.

1 From the Infinium PY main menu or desktop select *Controls*.

2 Select *Employer Codes*.

3 Select *Display Employer Codes* [DERC]. Press Enter. The system displays the Codes Display prompt screen.

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

Employer

Type the value that represents your employer

Code Type

Type the code type whose values you want to display. Leave this field blank to display code values for all code types.

Code Value

Type the code value whose description you want to display. Leave this field blank to display all of the code values for the specified code type.

5 Press Enter. The system displays the screen shown in Figure 6-4.

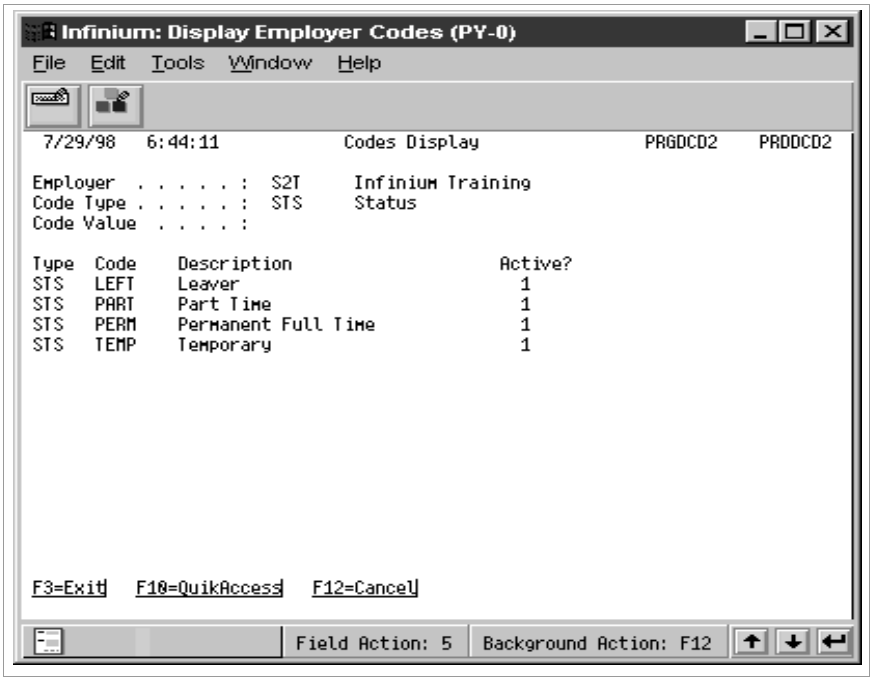

Figure 6-4: Codes Display screen

Displaying Additional Code Values

The system displays **+** in the lower right hand corner of the Codes Display screen if there are more code values than can fit on one screen. Press PageDown to display the additional code values.

6 Press Enter to return to the Codes Display prompt screen. Follow the instructions in step 4 to view other code values or press F3 to return to the Infinium PY main menu or desktop.

Printing Employer Code Values

Follow the steps below to generate a printed report of employer code values and descriptions.

1 From the Infinium PY main menu or desktop, select *Controls.*

2 Select *Employer Codes.*

3 Select *Print Employer Codes* [PERC]. Press Enter. The system displays the screen shown in Figure 6-5.

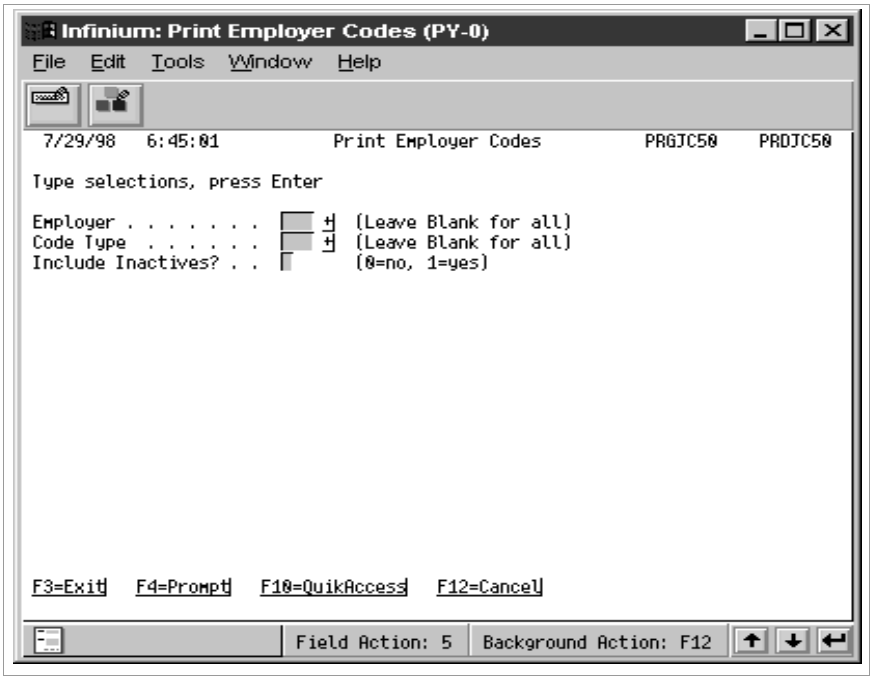

Figure 6-5: Print Employer Codes prompt screen

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

Employer

Type the value that represents your employer.

Leave this field blank if you want to generate a report of code values for all employers on Infinium PY.

Code Type

Type the code type whose values you want to print.

Leave this field blank to generate a list of code values for all code types for the specified employer. You can specify a code type without specifying an employer. For example, you can generate a report of code values for code type **STS** for all employers by leaving the *Employer* field blank and typing **STS** in this field.

Include Inactives?

Indicate whether you want to include inactive code types in the report. Valid values are:

0 No. Do not include inactive code types.

1 Yes. Include active code types.

5 Press Enter. The system generates the following message and returns you to the Infinium PY main menu or desktop.

Building submission request . . .

The system uses batch processing to generate the Print Codes report. Access the Work with Submitted Jobs screen or the Work with All Spooled Files screen. You can view or print this report using options on these screens.

Mass Changing Code Values

You use the *Mass Change of Employer Codes* option to change code values associated with code types found in the employee basic data and personnel data records. This option allows you to automatically replace the current code value in the employee record with a new code value. The *Mass Change of Employer Codes* option applies the specified change to groups of employees at once so that you do not have to make manual updates to employee information.

The system automatically generates an audit report that lists the employees to whom the code value change was applied. However, the system does not create a history transaction of changes that you make using the *Mass Change of Employer Codes* option, and it does not make changes in existing employee history records.

For example, for code type **HIR**, which represents employment source, you want to change value **02** to **AD/N**. After you run the option, the value in the *Employment Source* field in the basic data records of all employees who had been assigned the value **02** during the *Enter New Employee* option is automatically changed to **AD/N**.

You do not have to change this code value manually for each employee. However, the system does not update this value in the employee's initial new employment history transaction.

Before you run this option, you must define new code value(s) using the *Update Employer Codes* option. Do not delete the old values until you run the *Mass Change of Employer Codes* option. If you do not want to use the old code values in the future, delete or deactivate them after you run this option so that they are not mistakenly used in the future.

Because this option does not update employee history, you typically use it to correct code values that you entered or converted into employee records during the testing stage of your implementation of Infinium PY.

Some of the code types that you can affect with this option are associated with job or position controls. You normally do not need to use this option to update values for most of these code types. When you update most code values on job or position control records, the system automatically updates the values in the corresponding fields of employees assigned to the affected job or position.

If you use the *Mass Change of Employer Codes* option to make changes to code values for code types that are associated with job or position controls, you should also update the values stored on job or position control(s) with which the code type is associated. The system defaults code values from jobs or positions into employee records when you enter employees and maintain their information.

You can update all code types associated with basic data, personnel data and payroll data records with the *Mass Change of Employer Codes* option.

Refer to the parts in this guide entitled “Defining Job Controls” and “Establishing Position Controls” for more information. Refer to the chapter on entering new employees in the *Infinium HR (I) Guide to Processing* for details on how the system uses jobs and positions to default code values into employee records.

Follow the steps below to mass change employer codes.

1 From the Infinium PY main menu or desktop select *PY Supervisor’s Functions*.

2 Select *PY2000 Initialisation Functions*.

3 Select *Mass Change of Employer Codes* [MCEC]. Press Enter. The system displays the screen shown in Figure 6-6.

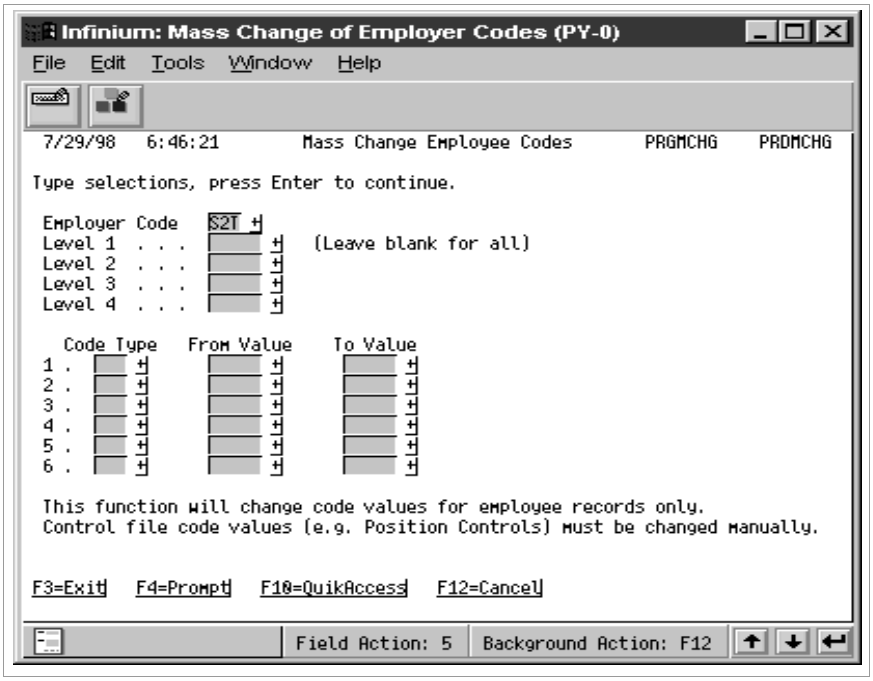

Figure 6-6: Mass Change Employee Codes screen

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

Changing Values

You can use this screen to change one value each for up to six different code types, or six different values for one code type.

Employer Code

Type the value that identifies the employer for which you want to change code values.

Levels 1 to 4

Use this field to restrict the code value change to employees assigned to specific levels. For example, if your level 1 represents location, you could apply the code value change to only employees working at a specific location.

Refer to the chapter in this guide entitled “Establishing Level Controls” for more information.

Code Type

Specify the code types whose values you want to change in employee records.

From Value

Type the current code value that you want to replace.

To Value

Type the new code value that replaces the value specified in the *From Value* field above.

5 Press Enter. The system generates the following message and returns you to the Infinium PY main menu or desktop.

Building submission request . . .

The system uses batch processing to apply the specified changes in code values to the appropriate employees. It also generates the Mass Codes Changes Listing that identifies the name and number of employees whose code values were changed. Access the Work with Submitted Jobs screen or the Work with All Spooled Files screen. You can view or print this report using options on these screens.

Copying Employer Code Values

You use the *Copy Codes from Employer* option to copy code values from one employer to another. This option is especially useful when you are establishing a new employer and want to use the same code values that you previously defined for an existing employer. When both employers share the same code values, you simplify reporting and analysis.

If you need a slightly different list of code values for one or more code types in the new employer, you can add new values in the new employer after you use the *Copy Codes from Employer* option. You can also change or delete some of the values that you copied if necessary.

Follow the steps below to copy code values from one employer to another.

1. From the Infinium PY main menu or desktop select *PY Supervisor's Functions*.

2. Select *PY2000 Initialisation Functions*.

3. Select *Copy Codes from Employer* [CCE]. Press Enter. The system displays the screen shown in Figure 6-7.

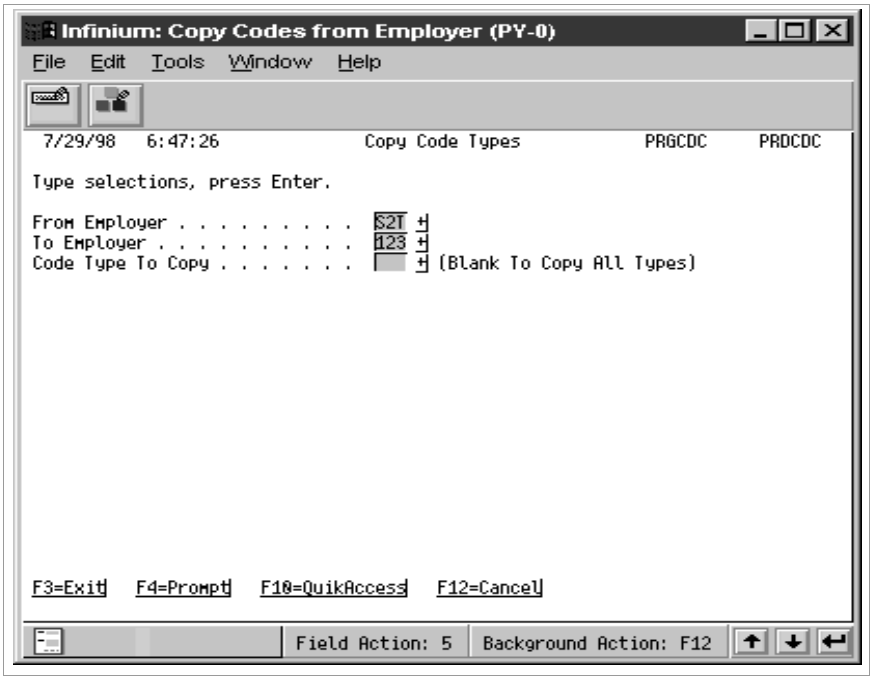

Figure 6-7: Copy Code Types screen

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

Using Interactive Processing

The system copies code values from one employer to another as soon as you complete the fields on this screen and press Enter to exit from this screen. It uses interactive processing to instantly copy the code values and does not generate an audit report.

From Employer

Type the value that identifies the employer from which you want to copy code values.

To Employer

Type the value that identifies the employer to which you want to copy code values.

Code Type To Copy

Type the code type whose code values you want to copy. If you want to copy values for all code types to the *To Employer* field, type **ALL**.

5 Press Enter. The system immediately copies values for the specified code types into the new employer and returns you to the Infinium PY main menu or desktop.

Note: You can use the *Display Employer Codes* option or generate the List Employer Codes report for the To Employer to verify the values that the system copied. You can enter additional code values or delete one or more of the copied code values in the *To Employer* field if necessary.

Summary of Employer Code Values

In summary you have learned how to do the following:

- Define, display and print code values for employer code types
- Mass change code values for employer code types
- Copy code values from one employer to another

Hands-on Workshop

Exercise 6-1

Planning Employer Code Values

Use the chart below to plan your code values on paper before you enter them into your sample employer. List up to four values for each of the code types listed below.

Note: For United Kingdom employers, you must define **UK** as a code value for code type **CTR** listed in the table below. For employees who do not live in the United Kingdom, you can define code values of your own choosing to identify the countries in which employees live and work.

Code Type	Code Values
CTR	
(Country)	
EEO	
(Job Category)	
ETH	
(Ethnic ID)	
STS	
(Status)	

Entering Code Values into Infinium PY

Enter the code values that you listed in the preceding table into Infinium PY. You will use these code values as you set up job controls, position controls and enter new employees into your sample company.

1. From the Infinium PY main menu or desktop select *Controls*.
2. Select *Employer Codes*.
3. Select *Update Employer Codes* [UECD].

4 On the selection screen type the value that represents your workshop employer and then specify the first code type (**CTR**). Enter one or more code values for it. You do not have to return to the Infinium PY main menu or desktop before you enter values for the next code type.

5 After you have entered values for the first code type, simply replace **CTR** on the selection screen with the next code type (**EEO**) and then enter the Job Category code values into Infinium PY.

6 After you have set up one or more code values for all four code types listed on the preceding page, press F3 to return to the Infinium PY main menu or desktop.

Exercise 6-2 (Optional)

Updating the Employer Control

Now that you have built code values for your workshop employer, you can return to the employer control that you set up in Exercise 5-1 to enter a code value for the *Country* field.

If you want to enter a code value for the *Country* field, you can use the Quick Access window to display the employer control record. On the Infinium PY main menu press F10 to display the Quick Access Code window. Type **UECN** in the entry field and then press Enter.

The system displays the Employer Update prompt screen. Type the value that represents your workshop company in the *Employer code* field and press Enter. Move your cursor to the *Country* field. Press F4 to display the list of values that you defined for this code type in the preceding exercise.

Type any character in the *Opt* field next to the value that you want to use for the employer control. Press Enter. The system returns to the Employer Update screen and automatically enters the value that you selected in the specified field.

Exercise 6-3 (Optional)

Displaying Code Values

If time permits, use the *Display Employer Codes* option to review the code values that you have entered into your workshop employer.

1 From the Infinium PY main menu or desktop select *Controls*.

2 Select *Employer Codes*.

3 Select *Display Employer Codes* [DERC].

4 Type the value that represents your workshop employer in the *Employer* field on the selection screen. Leave the *Code Type* and *Code Value* fields blank. Press Enter to view all of the code values that you have defined for all applicable code types.

Chapter 7 Establishing Level Controls

7

Infinium PY enables you to define the unique structure of your organisation through the use of levels. You use levels to represent organisational or functional areas within your organisation, such as division, department or cost centre.

You must establish level controls for each employer that you define in your Infinium PY database. The system uses levels to process information about your organisation and its employees.

The chapter consists of the following topics:

Overview of Levels

Objectives

You use levels to define your organisation's structure. When you complete this topic, you should be familiar with the following:

- How levels work
- How to set up controls for level 1 and for levels 2 to 4
- How to display and print level information
- How to find and use further level controls in Infinium HR

Understanding Levels

The level controls are shared by Infinium HR and Infinium PY; therefore, both groups of users should work together to define an organisational structure that is useful for Infinium HR and Infinium PY processing.

Levels describe and define the organisational structure of your employer. Each employee is assigned to a set of levels during the employment process so that he or she can be located within the organisation.

You also use levels for the following activities:

- Processing: levels allow you to select employees for system processing.
- Costing payroll expenses to the general ledger: you can store part or all of a labour expense account and/or liability account number on each level control record. The system uses this information during pay cycle processing and closing to the general ledger to build account numbers and pass payroll expenses to a general ledger system.
- Reporting: levels allow you to extract information for displays and reports; you can use levels to sort and group employees together on reports and to generate sub-totals in standard reports. You can also use levels to sort payroll processing reports.
- Implementing security: levels allow you to restrict user access to the information of specific employees based on where the employees work in your organisation.

The levels represent a hierarchical structure within an employer. You can define up to four tiers or breakdowns. You must define at least level 1 for each employer. You use level 1 to identify the highest organisational groupings in the employer; within each level 1, you can identify level 2 groupings. Within each level 2, you can define level 3 groupings and within each level 3, you can define level 4 groupings.

For example, within a particular employer, level 1 can represent divisions; level 2 can represent regions within each division; level 3 can represent departments within each region; level 4 can represent cost centres within each department. Each level 2 record is tied to a specific level 1 record; likewise, each level 3 record is tied to a specific level 2 record and each level 4 record is tied to a specific level 3 record. You use various level combinations to identify where employees work in a particular employer.

When you are designing your level structure, it is helpful to refer to your employer's organisation charts to identify key organisational components.

In the example shown below, regions are the broadest grouping within the ABC employer. Within each region, divisions are the next major grouping. Within each division, cost centres are the essential groups. In this example, level 4 is not used.

provides an example of how an organisation chart can relate to levels in Infinium PY.

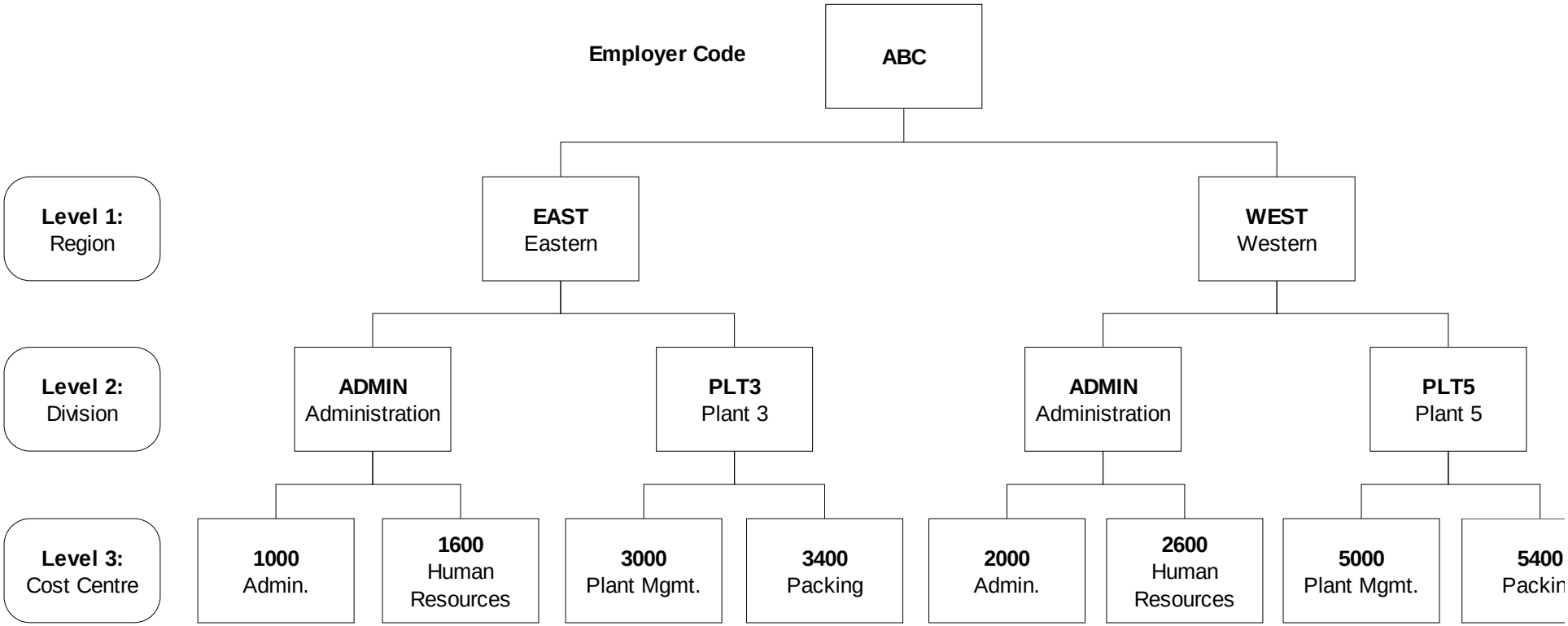

Figure 7-1: Organisation Chart Example

Using Level Controls for Security

You can use level controls to restrict users to accessing only the records of employees in certain parts of the organisation. For example, you define the two major divisions of your organisation, **EAST** and **WEST**, using level 1 controls.

You then use level security to restrict Infinium PY users in the eastern area so that they can update, display and report on only employees assigned to the eastern area. Similarly, you restrict western area Infinium PY users to accessing only the records of employees assigned to the western area.

Assigning Employees to Levels

When you enter a new employee into the system, you assign him or her to a position. Since you associate each position with a specific level location, when a new employee starts working for your organisation, he or she is automatically assigned to the set of levels linked to his or her starting position.

These levels are referred to as the employee's home levels. They identify where the employee normally works in the organisation.

For example, you establish three levels within company ABC: level 1 is region, level 2 is plant and level 3 is department. If you employ a new packing clerk in company ABC to work in plant 6 in the Eastern region, then the new employee would be assigned to the following levels:

Level	Level Description	Sample Level Locations
Level 1	Region	Eastern
Level 2	Plant	Plant 6
Level 3	Department	Packing

You must associate each position with at least a specific level 1 location. You can use level 2, level 3 and level 4 to further identify the location of positions in your organisation. Depending on the configuration of your company and the complexity of various groups within the company, you may associate some positions with four levels while you associate other positions with only the first two levels.

Changing the Level Structure

As levels are associated with position controls and employees, it can be time consuming to make changes to the basic level structure after you implement Infinium PY. You should plan ahead and thoroughly consider future reporting and processing needs when you establish the levels for a new employer.

For example, you establish level 1 as division and level 2 as cost centre. After you begin using Infinium PY in a production environment, company reorganisations mean that you need to change cost centre to level 3 and insert department as level 2. You must update all of the position controls and employee records with this change.

You can use mass update options in Infinium HR to apply level changes to large groups of position controls or employees; however, you should avoid re-implementing the level structure if at all possible.

The system allows you to deactivate level codes that are no longer in use Deactivating inactive levels provides you with the ability to view the old levels when you view history. However, the inactive levels do not appear when you press F4 to prompt for levels. This keeps your organisation view current. Similarly, the system does not allow you to create a new position or maintain an existing position as active if it includes inactive levels.

You can define new level locations within an existing level structure at any time. After you define the level location, you must establish new position controls that are associated with the new levels or change existing position controls to reference the new level location. The system automatically updates the level information in the records of employees assigned to changed position controls. If you set up new position controls, you must manually assign employees to them.

Assigning Level Names and Descriptions

You create levels for your organisation based on geographical locations, on functional areas such as departments, cost centres, and divisions, or on any other criteria that suits your organisational and reporting needs.

The level structure does not need to be balanced or symmetrical; you can have as many or as few level locations for each tier as you need to accurately represent the company’s organisational structure. However, it is helpful to be consistent in your structure. In other words, if you use level 3 to represent cost centre, you should assign each employee to a level 3 location for general ledger costing and ease of reporting.

In order to assign each employee to a level 3 location, he or she must also be assigned to a level 1 and level 2 location. You may need to set up "dummy" levels if one of the level groupings does not apply to certain parts of your organisation. For example, in the chart that follows the administrative level is defined twice within the Western region, once as **ADMIN** for level 2 and again as **1000** for level 3.

You establish levels for your organisation in two steps:

1 Assign a global title or description to each level tier that you require. For example, you can label level 1 as **Region** and level 2 as **Plant**. You establish generic field descriptions for your levels through the *Update Employer Controls* option.

2 Define a code for each specific level location in your organisation's structure. You build specific level locations within each global level description. The level code can be up to 5 characters in length. You also type a description for each level code. You define codes to represent specific level locations through the *Update Level Controls* option.

The following table lists sample code values and descriptions for level locations in company ABC:

Company ABC Level Structure

Level 1 - Region		Level 2 - Plant		Level 3 - Cost Centre	
Code	**Description**	**Code**	**Description**	**Code**	**Description**
EAST	Eastern	**ADMIN**	Administration	**1000**	Administration
		PLT3	Plant 3	**3000**	Plant Management
				3400	Packing
				3500	Production
		PLT4	Plant 4	**4000**	Plant Management
				4400	Packing
				4500	Production
		WH	Warehouse	**9000**	Warehouse Management
				9100	Receiving
WEST	Western	**ADMIN**	Administration	**2000**	Administration
				2600	Human Resources
		PLT5	Plant 5	**5000**	Plant Management
				5400	Packing
				5500	Production

Company ABC Level Structure

Level 1 - Region		Level 2 - Plant		Level 3 - Cost Centre	
Code	**Description**	**Code**	**Description**	**Code**	**Description**
		PLT6	Plant 6	**6000**	Plant Management
				6400	Packing
				6500	Production

Using Levels to Build General Ledger Accounts

Using Levels for General Ledger Costing

In Infinium PY you can use levels to resolve account numbers and to cost payroll expense to the general ledger. You can enter portions of general ledger account numbers onto any or all level controls. When you enter time for employees during pay cycle processing, the system automatically defaults the home levels for each employee into his or her time entry records.

When processing pay cycles, you can replace the home levels with different levels if the employee's labour expense and employer liabilities should be charged elsewhere for some or all of that pay period.

For example, if a weekly paid employee works 20 hours in his or her home level location and 20 hours in a different department, you can record two different time entry records for that pay period. The first time entry record has 20 hours charged to the employee's home levels; the second time entry record has 20 hours charged to the other level location where the employee worked that week.

When the system processes the time entry records during the release stage of pay cycle processing, it builds labour expense account numbers by searching for the payroll level controls that correspond to the home or worked levels of the employees in that cycle.

After the pay cycle is complete, the system builds account numbers for employee payroll deductions and employer liabilities when you run the *Close to General Ledger* option. You can charge all of an employee's deduction expense and employer liabilities to his or her home levels, or you can have the system automatically prorate the deduction expense and employer liability among the level locations worked by each employee.

Building Labour Expense Account Numbers

The following chart illustrates the controls that the system can search and the hierarchy that the system must use when building payroll-related general ledger account numbers.

Account Building Methods

General Ledger Accounts	Controls Searched and/or Hierarchy Used
Labour Expense	Labour Expense Hierarchy
Accrued Payroll (salaries control account)	Employer Control or Level 1 Controls
Cash	Bank Account Control
Employee Deductions	Liability Mask Hierarchy
Employer Liability	Liability Mask Hierarchy

Using Masking to Enter Accounts

Masking is a technique that allows you to omit typing some numerical components of an account number while specifying others. You type the numerical components that you want to include and type an asterisk (*) in place of each number you do not want to specify.

Masking general ledger accounts for labour expense and employer liability saves you time when you are setting up system controls and during processing. You can enter a portion of an account number on various control files in the system. When you do this, the system builds the accounts for you automatically and saves you from extensive keying of labour expense accounts during timesheet entry.

To mask an account, you type:

- The general ledger company code and the applicable portion of the account on the appropriate controls
- Asterisks (*****) in place of account components that are found in other controls within the system

The system uses both the asterisks and the characters you type to build a valid account. The system considers an account number complete when an alphanumeric character replaces each asterisk.

For example, you use the third component in your general ledger numbers to identify chargeable departments. The account number for a particular department in company ABC is represented by **002**. To specify this account number on the level control for that department, you can type the following mask:

**ABC – * *– 002 -* * * *

You mask the portions of the labour expense account that represent information that is not specific to that department. In this example, the first component can represent the division to which the department reports; you type the division's account number component on the level control record for that division.

The last component can represent the actual labour expense account, which varies depending on the type of income paid to employees in this department; you enter that component on various income control records.

You can set up the system to edit for invalid accounts. If you enter an incorrect value in a labour expense account, the system can print an error or a warning message on the Trial Register during cycle processing; if you enter an incorrect employee or employer deduction account, the system prints warnings or errors on the report generated when you run the *Trial Close to General Ledger* option.

Labour Expense Hierarchy

The system can automatically resolve the correct labour expense account number by searching for labour expense account numbers or components when you release timesheet data to the cycle.

The following list represents the hierarchy of controls that the system searches to build a labour expense account. The system always searches these controls in the following order when building a labour expense account:

1. Timesheet entry record
2. Employee income authorisation
3. Employee payroll data record
4. Income control
5. Job control
6. Level 4 control
7. Level 3 control
8. Level 2 control
9. Level 1 control

10 Employer control

Resolving Labour Expense Accounts Using Levels

In Company ABC the general ledger account structure is:

X X X –- X X –- X X X –- XXXX

GL Company –- Level 1 –- Level 2 –- Account

The table below shows how the system uses the labour expense account hierarchy and level controls to resolve the labour expense account number.

Labour Expense Hierarchy	Account Component				Account Built During Release of Timesheet Data
	GL Company	Level 1	Level 2	Account	
Timesheet Entry					
Employee Income					
Employee Payroll Data					
Income Control	ABC	**	***	5001	ABC -_ _ - _ _ _ - 5001
Job Control					
Level 4 Control					ABC -_ _ - _ _ _ - 5001
Level 3 Control					ABC -_ _ - _ _ _ - 5001
Level 2 Control	ABC	**	002	****	ABC - _ _ - 002 - 5001
Level 1 Control	ABC	02	***	****	ABC - 02 - 002 - 5001
Employer Control					ABC - 02 - 002 - 5001

You can override the values stored in various control records associated with the labour expense hierarchy by typing any portion of the general ledger account number, either:

- During timesheet entry
- On any control in the hierarchy that precedes the location of the standard value for that component

The following table shows the effect of typing an override to the account number during Timesheet Entry.

Labour Expense Hierarchy	Account Component				Account Built During Release of Timesheet Data
	GL Company	Level 1	Level 2	Account	
Timesheet Entry	ABC	01	***	****	ABC - 0 1 - _ _ _ - _ _ _ _
Employee Income					ABC-0 1- _ _ _- _ _ _ _
Employee Payroll Data					ABC –0 1 - _ _ _ - _ _ _ _
Income Control	ABC	**	***	5001	ABC -0 1 - _ _ _ - 5001
Level 4 Control					ABC -0 1 - _ _ _ - 5001
Level 3 Control					ABC -0 1 - _ _ _ - 5001
Level 2 Control	ABC	**	002	****	ABC - 0 1 - 002 - 5001
Level 1 Control	ABC	02	***	****	ABC - 0 1 - 002 - 5001
Employer Control					ABC - 0 1 - 002 - 5001

The Acount Number override is 01 for Level 1.

The Level 1 Control is 02.

The resolved account using the override component is ABC-01-002-5001.

Building Accrued Payroll Accounts

The accrued payroll account, also known as the salaries control account or net pay account serves as a balancing account during the *Close to General Ledger* option. The system balances the labour expenses against cash (net amounts) and employee deduction amounts.

There are two ways to enter the accrued payroll account depending on whether you are closing (balancing) by each level 1 or by employer.

- To close by employer, you need only one accrued payroll account. Type your accrued payroll account number on the employer control.
- To close by level 1, type the accrued payroll account for that level, on each level 1 control.

The system builds the accrued payroll accounts when you run the *Close to General Ledger* option. The system generates ledger reports that show the balancing totals for each accrued payroll account. These totals are included in the file of information that is passed to your general ledger system.

Building Liability Mask Accounts

You use the liability mask account to cost employee deductions and employer liabilities to the general ledger.

You can type liability mask account components on each level if you want to cost some or all deduction expenses to the general ledger by areas within your company as defined by the levels. You can cost the account to general ledger based on either:

- Employee's home levels (found on the employee's basic data record), or
- Employee's worked levels (typed at Timesheet Entry)

Note: The system builds the liability mask accounts and links monetary amounts to those accounts when you run the *Close to General Ledger* option.

The following list represents the hierarchy of controls that the system searches to build a liability mask account. The system always searches specified fields on these controls in the following order when building a liability mask account.

		Employer Costs	
Control	**Employee Deduction Fields**	**Employer Liability Fields**	**Employer Expense Fields**
Employee Deduction Authorisation	*Deduction expense*		
Deduction Control	*G/L Acct No.* (Screen 1)	*Liability account number* (Screen 2)	*Expense account number* (Screen 2)
Job Control	*Liability Mask Account t*		*Labour Expense Account*
Level 4 control	*Liability Mask Account*	*Liability Mask Account*	*Labour Expense Account*
Level 3 control	*Liability Mask Account*	*Liability Mask Account*	*Labour Expense Account*

		Employer Costs	
Control	**Employee Deduction Fields**	**Employer Liability Fields**	**Employer Expense Fields**
Level 2 control	*Liability Mask Account*	*Liability Mask Account*	*Labour Expense Account*
Level 1 control	*Accrued Payroll Account*	*Accrued Payroll Account*	*Labour Expense Account*
Employer control	*Accrued Payroll Account*	*Accrued Payroll Account*	*Labour Expense Account*

Setting Up Level Controls

When you create your organisation's level structure, you must build it from the top down. You can accomplish this in two ways; by working on each vertical stack of levels or by working horizontally across the organisation chart from top to bottom. Follow these steps to build each organisation component from the top down:

1. Create a level 1 control.
2. For that level 1, create all necessary level 2 controls.
3. For each level 2, create all necessary level 3 controls.
4. For each level 3, create all necessary level 4 controls.

Alternatively, you can build all level 1 controls first, followed by all level 2 controls, then all level 3 controls and finally all level 4 controls. Since the level controls are hierarchical combinations, you must associate each level 4 control with a level 3 control, each level 3 control with a level 2 and each level 2 control with a level 1 control.

Note: For new level controls, you must remember to add your general ledger accounts.

When you select employees by levels for processing or reporting, you must type their full level combination. The following table illustrates the level selections that you make depending on whether employees are associated with only a level 1 location, a level 1 and level 2 location, and so on.

To Select Employees Assigned to Level…	On the Selection Screen Type…
1	Level 1 code value
2	Level 1 and level 2 code values
3	Level 1, 2 and 3 code values
4	Level 1, 2, 3, and 4 code values

Entering Level 1 Controls

Follow the steps below to create level 1 controls.

1 From the Infinium PY main menu or desktop select *Controls.*

2 Select *Level Controls.*

3 Select *Update Level Controls* [ULC]. Press Enter. The system displays the screen shown in Figure 7-2.

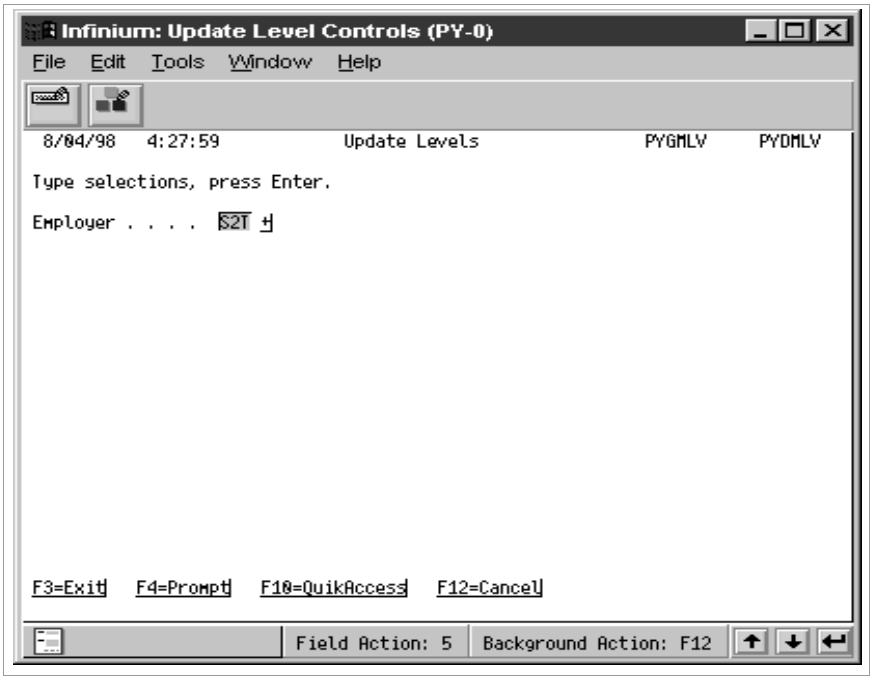

Figure 7-2: Update Levels prompt screen

4 Type the value that identifies the employer for which you want to create level controls.

5 Press Enter. The system displays the screen shown in Figure 7-3.

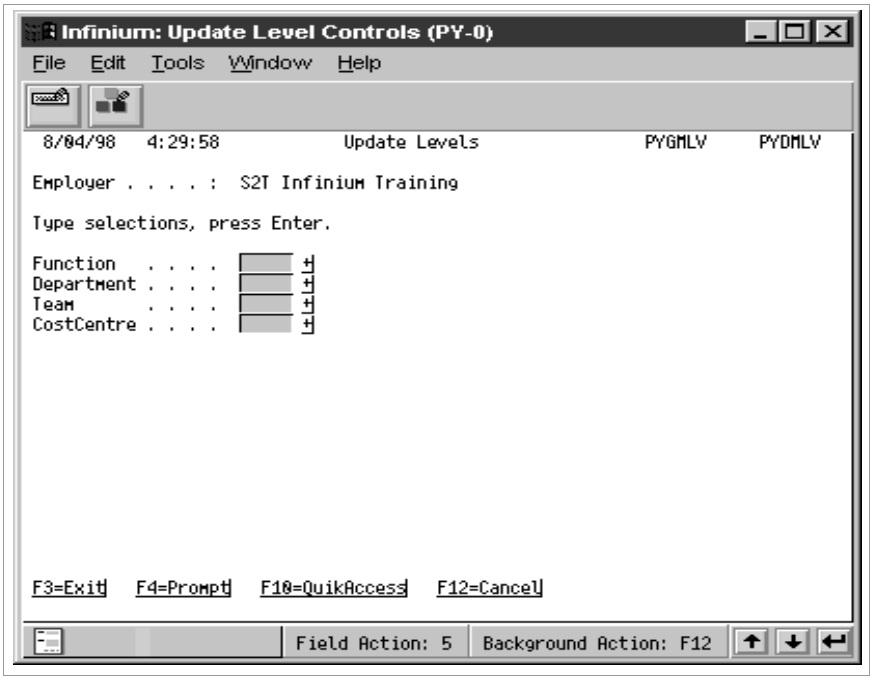

Figure 7-3: Update Levels selection screen

6 Type the code value that represents the specific level 1 location that you want to establish in the first field on this screen. You can enter up to five letters or numbers in any combination.

Note: The field names that you see on the left of this screen are unique to your organisation. You establish the names for these fields when you enter descriptions for your levels using the *Update Employer Controls* option. Since the field names are different for each employer, they are referred to generically in this guide as level 1, level 2 and so on.

7 Press Enter. The system displays the screen shown in Figure 7-4.

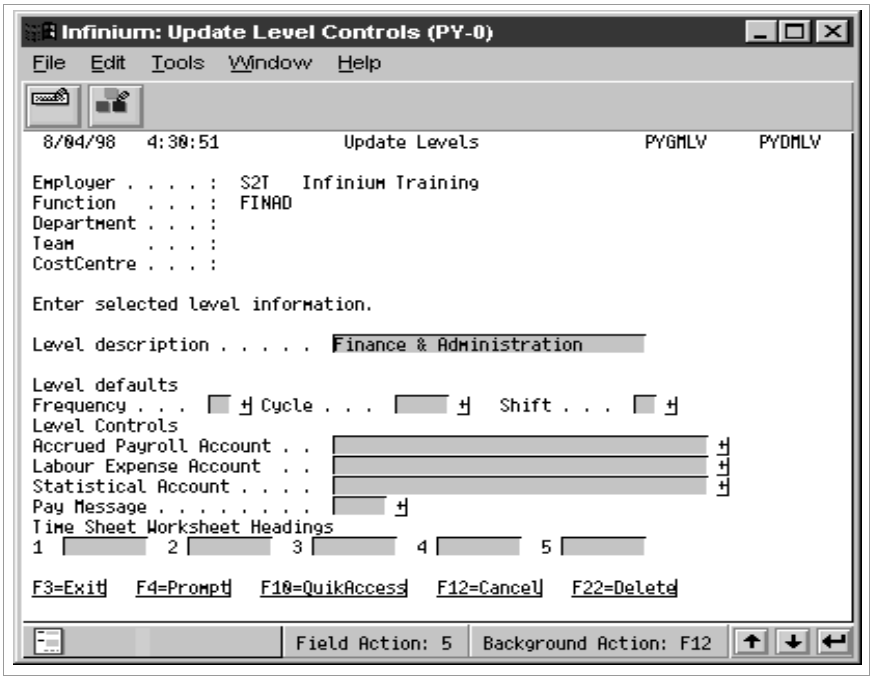

Figure 7-4: Update Levels screen

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

Level description

Type a description of this level code value. This is a 30-character alphanumeric field. The system uses the level code and level description in reports and displays.

Level Defaults

Frequency

Type a code value that indicates how often employees in this level are scheduled to be paid. The value you type here will default into the *Pay Frequency* field on the Enter New Employee screen 4 of 4 for new employees you employ into a position that has this level. The default process follows the level's hierarchy. For example, if you type a value in level 4 it takes precedence over any value in level 3, 2 or 1.

Note: You can also use the *Employee Default Maintenance* function in Infinium HR to set up pay frequency default values for each user. The pay frequency default you set up when you use the *Employer Controls* or *Level Controls* function takes precedence over any default set up in the *Employee Defaults Maintenance* function.

Note: If you do not define default values for pay frequency using either the *Employer Control*, *Level Control* or *Employee Default Maintenance* function, the system uses the default value for the Pay Frequency Code associated with the the Base Rate Frequency record.

You can use the *Update Pay Frequencies* option in Infinium HR to define additional pay frequencies. Refer to the *Infinium HR (I) Guide to Controls* for more information.

For United Kingdom employers, you must use one of the four values listed below for Infinium PY to correctly compute taxes:

W	Weekly
S	Semi-monthly
13	Thirteen pay periods per year (lunar)
26	Biweekly

If you use more than one pay frequency for employees assigned to this level, leave this field blank.

Cycle

Type a code value that represents the pay cycle to which most of the employees in the specified employer should be assigned. When you enter a new employee and assign him or her to this level, the system defaults this value into the employee's record. The default value you specify here overrides the default value you enter in the *Pay Cycle* field on the employer control.

If you use more than one pay cycle for employees assigned to this level, leave this field blank.

Shift

Type a code value that represents the daily work period to which most of the employees in the specified employer should be assigned. This field is for information only. The system uses the code value in the *Shift No* field on the position control to default a value into the *Shift Number* field of each employee during the employment process.

If you use more than one shift for employees assigned to this level, leave this field blank.

Accrued Payroll Account

If you indicated on the employer control that you are closing to general ledger by level 1, type the full unmasked accrued payroll account in this field.

Regardless of how you close to general ledger, you can also use this field to type part or all of a liability mask account for employee deductions and employer liability. Therefore, if you choose to close to general ledger by level 1, this field serves as both the accrued payroll account and as the liability mask account in the deduction hierarchy.

If you close to general ledger by employer, this field serves only as the *Liability Mask Account* field in the deduction hierarchy. When you close by employer, the employer control holds the accrued payroll account.

Labour Expense Account

Type the labour expense account for this level. The system resolves this number when you release the timesheet information to the cycle. The system also uses this field to resolve the employer deduction expense accounts during the *Close to General Ledger*.

Statistical Account

You use statistical accounts to track head counts by positions, jobs and levels. Type the statistical account associated with the level.

Note: You must first define the statistical account using the *Update Chart of Accounts* option. You assign statistical accounts to job controls using the *Update Job Controls* option in Infinium PY, or to position controls using the *Update Position Data* option in Infinium HR.

Pay Message

Type the code value that represents the pay message you want to use for this level. You define code values for this field through the *Update Pay Messages* option.

Note: Defining a pay message on this screen does not guarantee it will appear on the employee pay slip. Pay slip messages are resolved in a hierarchy and only four messages per employee can be shown.

Time Sheet Worksheet Headings

If you use the system-generated time sheet feature in *On-Request Reports*, you can use this area of the screen to type headings for the system to print on your timesheets. You can type up to five headings with descriptions of up to eight alphanumeric characters.

9 Press F3. Then type **1** in the Exit Options window and press Enter. The system saves your work and returns you to the Update Levels selection screen.

10 Repeat steps 6 to 9 to create additional level 1 controls.

11 Press F3 to exit this option when you have completed creating level 1 controls or follow the steps below to enter values for levels 2, 3 and 4.

Entering Level 2 - 4 Controls

You can create level 2 controls for some or all of the level 1 controls that you have established. Similarly, you can create level 3 controls for some or all of the level 2 controls that you have established, and level 4 controls for some or all of the level 3 controls that you have entered. The screens you complete are identical to the ones discussed in the previous section, except that the *Accrued Payroll Account* field is replaced by the *Liability Mask Account* field for levels 2, 3 and 4.

The same level 2 code can be associated with more than one level 1 code. For example, in company ABC you define level 1 as division and level 2 as department. Department 100 represents Payroll and is associated with 5 different divisions. You must create 5 different level combinations, each of which includes a level 2 location identified as department 100 that is attached to a different level 1 code.

Follow the steps below to create level 2 controls. You follow the same steps to create level 3 and level 4 controls.

1 From the Infinium PY main menu or desktop select *Controls.*

2 Select *Level Controls.*

3 Select *Update Level Controls* [ULC].

4 Press Enter. The system displays the Update Levels prompt screen shown in Figure 7-2. Type the value that identifies the employer for which you want to create level controls.

5 Press Enter. The system displays the Update Levels selection screen shown in Figure 7-3.

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

To define a level 2 control, you must complete the level 1 location to which it is connected on this screen along with the code representing the new level 2

location. To define a level 3 control, you must complete the level 1 and 2 locations to which it is connected. To define a level 4 control, you must complete the level 1, 2, and 3 locations to which it is connected.

Level 1

Type the value that identifies the level 1 location for which you want to establish a level 2 location.

Level 2

Type a value that identifies a level 2 location within the level 1 location specified above. You can enter any combination of 5 or fewer letters or numbers.

7 Press Enter. The system displays the Update Levels screen shown in Figure 7-4.

8 Use the information in the section entitled "Entering Level 1 Controls" to complete the fields on this screen.

9 For levels 2, 3 and 4, the system automatically displays the *Liability Mask Account* field in place of the *Accrued Payroll Account* field on the level 1 screen. Type all or a portion of the liability mask account to which you want the system to cost deductions to general ledger.

10 Press Enter. The system returns you to the Update Levels selection screen. Repeat steps 6 to 9 to create additional level 2 controls.

11 Press F3 to exit this option when you have completed creating level 2 controls or use the information below to create level 3 and level 4 controls.

Entering Level 3 Controls

Follow the steps described above to establish level 3 controls. You must enter values in the level 1, level 2 and level 3 fields in the screen shown in Figure 7-3. You must establish level 1 and 2 locations before you can define a level 3 location for them.

Entering Level 4 Controls

Follow the steps described above to establish level 4 controls. You must enter values in the level 1, level 2, level 3 and level 4 fields in the screen shown in Figure 7-3. You must establish level 1, 2 and 3 locations before you can define a level 4 location for them.

Copying Level Controls to a New Employer

Once you have defined a set of level controls, you use the *Copy Level Controls* option in Infinium HR to copy them to other employers or employer groups. When you do so, you can specify whether to replace any existing controls in the employer to which you are copying.

Refer to the chapter entitled "Establishing Level Controls" in the *Infinium HR (I) Guide to Controls* for more information.

Changing Level Controls

You can change a level description for an established level code at any time. The system uses the new level description in reports and displays as soon as you press Enter to exit from the Update Levels screen.

You cannot change an existing level code. If you need to establish a new level location to replace an old level location, follow the instructions in the "Copying Level Controls to a New Employer" section above. If a particular level location is no longer valid, you can deactivate it or delete it after you remove it from the records of employees who were previously assigned to it.

Note: You can make a level inactive only by using the *Update Levels* function in the Infinium HR system

Deactivating Level Controls

You can use Infinium HR to make a level inactive if it no longer represents a functioning or operative part of your organisation. If you previously assigned employees to the level, the value that represents the level is stored in employee history records. It is preferable to deactivate the level rather than delete it, so that the system can retrieve the level’s description when you view or print employee history that contains the deactivated level.

When you initially use the F4 prompt for levels, the system displays only the active levels. You can specify that you want to include the inactive levels by typing **1** in the *Include Inactives?* field on the Display Level Controls and Print Level Controls screens and pressing Enter.

Refer to the chapter entitled "Establishing Level Controls" in the *Infinium HR (I) Guide to Controls* for more information.

Deleting Level Controls

You can delete an established level control. However, you must first replace the level you want to delete on any active position controls with which it is associated. When you replace the level you want to delete with an active level value, the system automatically updates the level values associated with employees assigned to the position.

If the level that you want to delete is attached to many positions and active employees, you can use two Infinium HR mass update options to automate the removal of the level code from positions and employees.

You use the *Mass Change Position Levels* option to have the system automatically replace the code for an obsolete level with a new level code for all positions in a particular employer. You can then run the *Mass Update EE Position Data* option to update the records of existing employees with the new level code associated with their assigned position.

Refer to the chapter entitled "Establishing Level Controls" in the *Infinium HR (I) Guide to Controls* for more information.

Displaying Level Controls

You should occasionally view the employer's entire level structure as you build it to verify that you have entered all levels and connected them correctly to other levels in the organisation. After the level structure is complete, you can use the *Print Level Controls* option to identify where a particular level code is located and to which higher and lower levels it is connected.

Follow the steps below to display the level structure of an employer.

1. From the Infinium PY main menu or desktop select *Controls.*
2. Select *Level Controls.*
3. Select *Display Level Controls* [DLC]. Press Enter. The system displays the Display Level Controls prompt screen similar to the one shown in Figure 7-2.
4. Type the value that identifies the employer for which you want to display the level structure and press Enter.
5. The system displays the screen shown in Figure 7-5.

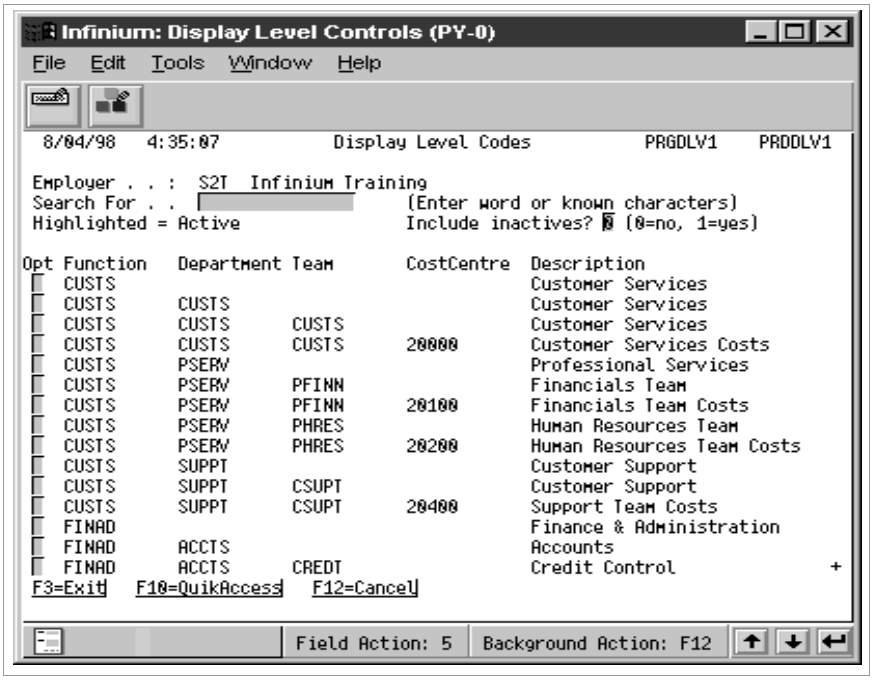

Figure 7-5: Display Level Codes screen

6 Use the following information to work with this screen.

The system displays each level 1 separately and then underneath each level 1, displays all level combinations connected with it.

If all of the level combinations cannot be displayed on a screen, the system displays **+** in the lower right hand corner of the screen. Press PageDown to advance to the next screen. Press PageUp to return to a previous screen.

Search For

If you want to locate a particular level location, type the value that represents that level in this field. Press Enter. The system searches through all of the level controls; if it locates the level that you specified, it displays the level value, its description and the higher levels to which it is connected on a separate screen. Press F5 to return to the full level display.

Include inactives?

When the system first displays this screen, it includes only active levels for the specified employer. Type **1** in this field to display all levels, both active and inactive, for the specified employer.

7 Press F3 to return to the Infinium PY main menu or desktop.

Generating the Level Controls Report

You can generate a report that lists some or all of the level controls within a particular employer, or all levels for all employers in your Infinium PY database. The report may be helpful in auditing information on level controls such as default values or general ledger account numbers.

Follow the steps below to print a report of the level structure of an employer.

1 From the Infinium PY main menu or desktop select *Controls.*

2 Select *Level Controls.*

3 Select *Print Level Controls* [PLC]. Press Enter. The system displays the screen shown in Figure 7-6.

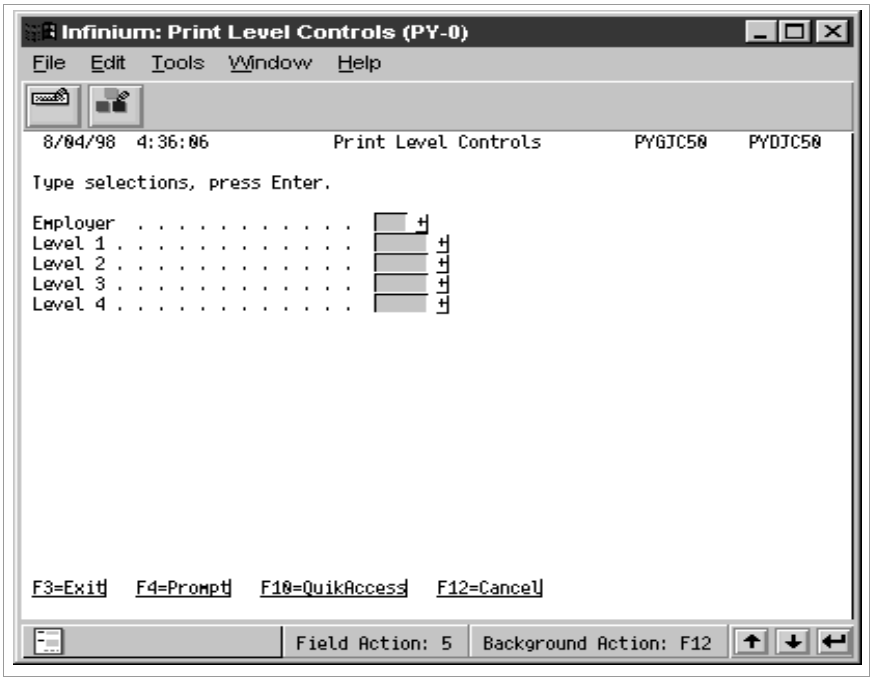

Figure 7-6: Print Level Controls screen

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

Employer

If you want to include only the levels of a particular employer in the report, type the value that identifies that employer in this field.

To include the levels of all employers in your Infinium PY database in the report, leave this field blank.

Level 1

To restrict the report to only the level 2, 3 and 4 controls connected to a particular level 1 within a specified employer, type the value that identifies that level 1 in this field.

To include all levels in the chosen employer, leave this field blank.

Level 2

To restrict the report to only the level 3 and 4 controls connected to a particular level 2 within a specified employer and level 1 location, type the value that identifies that level 2 in this field.

Level 3

To restrict the report to only the level 4 controls connected to a particular level 3 within a specified employer, level 1 and level 2, type the value that identifies that level 3 in this field.

Level 4

To restrict the report to only a particular level 4 control within a specified employer, level 1, level 2 and level 3, type the value that identifies that level 4 location in this field.

5 Press Enter. The system generates the following message and returns you to the Infinium PY main menu or desktop.

Building submission request . . .

The system uses batch processing to generate the Level Controls report. Access the Work with Submitted Jobs screen or the Work with All Spooled Files screen. You can view or print this report using options on these screens.

Summary of Levels

In summary you have learned the following about levels in Infinium PY:

- How levels work
- How to set up controls for level 1 and for levels 2 to 4
- How to display and print level information
- How to find and use further level controls in Infinium HR

Hands-on Workshop

Exercise 7-1

Designing the Level Structure

Plan a level structure for your sample company based on the requirements listed below. You can use the following table to help organise your information

Note: You create your organisational structure using the level definitions you defined on the employer control for your sample company in Exercise 5-1.

Develop code values for the following controls:

- Two level 1 controls
- Optional: one or two level 2 controls for each level 1 control
- Optional: one or two level 3 controls for each level 2 control
- Optional: one level 4 control for each level 3 control

Sample Employer's Organisational Structure

Level 1 - ____	Level 2 - _____	Level 3 - _____	Level 4 - _____

Exercise 7-2

Entering the Level Structure into Infinium PY

1. From the Infinium PY main menu or desktop select *Controls.*
2. Select *Level Controls.*
3. Select *Update Level Controls* [ULC]. Press Enter.
4. Enter your level 1 controls first, then enter your level 2 controls, then your level 3 controls and finally your level 4 controls.

Exercise 7-3

Displaying Level Controls

After you establish level controls for your sample employer, display them to ensure that you have entered them correctly into the system.

1. From the Infinium PY main menu or desktop select *Controls.*
2. Select *Level Controls.*
3. Select *Display Level Controls* [DLC]. Press Enter.
4. Type the value that represents your workshop employer and press Enter. If you have more than one screen of level controls, press PageDown to view the additional screens.

Notes

Chapter 8 Defining Job Controls

8

Job controls define the types of work performed in your organisation. You can establish generic jobs, such as Clerk, or more specific jobs, such as Accounts Payable Clerk. Each employee is assigned to a job when he or she begins employment.

Jobs identify the types of work performed for the employer, but they do not describe where the work is performed in the employer. You use position controls to identify the location of each job in your organisation.

The chapter consists of the following topics:

Overview of Job Controls

Objectives

After completing this chapter, you should be familiar with the following:

- How to use job controls to maintain employee information
- How to set up, change, and delete job controls
- How to display and print job control information
- How to set up job reporting groups

Understanding Job Controls

Infinium HR users normally define and use job controls. However, job controls are shared between Infinium HR and Infinium PY. When you define a job using one system, it is automatically set up in the other.

You define a code of up to five alphanumeric characters to represent each job. You then enter a description and several attributes for each job. When you assign an employee to a job, the system automatically assigns all of the related attributes to the employee.

After you set up a job code, you enter a description and several attributes for the job including the following:

- Job Category
- Job Evaluation Group
- Salary Range
- Pay Grade
- Pay Type

The system automatically assigns employees to the job category, job evaluation group, salary range, pay grade and pay type associated with their assigned job.

Jobs identify the types of work performed for the employer, but they do not describe where the work is performed in the employer. For example, you

assign employees in five different departments within your organisation's headquarters to the same Clerk job. You also assign employees who work in the Accounting department in three different physical work locations to the Clerk job.

You use the Position Change transaction in the *Enter Personnel Actions* option to maintain employee job and position information. Refer to the *Infinium HR (I) Guide to Controls* for more information.

Using Jobs in Payroll Cycle Processing

During the employment process you assign each employee to a job, which the system displays in the employee's basic data record after you complete the employment process. This job is the employee's home job. Infinium HR users use the *Enter Personnel Actions* option to update the employee's home job assignment.

The system defaults each employee's home job into Infinium PY time entry screens during pay cycle processing. However, you can temporarily assign employees to different jobs during pay cycle processing so that they can allocate labour expense, employee deductions and/or employer liabilities to different parts of the organisation based on which jobs the employees worked during that pay period.

You can also use the temporary job assignments to change the employee's normal pay rate. Changes made during pay cycle processing do not affect the employee's home job assignment in his or her basic data record.

Additional information about using jobs to vary general ledger accounts or employee pay rates follows.

Setting Up and Maintaining Job Controls

Follow the steps below to set up a job control.

1 From the Infinium PY main menu or desktop select *Controls*.

2 Select *Job Controls.*

3 Select *Update Job Controls* [UJC]. Press Enter. The system displays the screen shown in Figure 8-1.

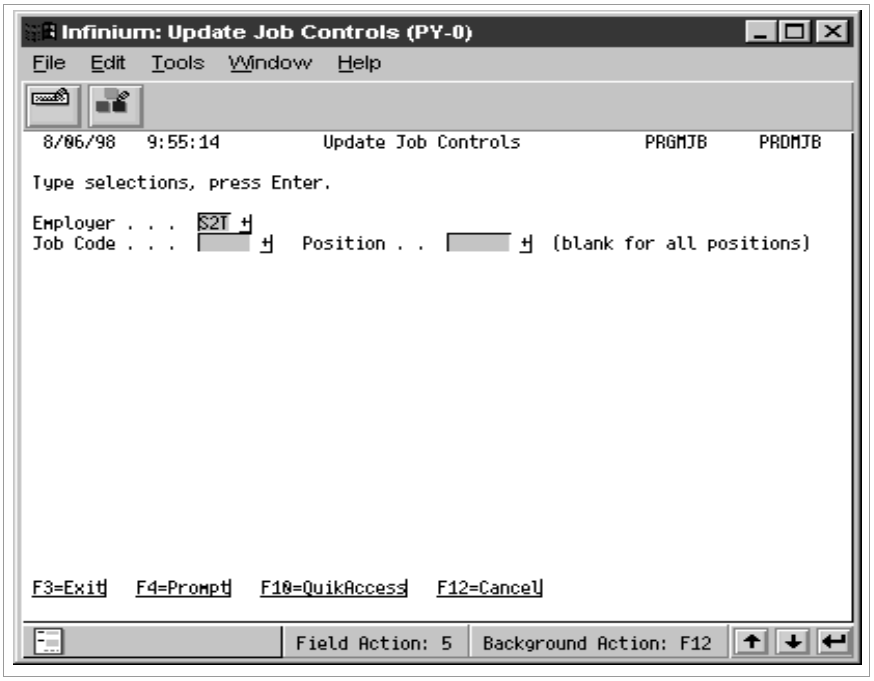

Figure 8-1: Update Job Controls prompt screen

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

Employer

Type the value that represents the employer for which you are setting up a job control

Job Code

Type any combination of up to five alphanumeric characters to represent the job control

Position

When you initially define a job control, leave this field blank. You use this field to set up a special job/position combination. Refer to the chapter entitled "Setting Up Job/Position Combinations" in the *Infinium HR (I) Guide to Controls* for more information.

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

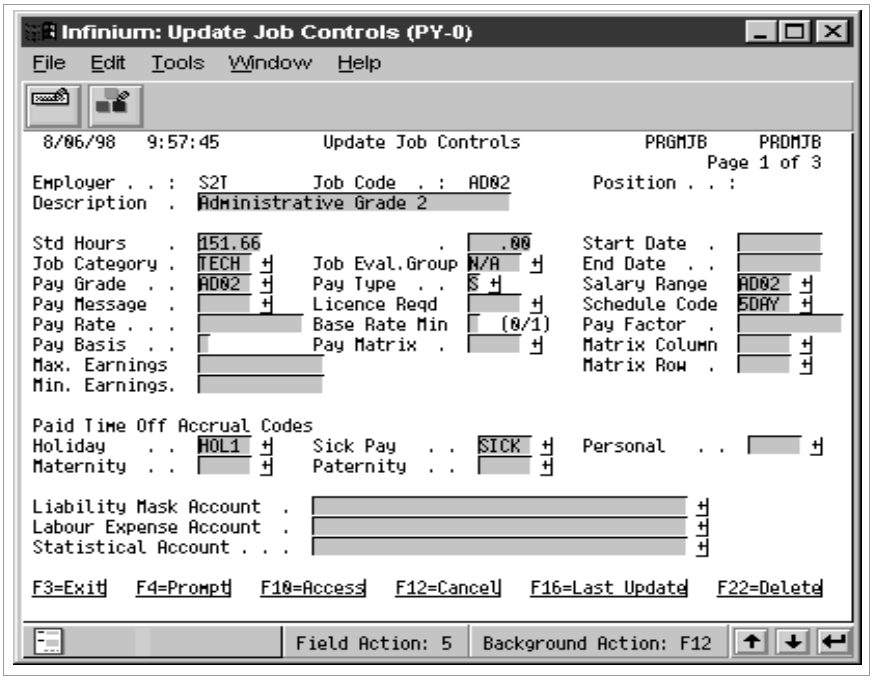

Figure 8-2: Update Job Controls screen 1 of 3

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

Describing the Paid Time Off Accrual Codes Fields

You can enter descriptions for up to six categories of paid time off on the Infinium PY employer control. The system displays your descriptions in the Paid Time Off Accrual Codes section in the middle of this screen.

If you did not enter descriptions for the paid time off accrual categories on the employer control, the system displays data entry lines without corresponding field descriptions in the Paid Time Off Accrual Codes section of the job control screen.

Description

Type one or more words that describe the job control that you are defining. This is a 30-character free-form field.

Job Hours Name 1

Type the standard number of work hours per pay period for employees assigned to this job. This can also be referred to as the ‘contracted’ hours for this job.

During the employment process, the system completes the *Standard Hours* field on the new employee's basic data record with the value you enter in this field on the employee's assigned job control. You can override this for part time employees.

When you define income controls, you can specify that the system should use the value in one of the *Job Hours Name* fields during payroll cycle processing to calculate income prorations for employees.

You enter a description for the *Job Hours Name1* field on the employer control; the system displays your field description on this screen in Infinium HR and Infinium PY.

Job Hours Name 2

Type the appropriate value for the job hours you have assigned to this field. You enter a description for the *Job Hours Name 2* field on the employer control; the system displays your field description on this screen in Infinium HR and Infinium PY.

Start Date

Type the date this job was established within the specified employer.

Job Category

Type a code value that indicates with which group of jobs this job is associated. The system uses this field to sort employees when you generate the following reports within the *Equal Opportunity Monitoring* option:

- *Employees by Job Category*
- *Employee Age Distribution*
- *Length of Service Distribution*

You can also use the *Job Category* field to select and sort jobs and employees when you develop Infinium QY reports.

Job Eval. Group

If you are implementing job evaluation for the specified employer, type the code value that identifies the job evaluation group to which this job belongs. The system displays factors associated with the chosen job evaluation group

on the following screen. You define values for this field through the *Update Employer Codes* option using code type **GRP**.

If you do not use job evaluation, you must define a blank code value for code type **GRP**.

End Date

Type the date this job is no longer valid within the specified employer.

Pay Grade

Type the value that identifies the pay grade for employees assigned to this job. You use step-in-grade processing to automate the rate progression of employees based on their length of service, age or a combination of both factors.

Refer to the chapter entitled “Establishing Pay Grades” in the *Infinium HR (I) Guide to Controls* for more information on how to define pay grades.

Pay Type

Type a value that indicates how you state the base pay rate for employees assigned to this job. The value that you type in this field must be consistent with the way you state the Infinium HR base rate and the Infinium PY pay rate 1 for employees assigned to this job.

For example, if you enter an hourly base pay rate for employees, you must type **H** in this field. If you enter a flat amount, you should type **S** or **N** in this field. In some installations, payroll uses hourly incomes for all employees because hourly incomes simplify the time entry process.

When you enter Salary Change transactions for employees using the *Enter Personnel Actions* option, you normally update the employees’ payroll rate. If the value in the *Pay Type* field corresponds with the payroll rate, the system can correctly calculate the new payroll rate.

In Infinium PY the terms exempt and non-exempt indicate which employees are eligible for overtime pay. Exempt employees are not covered by standard overtime regulations; non-exempt employees are covered by standard overtime regulations.

Valid values are:

H Hourly: you assign exempt or non-exempt employees to this job and state their Infinium HR base rate and their Infinium PY pay rate 1 on an hourly basis.

S Salaried: you assign exempt employees to this job and state their Infinium HR base rate and Infinium PY pay rate 1 as flat amounts per pay period.

N Non-Exempt: you assign non-exempt employees to this job and state their Infinium HR base rate and Infinium PY pay rate 1 as flat amounts per pay period.

Note: The value you enter in this field does not prevent Infinium PY users from generating overtime pay for employees assigned to pay type **S**.

Salary Range

Type the value that identifies the salary range for this job. The system uses the salary range to verify that employees assigned to this job are paid a rate between the minimum and maximum limits of the salary range. Refer to the chapter entitled “Defining Salary Ranges” in the *Infinium HR (I) Guide to Controls* for more information.

Note: You can override the warning message that the system produces when the base rate of an employee assigned to this job is below the minimum for the salary range.

Pay Message

Type the code value that represents the pay message you want the system to print on payslips for employees assigned to this job, You define pay messages through the *Update Pay Messages* option.

Licence Reqd

Type the code value that identifies the type of licence that employees who are assigned to this job must possess. You can enter additional licencing information for each employee, such as the licence number, dates of issue and expiration, issuing agency, status and cost, using the *Employee Licences* option on Infinium HR.

You define code values for this field through the *Update Employer Codes* option using code type **LCD**.

Schedule Code

Type a value that identifies the work schedule of employees assigned to this job.

Refer to the chapter entitled “Setting Up Work Schedules” in the *Infinium HR (I) Guide to Controls* for more information on how to define work schedule values.

Pay Rate

Type the pay rate for employees assigned to this job if appropriate.

Base Rate Min

Type a value to indicate whether the pay rate on the job control can be superceded by the pay rate on the employee's payroll data record, if the latter is higher.

Valid value are:

0	Use the pay rate on the employee's job control even if it is lower than the rate on the employee's payroll data record.
1	Use the pay rate on the employee's payroll data record if it is higher than the rate on the employee's job control.

Pay Factor

If you typed **M** in the *Pay Basis* field, type a value in this field. The system uses this value as the factor by which to multiply the value in the job matrix to obtain the pay rate for this job. The default pay factor is 1.0000.

Pay Basis

Type **M** in this field to indicate that the pay rate for this job is specified using the job matrix on this screen and multiplied by the value in the *Pay Factor* field.

To use the value in the *Pay Rate* field, leave this field blank.

Pay Matrix

If you typed **M** in the *Pay Basis* field, type the pay matrix that contains the pay rate for this job. You define matrices through the *Update Matrices* option.

Matrix Column

If you typed **M** in the *Pay Basis* field, type the column for the matrix that contains the pay rate for this job.

Matrix Row

If you typed **M** in the *Pay Basis* field, type the row for the matrix that contains the pay rate for this job.

Max. Earnings

Type the maximum net earnings per pay period that you allow for employees assigned to this job. The system generates a warning message on the Payroll Trial Register during payroll cycle processing if an employee's net pay after all deductions exceeds the amount you enter in this field. If you do not correct the employee's earnings, the system pays the employee the full cheque amount regardless of the warning message.

Note: You can also record a maximum cheque amount on each employee's individual payroll data record. When you type a higher or lower amount in the *Max Cheque Amt* field on an employee's Update Payroll Data screen 2 of 2, the system also compares the employee's net pay period earnings to the employee's individual maximum. It generates a warning message when the employee's net earnings exceed his or her personal maximum.

Min. Earnings

Type the minimum net earnings per pay period that you allow for employees assigned to this job. This field is for information only. Infinium PY does not use the information you enter in this field.

Paid Time Off Accrual Codes

For each paid time off accrual category that you defined for your employer, type a code value that identifies the specific accrual control applicable to employees assigned to this job. You define values for this field through the *Update Employer Codes* option using code type **ACR**.

If you do not use paid-time-off accrual processing for this employer, leave these fields blank.

Liability Mask Account

If you cost by job, type one or more components for employee deduction accounts and employer liability general ledger accounts that correspond to employees assigned to this job. The system uses the components you specify here to build general ledger numbers for employee deductions and employer liabilities for employees who are temporarily or permanently assigned to this job. If you do not cost employee deductions and employer liabilities by job worked, leave this field blank.

When you cost by job, the system uses the job code in each employee's time entry records during payroll cycle processing to build general ledger account numbers. The system defaults the employee's home job into his or her time entry records; you can replace the home job with alternate jobs during cycle processing to charge employer and employee deduction liabilities to alternate accounts.

You use the *Enter New Employee* or *Enter Personnel Actions* options to assign each employee to a home job. The system stores the code that represents the employee's home job assignment in his or her basic data record and defaults it into the employee's time entry record during payroll cycle processing. It uses general ledger number components associated with the employee's home job unless you temporarily assign the employee to other jobs during payroll cycle processing.

You can temporarily assign an employee to one or more alternate jobs during payroll cycle processing. If each job contains general ledger account components, the system can allocate employee and employer deduction expenses among the general ledger accounts associated with each temporary job assignment.

Labour Expense Account

If you cost by job, type one or more components of a labour expense general ledger account number that correspond to employees assigned to this job. The system uses the components you specify here to build general ledger numbers for labour expense associated with employees who are temporarily or permanently assigned to this job.

Refer to the description of the *Liability Mask Account* field for information on employee job assignments.

If you do not cost labour expense by jobs worked, leave this field blank.

Statistical Account

If you track headcount by job, type one or more components of a statistical general ledger account associated with this job. Infinium PY uses statistical accounts to track employee headcount information. When you run the *Close Statistical Account* option, the system uses the statistical account you specify here to track the number of employees permanently assigned to this job at the time you run the option.

If you use statistical accounts, press F4 to display a list of general ledger account numbers defined in Infinium PY. The system displays the Chart of Accounts screen. Payroll users define statistical accounts using account type **S** (statistical) or **B** (both statistical and monetary).

Check the value in the **T** column on the right side of the Chart of Accounts screen to confirm the account type for each general ledger number. You can enter only a statistical account number in this field and you cannot enter a number whose account type is blank.

If you do not use jobs to generate statistical general ledger accounts, leave this field blank.

7 Press Enter. The system displays the screen shown in Figure 8-3.

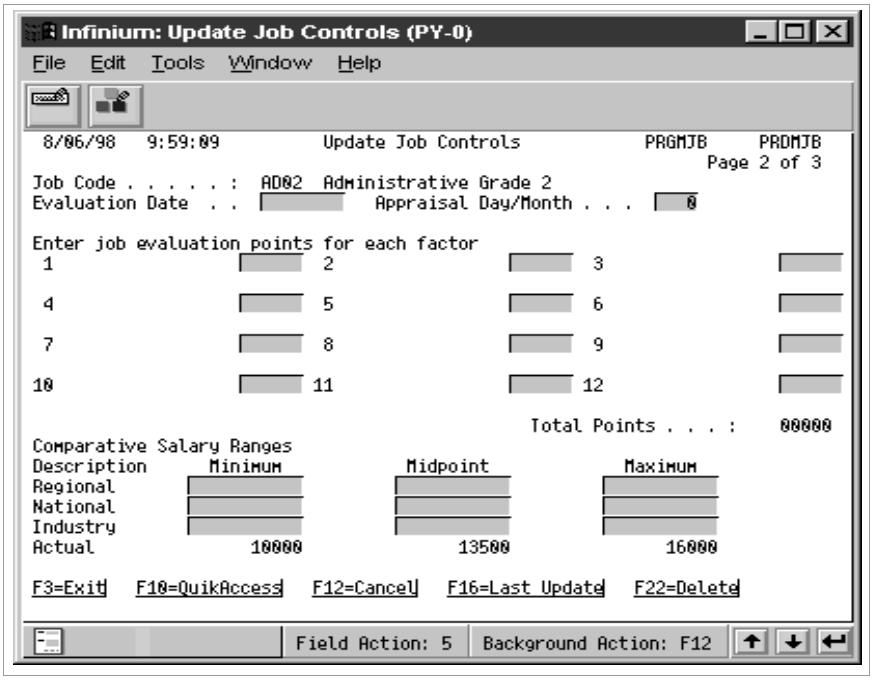

Figure 8-3: Update Job Controls screen 2 of 3

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

Defining Job Evaluation Factors

If you entered a job evaluation group on the preceding screen for which you defined factors, the system displays those factors on this screen. You use this screen to enter numeric values for one or more of the factors based on the contributions the specified job makes to the organisation.

Evaluation Date

Type the date on which you last evaluated the job. If you do not use a formal job evaluation procedure for your employer, leave this field blank.

Appraisal Day/Month

If all employees assigned to this job receive performance appraisals at the same time, type the date on which you conduct the reviews.

Job Evaluation Points

Type the numeric value for one or more of the job evaluation factors associated with this job. You can enter up to 99999 for each factor.

If you are using Hay job evaluation, leave these fields blank.

Comparative Salary Ranges

Use the nine fields in this portion of the screen to store salary survey data for similar jobs in your area, country or industry. All of these fields are optional. You can leave some or all of them blank and skip to step 9. After you set up the job control, the system automatically displays values for the salary range associated with this job in the *Actual* fields at the bottom of the screen.

Regional

Type salary range minimum, midpoint and maximum values for similar jobs in the geographic locality of the specified employer.

National

Type salary range minimum, midpoint and maximum values for similar jobs across the country for the specified employer.

Industry

Type salary range minimum, midpoint and maximum values for similar jobs in the same business sector or function as the specified employer.

9 Press Enter . The system displays the screen shown in Figure 8-4.

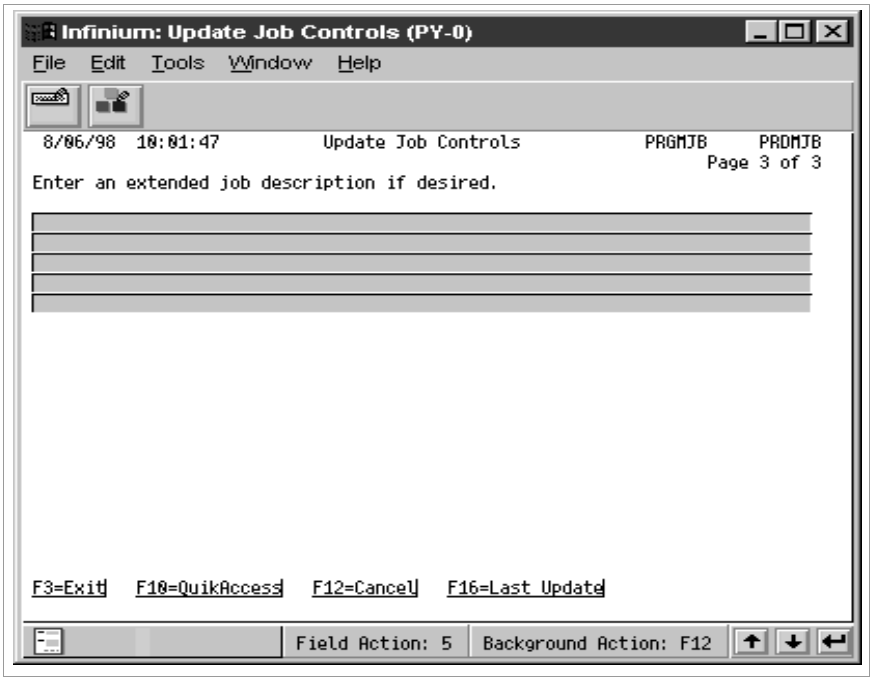

Figure 8-4: Update Job Controls screen 3 of 3

10 Use this screen to type an extended job description if required.

Viewing the Last Update

You can press F16 to view the time and date of the last change to this job control, the identity of the user who made the changes and the workstation from which the user made the update.

11 Press Enter to save your job control information and exit from this screen.

Changing Job Controls

You can make changes to any of the fields on the job control except the job code. If you want to change the job code, you must set up a new job control. Follow the instructions in the preceding section to set up a new job control.

When you make changes to certain fields on the job control, the system automatically updates the corresponding fields in the basic data records of employees assigned to that job if you entered **1** in the *Positions Controls Used?* field on the Infinium HR employer control. Generally, the system updates fields that you cannot manually update in the employee basic data record.

You can use the *Mass Update Employee Position Data* option in Infinium HR to have the system refresh fields in the employee basic data record that default from the job control.

The following table summarises which fields in the employee basic data record are automatically updated by the system when you make manual changes to them on the job control record.

When You Change the Value for This Field on the Job Control	Does the System Update the Basic Data Record?
Job Category	Yes
Job Hours Name 1	No
Pay Type	No
Pay Grade	Yes
Salary Range	Yes
Work Schedule	Yes
PTO Accruals	Yes if the field on the employee's record is blank

Deleting a Job Control

You use the *Update Job Controls* option to delete a job control. However, you cannot delete a job control if positions are associated with it. If you remove the obsolete job code from position controls and replace it with another job code, you can delete the job control.

The history records of employees who were assigned to positions associated with the job control that you delete still contain the job code of the deleted job. Therefore, when you use the *Display Employee History* option in Infinium HR to review the employee's history, the system displays the deleted job code, but it cannot display the deleted job's description.

Follow the steps below to delete a job control.

1. From the Infinium PY main menu or desktop select *Controls*.

2. Select *Job Controls.*

3. Select *Update Job Controls* [UJC]. Press Enter. The system displays the Update Job Controls prompt screen shown in Figure 8-1.

4. Use the information in the section in this chapter entitled "Setting Up and Maintaining Job Controls" to complete the fields on this screen.

5. Press Enter. The system displays the Update Job Controls screen 1 of 3 shown in Figure 8-2.

6. Press F22 to delete the specified job control.

   If the job is attached to one or more position controls, the system displays the following error message at the bottom of the screen:

   Position codes attached to Job Code. Deletion of Job Code denied.

7. Press F3 to exit from this screen. Use information in the chapter entitled "Establishing Position Controls" in the *Infinium HR (I) Guide to Controls* to update the position controls with a new job code. Then repeat steps 1 to 6 above.

8. If the job control is not attached to position controls, the system displays the Confirm Deletion window in the middle of the screen. Type **1** and press Enter. The system deletes the job control and displays the screen shown in Figure 8-1.

9. Press F3 to return to the Infinium PY main menu or desktop.

Displaying Job Controls

You can use the *Display Job Controls* option to display one or more job controls for a specified employer.

Follow the steps below to display a job control.

1 From the Infinium PY main menu or desktop select *Controls*.

2 Select *Job Controls*.

3 Select *Display Job Controls* [DJC]. Press Enter. The system displays the Display Job Controls prompt screen similar to the one shown in Figure 8-1.

4 Type the code value that represents the employer for which you want to display job controls and press Enter. The system displays the screen shown in Figure 8-5.

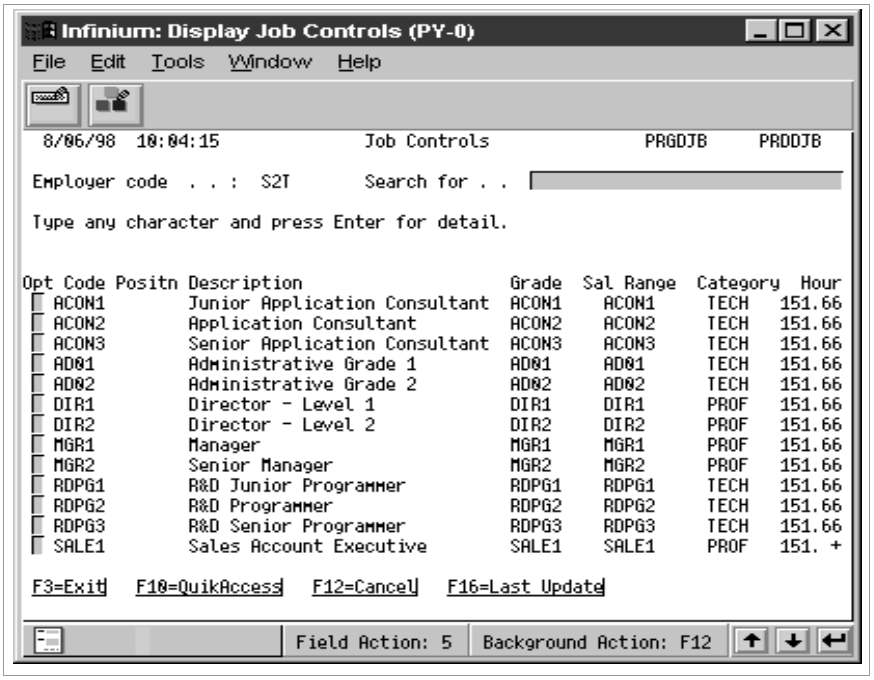

Figure 8-5: Job Controls search screen

5 Use the following information to work with the fields on this screen.

The system displays a list of all the job codes that have been defined for the chosen employer. If there are more codes than can be displayed on a screen, the system displays + in the lower right hand corner of the screen. Press PageDown to advance to the next screen. Press PageUp to return to a previous screen.

Search for

If you want to locate a particular job control, type chapter or all of the description in this field. Press Enter. The system searches through all of the job controls and displays on a separate screen any controls that match the characters you typed.

Opt

Type a character in the *Opt* field next to the job control you want to display.

6 Press Enter. The system displays the Display Job Controls screen 1 of 3.

7 Press Enter to progress through the display screens and view the information.

8 Press Enter to return to the Display Job Controls prompt screen. Select another job control to view or press F3 to return to the Infinium PY main menu or desktop.

Printing Job Controls

You use the *Print Job Controls* option to generate a report of job control information including salary range amounts and evaluation points, payroll-specific fields and any PTO accrual codes you have entered.

Follow the steps below to print job control information.

1 From the Infinium PY main menu or desktop select *Controls*.

2 Select *Job Controls.*

3 Select *Print Job Controls* [PJC]. Press Enter. The system displays the Print Job Controls prompt screen.

4 Type the value that represents the employer for whom you want to print job control information. To print a report that includes job control information for all employers in your Infinium PY database, leave this field blank.

5 Press Enter. The system generates the following message and returns you to the Infinium PY main menu or desktop.

Building submission request . . .

6 The system uses batch processing to generate the Job Controls report. Access the Work with Submitted Jobs screen or the Work with All Spooled

Files screen. You can view or print this report using options on these screens.

Copying Job Management Files to Another Employer

You use the *Copy Job Management Files* option in Infinium HR to copy the job-related controls listed below from one employer to another:

- Salary Ranges
- Job Evaluation Factors
- Job Controls

Refer to the chapter entitled "Defining Job Controls" in the *Infinium HR (I) Guide to Controls* for more information.

Setting Up Job Reporting Groups

You use job reporting groups to group two or more jobs into a common category. Certain payroll functions allow you to type in a job reporting group and then run the function once instead of requiring you to run it once for each job code in the group. You also use job reporting groups to identify the employees for whom the system should calculate retrospective pay increases. You use options within the *Retrospective Pay Awards* option to define criteria and process retrospective increases associated with wage agreements.

To set up a job reporting group, you must establish a code value for code type JRP. Refer to the chapter in this guide entitled “Setting Up and Maintaining Employer Code Values” for more information. You can then link two or more job codes to the job reporting group code value.

Follow the steps below to link jobs to job reporting groups.

1. From the Infinium PY main menu or desktop select *Controls*.
2. Select *Job Reporting Groups.*
3. Select *Update Job Reporting Groups* [UJRG]. Press Enter. The system displays the screen shown in Figure 8-6.

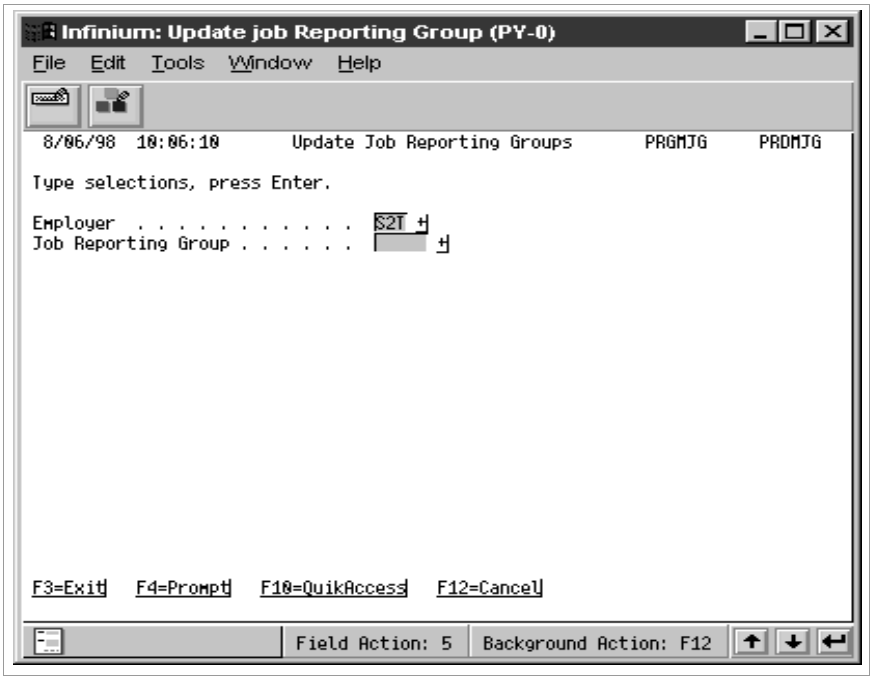

Figure 8-6: Update Job Reporting Groups prompt screen

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

Employer

Type the value that represents the employer for which you are linking jobs to job reporting groups.

Job Reporting Group

Type the code value that identifies the job reporting group to which you want to link jobs. You define code values through the *Update Employer Codes* option, using code type **JRP**.

5 Press Enter. The system displays the screen shown in Figure 8-7.

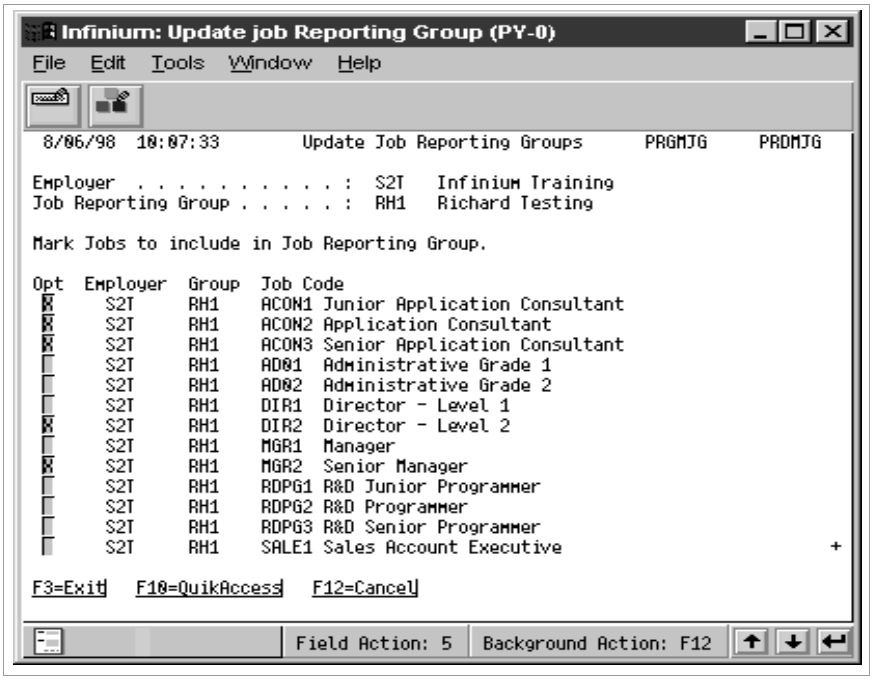

Figure 8-7: Update Job Reporting Groups screen

6 Use the following information to work with this screen.

Opt

Type any character in this field adjacent to the jobs that you want to include in the specified job reporting group. The system replaces the character you type with **X** when you exit from this screen.

7 Press F3. Then type **1** in the Exit Options window and press Enter. The system displays the Job Reporting Group prompt screen.

8 Press F3 to return to the Infinium PY main menu or desktop.

Displaying Job Reporting Groups

You can use the *Display Job Reporting Groups* option to display the jobs in a particular reporting group.

Follow the steps below to display a job reporting group.

1 From the Infinium PY main menu or desktop select *Controls*.

2 Select *Job Reporting Groups*.

3 Select *Display Job Reporting Groups* [DJRG]. Press Enter. The system displays the Display Job Groups prompt screen similar to the one shown in Figure 8-6.

4 Use the information in the previous section to complete the fields on this screen.

5 Press Enter. The system displays the Display Job Groups screen. This screen displays all the jobs associated with the group you selected. If there are more codes than can be displayed on a screen, the system displays **+** in the lower right hand corner of the screen. Press PageDown to advance to the next screen. Press PageUp to return to a previous screen.

6 Press Enter to return to the Display Job Groups prompt screen.

7 Press F3 to return to the Infinium PY main menu or desktop.

Printing Job Reporting Groups

You can use the *Print Job Reporting Groups* option to print a list of the jobs in a particular reporting group.

Follow the steps below to print details of a job reporting group.

1 From the Infinium PY main menu or desktop select *Controls*.

2 Select *Job Reporting Groups*.

3 Select *Print Job Reporting Groups* [PJRG]. Press Enter. The system displays the Print Job Reporting Group prompt screen similar to the one shown in Figure 8-6.

4 Use the information in the section entitled "Setting Up Job Reporting Groups" to complete the fields on this screen.

5 Press Enter. The system generates the following message and returns you to the Infinium PY main menu or desktop.

Building submission request . . .

6 The system uses batch processing to generate the Job Reporting Groups report. Access the Work with Submitted Jobs screen or the Work with All Spooled Files screen. You can view or print this report using options on these screens.

Summary of Job Controls

In summary, you have learned the following:

- How to use job controls to maintain employee information
- How to set up, change, and delete job controls
- How to display and print job control information
- How to set up job reporting groups

Hands-on Workshop

Exercise 8-1

Setting Up Job Controls

Set up at least three job controls in your sample employer. Follow the steps below to set up job controls.

1. From the Infinium PY main menu or desktop select *Controls*.
2. Select *Job Controls*.
3. Select *Update Job Controls* [UJC]. Press Enter.

   Be sure to enter a job evaluation group code value on the first screen of each job control so that the system displays job evaluation factors on the second screen of the job control.

Exercise 8-2

Displaying Job Controls

1. From the Infinium PY main menu or desktop select *Controls*.
2. Select *Job Controls*.
3. Select *Display Job Code Controls* [DJC]. Press Enter.
4. Type the value that represents your sample employer in the *Employer* field at the top of the Job Controls screen. Press Enter to display a list of the jobs that you set up for your employer in Exercise 8-1.

Chapter 9 Creating Cycle Controls

9

You use cycles within Infinium PY to group employees who share similar pay characteristics for payroll processing. This chapter describes the controls that define Infinium PY cycles.

The chapter consists of the following topics:

Overview of Cycle Controls

Objectives

When you complete this chapter, you should be familiar with the following:

- How to create, update and delete cycle controls
- How future cycles are used in cycle operations processing
- How to create and display cycle groups

Understanding Cycle Controls

You use cycles to pay groups of employees who share similar pay characteristics. These characteristics include:

- Pay frequency: how often an employee is paid, such as weekly or monthly
- Pay type: whether the employee is an hourly or salaried employee
- Levels: the location of the employee within your organisation's structure

Using Normal Cycles

You use normal cycles to pay employees who receive the same wages each pay period. You can group employees by pay frequency (weekly or monthly), by level and by pay type (hourly or salary).

Pay frequency is the most common method of grouping employees in a cycle. For example, you pay both hourly and salaried employees every week. Therefore, you can group both pay types in one weekly cycle rather than creating and running two separate cycles.

Note: You cannot group employees with different pay frequencies in one cycle because the pay frequency determines the taxing frequency.

Many organisations use pay frequency as the determining factor when grouping employees in cycles. You are not limited to the number of

employees contained in a single cycle. However, all the employees in the cycle must have a common pay frequency. You can also create multiple cycles for one pay frequency.

You assign employees to cycles through the *Enter New Employee* option or the *Update Employee Payroll Data* option.

Other Cycle Types

In addition to normal payroll cycle processing, Infinium PY provides you with other types of cycles that you can use for different or special processing. These are: :

- On-demand
- Bonus
- Special

When you enter a new employee onto your system, you assign the employee to a normal cycle for normal payroll processing. You can also process an employee through a different cycle type when a need arises.

For example, if you need to issue an ad-hoc payment to an employee outside his or her normal cycle, you process the transaction through an on-demand cheque cycle.

Or, ifyou use payroll processing to pay expenses to a group of employees outside their normal cycle, you could use the special cycle type.

If a group of employees is entitled to bonus pay, for example at the end of the year, you could include all those employees in a separate bonus cycle.

You do not need to permanently assign employees to these other cycle types. You can include any employee in these cycles as needed.

Establishing Cycle Controls

Prior to creating your cycle controls, consider how the controls you establish through this option will affect your processing needs. Defaults you establish when you set up your cycle controls can affect:

- Pay period beginning and pay period ending dates that the system accepts as valid for a cycle
- Payslip dates the system accepts as valid for a cycle
- Tax frequency the system uses for the cycle

Follow the steps below to create a cycle control.

1 From the Infinium PY main menu or desktop select *Controls*.

2 Select *Cycle Controls.*

Select *Update Cycle Controls* [UCC]. The system displays the screen shown in Figure 9-1.

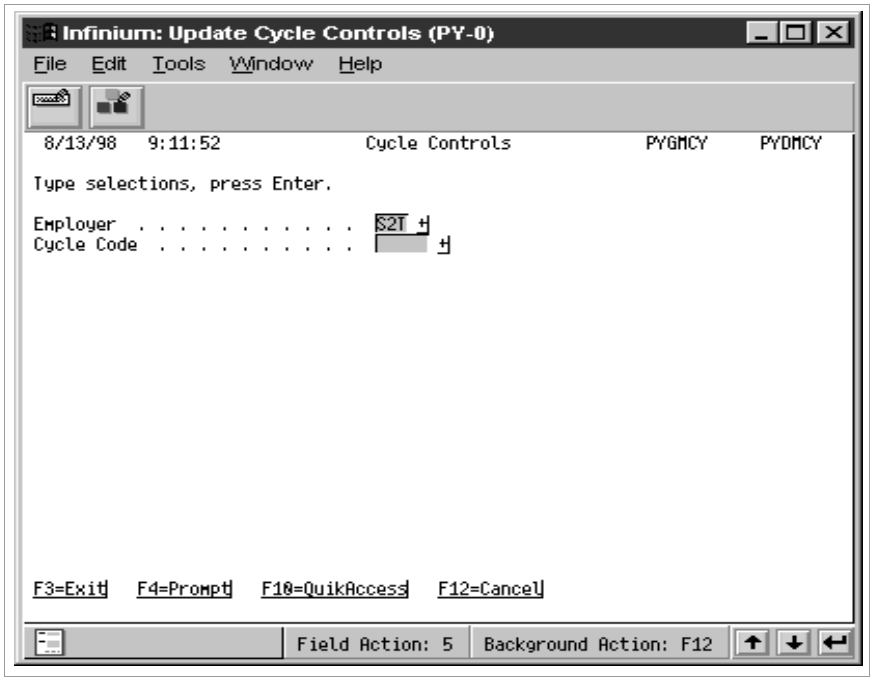

Figure 9-1: Cycle Controls prompt screen

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

Employer

Type the code value that represents the employer for which you are creating a cycle.

Cycle Code

Type a code value to represent your cycle. This is a five-character free-form field.

4 Press Enter. The system displays the screen shown in Figure 9-2.

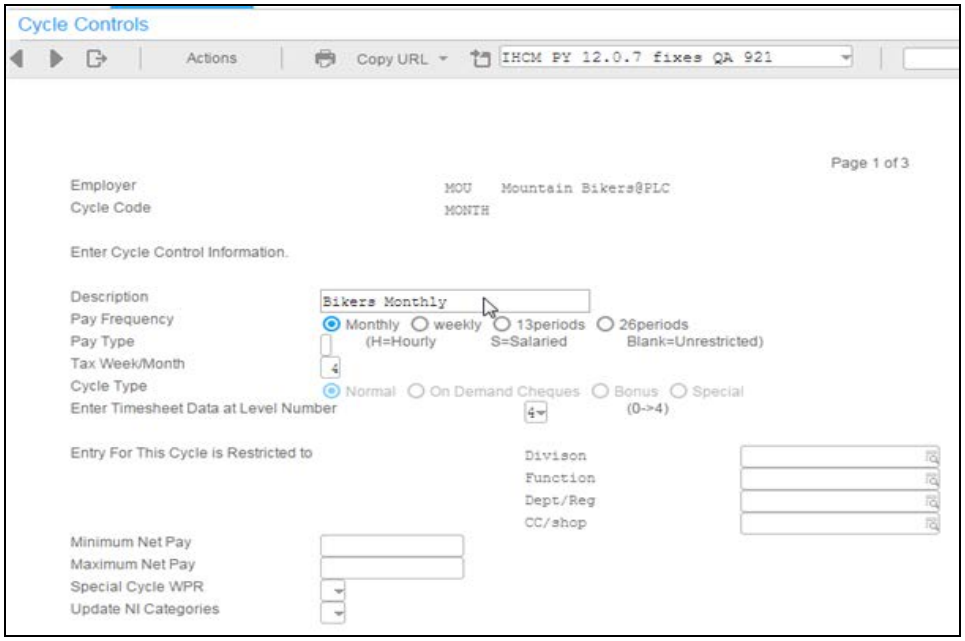

Figure 9-2: Cycle Controls screen 1 of 3

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

Description

Type a description of the cycle. This description prints on any reports you generate for this cycle.

Pay Frequency

Type the pay frequency for this cycle. The pay frequency you set up for this cycle defaults into the *Frequency* field on the Enter Cycle Data screen when you run the *Begin Payroll Cycle Operations* option. The system uses the information in the *Frequency* field to determine how to calculate tax deductions in each pay cycle.

Valid values are:

W Weekly

M Monthly

13 Thirteen pay periods per year (lunar cycle)

26 Twenty-six pay periods per year (fortnightly)

Pay Type

Use this field to identify the type of employees included in this cycle: hourly employees, salaried employees or both.

Valid values are:

H Hourly

S Salaried

Blank Unrestricted: contains both hourly and salaried employees

Tax Week/Month

Type the current tax week or month for the cycle, depending on whether the cycle is weekly or monthly. The system automatically updates this field each time you run the *Post Cycles and Print Cheques* option.

Valid values are:

01-53 For weekly, fortnightly and lunar cycles

01-12 For monthly cycles

Cycle Type

Type a value that represents the cycle type. Valid values are:

0 Normal cycle operations: weekly or monthly

1 On-demand cheques

2 Bonus processing

3 Special payments

Note: You can only enter a value in this field when you create the cycle. Once you process a cycle, you cannot change the value.

Enter Timesheet Data at Level Number

You use this field to indicate how to group employees on the prompt screen at timesheet entry.

For example, you may choose to group employees by department or division to simplify and speed up entering their time reports. Valid values are:

0	All employees are placed in a single group within each employer
1	All employees are grouped by level 1
2	All employees are grouped by level 2, then level 1
3	All employees are grouped by level 3, then level 2 and level 1
4	All employees are grouped by level 4, then levels 3, 2 and 1

Note: The values you enter in this field and in the *Timesheet Alpha Sequence?* field on the employer control determine how the system groups and displays employees. Refer to the chapter in this guide entitled “Setting up Employer Controls” for more information.

Using Cycle Level Restrictions

You can use the *Entry For This Cycle is Restricted to* level restriction fields to accomplish two different tasks:

- Restrict which employees you want to include in a cycle
- Restrict which payroll users can work with this cycle

You assign all employees to a specific level or combination of levels when you employ them. This means that you can restrict a cycle to include only those employees assigned to particular levels.

The levels you specify in these fields can also function as security for your payroll users. You can restrict users to access and enter data only in the levels to which they are authorised through the *Update User Security Levels* option.

You can enter maximum and minimum net pay amounts for the cycle. A warning message is printed on the Trial Register if the total net pay for a cycle is outside these limits.

Set the *Special Cycle WPR* field to **1** to allow a special cycle to perform Workplace Pension Reform (WPR) assessment. This allows a supplementary cycle that is run after the main payroll and is for the same pay period dates, to assess earnings from both the main payroll and the supplementary run.

Use the *Update NI Categories* field to support the Nat Ins categories introduced from 6th April 2015 for the abolition of employers' national insurance contributions for under 21 year old employees. Set this field to **1** or leave blank for the Begin stage of the cycle to automatically change an employee's Nat Ins categories, based on the employee's age as at the pay date in the cycle. Set this field to **0** if you do not want the Begin stage of the cycle to automatically update employee NI categories. For example, when this field is blank or **1**, if an employee has an NI category A or D and is under 21 as of the cycle pay date, the employee's NI category will be changed to M or I as appropriate. If an employee has an NI category M or I and reaches the age of 21 as of the cycle pay date, the employee's NI category will be changed to A or D as appropriate. The Begin stage will also produce a report, PYTB25NI, listing the NI changes.

6 Press Enter. The system displays the screen shown in Figure 9-3.

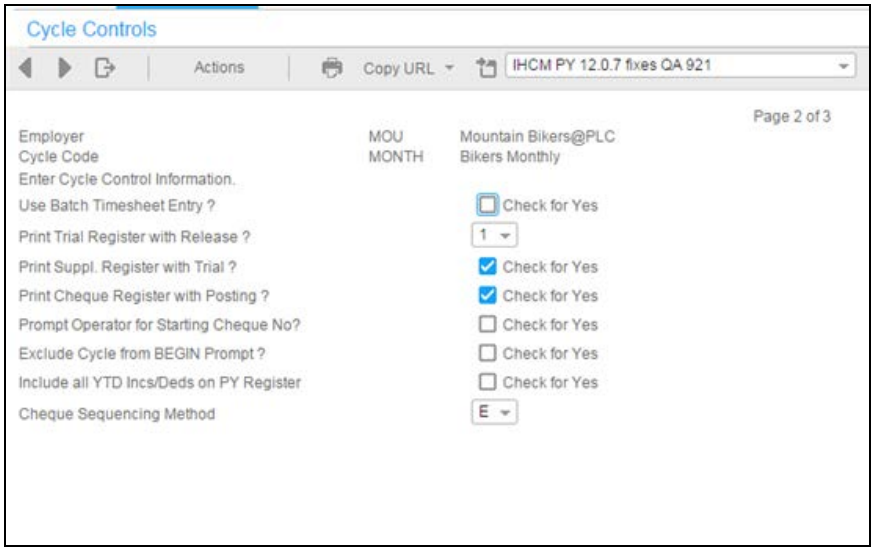

Figure 9-3: Cycle Controls screen 2 of 3

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

Use Batch Timesheet Entry?

Indicate whether you want to enter time for this cycle through the *Batch Timesheet Entry* option. Before you type a value in this field, consider that Infinium PY provides four methods of entering time.

- Batch Timesheet Entry allows you to type time quickly and efficiently with no editing at timesheet entry.
- Time and Attendance allows you type time on a daily basis or to feed from a time capture system.
- Timesheet Entry allows you to type time and have the system perform edits on the data.
- Mass Entry allows you enter an income or deduction code at the beginning and then you enter a list of employees and amounts or hours.

Valid values are:

0 No. Do not use the *Batch Timesheet Entry* option.

1 Yes. Use the *Batch Timesheet Entry* option.

Print Trial Register with Release?

Indicate whether you want the system to automatically print a Trial Register when you run the *Release Timesheet Input to Cycle* option. Infinium PY requires that you print a Trial Register and resolve any outstanding errors before you can post a cycle.

Valid values are:

0 No. Do not print the Trial Register when you run the *Release Timesheet Input to Cycle* option. You must run the Trial Register manually by selecting the *Print Trial Register* option before posting your cycle.

1 Yes. Print the Trial Register when you run the *Release Timesheet Input to Cycle* option.

2 Print the Trial Register when you run the *Release Timesheet Input to Cycle* option but do not print any level totals.

Print Suppl. Register with Trial?

Indicate whether you want the system to automatically print a Supplemental Register whenever you generate a Trial Register. The Supplemental Register shows employer liability amounts for each employee.

Valid values are:

0 No. Do not print a Supplemental Register when you generate a Trial Register.

1 Yes. Print a Supplemental Register when you generate a Trial Register.

Note: The Supplemental Register does not print with the standard reports that generate during the posting process.

Print Cheque Register with Posting?

Indicate whether you want to print a cheque register when you post the pay cycle. This register sorts by cheque number; it prints the employee's name and number along with the gross and net cheque amounts. The cheque register is in addition to the standard Payroll Register.

Valid values are:

0 No. Do not print the cheque register with the cycle. You can use the *Chq Reg* field on the Post Cycles and Print Cheques screen to request the cheque register on an exception basis.

1 Yes. Print the cheque register with the cycle.

Prompt Operator for Starting Cheque No?

Indicate whether the system operator is required to confirm and type the first cheque number in the cycle before the system prints the cheques. This is so that the operator who controls the printer can ensure that the number on the first cheque on the preprinted cheque forms loaded on the printer matches the internal number that the system will use to identify this cheque. You can use the operator prompt to assign cheque starting numbers and, as a security measure, to prevent the use of the wrong cheque numbers. Valid values are:

0 No. Do not prompt the operator for the starting cheque number. The system assigns the number automatically from the last used cheque number on the bank account controls.

1 Yes. Prompt the operator to verify a cheque number each time you run the cycle. The system displays a message on the operator’s message queue. The message contains as a default, the last used cheque number from the bank account control. You cannot post cheques without an operator answering the message.

The system enters the value you generate here in the *Prompt Operator* field when you run the *Post Cycles and Print Cheques* option. You can override this value each time you post a cycle.

Exclude Cycle from BEGIN Prompt?

Indicate whether to exclude the cycle from appearing on the first selection screen in the *Begin Payroll Cycle Operations* option.

Valid values are:

0 No. Include this cycle on the first selection screen in the *Begin Payroll Cycle Operations* option. Type **0** if you are setting up a normal cycle.

1 Yes. Exlude this cycle from the first selection screen in the *Begin Payroll Cycle Operations* option. Type **1** if you are setting up an on-demand, bonus or other special cycle. You exclude these cycles so that you do not accidentally select them during cycle processing.

Cheque Sequencing Method

You use this field to control the order in which the system prints cheques and/or pay slips and BACS direct deposit advices within a cycle. Type a cheque sequencing method to control the printing order of cheques, pay slips and BACS advices within this cycle.

You can print cheques and advices either numerically by employee number or alphabetically by employee surname within cycles or levels. You can also organise cheques and pay slips and advices within a specific level and then further define the printing order as either alpha or numeric within that level.

When you choose to organise cheques by levels, the system orders them according to the Infinium HR/PY level hierarchy. Therefore, the sequencing order you assign to a specific level applies to that level and all higher levels.

For example, if you choose to organise your cheques/pay slips alphabetically within level 3, your cheque sequence is: all level 3 controls grouped alphabetically within their level 2 controls and all level 2 controls grouped within their level 1 controls. The system organises all this information alphanumerically as follows:

Level 1 Region	Level 2 Division	Level 3 Department	Check Sequence Alpha by Level 3
East	Manufacturing	Assembling	Anderson, Donald

Level 1 Region	Level 2 Division	Level 3 Department	Check Sequence Alpha by Level 3
East	Manufacturing	Assembling	Brown, Catherine
East	Manufacturing	Shipping	Andrews, Mark
East	Manufacturing	Shipping	Bloggs, Fred
East	R & D	Design	Amiss, Julian
East	R & D	Design	Bronson, Richard
West	Manufacturing	Assembling	Atherton, Simon
West	Manufacturing	Assembling	Butcher, Arthur

Valid values are:

0 Numeric within the cycle

1 Numeric within level 1

2 Numeric within level 2

3 Numeric within level 3

4 Numeric within level 4

5 Numeric within a specified user-defined sequence code

A Alpha within the cycle

B Alpha within level 1

C Alpha within level 2

D Alpha within level 3

E Alpha within level 4

F Alpha within a specified user-defined sequence code

To use a user-defined numeric or alphabetical sequence program, type either **5** or **F** in this field. Then set up code values for code type **CSQ** (the user-defined sequence code) and type the sequence code value on the employee's payroll data record.

Caution: If you change the value in this field from alpha to numeric, or vice versa, the change takes effect immediately. If you change one of the user-defined sequencing methods, **5** or **F**, after the cycle is released, you must recalculate the cycle.

8 Press Enter. The system displays the screen shown in Figure 9-4.

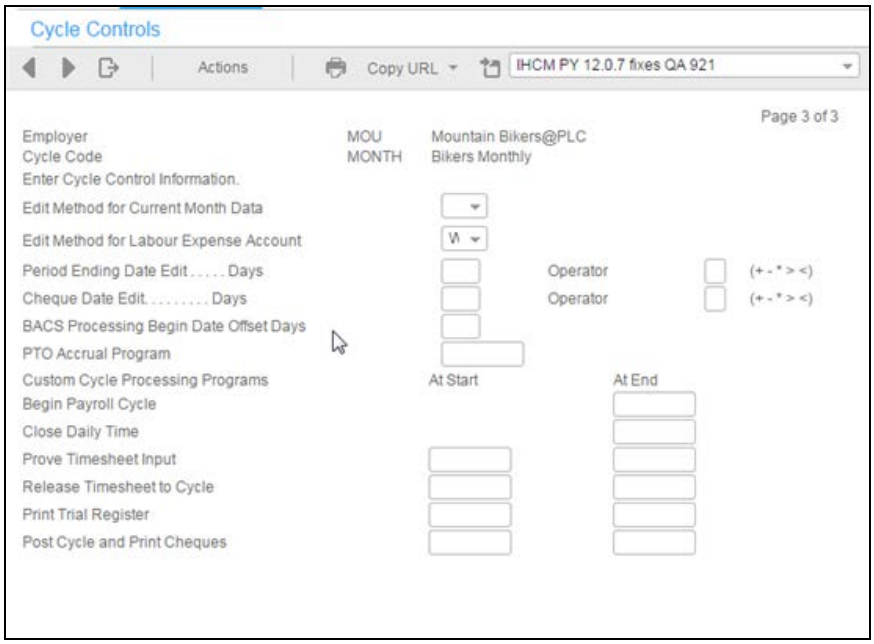

Figure 9-4: Cycle Controls screen 3 of 3

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

Establishing Edits

The information you enter into the edit fields enables you to validate or check dates in the system against those in a cycle. Edits you establish on this screen can affect period beginning and ending dates, as well as the cheque dates that the system accepts as valid for a cycle. Setting these edits helps prevent you from processing a cycle with inaccurate dates.

You can, however, leave the edit fields blank and set up a future cycle schedule to prevent inaccuracies in the cycle dates. Refer to the section in this chapter entitled "Creating Future Cycle Schedules" for more information.

Edit Method for Current Month Data

You can use this edit feature to prevent users from posting a cycle in the wrong calendar month. When you type one of the valid values in this field, the system compares the calendar month found on the employer control with

either the cycle's pay period ending date or the cheque date. If there is a discrepancy, the system displays an error message when you try to release the cycle. The system does not allow you to continue processing the cycle until you resolve the error.

Regardless of whether you use the calendar month edit, Infinium PY automatically uses the cheque date to determine the quarter in which to post earnings and deductions.

Valid values are:

P The system verifies that the cycle's period ending date is in the calendar month when you run the *Release Timesheet Input to Cycle* option. If it is not, the system displays the following error message:

Cycle cannot be released. Period ending data is not in current calendar month.

C The system verifies that the cycle's cheque date is in the current calendar month when you run the *Release Timesheet Data* to cycle option. If it is not, the system displays the following error message:

Cycle cannot be released. Cheque date not in current calendar month.

Blank The system does not perform any verification. If you have pay periods that cross calendar months, this is the value you most commonly use.

Edit Method for Labour Expense Account

You use this field to determine how the system reports an invalid labour expense account during the release stage of cycle processing.

Valid values are:

E List any invalid labour expense accounts as an error on the Trial Register. Interactive cycle options such as *Enter Timesheet Data*, *Update Cheques* and *Enter On-Demand Cheques* also treat any invalid labour expense accounts as an error. You cannot post the cycle until you resolve the error.

I List an invalid labour expense account as a warning on the Trial Register. The interactive cycle options, listed above, still treat invalid accounts as an error. You can post the cycle even though the account is invalid. This is the default value.

W List an invalid labour expense account as a warning on the Trial Register. The interactive cycle options, listed above, do not edit invalid labour expense accounts. You can post the cycle even though the account is invalid.

N Do not edit labour expense accounts during cycle processing.

Note: If you have a problem with an invalid labour expense account number and you do not make a correction prior to completing your cycle processing, someone (typically the accounting department) must make journal entry corrections. Once a cycle is posted, you cannot change the labour expense accounts. You can, however, correct invalid employer liability and employee deduction account numbers after posting and prior to closing to the general ledger.

Verifying Period Ending and Check Date Edits

The following four fields enable you to verify valid cheque dates or period ending dates within the cycle. Typically, users choose to edit either for valid period ending dates or for cheque dates, but rarely for both.

These edits take place during the following options:

- Begin Payroll Cycle Operations
- Enter On-Demand Cheques
- Begin Bonus Cycle Operations
- Update Future Cycles Schedule (cheque date edit only)

The system bases these edits on the system date (current date).

Note: If you create a future cycle through the *Update Future Cycles Schedule* option, then you do not need to set up these edits.

Period Ending Date Edit: Days

You can indicate the number of days from the system date that are valid days for the period ending date of the cycle. For example, if you type **2** in this field, the system accepts a period ending date within two days of the system

date (current date) on which you run the *Begin Payroll Cycle Operations* option.

Note: You type the period ending date in the *Begin Payroll Cycle Operations* option.

Period Ending Date Edit: Operator

The values you enter into this field and the *Period Ending Date Edit: Days* field enable you to control the range of days in which you can begin processing a cycle. The following charts list and illustrate the meaning of each operator, given the value of **2** in the *Period Ending Date Edit: Days* field.

Operator	Explanation	Example
+	Exactly 2 days after the system date	System date - 12/1 Period ending date - 14/1
-	Exactly 2 days prior to the system date	System date - 12/1 Period ending date - 10/1
>	Within 2 days after the system date	System date - 12/1 Period ending date between 12/1 and 14/1
<	Within 2 days prior to the system date	System date - 12/1 Period ending date between 10/1 and 12/1
*****	Within 2 days of the system date, either before or after	System date - 12/1 Period ending date between 10/1 and 14/1
Blank	No editing of period ending date	The system accepts the dates you type

Cheque Date Edit: Days

Use this field to indicate the number of days from the period ending date that are valid for the cheque date of the cycle.

For example, if you type **2** in this field, the system accepts a cheque date within 2 days of the period ending date.

Cheque Date Edit: Operator

The values you enter into this field and the *Cheque Date Edit: Days* field enable you to control the range of days that the system accepts as a valid date for issuing a cheque.

The values or operators you can type in this field are the same as those you use for the *Period Ending Date Edit: Operator* field listed above.

PTO Accrual Program

If you want to call a custom program to calculate PTO accrual entitlements for this cycle, type the program name in this field. To use the standard program for calculating PTO accruals from payroll cycle data you must type **PYGCPTO** in this field. For example, you should do this when PTO is directly tied to hours worked.

Note: If you use the *Mass Update PTO Entitlement* function in Infnium HR to calculate PTO entitlement, you must leave this field blank.

Creating Custom Cycle Processing Programs

If your MIS department creates any custom cycle processing programs, you can use this section of the screen to indicate which programs you want to use and when.

Type the program name in the field next to the option during which you want to access the program. You can execute custom programs before or after standard processing is complete.

To access a custom program prior to the start of a particular processing option, type the custom program name in the *At Start* field next to the appropriate option. To access a custom program when processing of a particular option finishes, type the custom program name in the *At End* field next to the appropriate option.

Note: User exits before and after the *Release Timesheet to Cycle* option do not function during an on-demand cheque cycle.

10 Press F3. Then type **1** in the Exit Options window and press Enter. The system updates this control and returns you to the Cycle Controls prompt screen. To create additional cycle controls, repeat steps 4 to 11.

11 Press F3 to exit from this option.

Updating a Cycle Control

You update a cycle control in the same way that you create one. Follow the steps in the previous section to access the cycle control you want to update and to change the cycle control information as required.

Deleting a Cycle Control

Follow the steps below to delete a cycle control.

1. From the Infinium PY main menu or desktop select *Controls*.
2. Select *Cycle Controls.*
3. Select *Update Cycle Controls* [UCC]. The system displays the Cycle Controls prompt screen shown in Figure 9-1.
4. Use the information in the section entitled "Establishing Cycle Controls" to complete the fields on this screen.
5. Press Enter. The system displays the first Cycle Controls screen shown in Figure 9-2.
6. Press F22. The system deletes the cycle control you selected and returns you to the Cycle Controls prompt screen.
7. Press F3 to return to the Infinium PY main menu or desktop.

Creating Future Cycle Schedules

Infinium PY allows you to enter cycle information in advance. You can build a list of cycle defaults for cycles you will post in the future. Planning and creating cycle default information ahead of time provides you with control over the data and minimises the possibility of date related errors.

When you use the *Begin Payroll Cycle Operations* option to begin a cycle, the system locates the next available cycle. Cycle information is shown on the Cycle Header screen. You can override the data at that time, if necessary.

Follow the steps below to create a future cycle.

1. From the Infinium PY main menu or desktop select *Payroll Processing*.
2. Select *Miscellaneous Operations.*
3. Select *Update Future Cycles Schedule* [UFCS]. The system displays the Update Future Payroll Cycles prompt screen.
4. Use the information below to complete the fields on this screen.

   Employer

   Type the name of the employer code for your employer.

   Cycle Code

   Type the cycle for which you want to create a future cycle schedule. To create a future cycle schedule for all cycles, leave this field blank.
5. Press Enter. The system displays the screen shown in Figure 9-5.

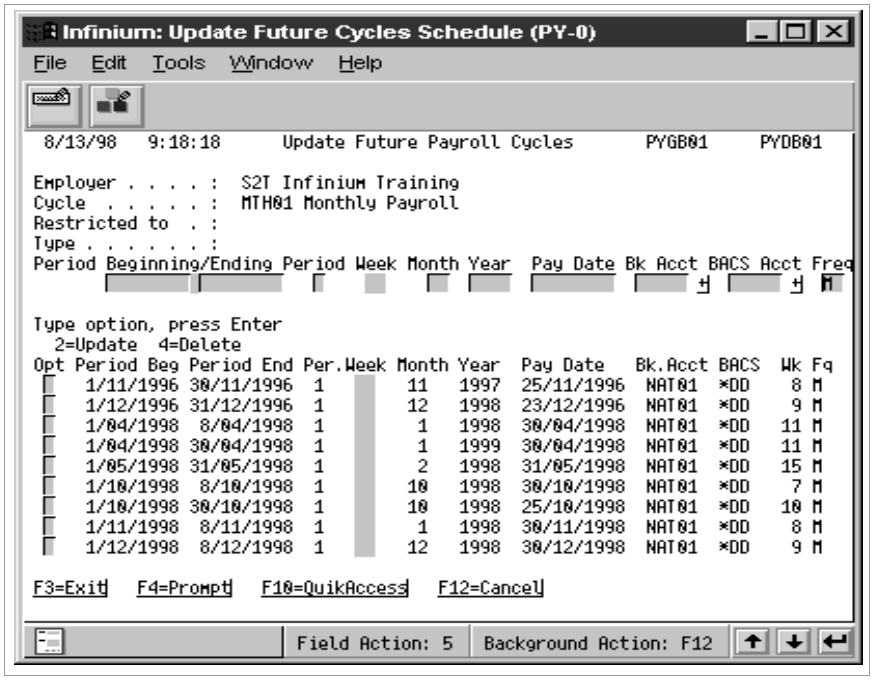

Figure 9-5: Update Future Payroll Cycles screen

From this screen you can:

- Create a new future cycle by typing information in the fields in the top part of the screen
- Change a future cycle by typing **2** in the *Opt* field next to a cycle
- Delete a future cycle by typing **4** in the *Opt* field next to a cycle

6 Type the period beginning date, the ending date, the period, the week, the month, the year, the pay date, the bank account number, the BACS account number and the frequency.

7 Press Enter. The system places this future cycle information into a sub-file shown at the bottom of the screen. Continue typing future cycle information on this screen, until you have created as many cycles as you need.

Note: Each time you type future cycle information on this screen, you should notice that the entry fields already contain default information. The system uses the information you last typed as the default for these fields to save keying on values you do not need to change. You can override those values you want to change.

Repeat steps 6 and 7 until you have typed all your future dates for this cycle.

8 Press F3. Then type **1** in the Exit Options window and press Enter. The system saves the changes you have made and returns you to the Update Future Payroll Cycles prompt screen.

9 Use the *Print Future Cycles Schedule* option to generate a report showing your cycle schedule. This report can be useful to Infinium HR users to help them enter the correct period ending dates in the various *Mass Update* options that they need to run.

Note: When you cancel a payroll cycle at any stage after BEGIN, the system changes the cycle run details. The cycle becomes a future cycle, even if it was not originally created as a future cycle. Such canceled cycles can be viewed in the *Update Future Cycle Schedule* function. When a cycle is restarted following a cancellation, the cycle details are brought forward and do not need to be re-entered into the system.

Creating Cycle Groups

You use cycle groups to:

- Restrict security
- Run Statutory Sick Pay options
- Control the *Mass Update Personnel Actions* option
- Generate reports

You use the *Display Cycle Groups* option to display a list of cycles that are included in a group. You use the *Print Cycle Groups* option to print a list of cycles that are included in a group.

Follow the steps below to create a cycle group.

1. From the Infinium PY main menu or desktop select *Controls*.
2. Select *Cycle Groups*.
3. Select *Update Cycle Groups* [UCG]. The system displays the Update Cycle Groups prompt screen.
4. Use the following information to complete the fields on this screen.

   Employer

   Type the code value that represents the employer for which you are creating a cycle group.

   Cycle Group

   Type a code value to represent your cycle group.
5. Press Enter. The system displays the screen shown in Figure 9-6.

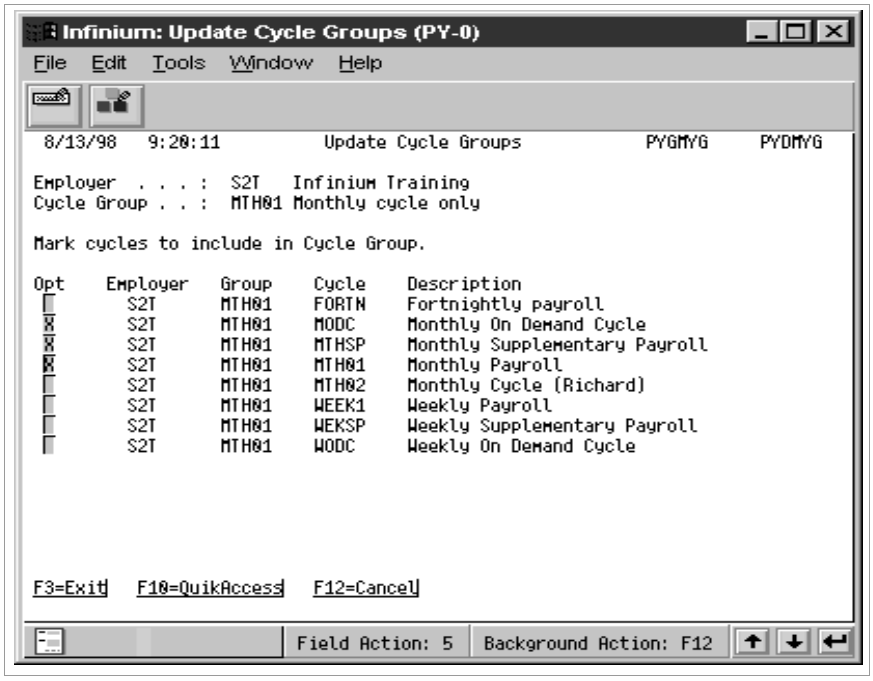

Figure 9-6: Update Cycle Groups screen

The system displays a list of all the cycle controls that have been set up for your chosen employer.

6 To add a cycle to the cycle group you are creating, type a character in the *Opt* field next to the required cycle. You can select as many cycles as required.

If there are more cycles than can be displayed on a screen, the system displays **+** in the lower right hand corner of the screen. Press PageDown to advance to the next screen. Press PageUp to return to a previous screen.

7 When you have selected all the cycles you require, press F3. Then type **1** in the Exit Options window and press Enter. The system saves the cycle group and returns you to the Update Cycle Groups prompt screen.

8 Press F3 to return to the Infinium PY main menu or desktop.

Summary

In summary you have learned:

- How to create, update and delete cycle controls
- How future cycles are used in cycle operations processing
- How to create and display cycle groups

Hands-on Workshop

Exercise 9-1

Creating Cycle Controls

Follow the steps below to complete this exercise.

1. From the Infinium PY main menu or desktop select *Controls*.
2. Select *Cycle Controls.*
3. Select *Update Cycle Controls* [UCC].
4. Create at least two pay cycles:
   - One normal payroll cycle
   - One bonus cycle

During this workshop exercise, use the following field values to set up the cycle defaults section of your controls.

Field	Value
Use Batch Timesheet Entry?	**0**
Print Trial Register with Release ?	**1**
Print Suppl. Register with Trial?	**1**
Print Cheque Register with Posting?	**1**
Prompt Operator for Starting Cheque No?	**0**
Exclude Cycle from Begin Prompt?	**0**
Cheque Sequencing Method	**0**

Notes

Chapter 10 Defining BACS Controls

10

This chapter explains the controls you must define to perform BACS processing using Infinium PY.

The chapter consists of the following topics:

Overview

Objectives

When you complete this chapter, you should be familiar with the following:

- The controls you need to define before performing BACS transfers
- How to define these controls

Understanding BACS Controls

You must define two controls in Infinium PY before you can pay employees through BACS (Bank Account Credit System). These are:

- BACS Control Table
- BACS Originator Table

In addition, for each employee you want to pay by BACS, you must:

- Set the *Payment Method* field on the employee's payroll data record to **1**
- Ensure that the employee is authorised to receive a BACS type deduction. You can do this either by assigning the employee to a payroll authorisation group that contains a BACS deduction, or by adding the BACS deduction to the employee's deduction data record.

Displaying and Printing BACS Details

You use the *Display BACS Control Table* option to display a list of all banks for which you have defined BACS controls. The system sorts the controls numerically by sort code. You use the *Print BACS Control Table* option to print this list as a report.

You use the *Display BACS Originator Table* option to display details of the banks you have defined as BACS originators. You use the *Print BACS Originator Table* option to print these details as a report.

For both reports, access the Work with Submitted Jobs screen or the Work with All Spooled Files screen to view the status of your job. You can view or print the reports using options on these screens.

Creating a BACS Control Table Entry

The first task you must perform before you can use BACS processing is to create the BACS control table. You create an entry in this table for each bank that holds an account that is to be credited via BACS transfer.

Note: Infinium Software provides a set of UK bank sort codes in the table when you first receive your Infinium HR/PY system, but we do not provide updates for the table. You must either maintain the table manually or by loading the table from a tape available from a bank.

Follow the steps below to create an entry in the BACS control table.

1. From the Infinium PY main menu or desktop select *Controls*.
2. Select *BACS Control Tables*.
3. Select *Update BACS Control Table* [UBCT]. The system displays the screen shown in Figure 10-1.

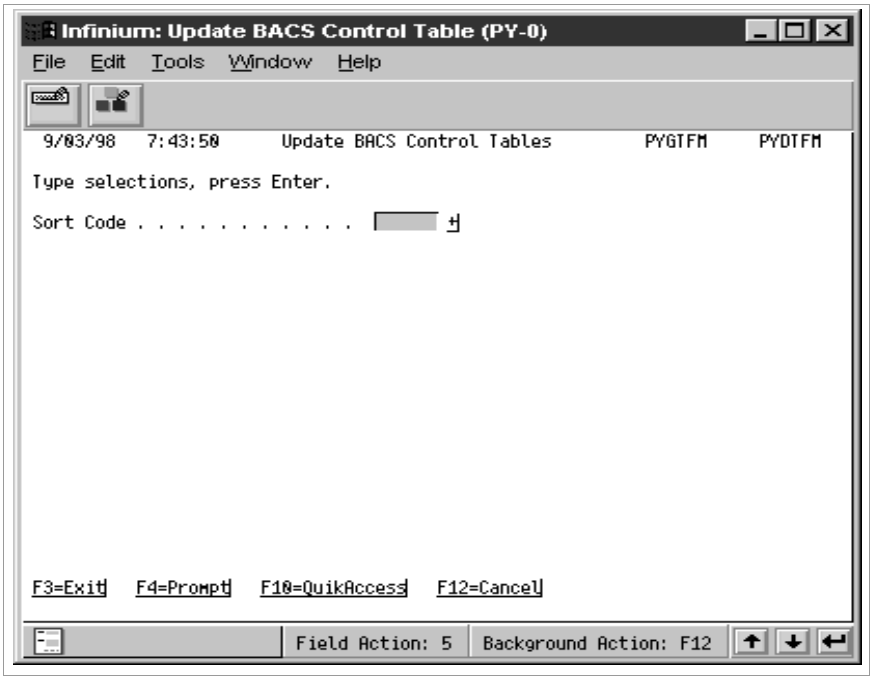

Figure 10-1: Update BACS Control Tables prompt screen

4. Type the sort code of the bank for which you are creating a BACS control. The code you enter must consist entirely of numeric characters.

5 Press Enter. The system displays the screen shown in Figure 10-2.

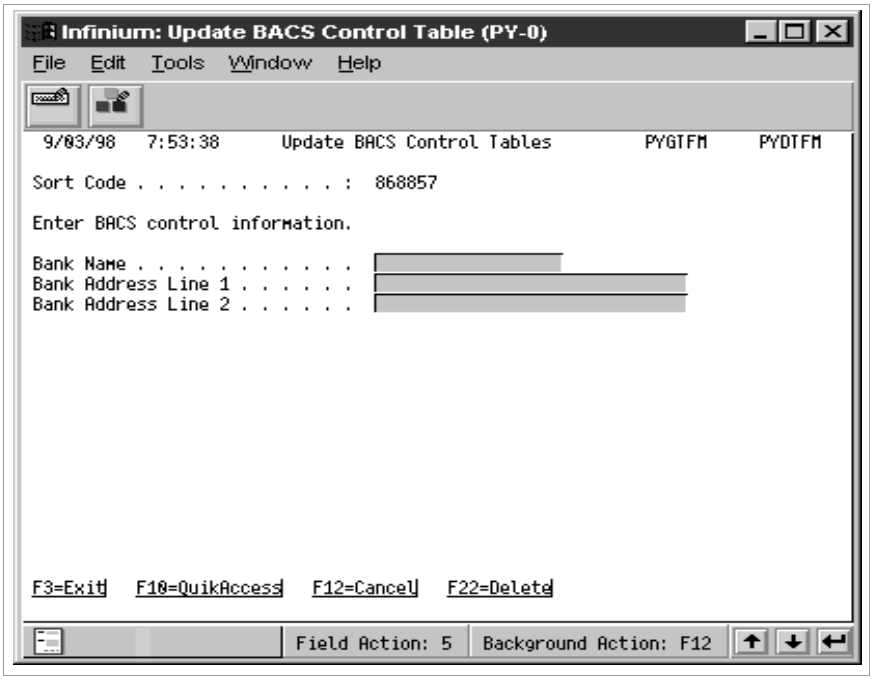

Figure 10-2: Update BACS Control Tables screen

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

Bank Name

Type the name of the bank for which you are creating the BACS control.

Bank Address Line 1
Bank Address Line 2

Use these fields to type the bank's postal address. Each field is a 30-character free-form field.

7 Press F3. Then type **1** in the Exit Options window and press Enter. The system saves the information you have entered and returns you to the Update BACS Control Tables prompt screen.

Press F3 to return to the Infinium PY main menu or desktop.

Loading from Tape

As an alternative to the manual update described above you can use the *Load BACS Control Table – Tape* option to replace the set of UK bank sort

codes in your table. Your bank should be able to provide you with an up-to-date tape of the UK bank sort codes. When you use this function, there are no selection parameters other than the name of the tape device you are using.Creating a BACS Originator Table Entry

The BACS originator table holds information about bank accounts against which BACS payments are debited,for example, the employer's account being used to pay BACS. You create an entry in this table for each bank that holds an account that is to be debited during BACS processing. You can define this table for a specific employer or for all employers.

Follow the steps below to create a BACS originator table entry.

1 From the Infinium PY main menu or desktop select *Controls*.

2 Select *BACS Control Tables*.

3 Select *Update BACS Originator Table* [UBOT]. The system displays the screen shown in Figure 10-3.

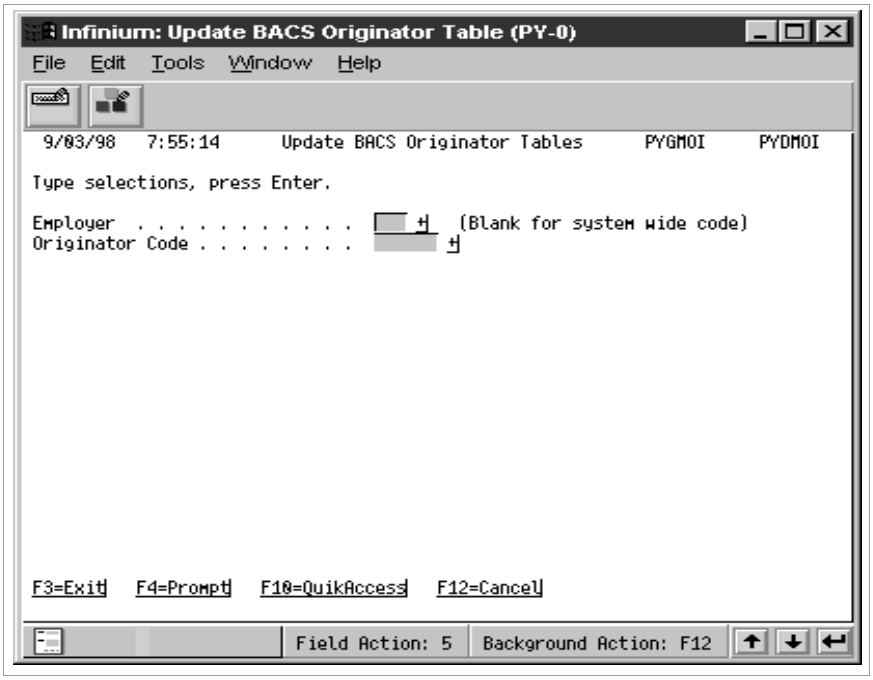

Figure 10-3: Update BACS Originator Tables prompt screen

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

Employer

Type the value that identifies the employer for which you want to create a BACS originator table entry. To create a control for use across the entire system, leave this field blank.

Originator Code

Type the code value that represents the originator bank. We recommend that you use the bank sort code of the holding branch from which BACS payments are made.

Note: You must create an entry for this sort code in the BACS control table before you can create an orginator table entry. Refer to the section above for more information.

5 Press Enter. The system displays the screen shown in Figure 10-4.

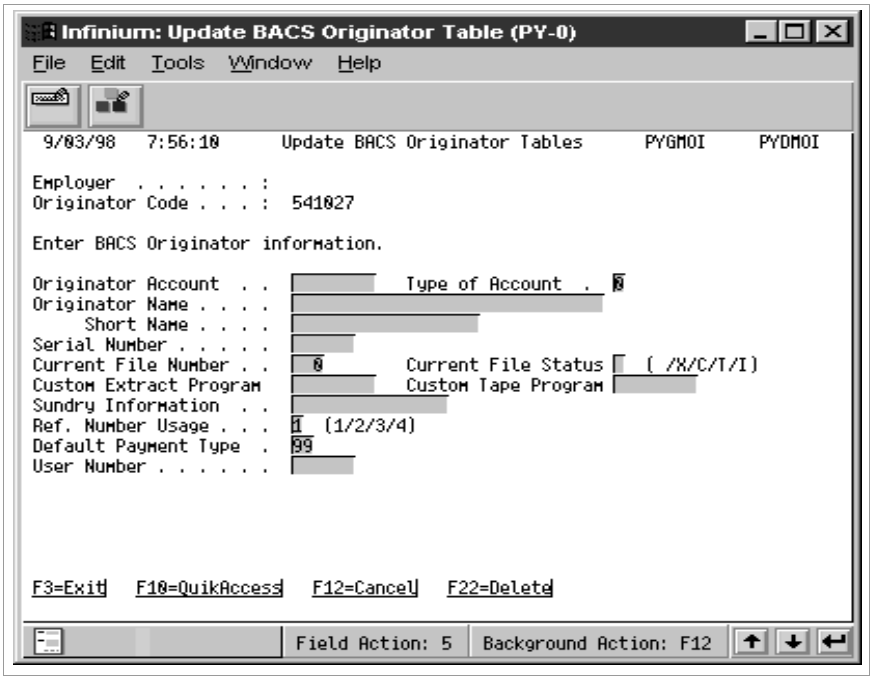

Figure 10-4: Update BACS Originator Tables screen

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

Originator Account

Type the account number of the originating account that the system is to use for the transfer. The account number must be numeric.

Type of Account

Type a value to indicate the type of the account. You use this field when the bank requires a non-zero value to be used for the type of account.

For example, the National Westminster Bank requires you to enter the second digit of the account number in this field.

Originator Name

Type the name of the bank from which the payments are to be made.

Short Name

Type a short version of the originator's name. For example, you might type **Nat West** to represent the National Westminster Bank.

Note: BACS uses the value in this field as the description for the credit source on employees' bank statements. Therefore, you may want to enter your company name in this field so that employees can see the company name as the credit source on bank statements.

Serial Number

Type the serial number of the BACS tape being used. If you leave this field blank, the system defaults the value **BAC001** into this identifier field on the BACS tape.

Current File Number

Type the number of the current BACS tape file. The system increments the value in this field by one each time it produces a BACS tape file.

Current File Status

Type the current status of the tape file. Valid values are:

Blank	You can run the Extract BACS Transfer Data option.
X	The Extract BACS Transfer Data option has been run, but the Save BACS data to Tape function has not yet been run.
C	The Correct BACS Extracted Data option has been used but a new tape extract has not been created.
T	The Save BACS Data to Tape option has been run. You can now run the Extract BACS Transfer Data option for the next pay period.

The system adjusts the value in this field as you progress through the BACS extract process. However, if you do not use the *Save BACS Data to Tape* option, you must manually change the value in this field to **T** before you can perform the extract for the next period. This prevents you from accidentally performing the extract twice for the same period.

Custom Extract Program

If you are using a custom extract program, type the name of the program in this field.

Custom Tape Program

If you are using a custom tape program, type the name of the program in this field.

Sundry Information

Type any additional information you want to enter on the contra record on the BACS tape. The information you type here is included on BACS reports.

Ref. Number Usage

Indicate which field you want the system to use as the BACS reference number. This reference number forms part of the BACS records sent. The system also prints this number on the BACS register for use in the event of a query.

Valid values are:

1	Use the employee number.
2	Use the employee name.
3	Use the employee's National Insurance number.
4	Use the account name on the employee's BACS deduction record

Default Payment Type

The information in this field identifies the type of BACS record being sent.

For standard credit records used for payments of salaries, wages, expenses, commissions, pensions and so on, type **99** to indicate Bank Giro credit/credit transfer.

User Number

Type your BACS user number. This is the 6-digit number allocated to you by your sponsor. You must quote this number on all files submitted.

7 Press F3. Then type **1** in the Exit Options window and press Enter. The system saves the table entry and returns you to the Update BACS Originator Tables prompt screen.

8 Press F3 to return to the Infinium PY main menu or desktop.

Summary

In summary, you have learned the following:

- The controls you need to define before performing BACS transfers
- How to define these controls

Chapter 11 Creating Bank Account Controls

11

This chapter explains how to set up bank account controls for normal payroll and BACS transfer payments.

The chapter consists of the following topics:

Overview of Bank Account Controls

Objectives

When you complete this chapter, you should be familiar with the following:

- The different bank account controls required by Infinium PY
- How to create, update and delete bank account controls
- How to display and print bank account control details

Understanding Bank Account Controls

You set up a bank account for each type of payment you use during cycle processing. There are 4 possible types of payment:

- BACS
- Cheque
- Giro
- Cash

You must set up a minimum of two bank account controls for cycle processing: one control for basic payroll processing (considered by the system as cheque payments) and a second control for BACS transfer (direct deposit processing), even if you do not offer BACS transfer to your employees.

When you start a pay cycle with the *Begin Cycle* function, you must enter two bank account codes, the first for the basic bank account and the second for any BACS payments.

More than one pay cycle can share the same bank account.

Displaying and Printing Bank Account Control Details

You use the *Display Bank Account Controls* option to display details of the bank account controls you have defined.

You use the *Print Bank Account Controls* to print this information as a report. Access the Work with Submitted Jobs screen or the Work with All Spooled Files screen to view the status of your job. You can view or print the report using options on these screens.

Creating a Basic Payroll Bank Account Control

Follow the steps below to create a basic bank account control for your payroll cycle. This is the account for payments by cheque, for example, for employees with pay method 2.

1 From the Infinium PY main menu or desktop select *Controls*.

2 Select *Bank Account Controls*.

3 Select *Update Bank Account Controls* [UBAC]. The system displays the screen shown in Figure 11-1.

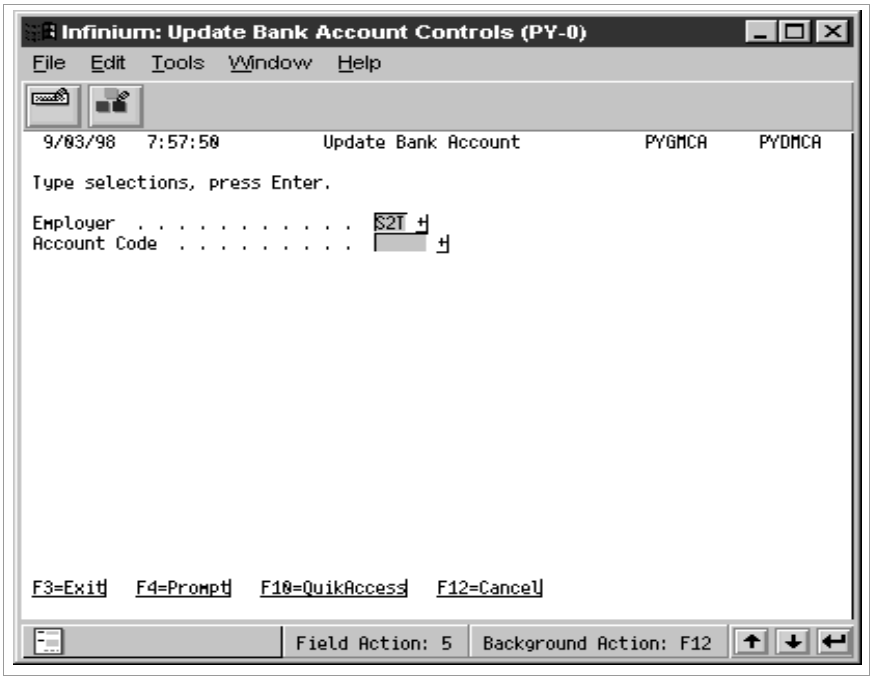

Figure 11-1: Update Bank Account prompt screen

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

Employer

Type an employer code, if you want to define a bank account control for a specific employer.

If you leave this field blank, the system assigns this account a CDA (central disbursement account) designation. A CDA allows you to use one bank account across multiple employers.

When Infinium PY resolves the bank account during cycle processing, it looks for an employer specific bank account first, and then for a central disbursement account.

Account Code

Type a code to represent the account for which you are building this control.

5 Press Enter. The system displays the screen shown in Figure 11-2.

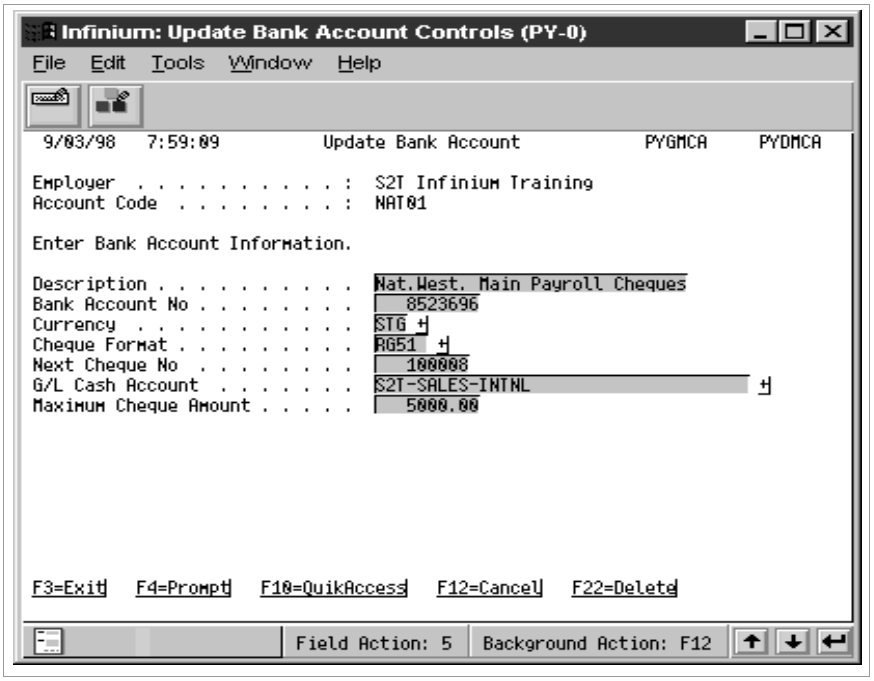

Figure 11-2: Update Bank Account screen

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

Description

Type a description for this account code.

Bank Account No

Type the bank account number for this account. This number must be right justified. To right justify the number, press FieldExit before proceeding to the next field.

Currency

Type the code value that represents the currency of the account. You define code values for this field through the *Update Employer Codes* option, using code type **CUR**. This field is for information only.

Cheque Format

You use this field to define the printing format for cheques drawn against this account and for the printing format of pay slips/advices. If you want the system to automatically use the Infinium PY default cheque printing program, **PYGRG51**, leave this field blank. If you leave this field blank, the system does not display the cheque format name in this field until after you run a cycle.

To use a custom program to define your cheque format, type the last five characters of the customised program name in this field. Your five character code must be the rightmost five characters of a user-written cheque printing program. The actual program name must begin with the characters PYG.

For example, you can enter characters XXXYY in the codes file under code type CFM. You can then enter XXXYY as a cheque format. When your cheques are ready to be printed, the system calls program PYGXXXYY to print them. Each customer is responsible for creating any custom printing programs that they require.

To use a custom program, you must define a code value for code type **CFM** using the *Update Employer Codes* option, and your MIS department must create the custom program for that value.

WARNING! To avoid printing double copies of either cheques/pay slips or BACS advices, make sure you never use the same cheque format printing program for a regular bank account and a BACS account.

A BACS program prints advices and a basic bank accounts program prints cheques and pay slips.

Next Cheque No

This system automatically increments this field when you run a cycle. You can use this field to manually override the next cheque number when a change occurs to the cheque sequence. For example, if you use two alignment cheques, you must increment this field by two.

Note: If you type the cheque number on the Post Cycles and Print Cheques screen, Infinium PY does not automatically increment the *Next Cheque No* field on the bank account control record. However, the system will not assign duplicate cheque numbers within a bank account code, so even it you forget

to manually update this field, the system will skip cheque numbers previously used with this bank account.

G/L Cash Account

Type a valid general ledger account to use as a cash disbursement account during the general ledger close. You must type the complete cash disbursement account number; you cannot mask this account.

Maximum Cheque Amount

Type the maximum value allowed for a cheque drawn from this account. The system displays a warning on the trial register if an employee's pay cheque exceeds the value you enter here.

7 Press F3. Then type **1** in the Exit Options window and press Enter. The system saves the information you have entered and returns you to the Bank Account Controls prompt screen.

8 To create additional account controls, repeat steps 4 to 7.

9 Press F3 to exit this option.

Creating a BACS Transfer Bank Account Control

To pay employees using BACS transfers, you must create a BACS transfer account control table entry. You must also create a BACS originator table entry for each of your employer's bank accounts from which BACS transfers payments are made.

Refer to the chapter in this guide entitled "Defining BACS Controls" for more information.

Follow the steps below to create a bank account control for your direct deposit cycle.

1. From the Infinium PY main menu or desktop select *Controls*.
2. Select *Bank Account Controls*.
3. Select *Update Bank Account Controls* [UBAC]. The system displays the Bank Account Controls prompt screen shown in Figure 11-1.
4. Use the information below to complete the fields on his screen.

   Employer

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

   Account Code

   The direct deposit account code must begin with ***DD** followed by at least two additional characters (for example ***DD01**). If you want to leave the two spaces following ***DD** blank, type ***DD** and press the space bar twice before leaving this field.

   This number must be left justified; therefore, do not press FieldExit to leave this field.

5. Press Enter. The system displays the screen shown in Figure 11-3.

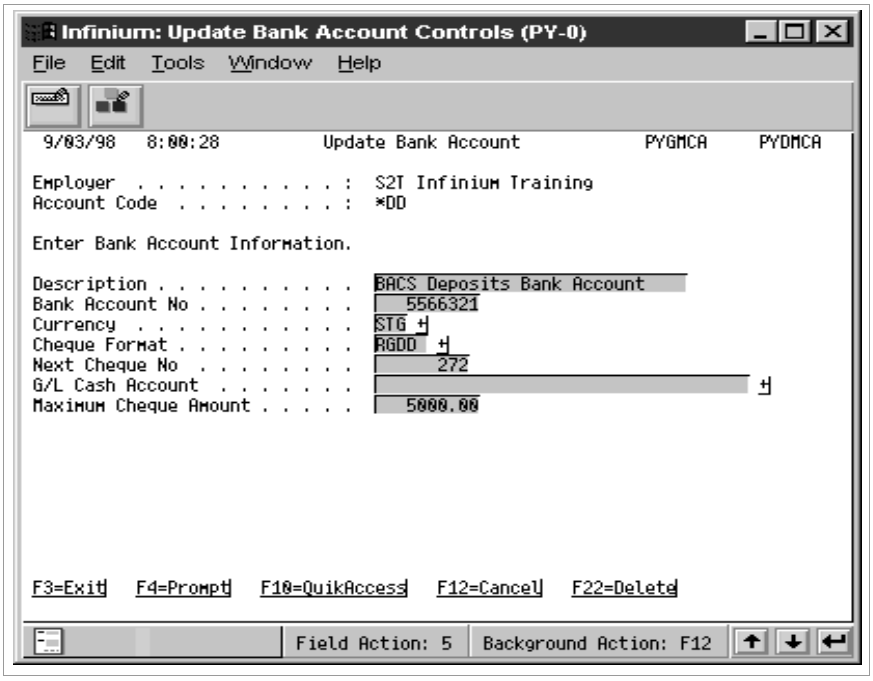

Figure 11-3: Update Bank Account Controls screen

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

Description

Type a description of the bank account code in this field.

Bank Account No

Type the account number of the employer's bank account that is to be debited. The system processes the total amount of the direct deposit from this account.

Currency

Type the code value that represents the currency of the account. You define code values for this field through the *Update Employer Codes* option, using code type **CUR**. This field is for information only.

Cheque Format

You use this field to define the printing format for advices drawn from this account. If you want the system to automatically use the Infinium PY default advice printing program **PYGRGDD**, leave this field blank. If you leave this field blank, the system does not display the cheque format name in this field until after you run a cycle.

To use a custom program to define your advice format, type the last five characters of the customised program name in this field. To use a custom program, you must define a code value for code type **CFM** using the *Update Employer Codes* option, and your MIS department must create the custom program for that value.

WARNING! To avoid printing double copies of either cheques or advices, make sure you never use the same cheque format printing program for a regular bank account and a direct deposit account. A direct deposit program prints advices and a regular bank accounts program prints cheques.

Next Cheque No

Type the next advice number you want the system to print. The system increments this number by 1 for each employee payment processed.

G/L Cash Account

Leave this field blank. You usually define the general ledger account on the direct deposit deduction control record.

Maximum Cheque Amount

Type the maximum value allowed for a payment from this account. The system displays a warning if an employee's pay exceeds the value you enter here.

7 Press F3. Then type **1** in the Exit Options window and press Enter. The system saves the information you have entered and returns you to the Bank Account Controls prompt screen.

8 To create additional account controls, repeat steps 4 to 7.

9 Press F3 to exit this option.

Creating Bank Account Controls for Cash or Giro Payments

If you are paying any employees in cash or via Giro cheques, you must create special bank account controls.

Follow the the steps below to create special bank account controls for paying employees in cash or by Giro cheques.

1. From the Infinium PY main menu or desktop select *Controls*.
2. Select *Bank Account Controls*.
3. Select *Update Bank Account Controls* [UBAC]. The system displays the Bank Account Controls prompt screen shown in Figure 11-1.
4. Use the information below to complete the fields on his screen.

   Employer

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

   Account Code

   For cash paid employees you must create a bank account control with the special code value of ***CASH**.

   If you are paying employees via printed Giro cheques, you must create a bank account control with the special code value of `*GIRO`.
5. Press Enter.
6. Use the information below to complete the fields on the next screen.

   Description

   Type a description of the bank account code in this field.

   Bank Account No

   Type the account number of the employer's bank account that is to be debited. The system processes the total amount of the direct deposit from this account.

Currency

Type the code value that represents the currency of the account. You define code values for this field through the *Update Employer Codes* option, using code type **CUR**. This field is for information only.

Cheque Format

You use this field to define the printing format for Giro cheques or cash pay slips. The Infinium PY default advice printing programs are:

- PYGRGCA cash payments
- PYGRGGI giro cheques

Leave this field blank to use the default advice printing programs. If you leave this field blank, the system does not display the cheque format name in this field until after you run a cycle.

To use a custom program to define your format, type the last five characters of the customised program name in this field. To use a custom program, you must define a code value for code type **CFM** using the *Update Employer Codes* option, and your MIS department must create the custom program for that value.

WARNING! To avoid printing double copies of either cheques/payslips/advices, make sure you never use the same cheque format printing program for different types of bank accounts.

Next Cheque No

Type the next number you want the system to use. This field is maintained by the system during cycle processing. It is incremented by 1 for each employee processed. In the case of cash paid employees this number is used as a reference number to identify the employee’s pay.

G/L Cash Account

Leave this field blank. You usually define the general ledger account on the direct deposit deduction control record.

Maximum Cheque Amount

Type the maximum value allowed for a cheque drawn or cash payment from this account. The system displays a warning if an employee's pay exceeds the value you enter here.

7 Press F3. Then type **1** in the Exit Options window and press Enter. The system saves the information you have entered and returns you to the Bank Account Controls prompt screen.

8 Press F3 to exit this option.

Summary

In summary, you have learned the following:

- The different bank account controls required by Infinium PY
- How to create, update and delete bank account controls
- How to display and print bank account control details

Hands-On Workshop

Exercise 11-1

Creating Bank Account Controls

Use the following steps to complete this exercise:

1. From the Infinium PY main menu or desktop select *Controls*.
2. Select *Bank Account Controls*.
3. Select *Update Bank Account Controls* [UBAC].
4. Create and set up at least two bank accounts.
   - One account for payroll processing
   - One account for BACS transfer processing

   Note: The name of the BACS transfer account number must begin with ***DD**.

Notes

Chapter 12 Defining Deduction Controls

12

This chapter of the guide is designed to explain how to define standard deduction controls, deduction BACS data, and global tax deduction controls.

The chapter consists of the following topics:

Overview of Deduction Controls

The Infinium PY (I) *Deduction Controls* menu provides the following functions:

- *Update Deduction Controls*

  Use to create controls for each deduction that can apply to any employee during a pay period. The controls include amounts to be deducted from the employee's pay and amounts that the employer may pay for a deduction such as a pension contribution.

  You can specify any of five deduction methods ranging from flat amounts through calculated amounts and amounts from tax tables, to amounts specified through a customized user-defined program.

- *Display Deduction Controls*

  Use to display information that you defined in *Update Deduction Controls*.

- *Print Deduction Controls*

  Use to print a report that summarizes information defined in *Update Deduction Controls*.

- *Update Deduction BACS Data*

  Use to define BACS (Bankers' Automated Clearing System) account and payment information for specific deductions such as pension contributions and employee savings contributions as well as for employer BACS payments of statutory tax deductions such as P.A.Y.E. and National Insurance payments.

- *Update Global Tax Deductions*

  Use to set up control parameters for each type of tax deduction that applies in a local country or other jurisdiction. This function facilitates implementations of Infinium PY in countries for which Infinium PY does not provide standard localised tax calculations. It therefore does not apply to localities such as the United Kingdom.

Updating Deduction Controls

Overview

Use *Update Deduction Controls* to create controls for each deduction that can apply to any employee during a pay period. The controls include amounts to be deducted from the employee's pay and amounts that the employer may pay for a deduction such as a pension contribution.

Deduction controls include two pages, one for the employee deduction definition and the second for the employer deduction definition. These definitions include the following information:

- Deduction method, priority order in which the deduction is to be taken and whether it must be taken, and arrears type
- Start and end dates along with frequency of the deduction
- Limit amount, limit type, and limit group if applicable
- Deduction type such as BACS, pension, tax, or the like
- General ledger account number if applicable
- Deduction basis and amount if applicable
- Any special accumulators or restrictions for this deduction
- Specification of reports to be automatically run at the appropriate times as indicated in the following subsection

Specifying Reports

Before specifying a Cycle, Monthly, Quarterly, Annual, or Demand report for this type of deduction, you must define the code for the report in *Update Employer Codes* using the appropriate code type. The report is automatically run during the appropriate related function.

For example, the Cycle Report is automatically run during *Post Cycles and Print Checks*.

After specifying the appropriate code type in *Update Employer Codes*, you can review and select the code for one of the reports Infinium supplies or specify a code for your own customized report.

The following table identifies when each report is automatically run, the *Update Employer Codes* code type required for defining the report's code, the reports provided by Infinium, and the required format for the name of any custom program you develop for one of these reports.

Example of program naming: If you define code **MONTH** for your custom monthly program, you must name the program itself **PYGMONTH**. If there is an existing program of the same name, choose a different name for your custom program.

Report	Run During	Code Type	Reports Provided	Custom Program
Cycle	*Post Cycles and Print Cheques*	**RCY**	DC001: employees with this deduction taken in this cycle DC002: employee and employer deduction amounts taken in this cycle	**PYG** + code defined in *Update Employer Codes* for **RCY**
Monthly	*Close Employer Calendar Month*	**RMN**	DM001: employees with this deduction taken in this calendar month; YTD amounts DM002: employee and employer deduction amounts taken in this calendar month	**PYG** + code defined in *Update Employer Codes* for **RMN**
Quarterly	*Close Employer Calendar Quarter*	**RQT**	DQ001: employees with this deduction taken in this calendar quarter; YTD amounts DQ002: employee and employer deduction amounts taken in this calendar quarter	**PYG** + code defined in *Update Employer Codes* for **RQT**
Annual	*Close Employer Calendar Year*	**RAN**	DA001: employees with this deduction taken in this calendar year; YTD amounts DA002: employee and employer deduction amounts taken in this calendar year	**PYG** + code defined in *Update Employer Codes* for **RAN**

Report	Run During	Code Type	Reports Provided	Custom Program
Demand	*Print On-Demand Registers*	**RDM**	DD001: employees' on-demand deduction amounts and the numbers of the cheques paid since the last on-demand register was run DD002: employee and employer on-demand deduction amounts	**PYG** + code defined in *Update Employer Codes* for **RDM**

The Five Deduction Methods

Infinium PY provides five deduction methods:

- Method 1, Flat Amount

  The deduction is a flat amount. There are no calculations. You can specify a flat amount limit.

- Method 2, Hours Extension

  The deduction amount is calculated by multiplying an hourly rate by a number of hours. You can specify a limit. The hours used are those accumulated based on the deduction controls' *Income Base* field.

- Method 3, Amount Extension

  The deduction amount is a percentage of the accumulated incomes defined in the deduction controls' *Income Base* field.

- Method 4, Taxes

  The deduction is based on a tax or National Insurance table.

- Method 5, Custom Calculation

  The deduction is derived by your customized program.

Accumulators Used for Deductions

Infinium PY accumulators are workfiles that the system uses to track hours or money amounts for use in additional calculations. You can use some of these accumulated amounts as the basis for deduction calculations associated with deduction controls.

For example, you may choose to base pension contributions on only certain pensionable incomes.

Path

- *Controls*
- *Deduction Controls*
  - *Update Deduction Controls [UDC]*

This chapter of the guide is under development. Further details for this function are to be provided.

Displaying Deduction Controls

Overview

Use *Display Deduction Controls* to view information included in the controls you defined through *Update Deduction Controls*.

Deduction controls include two pages, one for the employee deduction definition and the second for the employer deduction definition. These definitions include the following information:

- Deduction method, priority order in which the deduction is to be taken and whether it must be taken, and arrears type
- Start and end dates along with frequency of the deduction
- Limit amount, limit type, and limit group if applicable
- Deduction type such as BACS, pension, tax, or the like
- General ledger account number if applicable
- Deduction basis and amount if applicable
- Any special accumulators or restrictions for this deduction
- Any special reports you specified in the deduction controls

Path

- *Controls*
- *Deduction Controls*
  - *Display Deduction Controls [DDC]*

Printing Deduction Controls

Overview

Use *Print Deduction Controls* to print a report that summarizes information defined in *Update Deduction Controls*.

The listing includes both the employee and employer control definitions for deductions as follows:

- Deduction method, priority order in which the deduction is to be taken and whether it must be taken, and arrears type
- Start and end dates along with frequency of the deduction
- Limit amount, limit type, and limit group if applicable
- Deduction type such as BACS, pension, tax, or the like
- General ledger account number if applicable
- Deduction basis and amount if applicable
- Any special accumulators or restrictions for this deduction
- Any special reports you specified in the deduction controls

Path

- *Controls*
- *Deduction Controls*
  - *Print Deduction Controls [PDC]*

Updating Deduction BACS Data

Overview

Using to Define Deductions for Electronic Transfer

Use *Update Deduction BACS Data* to define BACS (Bankers' Automated Clearing System) account and payment information for specific deductions such as pension contributions and employee savings contributions as well as for employer BACS payments of statutory tax deductions such as P.A.Y.E. and National Insurance payments.

You cannot use this function for net pay BACS deductions (that is, those defined as direct deposit in the main deduction control record).

Combining Multiple Deductions into a Single Transfer

You can also specify a deduction reporting and income reporting group, and whether the deduction amount should be added to or subtracted from the total of all the BACS deductions defined in that reporting group.

This feature lets you combine amounts from multiple BACS deductions into a single credit transfer when you specify this deduction reporting group during use of *Extract Contributions for BACS*.

Using with Related Functions and Procedures

After defining a deduction's BACS data, use *Update Employee Deductions* to define that deduction for an employee. If the *Update Deduction BACS Data* definition for this deduction includes a **1** or **2** in the *Employee BACS Data Required* field, the system displays an additional Update Employee Deductions page for entering the employee's bank account information for the BACS process.

Then use *Extract Contributions for BACS* to extract any deduction. If you specified deduction and income reporting groups within *Update Deduction BACS Data*, the system adds the totals of the employee's incomes or deductions in a pay period to the main deduction amounts. This lets you include multiple deductions in the BACS transfer.

Path

- *Controls*
- *Deduction Controls*
  - *Update Deduction BACS Data [UBDD]*

Update Deduction BACS Data Prompt Page

About This Page

On the Update Deduction BACS Data prompt page, specify the employer and the deduction for which you are defining BACS control data.

Field Information

Employer

Specify the employer for which you are defining BACS control data.

Deduction Code

Specify the deduction for which you are defining BACS control data, such as an employee savings or pension plan, child support attachment of earnings, or a tax.

Define deduction codes in *Controls* / *Deduction Controls* / *Update Deduction Controls*. You can access the Display Deduction Controls details page with complete details for an existing deduction control from this *Deduction Code* field's list of available codes. You can also display an available deduction's priority order.

How Do I...	
Define deduction BACS data for the specified deduction	Press Enter.
Exit to the menu	Press F3.

Create BACS Deduction Data Page

About This Page

On the Create BACS Deduction Data page, you define the deduction BACS information to be used for electronic transfer of this deduction's amounts for employees with which you associate this deduction.

Field Information

Employee BACS Data Required

Specify **0** if transfer of amounts for this deduction requires no employee-specific BACS information. The system bundles all the deductions for the employees into a single BACS transaction to the specified account.

Specify **1** to require BACS information on the employee level. The values you specify on this page are defaults in the employee record.

Specify **2** to require both employee BACS information and a roll number in the employee BACS record. A roll number is a special type of account number used by building societies similar to banks.

Destination Account

Specify the number of the account to which the transfer is to be made or, if the transfer is to a building society account, leave this field blank and specify the society and roll number later on this page.

Account Name

Type the destination account's name exactly. If the name is over 18 characters, ensure that your abbreviation is clear and meaningful so that destination personnel can accurately apply the debit or credit.

This is critical in cases where the account number is unknown and therefore represented by 00000000, or is not eight digits and is therefore changed to 00000000 by BACS record validation, or is for any other reason not recognisable at the destination bank branch.

Account Type

If the bank requests a digit other than 0 for the account type, specify that digit here. For account numbers that are more or fewer than eight digits refer to the BACS user manual for specific details.

Examples: National Westminster Banks requires that the second digit of the 10 digit account number be specified as the account type.

Co-operative Bank uses the last two digits of the 10 digit account number to determine the type of account (50 = 1, 53 = 2, 55 = 3, 57 = 5).

Payment Type

Specify a payment type such as direct debit, or leave this field blank to accept the default code defined in *Update BACS Originator Table*.

Standard credit records use code **99** (bank giro credit, also known as credit transfer) for payments of salaries, wages, pensions, commissions, expenses, annuities, and payments to suppliers.

Bank Sort Code

You must specify a bank sort code to identify the destination bank. This is also known as the BACS sort code.

Define sort codes in *Controls / BACS Control Tables / Update BACS Control Table*.

Bank Name

The system supplies the name from the sort code based on values defined in *Update BACS Control Table*.

Originator Code

You must specify the employer bank account to be debited. Define originator codes in *Controls / BACS Control Tables / Update BACS Originator Table*. The code must be the bank's sort code, defined in *Controls / BACS Control Tables / Update BACS Control Table*.

Building Society Name

If the transfer is to a building society account so that you did not specify a destination account, you must specify the building society name. If you already specified a destination bank account, leave blank.

Roll Number

If the transfer is to a building society account so that you did not specify a destination account, you must specify the building society roll number. If you already specified a destination bank account, leave blank.

Deduction Reporting Group Plus

Specify the deduction reporting group, if any, whose cumulative total is to be added to this deduction amount. You can then combine the multiple BACS deduction amounts in a single transfer by specifying this deduction reporting group in *Extract Contributions for BACS*.

Define reporting group codes in *Controls / Deduction Reporting Groups / Update Deduction Reporting Group*.

Deduction Reporting Group Minus

Specify the deduction reporting group, if any, whose cumulative total is to be subtracted from this deduction amount. You can then combine the multiple BACS deduction amounts in a single transfer by specifying this deduction reporting group in *Extract Contributions for BACS*.

Define reporting group codes in *Controls / Deduction Reporting Groups / Update Deduction Reporting Group*.

Income Reporting Group Plus

Specify the income reporting group, if any, whose cumulative total is to be added to this deduction amount.

Define income reporting group codes in *Controls / Income Reporting Groups / Update Income Reporting Groups*.

Income Reporting Group Minus

Specify the income reporting group, if any, whose cumulative total is to be subtracted from this deduction amount.

Define income reporting group codes in *Controls / Income Reporting Groups / Update Income Reporting Groups*.

How Do I…

Exit to the prompt page saving your changes	Press F3 and specify saving

Updating Global Tax Deductions

Overview

Use *Update Global Tax Deductions* to set up control parameters for each type of tax deduction that applies in a local country or other jurisdiction. This function facilitates implementations of Infinium PY in countries for which Infinium PY does not provide standard localised tax calculations. It therefore does not apply to localities such as the United Kingdom.

Define global tax deduction controls for each combination of employer, deduction code, and tax table (such as single employee without dependents).

The global tax deduction controls include such details as the tax bands (income level ranges) and related percentage or amount deduction amounts, amounts of non-taxable pay allows (“free pay”) and calculation rounding rules.

Prerequisites

You must also have defined the following:

- The global tax table types, in *Controls / Employer Codes / Update Employer Codes* using code type TAB
- The deduction code, in *Controls / Deduction Controls / Update Deduction Controls* as type 5 (Custom) with custom program PYGCGT10

Example of Multiple Tables for a Single Deduction Code

After defining a deduction code such as TAX01 in *Update Deduction Codes*, you can use *Update Global Tax Deductions* to define separateTAX01 controls for a table type A (single employee without dependents) and a table type B (married employee with two dependents).

Linking an Employee to a Tax Deduction Table

After defining the controls in *Update Global Tax Deductions*, use *Update Employee Tax Deductions* to link an employee to the appropriate table type for the tax deduction.

Path

- *Controls*
- *Deduction Controls*
  - *Update Global Tax Deductions [UGTD]*

Update Global Tax Deductions Prompt Page

About This Page

On the Update Global Tax Deductions prompt page, you can specify the combination of employer, deduction code, and table type for which you are defining global tax deduction controls. You can also specify an effective date if these controls are not current.

Field Information

Employer

Specify the employer for which you are defining controls.

Deduction Code

You must specify the deduction type code for which you are defining global tax controls. From the list of available codes, you can access the *Display Deduction Controls* page with a code's full deduction definition.

Table Type

You can specify a tax table code such as a code indicating a married employee with two incomes or for a single employee with no dependents. This allows you to set up different table values for the same deduction code.

Define global tax table type codes in *Controls* / *Employer Codes* / *Update Employer Codes* using code type **TAB**.

Effective Date

Specify the date as of which the controls become current, or leave this field blank for current controls.

How Do I…	
Define details for this code or code/table combination	Press Enter to display the Change Global Tax Control basic information page
Exit to the menu	Press F3.

Change Global Tax Control Basic Information Page

About This Page

On the Change Global Tax Control basic information page, you can specify basic information such as whether the deduction basis is cumulative and how to round amounts.

These controls apply to the combination of employer, deduction type, and, if specified, tax table that you specified at the prompt page. Example: a specified jurisdiction's income tax for a single employee with no dependents.

Field Information

Deduction Basis

Specify **0** (not cumulative) if the tax is to be calculated based only on the current pay period amount. Specify **1** (cumulative) if the tax is to be calculated based on the year to date amount and the current pay period amount. Specify **2** to use the basis specified by the tax basis flag in the employee tax deduction record.

Table Frequency

Specify **1** for annual and **2** for pay period. The table is the table you specify at the next screen. The combination of the table frequency and the tax bandings defines what the entered amounts represent (annual or by period such as monthly).

Table Type

Specify whether the table defined on the subsequent Change Global Tax Control amounts page is to indicate percentages (the default value **1**) or flat amounts (table type **2**).

Default Employee Free Pay

Specify how much of the employee's income is excluded from this tax by default. You can modify this default in the individual employee's tax deduction controls. The amount specified here or specified in the employee's tax deduction record is subtracted from the taxable pay used in deduction calculations.

Other Free Pay #1Text and *Other Free Pay #2 Text*

You can use *Other Free Pay #1 Text* to specify the label or name for a separate tax free pay field within *Update Employee Tax Deductions*.

For example, if your tax authority operates a tax free allowance for children in the case of this deduction, you can specify **Childrens Allowance** here.

You can specify an additional field label for *Update Employee Tax Deductions* in *Other Free Pay #2 Text*.

Schedule Periods Override

If the tax table amounts are expressed as annual amounts, the system normally divides the tax table amounts by the cycle frequency to get the per pay period tax values for the calculation, such as dividing by 12 if the cycle is monthly. You can override the normal process by specifying an alternative divisor in this field. The system divides the annual amount by this divisor rather than by the cycle frequency.

Rounding Controls:
Deduction Based on Value
Employee Calculated Amount
Employer Calculated Amount

For each of these three rounding fields, there is a *Round To* column and a rounding type column.

The *Deduction Based on Value* is the amount in the Income Base accumulator associated with the main deduction control record for this deduction code.

The *Round to* column allows you to enter an amount for the rounding. The rounding type column allows you to specify **1** for rounding up, **2** for rounding down, or **3** for rounding to the nearest amount.

For example, suppose you enter **1.00** in the *Round To* column and the employee deduction amount is calculated as 116.72. If the rounding type is **1** the system rounds up to 117.00. If the rounding type is **2**, the system rounds down to 116.00. If the rounding type is **3**, the system rounds to the nearest unit (the nearest 1, based on the *Round To* column value), which is 117.

How Do I…	
Define the percentages or amounts for the income levels	Press Enter to display the Change Global Tax Control amounts page
Delete this control record	Press F22.
Exit to the prompt page saving your changes	Press F3 and specify saving.

Change Global Tax Control Amounts Page

About This Page

On the Change Global Tax Control amounts page, you can specify income bands (ranges) and the percentage or amount of the employee and employer tax liability for each income level. Whether you specify flat amounts or percentages depends on which you specified at the basic information page.

When you press Enter, the system automatically calculates the applicable band widths (the size of the income range). If you specified percentages, the system also calculates and displays the maximum employee and employer liability amounts based on the income levels and percentages.

Field Information

Band From Amount

In each row, specify the low end of this income range.

Band To Amount

In each row, specify high end of the income range.

Employee or *Percentage Employee*

If you specified an amount table type on the preceding page, specify the amount of the employee's liability in the Employee column for each specified income level.

If you specified a percentage table on the preceding page, specify the employee's liability for each income band expressed as a percentage (tax rate) in the *Percentage Employee* column. Example: **10** for a 10% rate for that income band.

Employer or *Percentage Employer*

If you specified an amount table type on the preceding page, specify the amount of the employer's liability in the Employer column for each specified income level.

If you specified a percentage table on the preceding page, specify the employer's liability for each income band expressed as a percentage (tax rate) in the *Percentage Employer* column. Example: **10** for a 10% rate for that income band.

Band Width

The system automatically calculates and displays the breadth of this band (income range) by subtracting the *From Amount* from the *To Amount*.

Maximum Employee

If you specified a percentage table, the system calculates and displays for each income level the maximum flat amount for which the employee is liable.

Maximum Employer

If you specified a percentage table, the system calculates and displays for each income level the maximum flat amount for which the employer is liable.

How Do I…

Delete this control record	Press F22.
Exit to the prompt page saving your changes	Press F3, specify **1** to save your changes, and press Enter.

Notes

Chapter 13 Defining Apprenticeship Levy Controls

13

This chapter discusses the procedures for defining and maintaining apprenticeship levy rates and constants and maintaining apprenticeship levy GL accounts.

The chapter consists of the following topics:

Overview

From 6 April 2017, the way that the government funds apprenticeships is changing. Some employers will be required to pay the new apprenticeship levy, and there are changes to the funding for apprentice training for all employers.

For detailed information on requirements, including calculation details, levy allowances, and payment and reporting schedules, see https://www.gov.uk/guidance/pay-apprenticeship-levy

To support the reporting requirements, you use these functions, described in detail in this chapter:

- *Update Levy rates/Constants*

  Use to enter apprenticeship levy rates and constants. This information is maintained from the tax year start date. You can enter levy rates and constants for all employers, by employer, or by employer group.

- *Update Levy GL Accounts*

  Use to enter apprenticeship levy GL accounts.

Before you run the Employer Payment Summary, ensure that all payrolls have been processed to the required date. The apprenticeship levy applicable for the amount paid is calculated when you create the Employer Payment Summary.

If you use an employer group, the rates/threshold are those defined for the group. The levy is split across the employers in the group when you post to GL, based on the total pay bill to date for each employer in the group.

These functions include the apprenticeship levy values:

- *Create Employer Payment Summary*
- *Update Employer Payment Summary*
- *Send Employer Payment Summary*
- *Test Employer Payment Summary*
- *Final Employer Payment Summary*

Updating Levy Rates and Constants

To maintain the levy rates and constants for all employers, individual employers, or employer groups:

1 From the Infinium PY main menu or desktop select *Controls*.

2 Select *Apprenticeship Levy Controls*.

3 Select *Update Levy Rates/Constants* [APLCONT]. The system displays the screen shown below.

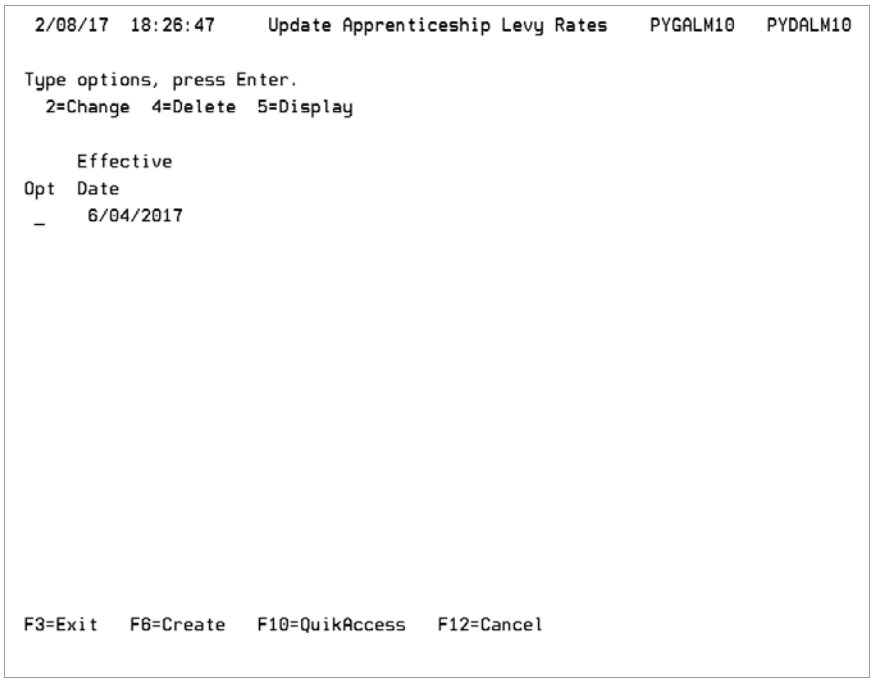

Figure 13-1: Update Apprenticeship Levy Rates page

On this page you can perform these actions:

- Create a levy rate table

  To create a levy rate table, press F6 or select **Create** from Actions. The Create Apprenticeship Levy Rates page shown below is displayed. Complete the fields on the page as described below and press Enter to create the table.

- Update a levy rate table

To update a levy rate table, type **2** or select **Change** next to the levy rate table to update and press Enter. The Update Apprenticeship Levy Rates is displayed. Complete the fields on the page and press Enter to update the table.

- Delete a levy rate table

  To delete a levy rate table, type **4** or select **Delete** next to the levy rate table to delete and press Enter. The Confirm Delete of Apprenticeship page is displayed. Press Enter to delete the table.

- Display a levy rate table

  To display a levy rate table, type **5** or select **Display** next to the levy rate table to display and press Enter. The Display Apprenticeship Levy Rate page is displayed. After you review the information, press F13 to exit the page.

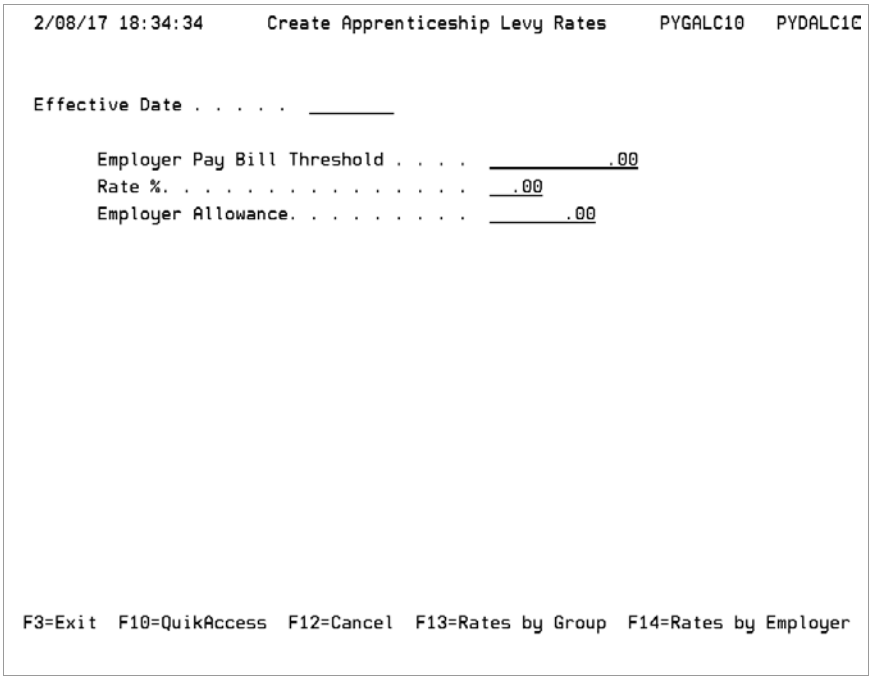

Figure 13-2: Create Apprenticeship Levy Rates page

On the Create Apprenticeship Levy rates page, you define the information described below for the apprenticeship levy.

Note that you can also define apprenticeship levy tables for employer groups and employers.

- To define tables by employer, press F13 or select **Rates by Group** from Actions. The Update Apprenticeship Levy Rate - Apprenticeship Levy Rates & Constants by Employer Group page is displayed where you can

select to create, update, delete, or display apprenticeship levy tables by employer.

- To define tables by employer, press F14 or select **Rates by Employer** from Actions. The Update Apprenticeship Levy Rate - Apprenticeship Levy Rates & Constants by Employer page is displayed where you can select to create, update, delete, or display apprenticeship levy tables by employer.

4 Use the information below to complete the information on the Create Apprenticeship Levy Rates page.

Effective Date

Enter the effective date for the apprenticeship levy rates.

Employer

If you select to create apprenticeship levy rates by employer, specify the employer for whom you are creating the apprenticeship levy rates.

Employer Group

If you select to create apprenticeship levy rates by employer group, specify the employer group for whom you are creating the apprenticeship levy rates.

Employer Pay Bill Threshold

Specify the threshold above which the apprenticeship levy is applicable; this will be applied against the prior year pay bill.

Rate %

Specify the rate applied to the current year pay bill to calculate the levy.

Employer Allowance

Specify the allowance applicable for offset against the calculated levy. This will be split evenly across the year, that is, a twelfth each month.

Any unused allowance can be used in subsequent periods.

5 Press Enter.

Updating Levy GL Accounts

To set up and maintain apprenticeship levy GL accounts:

1 From the Infinium PY main menu or desktop select *Controls*.

2 Select *Apprenticeship Levy Controls*.

3 Select *Update Levy GL Accounts* [APLGLCONT]. The system displays the screen shown below.

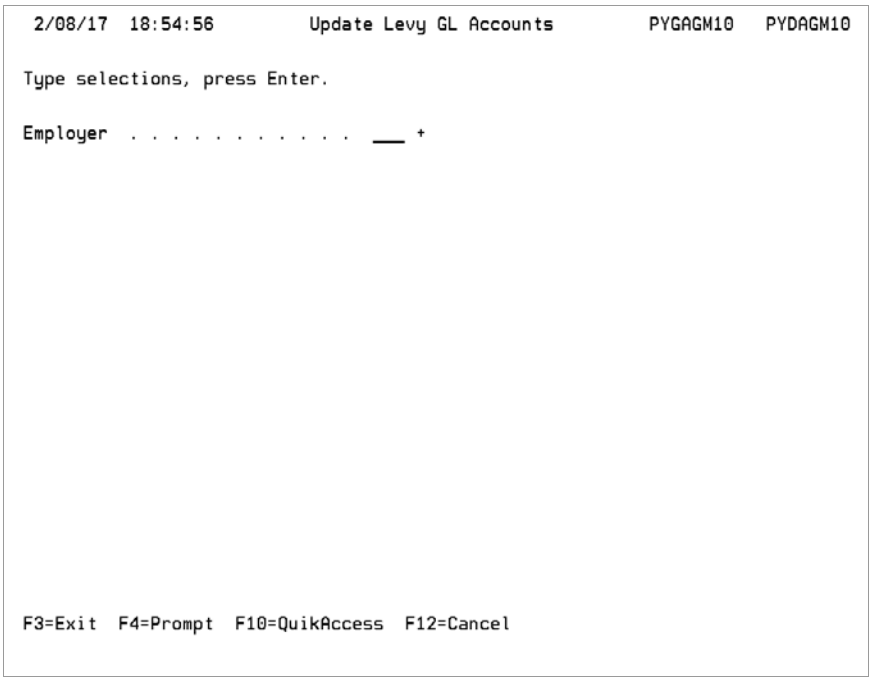

Figure 13-3: Update Levy GL Accounts page

4 Specify the employer for whom you are maintaining the apprenticeship levy GL account and press Enter. The Update Levy GL Accounts page shown below is displayed.

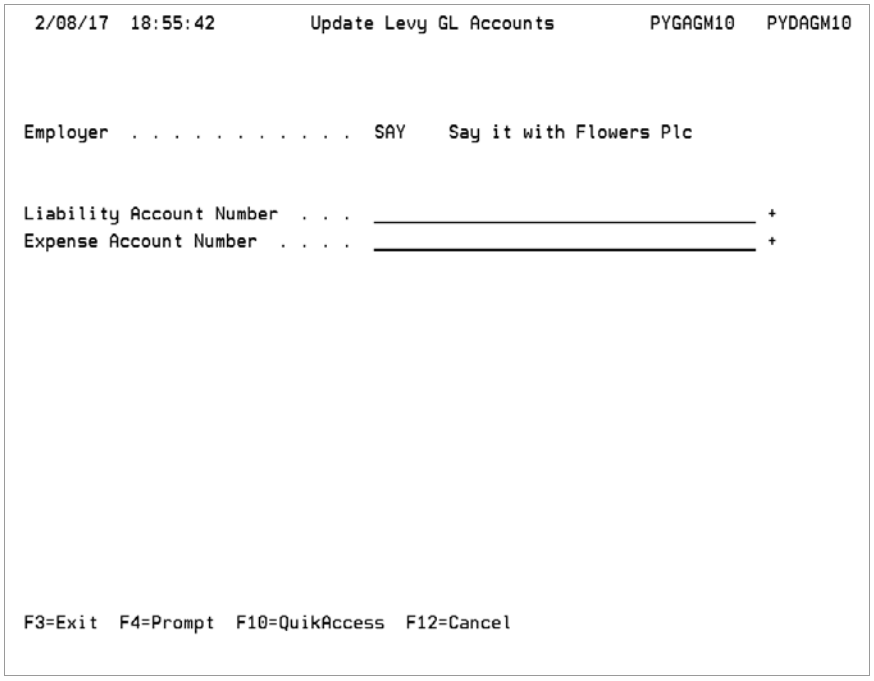

Figure 13-4: Update Levy GL Accounts page

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

Liability Account Number

Specify a valid liability account number to be credited with the apprenticeship levy amount calculated when the EPS is generated.

Expense Account Number

Specify a valid expense account number to be debited with the apprenticeship levy amount calculated when the EPS is generated.

6 Press Enter.

Notes