



Infor Infinium International HCM Payroll Guide to Creating Payroll Cycle Controls

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Creating Payroll Cycle Controls

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Overview

The Infinium Guide to Payroll Cycle Controls covers how to establish:

- Cycle Controls
- Auto Pay Groups
- Pay Authorisation Groups
 - Incomes
 - Deductions

The control files listed above must be established in order to pay employees in your organisation.

Payroll Cycles

You use cycles to group together and pay employees with common pay characteristics. Payrolls can then be run by cycle code, picking up only employees with that cycle code.

One cycle code is Pay Frequency, determined by how often the employee is paid, for example, weekly, monthly, or 13 pay periods per year.

This training course will cover regular payroll processing. However there are cycles you will need for other processing requirements. These are:

- Special Cycles
- On-Demand Pay Cycle
- Void Cycle
- Bonus Processing Cycle

For special cycles, such as an Expenses Payment cycle, you will add the employee into the cycle. This would act as an override to the normal cycle to which the employee is assigned. For regular cycles, you attach the employee to the cycle as part of the employment process.

Auto Pay Groups

Certain Income records for an employee attached to an autopay group can be automatically generated for the pay period. This feature is ideal to use with employees who are paid certain incomes at a fixed rate every pay period.

Pay Authorisation Groups

Pay Authorisation groups provide a convenient, fast way to create authorised income and deduction records for employees, avoiding the need to manually key these records. The Pay Authorisation Group acts as a template, containing a previously defined set of incomes and deductions which is automatically copied in for an employee at time of employment. The Pay Authorisation Group code used is the one defined on the Position record. In this way, different sets of incomes and deductions can be defined, appropriate to the positions into which the employees are employed.

Cycle Controls

Cycle Controls are used to define the parameters for running a pay cycle within Infinium PY. A cycle must be used to pay employees of a particular pay frequency. You may also restrict the cycle to defined levels.

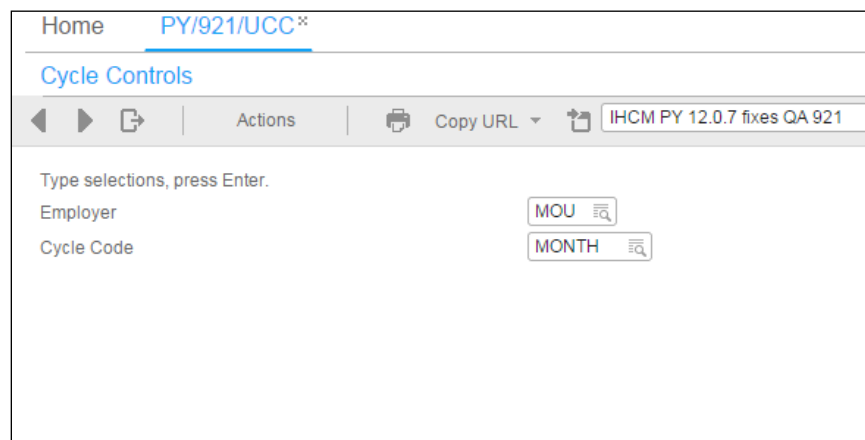
Menu Selection

System: Infinium Payroll

Menu Level 1: Payroll Control Files

Menu Level 2: Cycle Controls

Menu Level 3: Update Cycle Controls



The screenshot shows a web application interface for Cycle Controls. At the top, there is a breadcrumb trail: Home > PY/921/UCC*. Below this is the title 'Cycle Controls'. A navigation bar contains 'Actions', 'Copy URL', and a version indicator 'IHCM PY 12.0.7 fixes QA 921'. The main content area prompts the user to 'Type selections, press Enter.' and displays two input fields: 'Employer' with a dropdown menu showing 'MOU' and 'Cycle Code' with a dropdown menu showing 'MONTH'.

Key Information

Complete the following fields:

- Type the *Employer Code*.
- *Cycle Code* is a user defined 5 character alpha/numeric code.

Press R to continue.

Screen 2 of 4

Key Information

Complete the following fields:

- Use a meaningful description. This is displayed during Begin Payroll Cycle.
- You must specify to which *Pay Frequency* this cycle applies: weekly, monthly or 13 pay periods.
- You must also specify which *Pay Type* applies to the cycle: hourly, salaried or unrestricted. If you select unrestricted, hourly and salaried employees can be paid.
- To be included in a pay cycle, an employee must have the relevant *Pay Frequency*.
- *Tax Week/Month* should be defined the first time the cycle control is established. This is automatically updated when Post Cycles and Print Cheques are executed for this cycle. This *Tax Week/Month* number is critical to the PAYE calculation.
- For processing a normal pay cycle, type 0 in the Cycle Type field.
- *Enter Timesheet Data at Level Number* is used to define how employees are grouped when you enter Timesheet Data.
- You may restrict employee eligibility to the cycle by level.
- 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 new 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 of 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 of M or I and reaches 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.

Press R to continue.

Screen 3 of 4

The screenshot shows the 'Cycle Controls' screen in a software application. The title bar indicates 'IHCM PY 12.0.7 fixes QA 921'. The page number is 'Page 2 of 3'. The screen displays the following configuration options:

Field	Value
Employer	MOU Mountain Bikers@FLC
Cycle Code	MONTH Bikers Monthly
Enter Cycle Control Information.	
Use Batch Timesheet Entry ?	<input type="checkbox"/> Check for Yes
Print Trial Register with Release ?	1
Print Suppl. Register with Trial ?	<input checked="" type="checkbox"/> Check for Yes
Print Cheque Register with Posting ?	<input checked="" type="checkbox"/> Check for Yes
Prompt Operator for Starting Cheque No?	<input type="checkbox"/> Check for Yes
Exclude Cycle from BEGIN Prompt ?	<input type="checkbox"/> Check for Yes
Include all YTD Incs/Deds on PY Register	<input type="checkbox"/> Check for Yes
Cheque Sequencing Method	E

Key Information

- The majority of prompts on this screen require a YES or NO answer. Remember that throughout the system 0=No and 1=Yes.
- It is here that you indicate which method you will use to sort your pay advices within this Pay Cycle. Numeric methods use the employee

number and alpha methods use the employee cheque name as defined in Update Employer Controls, Employee Cheque Name Method.

- *Cheque Sequencing Method 5* or **F** will print cheques based on a 5 character sequence code. The sequence code must be defined in Update Employer Codes, Code Type CSQ. A code value is then entered on each employee's payroll record.

Required Fields

- All Fields require a YES or NO answer, except Cheque Sequencing Method.

Press R to continue.

Screen 4 of 4

Key Information

- You can request an edit function between Pay Date and Current Calendar Month or between Period End Date and Current Calendar Month. Type **P** in *Edit Method for Current Month Data* to edit by period end date. Type **C** to edit by cheque date.
- You can establish whether or not you want a warning or an error message for invalid Labour Expense Account Numbers to be printed on the Trial Register by typing options **E**, **I**, **W**, or **N** in *Edit Method for Labour Expense Account*.

- You can define an edit to be performed for *Period Ending Date Edit* and *Cheque Date Edit* being within a specified number of days from current date.
- Calculation of employee PTO accruals can be requested by specifying the *PTO Accrual Program*. A standard program, PYGCPTO, is provided with the system.
- Any custom processing required to be performed can be defined by entering the custom cycle program. A shell program is provided for customer modification.

Press R to continue.

Auto Pay Groups

Auto pay groups are used to generate incomes which are paid every pay period. Basic pay is an income type that would be auto paid, while holiday pay would not. When an employee is attached to an auto pay group and when you select a pay cycle containing auto pay incomes, these incomes will be automatically generated at the Begin Payroll Cycle Operations stage. If necessary, auto pay hours/amounts which are generated can be amended through Timesheet Entry.

Menu Selection

System: Infinium Payroll
Menu Level 1: Payroll Control Files
Menu Level 2: Auto Groups
Menu Level 3: Update Auto Pay Groups

Screen 1 of 3

```
27/06/94 16:34:32          Auto Pay Groups          PYGMEX10  PYDMEX10

Type selections, press Enter.

Employer . . . . . 111 +
Cycle Code . . . . . MTH1 +
Auto Pay Group . . . . . GSALY +

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

Key Information

- The Auto Pay Group should be attached to a pay cycle. Type the relevant *Cycle Code* as previously defined.
- Type the *Auto Pay Group* code which should be attached to this cycle. Auto Pay Codes are defined in Update Employer Codes, code type APG.

Press R to continue.

Screen 2 of 3

```

27/06/94 16:33:46      Update Auto Pay Group Incomes      PYGMEX20  PYDMEX20
Employer . . . . : 111  Software 2000 Training Company
Cycle Code . . . . : MTH1  MONTHLY SALARIES
Auto Pay Group . . : GSALY  GENERAL SALARIED (SCOT/IREL)

Type options, press Enter.
  2=Change  4>Delete

Opt Income  Description                Std Hours  Std Rate  Segment  Hours
-  IC001  BASIC SALARY - GENERAL                1

```

F3=Exit F6=Create F10=QuikAccess F12=Cancel

Key Information

The current incomes assigned to this auto pay group are displayed. These can be changed by typing 2 in the *Option* field or new incomes can be defined by pressing F6 to create.

Press F6 to create.

Screen 3 of 3

```

27/06/94 16:35:29          Create Auto Pay Groups          PYGMEX30  PYDMEX30

Employer . . . . . : 111  Software 2000 Training Company
Cycle Code . . . . . : MTH1  MONTHLY SALARIES
Auto Pay Group . . . : GSALY  GENERAL SALARIED (SCOT/IREL)

Enter Auto Pay Group Information.

Segment . . . . . : _____
Income Code . . . . . : _____ +
Description . . . . . : _____
Standard Hours Type . . . : -      Blank - Auto Pay Group Hrs
                               1-Employee Regular Hours
                               2-Job Standard Hrs 1
                               3-Job Standard Hrs 2

Auto Pay Standard Hours . : _____
Standard Rate . . . . . : _____

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

```

Key Information

- If you are using segment processing, the *Segment* to which this relates can be specified.
- Type the relevant *Income Code* to be attached to this auto pay group.
- You may override the standard hour types already established by typing in an alternate *Standard Hours* for this Auto pay group.
- You may also type a *Standard Rate* of pay if all employees attached to this auto pay group receive the same rate of pay every pay period.

Note: You can have more than one Auto pay income attached to a cycle. However, a separate record for each income must be created.

Press 3 to update.

Pay Authorisation Groups

Pay Authorisation groups provide a convenient, fast way to create authorised income and deduction records for employees, avoiding the need to manually key these records. The Pay Authorisation Group acts as a template, containing a previously defined set of incomes and deductions which is automatically copied in for an employee at time of employment. The Pay Authorisation Group code used is the one defined on the Position record. In this way, different sets of incomes and deductions can be defined, appropriate to the positions into which the employees are employed.

Menu Selection

System: Infinium Payroll
Menu Level 1: Payroll Control Files
Menu Level 2: Authorisation Groups
Menu Level 3: Update PY Authorisation Groups

Screen 1 of 2

```
27/06/94 17:25:28 Update Payroll Authorisation Groups PYGMBG PYDMBG
Type selections, press Enter.
Employer Code . . . . . 111 +
Authorisation Group . . . AGADMNGEN +

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

Key Information

Here you define the names of the Payroll Authorisation Groups which apply in your organisation.

Note: Both incomes and deductions will be attached to one Payroll Authorisation Group.

Press R to continue.

Screen 2 of 2

```

27/06/94 16:44:11 Update Payroll Authorisation Groups PYGMBG PYDMBG
Employer . . . . . : 444 P&D COLD STORAGE
Authorisation Group . . : SNRMNGTMT

Enter Payroll Authorisation Group Name.

Description . . . . . SNR MNGT MONTHLY
Replace Existing Incomes . . . 0 (0/1)
Replace Existing Deductions . . 0 (0/1)

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

```

Key Information

Complete the fields on this screen.

You can tell the system whether to replace the values on existing employee incomes or deductions in the event that an employee's authorisation group changes. During the replace, all of the latest values as defined in the authorisation income/deduction record will overlay any previous values.

Press 3 to update.

Pay Authorisation Groups - Incomes

Through this function you attach the relevant incomes to the previously defined Payroll Authorisation groups. If required you can specify income amounts which would default through to the employee level. However, this can be overridden at Timesheet Entry, if necessary.

Menu Selection

System: Infinium Payroll
Menu Level 1: Payroll Control Files
Menu Level 2: Authorisation Groups: Income
Menu Level 3: Update PY Authorisation Group Incomes

Screen 1 of 2

```
27/06/94 17:30:45 Update Income Authorisation Groups PYGMIG PYDMIG
Type selections, press Enter.
Employer . . . . . 111 +
Authorisation Group . . AGADMNGEN +

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

Type the *Employer* code.

Type the *Authorisation Group* name to which you want to attach the incomes.

Press R to continue.

Screen 2 of 2

```

27/06/94 17:31:32 Update PY Authorisation Grps-Incomes PYGMIG PYDMIG

Employer . . . . . : 111      Software 2000 Training Company
Authorisation Group . . . : AGADMNGEN ADMIN. (GENERAL)
Income Code . ____ +

Type options, press Enter.  2=Change  4=Delete.
Opt Code  Cycle  Begin Date  End Date   Income Amount      Rate/%
-  *SMP  *AUTO                .00      .0000
-  *SSP  *AUTO                .00      .0000
-  IC001 *AUTO                .00      .0000
-  IC003 *AUTO                .00      .0000
-  IC013 *AUTO                .00      .0000
-  IC014 *AUTO                .00      .0000      +
F3=Exit  F4=Prompt  F10=QuikAccess  F12=Cancel

```

Key Information

- Type the required *Income Code*. Use F4 to review and select existing incomes or type 2 in the *Option* field against the income code with which you want to work.
- You can specify a *Begin Date* and *End Date* against the income and an income amount if applicable.

You can attach as many incomes as required. When the details for each income are complete, press Enter to force the details to the bottom half of the screen.

- You can control the cycles for which the income is to be generated. Valid values for cycle are:

***CYCL** The system will automatically enter the employee cycle code.

***AUTO** The income will be available to use with all cycles

BLANK The income will not be automatically generated.

Cycle Code The specific cycle code for which the income will be generated.

- The details entered for these incomes will default to an employee's incomes when hired into a position which is attached to the authorisation group. The details can be overridden and added to at the employee level.

Press R to continue.

Press 3 to update.

Pay Authorisation Groups - Deductions

Through this function you attach the relevant deductions to the previously defined Payroll Authorisation groups. If required, you can specify deduction amounts which would default through to the employee level. Two deductions which, in most cases, should be assigned to all authorisation groups are *PAYE and *NIC (for Tax and National Insurance). If your standard method of payment is by BACS, you would also define the BACS deduction here.

Menu Selection

System: Infinium Payroll
Menu Level 1: Payroll Control Files
Menu Level 2: Authorisation Groups: Deductions
Menu Level 3: Update PY Authorisation Groups Deductions

Screen 1 of 2

```
27/06/94 17:33:12 Update PY Authoris. Groups Deductions PYGMDG PYDMDG
Type selections, press Enter.
Employer . . . . . 111 +
Authorisation Group . . . . AGADNNGEN +

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

Key Information

Type the Employer name to which you which you want to attach the deductions to.

Press R to continue.

Screen 2 of 2

```

27/06/94 17:32:37 Update PY Authoris. Groups Deductions PYGMDG PYDMDG
Employer . . . . : 111      Software 2000 Training Company
Auth. Group . . . : AGADMNGEN ADMIN. (GENERAL)
Deduction Code . . _____ +

Type options, press Enter.
2=Update 4=Delete
Opt Code      Start Date  End Date  Deduction Amt.  Limit Amount
-   *NIC                      .00          .00
-   *PAYE                     .00          .00
-   DC003                     .00          .00
-   DC004                     .00          .00
-   DC005                     .00          .00
-   DC006                     .00          .00      +
F3=Exit F4=Prompt F10=QuikAccess F12=Cancel

```

Key Information

- Type the required *Deduction code*, use F4 to review and select from the existing deductions, or type 2 in the *Option* field next to the deduction code with which you want to work.
- You can specify a *Begin Date* and *End Date* against the deduction entered or a *Deduction Amount* if applicable.
- You can attach as many deductions as required. When the details for each deduction are complete, press Enter to force the details to the bottom half of the screen.
- The details entered for these deductions will default to an employee's deductions when hired into a position which is attached to the authorisation group. The details can be overridden at the employee level.

Press R to continue.

Press 3 to update.