



# Infor Infinium International HCM Human Resources/Payroll Technical Guide

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# About This Guide

This section focuses on the following information:

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

## Intended Audience

This guide is for the Infinium HR/PY technical personnel involved in establishing, customising, converting, and maintaining their Infinium HR/PY system.

## Purpose of This Guide

You should use this guide as a reference at your site and also to complement the instructor's presentation during the Infinium HR/PY Technical course.

This guide will not teach you about the Infinium HR/PY application from a user's point of view. This guide will, however, provide you with basic technical information that will assist you in establishing, customising, converting, and maintaining your Infinium HR/PY system.

## Organisation of This Guide

This reference and training document combines the technical information into chapters. Each chapter includes the following:

- Overview information and in-depth details on each topic covered in the technical training course
  - Additional related topics not covered in the course curriculum
-

## Conventions Used in This Guide

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

- Font and Wording Conventions
- Character-Based vs. Graphical Interface
- Prompt and Selection Screens
- Promptable fields

### Font and Wording Conventions

Convention	Description	Example
<i>Italic typeface</i>	Menu options and field names  The guide uses the same abbreviations as the screen.	<i>Master Files</i>  Use <i>Max Lnth</i> to specify the maximum length of alpha user fields.
<b>Bold standard typeface</b>	Used for notes, cautions and warnings	<b>Caution:</b> 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.
<b>Bold monospaced typeface</b>	Characters that you type and messages that are displayed	Type <b>Infinium PY</b> in the <i>System</i> field.  The following message is displayed:  <b>Company not found</b>
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.

---

Convention	Description	Example
Select	Choose a menu option or choose a record or field value after prompting.	Select <i>Employer Controls</i> . Select a record. From the <i>List</i> menu, select <i>Display</i> .
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.
Help	<p>To access online help for the current context (menu option, screen or field), press Help (or the function key mapped for help).</p> <p>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.</p>	Press Help for more information about the current field.

---

Convention	Description	Example
[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 <i>Update Employer Controls</i> [UCO].
Publication and course titles	Unless otherwise stated, titles refer to Infinium applications and use standard name and abbreviations.	<i>Infinium Training Administration Guide to Setup and Processing</i> is referred to as <i>Infinium TR Guide to Setup and Processing</i> .

## Function Keys

Infinium AM function keys and universal Infinium PY function keys for the System i are described in the following table. All Infinium 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

Function Key	Name	Description
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.

```

8/30/1995 16:38:00      Purchasing Controls      PLGVEM6  PLDVEM6
-----
Vendor . . . . . :          45
Vendor name . . . . . : Office Supplies Unlimited
Buy from address type code . . . : BUY

Restrict to purchasing company . . COMP1 + THE PROCESSING COMPANY
or purchasing company group . . . . _____ +

Purchasing currency . . . . . USD + US Dollars
Free on board . . . . . _____ +
Ship via . . . . . _____ +

Purchasing group . . . . . _____
Buyer ID . . . . . _____
Minimum value . . . . . _____ .00
Maximum value . . . . . _____ .00
Backorder allowed . . . . . 0    1=Yes, 0=No
Vendor performance flag . . . . . 1    1=Yes, 0=No
Hazardous materials? . . . . . 0    1=Yes, 0=No

-----
F3=Exit F4=Prompt F10=Quick access F12=Cancel F15=First F18=Message line
-
```

Figure 1: Sample character-based screen

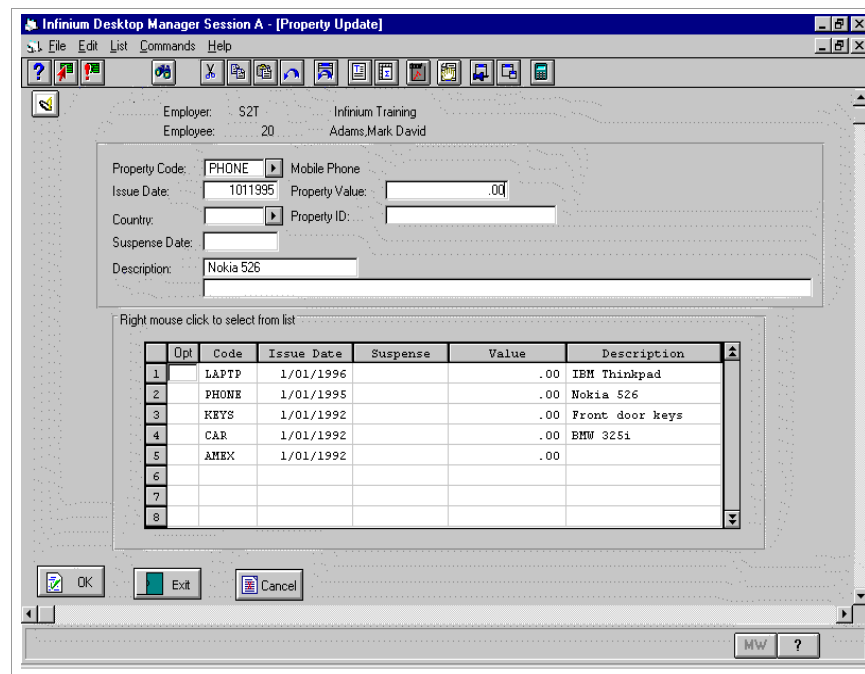


Figure 2: Sample graphical-based screen for Infinium HR suite

## 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.

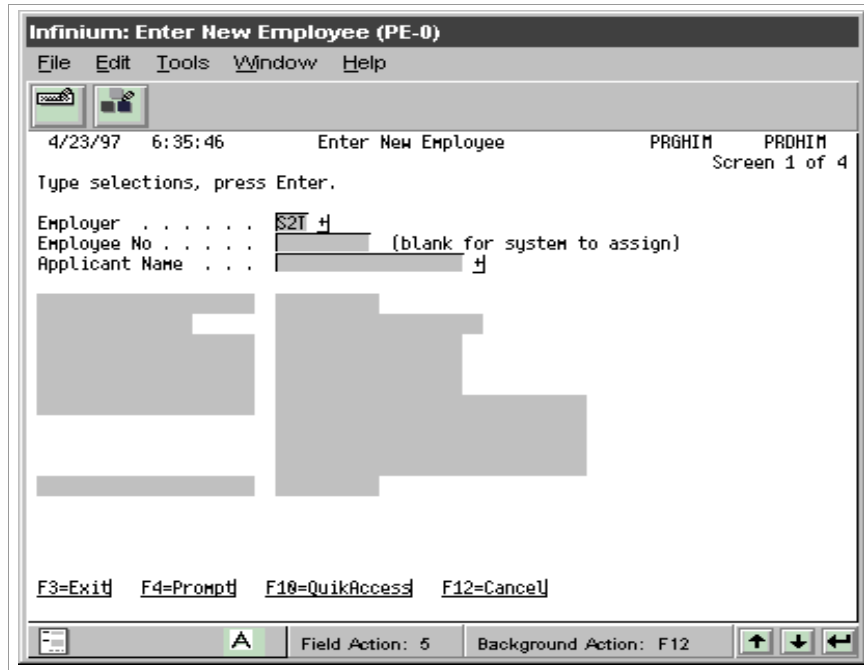


Figure 3: Enter New Employee prompt screen

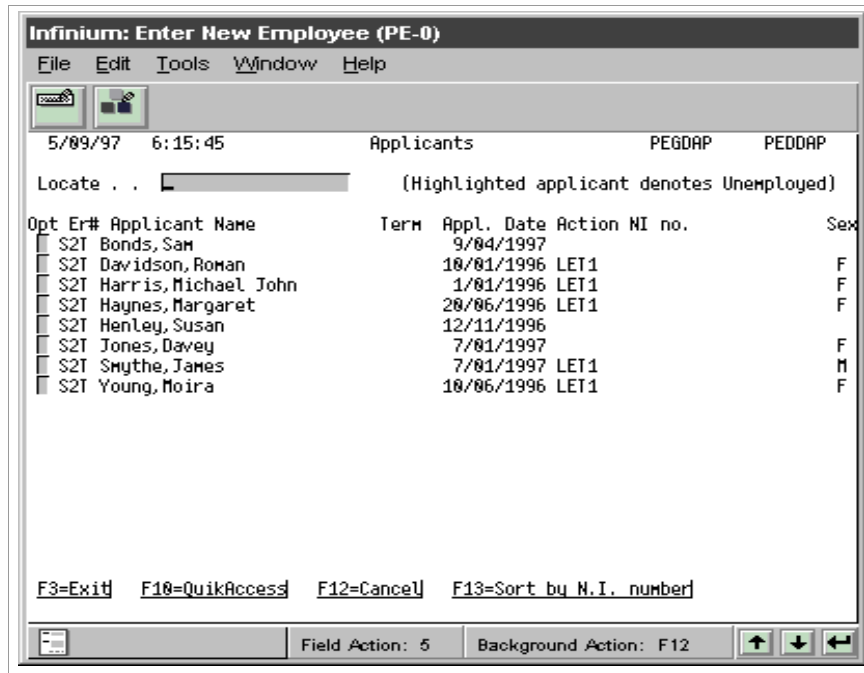


Figure 4: Applicant selection screen

## 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.

<b>Application</b>	<b>Abgreivation</b>
Infinium Application Manager	Infinium AM
Infinium Application Manager Extended	Infinium AM/X
Infinium Query	Infinium QY
Infinium Query Extended	Infinium QY/X
<b>Infinium Financial Management Suite</b>	<b>Infinium FM</b>
Infinium General Ledger	Infinium GL
Infinium Payables Ledger	Infinium PL
Infinium Project Accounting	Infinium PA
<b>Infinium HCM Suite</b>	<b>Infinium HCM</b>
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
<b>Infinium International Human Capital Management Suite</b>	<b>Infinium IHCM</b>
Infinium International Human Resources	Infinium IHR
Infinium International Human Capital Management	Infinium IHCM
Infinium Intrnational Payroll	Infinium IPY
Infinium International Training Administration	Infinium ITR



## Related Documentation

For further information about the Infinium HR/PY system, refer to the following relevant documents:

- Online Help Text
  - *Infinium PY Guide to Controls*
  - *Infinium HR Guide to Processing*
  - *Infinium HR Guide to Controls*
-

# About Training

## Product Training

Infinium Software offers a variety of Infinium Human Resources/Payroll training.

---

# Chapter 1 Infinium HR/PY: An Introduction

# 1

This chapter contains an introduction to the Infinium HR/PY system.

The chapter consists of the following topics:

<b>Topic</b>	<b>Page</b>
Product Information	1-2
Naming Conventions	1-4

---

## Product Information

The Infinium HR/PY system is a full-function human resources and payroll application. It has extensive interactive data entry, maintenance and inquiry functions, with most reports submitted to batch. Together, Infinium HR and Infinium PY make up the product referred to as Infinium HR/PY.

- Through control file functions, you define system-wide and company specific values that help you manage and process your Infinium HR/PY system.
- You can update, enter and maintain employee information either through Infinium PY or through Infinium HR.

Infinium PY provides you with the ability to customize your system to meet your payroll processing needs.

- 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.

Infinium HR/PY is a comprehensive human resources management system that allows you to manage employee information and perform human resources reporting and administrative activities.

Infinium HR/PY also shares information with Infinium TR. This product uses core employee information contained in Infinium HR/PY to avoid redundancy and duplicate maintenance of basic employee data.

The Infinium QY system is a Query Language/Program Generator that supplements Infinium HR/PY fixed format standard reports.

Infinium HR/PY includes features that allow it to interface easily with the Infinium General Ledger system.

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# Infinium HR/PY Technical Overview

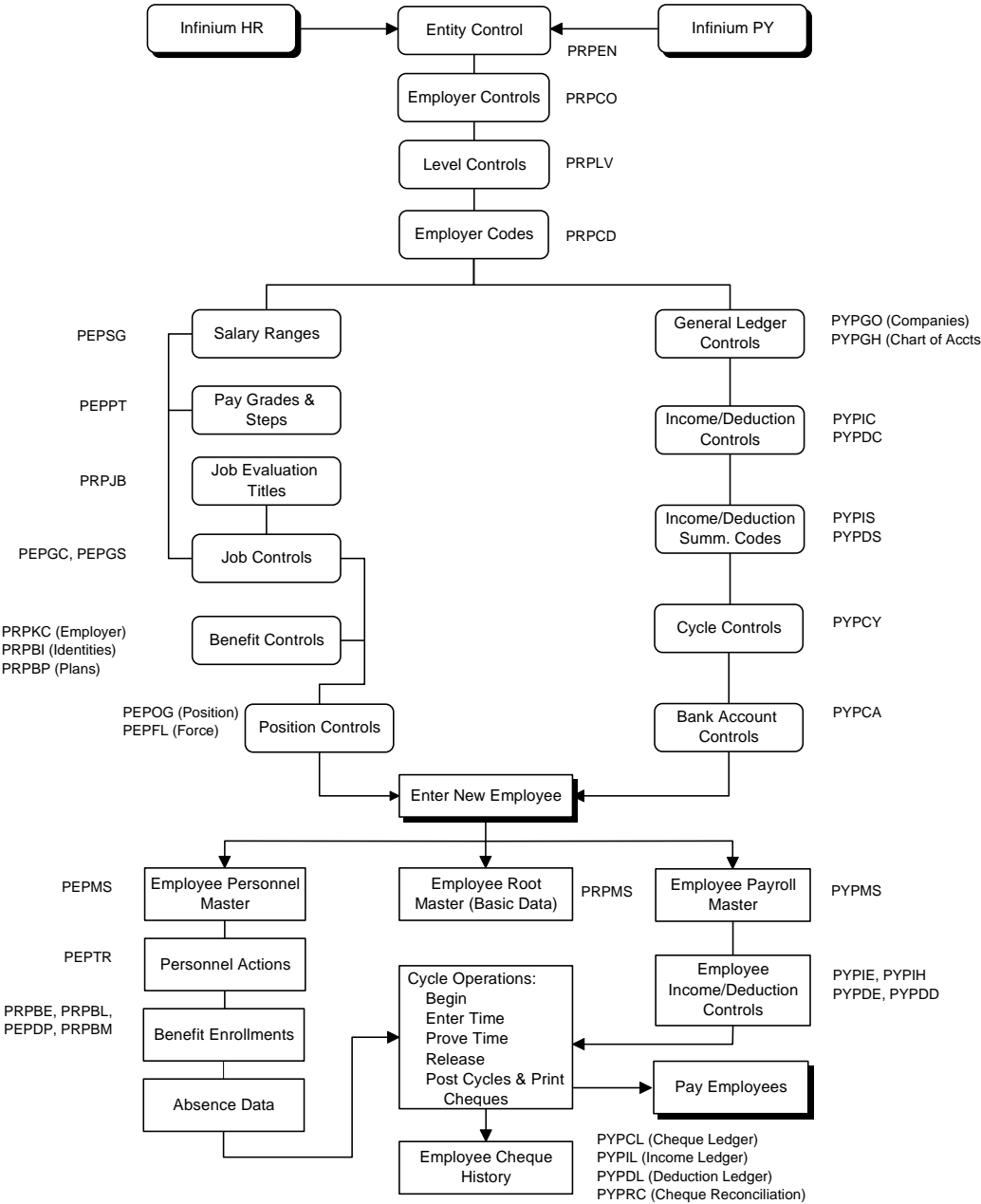


Figure 1-1: Infinium HR/PY Technical Overview

## Naming Conventions

Infinium HR/PY uses the following naming conventions for IBM objects, files, fields, and field references.

### IBM Objects

Positions 1-2	System designator
	HR    Infinium HR/PY
	PE    Infinium HR
	PR    Infinium HR/PY (HR + PY)
	PY    Infinium PY
	CU    Custom
Position 3	Object type
	A    Assembler/C program
	C    CL program
	D    Display file
	G    RPG/400 program
	I    PL/I program
	J    Journal file
	L    Logical file
	M    Message file
	O    Communications
	P    Physical file
	S    Data structure
	T    Printer file
	U    Infinium HR ADV program
	V I    nfinium HR ADV program
	X    Mixed file
Positions 4-8	Object extension
	An RPG/400 program has the same extension as its associated printer and display files.

### File Names

Positions 1-2	System designator
Position 3	Object type
Positions 4-5	File extension
Note	Files are informally referred to by their file extension.

---

### File Names

Examples	PRPMS	Employee Basic Data file
	PYPMS	Payroll Employee Master file
	PEPMS	Personnel Employee Master file
	PYPCY	Cycle Control file

---

**Note:** All logical files within Infinium HR/PY are built over physical files. When this document refers to physical files, it is referring collectively to the physical and logical files.

---

### Field Names

Positions 1-2	File extension of the associated file Exception: Employee Master files use the first two characters (system designator) since the file extension for each of these files is MS
---------------	---

Position 3-6	Field identifier
--------------	------------------

Note	Fields that have the same identifier have the same attributes across the application.
------	---

Examples	PRER	Basic Data – Employer field
	PYER	Payroll Master – Employer field
	PEER	Personnel Master – Employer field
	CYER	Cycle Controls – Employer field

---

### Field Reference File Names

Positions 1-2	System designator
---------------	-------------------

Positions 3-8	FLDREF
---------------	--------

Exception	Infinium HR/PY uses two field reference files: HRFLDREF HRFLDREF2
-----------	---

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## Source File Members

Infinium HR/PY source files are contained in the following files within the source code library (if loaded during installation):

- HRRPGSRC – RPG source
-

- HRDDSSRC – DDS source
- HRCLSRC – CL source
- HRCMDSRC – Command utilities

## Customisation Requirement for Programs That Use SQL

Some programs in Infinium HR/PY use SQL commands, for example the *Employee Enquiry* function. If you plan to customise these programs, you must have an SQL compiler to compile your revised programs.

Programs that use SQL commands are identified by type SQLRPG.

---



This chapter contains a brief overview of the major control files that define the basic components of the Infinium HR/PY system.

The chapter consists of the following topics:

<b>Topic</b>	<b>Page</b>
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Level Controls File – PRPLV	2-11
Employer Codes File – PRPCD	2-14
Pay Grades and Steps – PRPGC, PRPGS	2-16
Job Controls File – PRPJB	2-19
Position Controls File – PEPOG, PEPFL (Workforce)	2-21
Absence Types, PEPAE	2-24
PTO Accruals	2-25
Employer Benefit Controls File – PRPKC	2-27
Benefit Identities File –PRPBI	2-28
Benefit Plan Controls File – PRPBP	2-29
General Ledger Company File – GLPGO	2-30
General Ledger Chart of Accounts File – GLPCH	2-31
Income Control File – PYPIC	2-32
Deduction Control File – PYPDC	2-34
Income Summarisation File – PYPIS	2-36

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Personnel Actions File – PEPTR	2-62
Benefit Enrollments Files – PRPBE, PRPBL (History), PRPBM, PEPDP	2-64

For more information about Infinium HR/PY controls, refer to the *Infinium HR Guide to Controls* and the *Infinium PY Guide to Controls*.

---

# Overview of the Control Files

This chapter contains a brief overview of the major control files that define the basic components of the Infinium HR/PY system. This information is included in the course to make you aware of the control file settings that can lead to user problems.

## Objectives

At the end of this chapter you should:

- Be aware of the major system control files
- Understand their relationship to the components of the Infinium HR/PY system
- Be familiar with potential problem areas related to control file values

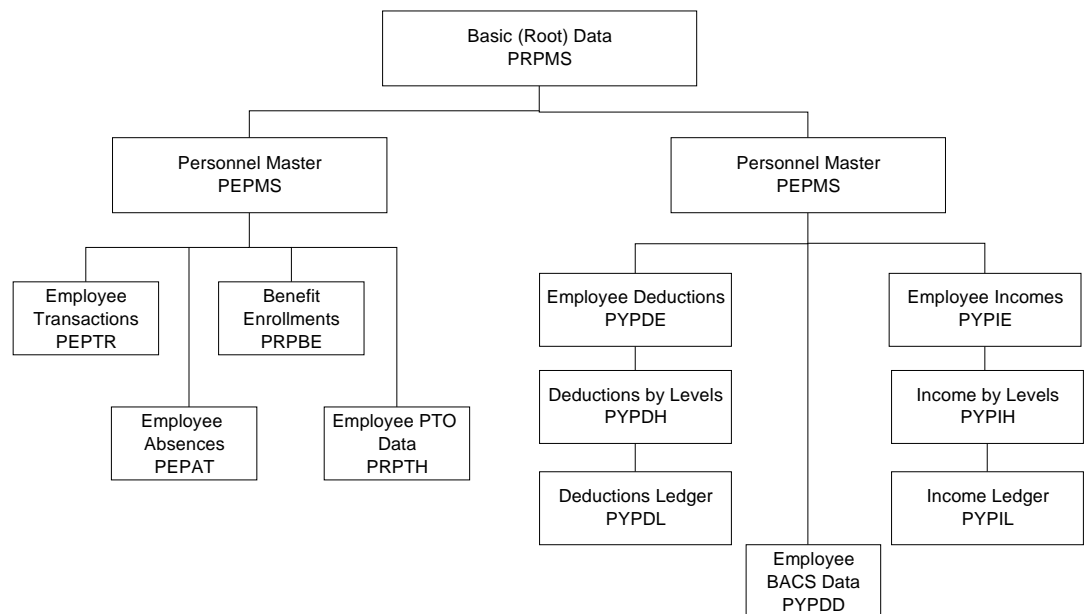


Figure 2-1: Primary Employee Files

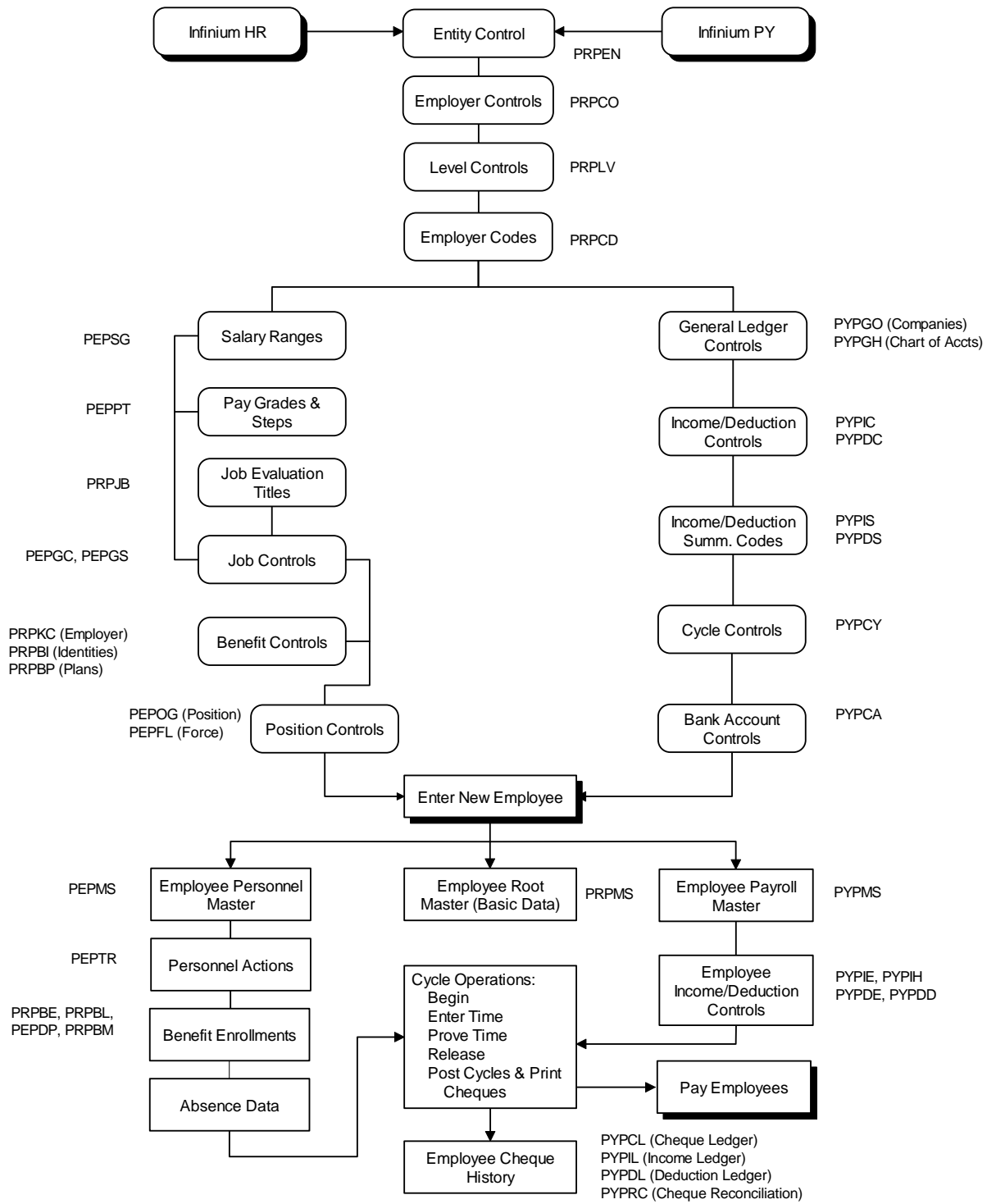


Figure 2-2: Infinium HR/PY Technical Overview

## Entity Control File – PRPEN

The Entity Control file consists of one record that defines global attributes for the Infinium HR/PY system.

- 1 From the Infinium PY or Infinium HR main menu select *Controls*.
- 2 Select *Entity Controls*.
- 3 Select *Update Entity Controls* [UEC for both Infinium PY and Infinium HR].  
The system displays a screen similar to Figure 2-3.

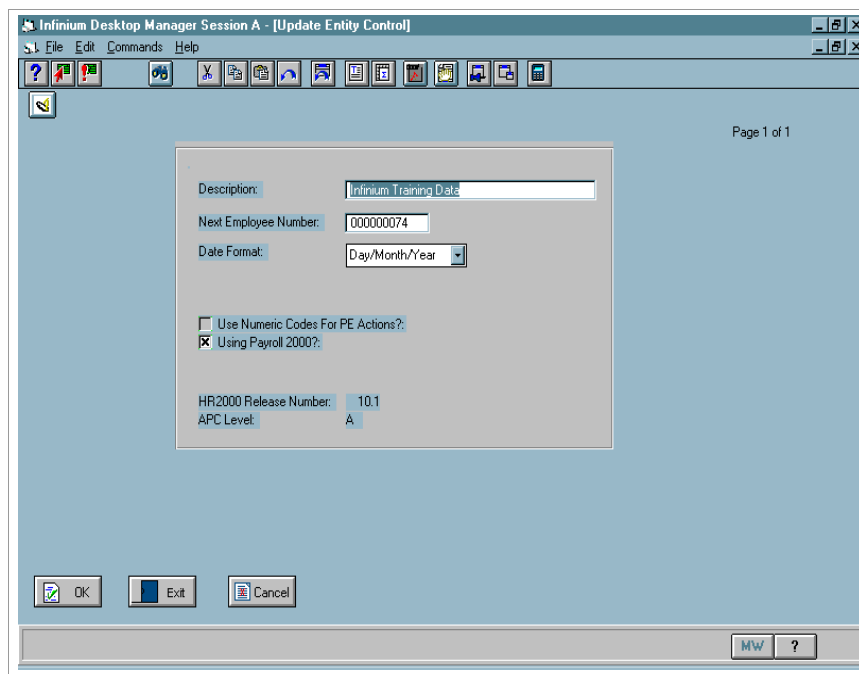


Figure 2-3: Update Entity Controls

Values such as *Next Employee Number* apply across employers.

### *Date Format*

This value is used as a default for tax tables, controls and report prompts. The date format defined for Employer Controls is used for processing.

**Note:** Once a date format has been selected, it cannot be changed. The format should match the date format of other systems with which your Infinium HR/PY system interfaces.

## Employer Controls File – PRPCO

The Employer Controls file consists of one record per employer and includes employer specific information such as name, address, tax reference, organisation, level information and date format.

### Access from Infinium PY

- 1 From the Infinium PY main menu select *Controls*.
- 2 Select *Employer Controls*.
- 3 Select *Update Employer Controls* [UERC]. The system displays a screen similar to Figure 2-4.

The screenshot shows a software window titled "Infinium Desktop Manager Session A - [Employer Update]". The window contains a form with the following fields and options:

- Employer:** S2T (dropdown), Infinium Training (text)
- Address:** Crosby House, Furlong Road, Bourne End (text)
- Telephone:** 01628 850850 (text)
- Postcode:** SL4 5AJ (text)
- Co. Reg No.:** S2T/0001 (text)
- Level 1 Desc:** Function (dropdown)
- Level 2 Desc:** Department (dropdown)
- Level 3 Desc:** Team (dropdown)
- Level 4 Desc:** CostCentre (dropdown)
- Employer Defaults:** Pay Cycle (dropdown), Shift (dropdown), Pay Frequency (dropdown)
- Employer Details:**
  - Interactive Proof on Cycles?
  - Interactive Proof on Levels?
  - Pay Employees on Leave?
  - PE User to update Pay Rates?
  - Store Incomes by Levels?
  - Timesheet Alpha Sequence?
  - Register Alpha Sequence?
  - Update User Inc/Ded Fields?
  - Use Tax Id# for Employee#?
  - Excl. accum from history?
  - Audit File Changes?
- Date Format (MDY, DMY, YMD):** DMY (dropdown)
- Print Zero Value Cheques?:** 1 (dropdown) (0-2)
- Current Calendar Month:** 11 (text)
- Curr. Tax Year Ending Date:** 5042000 (text)

At the bottom of the form are buttons for OK, Exit, and Cancel. The window title bar includes "Page 1 of 3" and a status bar at the very bottom shows "MW" and a help icon.

Figure 2-4: Employer Update screen 1

### Level Descriptions

The labels used here to describe each organisational level in the Level hierarchy will be used throughout the system whenever Levels are required.

### Date Format

The date format determines how data is stored in files. Therefore, it should not be changed once files are populated with data.

### Audit File Changes?

This field determines whether the system will track changes in key data files during use.

The screenshot shows the 'Employer Update' screen in the Infinium Desktop Manager. The window title is 'Infinium Desktop Manager Session A - [Employer Update]' and it is on 'Page 2 of 3'. The employer is identified as 'S2T' for 'Infinium Training'. The 'G/L Company' is set to 'S2T'. The 'Current Fiscal Year & Pd.' is '1999' and '4'. There are fields for 'Accrued Payroll Acct No.' and 'Labour Expense Acct No.'. A checkbox for 'Use Fiscal Weeks' is present. Under 'General Ledger Close Options', 'Accrued Payroll at Employer or Level 1' is set to 'Employer'. Below this, there are options to 'Create the following entries in Detail (D) or Summarise (S)'. The 'Labour Distribution Entries' and 'Employee Deduction Entries' are set to 'D'. The 'Cash Disbursements Entries' and 'Employer Exp. and Liab. Entries' are also set to 'D'. The 'Paid Time Off Accrual Category Names' section contains six numbered fields: 1: Holiday, 2: Sick Pay, 3: Personal, 4: Maternity, 5: Paternity, and 6: (empty). At the bottom, there are 'OK', 'Exit', and 'Cancel' buttons, and a 'MW ?' button in the bottom right corner.

Figure 2-5: Employer Update screen 2

### General Ledger Information

The GL information and the *Curr Fiscal Year and Pd* fields specified here are discussed in the “Period Ending Functions” section.

2/08/99 9:45:07 Employer Update PYGMO PYDMO Page 3 of 3

Employer . . . : S2T Infinium Training

Employee Complete Name Method . . . (1/2/3)

Employee Cheque Name Method . . . 1 (1/2/3)

PAYE District Number . . . . . S2T1

PAYE Reference Number . . . . . IC/001/002

COMP Minimum Payments . . . . . 0 (0/1)

Contracted Out Cert No. (ECON). . . . .

Pay Message Code . . . . . \*

Job Hours Names	Pay Rate Names		
1. Std Hours	1. Basic	Rates 2 to 5 Custom Program	
2.	2.	Calculate _Store Daily rate	0 (0/2/3/4/5)
	3.	Calculate _Store Weekly Rate	0 (0/2/3/4/5)
	4.	Calculate _Store Hourly Rate	0 (0/2/3/4/5)
		Prev Rate	After Begin Save To Pay Rate After Post (0/2/3/4/5)

Custom Programs to Call

Statutory Maternity Pay

Statutory Sick Pay

MW ?

Figure 2-6: Employer Update screen 3

### Custom Programs to Call

Custom programs for SSP, SMP, SAP and SPP that will be called automatically at key pay cycle stages may be identified here.

## Access from Infinium HR

In addition to accessing the Employer Controls from the Infinium PY, you can access them from Infinium HR, as follows:

- 1 From the Infinium HR main menu select *Controls*.
- 2 Select *Employer Controls*.
- 3 Select *Update Employer Controls [UECN]*. The system displays a screen similar to Figure 2-7.



Figure 2-7: Employer Update screen 1

*Position Control Used?*

This field determines the effect of Position control files upon Employees:

- 0** Position controls are not used.
- 1** The system requires that an Employee exists within a Position. It will track an employee's movement through Position and will apply the Position control files to the Employee. It is highly recommended that you use this setting.

The screenshot shows a software window titled "Infinium Desktop Manager Session A - [Employer Update]". The window contains a form for updating employer information. The form is organized into several sections:

- Address:** Name (Infinium Training), Line 1 (Crosby House), Line 2 (Furlong Road), City (Bourne End), Country (UK), Post Code (SL4 5AJ), Telephone (01628 850850).
- Level Descriptions:** Level 1 Description (Function), Level 2 Description (Department), Level 3 Description (Team), Level 4 Description (CostCentre).
- Employer Details:** Use Tax Id as Employee No? (checkbox), Date Format (MDY), Employee Complete Name Method (Last,First,Middle), Business Type (Other).
- Employer Defaults:** Retirement Age (65.00), Pay Frequency, Shift (1), Currency Code.
- Options:** Position Control Used? (checked), Employee Cheque Name Method (First Middle Last), Multiple Positions/Employee? (checked), Audit File Changes? (checked).

At the bottom of the form are buttons for OK, Exit, and Cancel. The window title bar includes a menu bar (File, Edit, Commands, Help) and a system tray showing the date and time: Monday, February 08, 1999.

Figure 2-8: Employer Update screen 2

### *Personnel Actions Custom Programs*

Custom exit programs for each type of Personnel Action may be identified here. These custom programs do not replace the PE actions functionality. They allow you to perform additional functions specific to your organisation, after the PE action has been processed. For example, after a new employee is processed you may want the system to access an in-house system to record more data.

## Level Controls File – PRPLV

The Level Controls file defines your organizational structure. Levels are used for example for HR reporting and for costing payroll labour to the general ledger.

### Access from Infinium PY

- 1 From the Infinium PY main menu select *Controls*.
- 2 Select *Level Controls*.
- 3 Select *Update Level Controls [ULC]*. The system displays a screen similar to Figure 2-9.

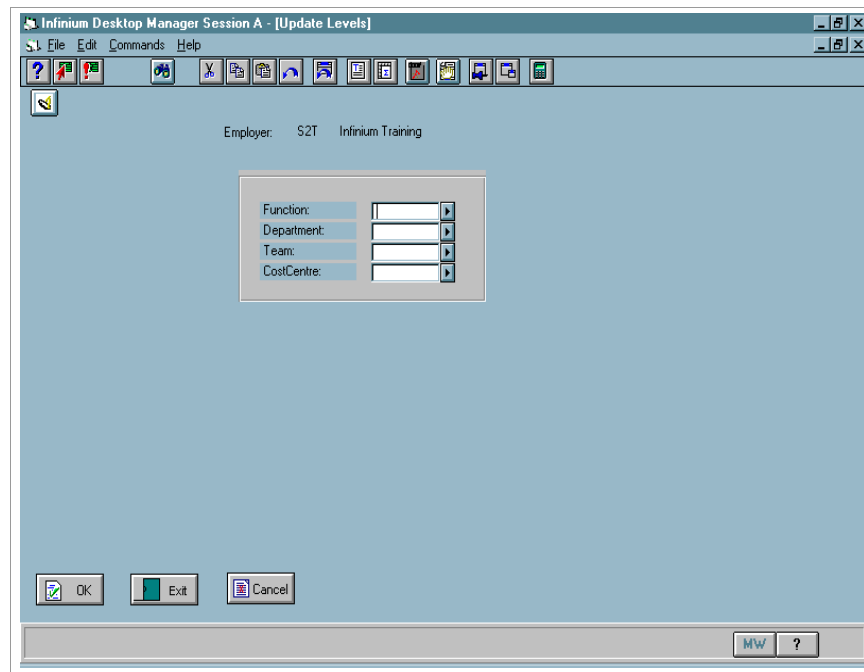


Figure 2-9: Update Level Controls selection screen

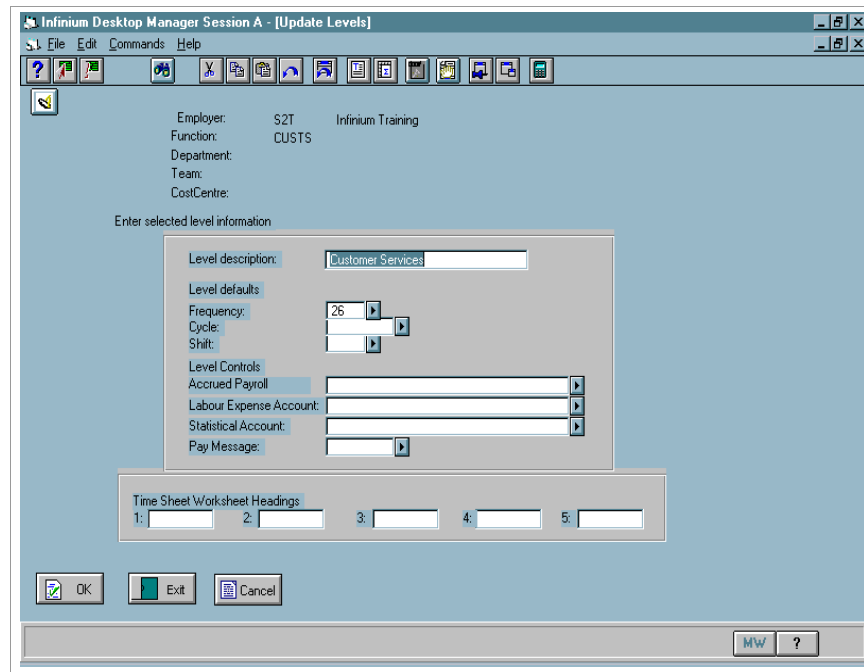


Figure 2-10: Update Level Controls screen 2

The first field of *Level Controls* represents either the accrued payroll account or the liability mask account, based on whether the level control is for Level 1 (*Area* in the above example) or Levels 2 through 4 (*Division, Department, and Cost Center* in the above example):

Level 1 – Accrued Payroll Account

Levels 2 through 4 – Liability Mask Account

**Note:** If you delete a level, the system also deletes any records that are associated with that level from the User Security Levels file, PRPSQ. For more information about the PRPSQ file, please refer to the “Security” chapter.

## Access from Infinium HR

- 1 From the Infinium HR main menu select *Controls*.
- 2 Select *Level Controls*.
- 3 Select *Update Level Controls* [ULC]. The system displays a screen similar to Figure 2-11.

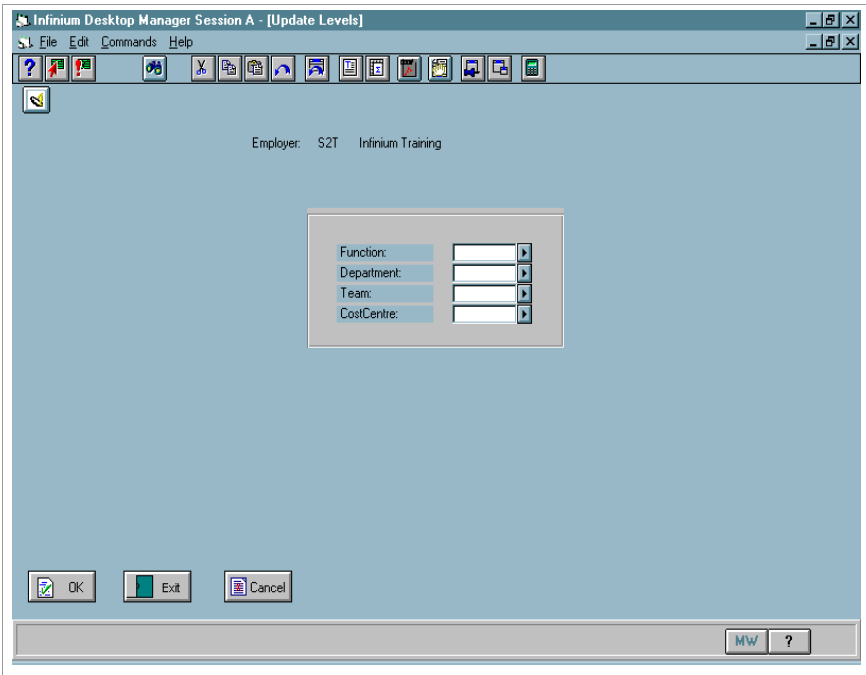


Figure 2-11: Update Levels screen 1

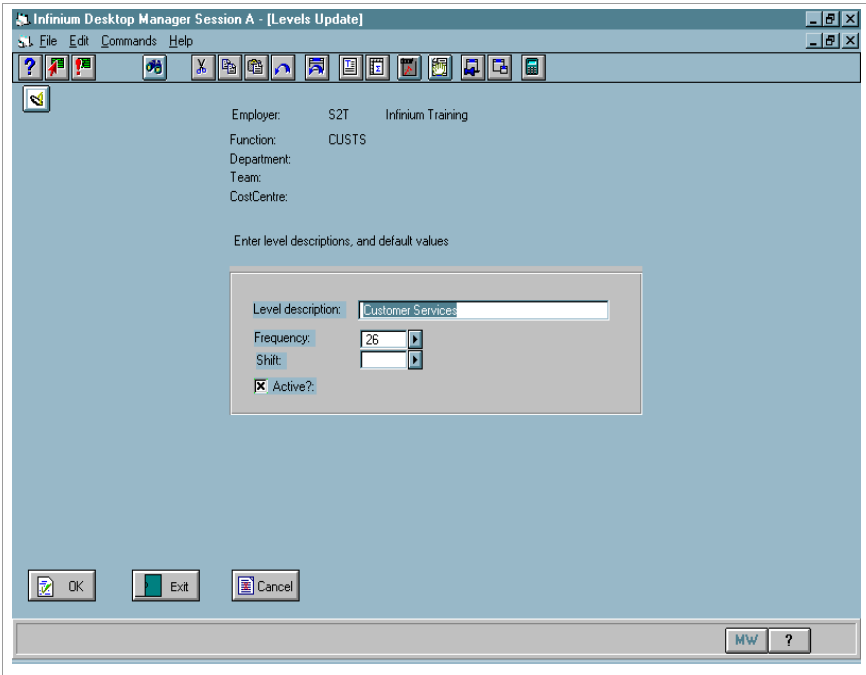


Figure 2-12: Levels Update screen 2

## Employer Codes File – PRPCD

The Employer Codes file consists of codes used throughout the system. For a given code, you can assign values and descriptions that are unique to the processing requirements of each employer.

- 1 From the Infinium PY or Infinium HR main menu select *Controls*.
- 2 Select *Employer Codes*.
- 3 Select *Update Employer Codes* [UECD] for Infinium PY, [UERC] for Infinium HR. The system displays a screen similar to Figure 2-13.

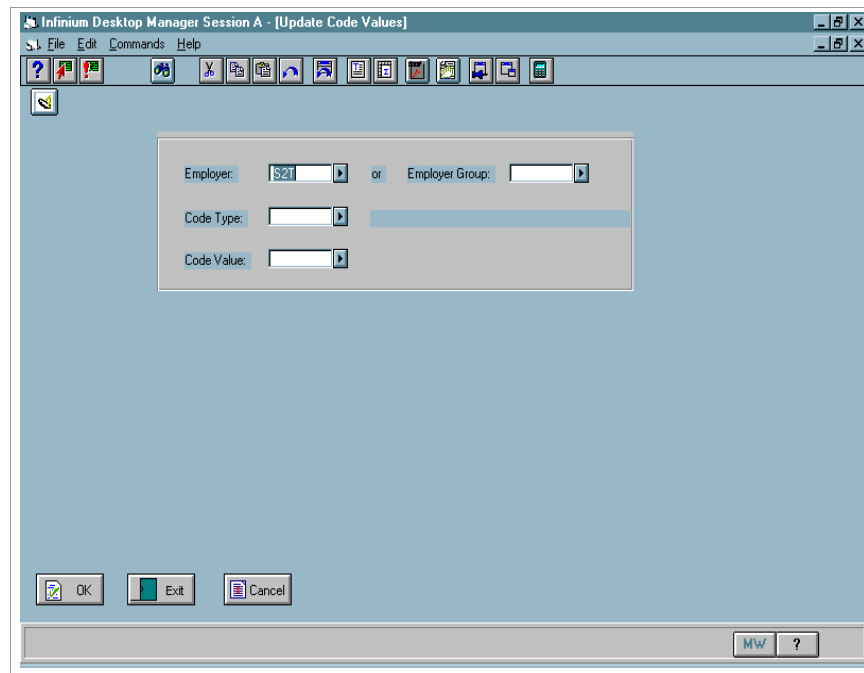


Figure 2-13: Update Code Values selection screen

Standard code types are supplied with Infinium HR/PY and should cover most customer requirements. However, in exceptional cases new code types may be created using the *Update Code Types* option within *Supervisors* functions.

Ten user-defined code types are also available in Infinium HR/PY: **UC1** through **UC9** and **UCX**. Seven user-defined codes are also available to the Infinium TR system: **TC1** to **TC7**.

### Code Value

Code values for a given code type are defined by the user, as appropriate.

Code values are available to both Infinium PY and Infinium HR, regardless of which system was used when they were defined.

Code values that are no longer in use can be defined as inactive. This allows these code values to remain on the system and not produce errors when viewing history records containing these codes. The system defaults to active codes only when displaying available selections for new code values.

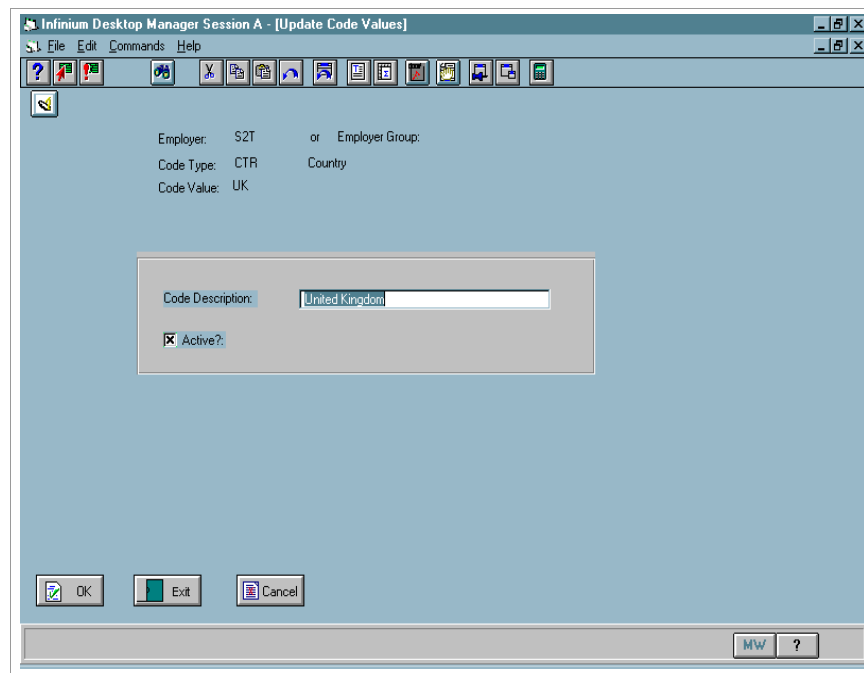


Figure 2-14: Update Code Values screen

## Pay Grades and Steps – PRPGC, PRPGS

The Pay Grade Controls file contains details of the grades established. Grades are created with an effective date and typically are recreated whenever pay rates are reviewed (typically annually).

The Steps in Pay Grades file contains the steps or incremental points found within each grade, each with a rate of pay. Note that it is possible to use a grade that does not contain steps by making use of the Step 9 facility.

- 1 From the Infinium HR r main menu select *Step in Grade*.
- 2 Select *Maintenance Functions*.
- 3 Select *Update Pay Grades and Steps [UPGS]*. The system displays a screen similar to Figure 2-15.

The screenshot shows a software window titled "Infinium Desktop Manager Session A - [Update Pay Grade Controls]". The window has a menu bar with "File", "Edit", "Commands", and "Help". Below the menu bar is a toolbar with various icons. The main content area displays the following information:

- Employer: S2T
- Pay Grade: AD01
- Effective Date: 1/01/1996
- Page 2 of 2

Below this information is a prompt: "Enter Pay Grade control information and F13 to update steps". A dialog box is open with the following fields:

- Description: Administrative Grade 1
- Minimum Increase Amount or %: .00 or % 1.00
- Currency Code: STG (Pounds Sterling)
- Base Rate Frequency: A (Annual)
- Step Rounding Type: None
- Period To Next Step Type: Months
- Step Processing Type: Sequential
- Calculate Service From Date: Hire
- Custom Step Program: (empty)

At the bottom of the dialog box are buttons for "OK", "Exit", and "Cancel". In the bottom right corner of the window, there are buttons for "MW" and "?".

Figure 2-15: Update Pay Grade Controls

The *Base Rate Frequency* field is of critical importance. Mistakes here will have a dramatic impact upon system operation.

Press F13 to create or amend steps within the Pay Grade. The system displays a screen similar to Figure 2-16.



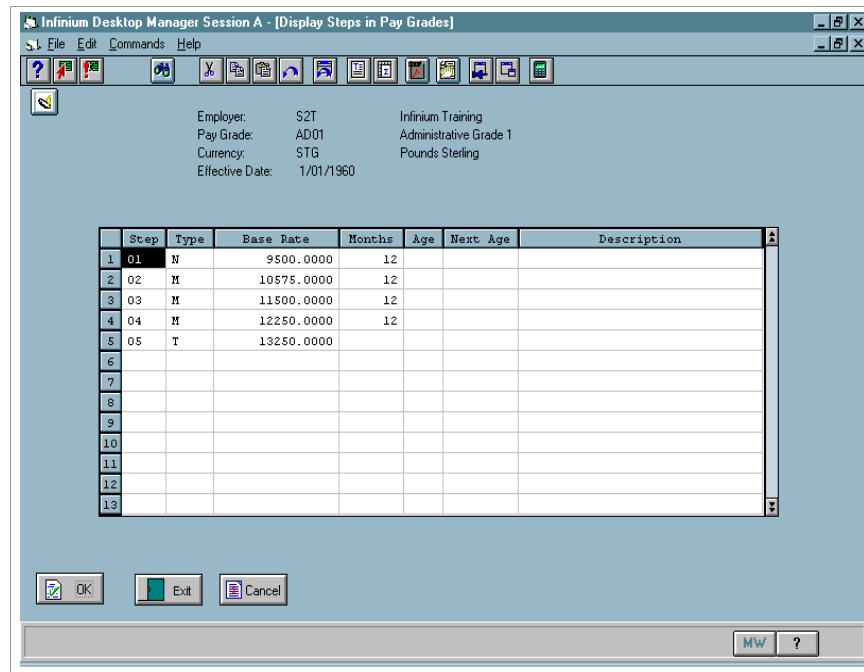


Figure 2-16: Update Steps in Pay Grades screen

When creating a new step in a grade, it is important to identify the mechanism that will be used to control movement between steps. You can base this movement on one of the following:

- Service length (since entry to current step)
- Age
- A preset calendar date

Steps must be in strict sequential order. A warning will be given if the step numbers are not sequential or if the amounts entered are not in ascending order.

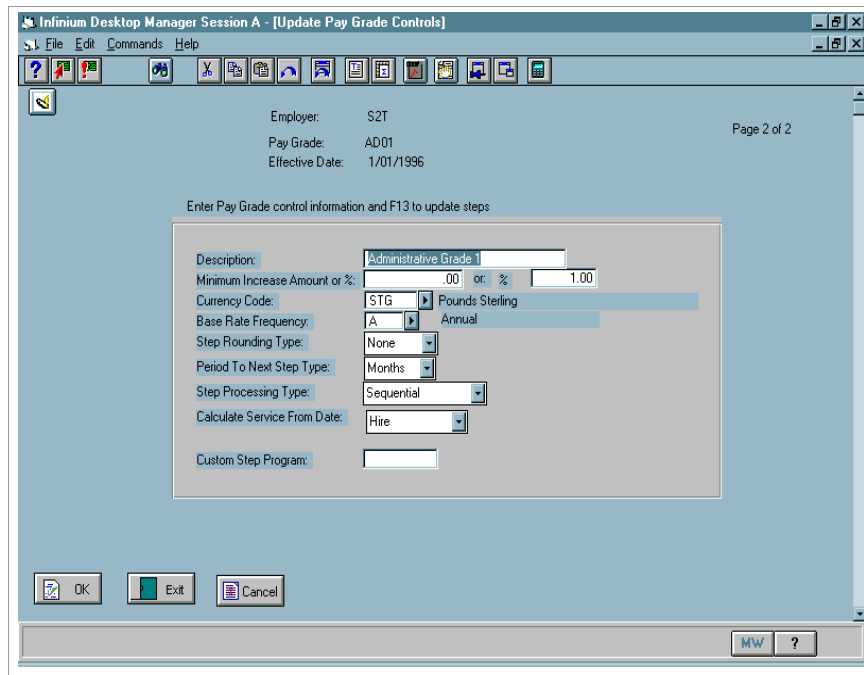


Figure 2-17: Update Pay Grade Controls screen – Updating Step within Grade

## Job Controls File – PRPJB

The Job Controls file consists of job related information. A job code refers to a generic function, such as NURSE.

Although the Job Controls file can be accessed from both Infinium HR and Infinium PY, it is most frequently accessed through Infinium HR. The Infinium PY portion of this file is used for Pay-by-Job processing, for example, where the rate of pay is determined by the job performed.

- 1 From the Infinium HR or PY main menu select *Controls*.
- 2 Select *Job Controls*.
- 3 Select *Update Job Controls [UJC]*. The system displays a screen similar to Figure 2-18.

Figure 2-18: Update Job Controls screen 1

The *Liability Mask Account* and *Labour Expense Account* fields are only available from within the Infinium PY system.

In the Comparative Salary Ranges portion of the screen, *Actual* values are displayed only if the *Salary Range* field is defined.

Job Code: AD01 Administrative Grade 1 Page 2 of 3

Evaluation Date:  Appraisal Day/Month:  Total Points: 00000

Enter job evaluation points

1:	<input type="text"/>	2:	<input type="text"/>	3:	<input type="text"/>
4:	<input type="text"/>	5:	<input type="text"/>	6:	<input type="text"/>
7:	<input type="text"/>	8:	<input type="text"/>	9:	<input type="text"/>
10:	<input type="text"/>	11:	<input type="text"/>	12:	<input type="text"/>

Comparative salary ranges

Description	Minimum	Midpoint	Maximum
Regional:	<input type="text"/>	<input type="text"/>	<input type="text"/>
National:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Industry:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Actual:	9000	11250	13500

OK Exit Cancel

MW ?

Figure 2-19: Update Job Controls screen 2

Page 3 of 3

Extended job description

OK Exit Cancel

MW ?

Figure 2-20: Update Job Controls screen 3

## Position Controls File – PEPOG, PEPFL (Workforce)

The Position Controls file consists of position related information. A position refers to a specific function for which an employee is hired, such as orthopaedic nurse or emergency room nurse.

- 1 From the Infinium HR main menu select *Controls*.
- 2 Select *Position Controls*.
- 3 Select *Update Organisation Positions [UOP]*. The system displays a screen similar to Figure 2-21.

The screenshot shows a software window titled "Infinium Desktop Manager Session A - [Organisation Update]". The window has a menu bar with "File", "Edit", "Commands", and "Help". Below the menu bar is a toolbar with various icons. The main content area displays the following information:

Employer: S2T Infinium Training  
Position: CSSP01

Page 1 of 2

Title: Support Consultant

Alternative Title:

Assigned Employee: Multiple

Organisation Level: 40

Position Status: Normal

Country Code: LUK

Function: CUSTS

Team: CSUPT

Standard Job Code: ACON2

Resv. Rights Job Code: ACON2

Occupation Code:

Employee Default Data

Union Code:

Shift Code:

Benefit Group: MONTHLY

Standard Auth Group: GENERALOT

Autopay Group:

Planned Successor:

Reports to Employer: S2T

Reports to Position: CSDR01

Date of Requisition: 1011996

Department: SUPPT

Cost Centre: 20400

Location Code: HOLON

Training Group:

Security Group:

Action Code:

Season Code:

User Field:

Resv Rights Auth Grp:

Calendar Code:

At the bottom of the window, there are buttons for "OK", "Exit", and "Cancel". The status bar at the very bottom shows "MW" and a question mark.

Figure 2-21: Organization Update screen 1

Infinium Desktop Manager Session A - [Organisation Update]

File Edit Commands Help

Employer: S2T Position: CS5P01 Infinium Training Support Consultant Page 2 of 2

Multiple employees?  Direct costs?

Budget Type: Headcount

Active Position? Date made inactive:

Work Licence Code: M0001

FTE Hours: .00

Position Group 1: Position Group 2:

Statistical Account:

Cost Centre Code:

Comments:

Functional Reporting Structure

Reports to Employer: S2T Reports to Position: CSDR01

Function: CUSTS Department: SUPPT

Team: CSUPT Cost Centre: 20400

Current Information

Employees: 6 Position Occupancy: 100.00%

FTE Units: .00

Actual Hours: 909.96

OK Exit Cancel MW ?

Figure 2-22: Organization Update screen 2

The *Position Group 1* and *Position Group 2* fields are used in conjunction with FTE processing. If they are mistakenly used as user-defined fields, unpredictable results may occur.

When a position is first created, Infinium HR automatically transfers the user to the Update Workforce Levels screen as follows. When updating an existing position, this screen can be reached using F13, the Force Levels function key.

This data is stored in the Force Levels History file, PEPFL.

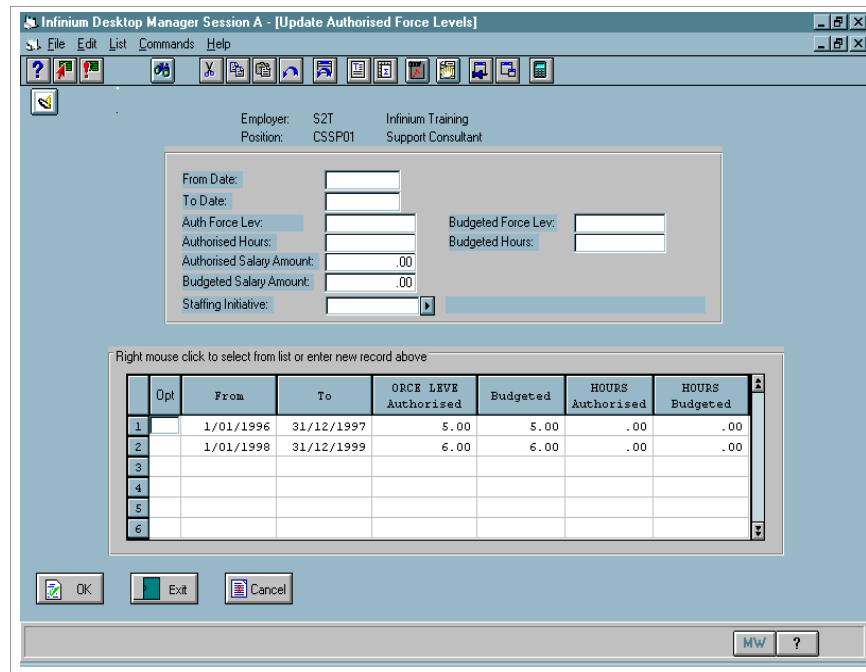


Figure 2-23: Update Workforce Levels screen

## Absence Types, PEPAE

Absence types allow the system to categorise absence records according to the type of absence experienced. They also permit links to be established between absence, length of service calculations and Paid Time Off Accrual Categories.

- 1 From the Infinium HR main menu select *Controls*.
- 2 Select *Absence Types*.
- 3 Select *Update Absence Types [UAT]*. The system displays a screen similar to Figure 2-24.

The screenshot shows a software window titled "Infinium Desktop Manager Session A - [ Update Absence Types]". The window has a menu bar with "File", "Edit", "Commands", and "Help". Below the menu bar is a toolbar with various icons. The main content area is a form with the following fields and values:

- Employer: S2T
- Absence Type: S
- Description: Sickness
- Calendar Letter: S
- Absence Classification: Sickness
- Statutory Sick Pay payable
- Unauthorised Absence Type: [empty]
- Part Day Absence Code: [empty]
- Days Taken Calc Method: Exclude nonwork days
- Daily Hours Calculation: Based on Days Per Period
- Accrual Category: 2 (1-6)
- Exclude in LOS Calc: 1  B 2  B 3  B 4  B 5  B 6  B

At the bottom of the form are three buttons: "OK", "Exit", and "Cancel". At the bottom right of the window is a status bar with "MW" and a help icon.

Figure 2-24: Update Absence Types screen

You use the *Calendar Letter* field to define the letter that is displayed on employee absence calendar displays. These are defined in Employer Codes described elsewhere in this document.

You can use the *Accrual Category* field to link an absence entered with this absence type to a PTO Accrual Category. Time entered as absent will automatically be deducted from any accrual balance for the category.



# PTO Accruals

Paid Time Off Accruals allow the system to record details of leave entitlements and outstanding balances. The mechanisms by which leave is calculated and balances recorded may be defined for up to 6 accruals.

- 1 From the Infinium HR main menu select *Absences*.
- 2 Select *Paid Time Off (PTO) Accruals*.
- 3 Select *PTO Controls*.
- 4 Select *Update PTO Accrual Controls [UPAC]*. The system displays a screen similar to Figure 2-25.

Figure 2-25: Update PTO Accrual Controls screen

The details of the mechanism by which entitlements are calculated for each Accrual mechanism are defined here.

You can define a restricted period during which leave may be restricted.

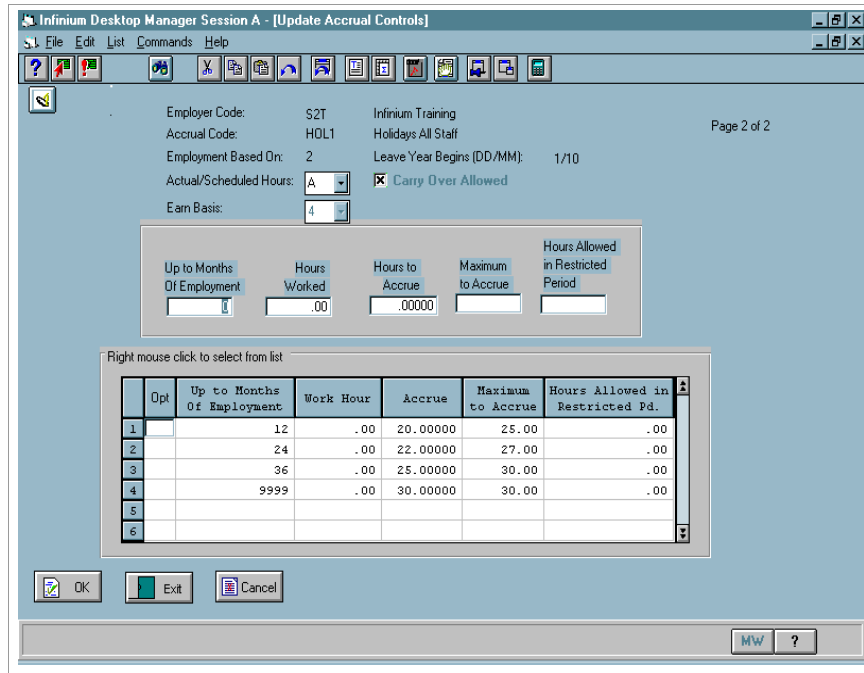


Figure 2-26: Update Accrual Controls

The *Hours Allowed In Restricted Period* field refers to the maximum number of hours or days that can be taken in the previously mentioned restricted period.

## Employer Benefit Controls File – PRPKC

The Employer Benefit Controls file contains information that controls Benefits Administration processing. This file is used during payroll processing through deductions.

- 1 From the Infinium HR main menu select *Benefits*.
- 2 Select *Benefit Controls*.
- 3 Select *Update Employer Benefit Controls* [UEBC]. The system displays a screen similar to Figure 2-27.

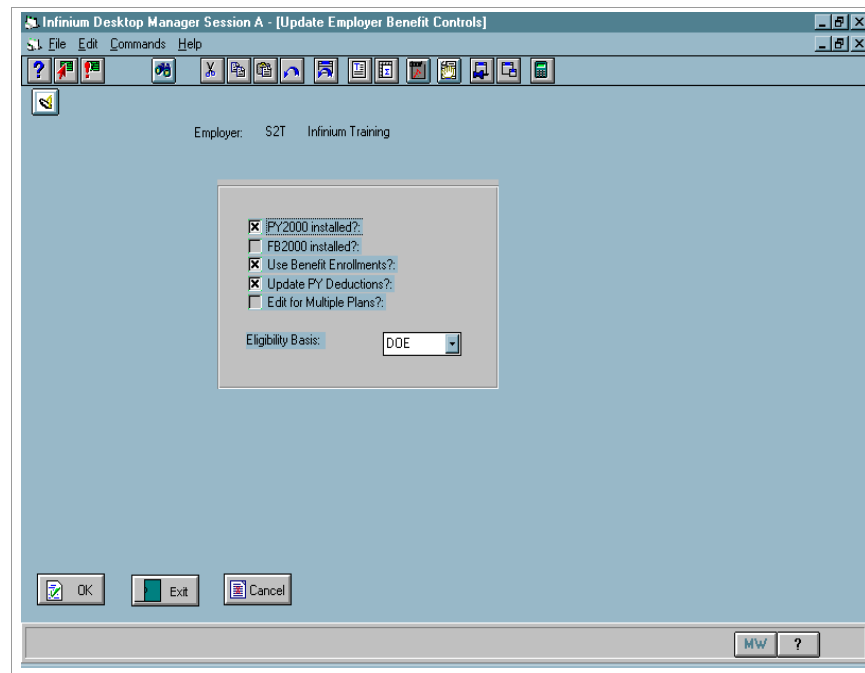


Figure 2-27: Update Employer Benefit Controls screen

If the *Update PY Deductions* field is set to 1, payroll deductions are automatically updated with changes to benefit contribution amounts.

The *Eligibility Basis* field controls whether the system uses the regular or adjusted date of hire when calculating eligibility dates during benefit enrollments.

## Benefit Identities File –PRPBI

The Benefit Identities file contains information specific either to a generic type of benefits or to a provider of benefits. Specific Benefit Plans exist within such Identities.

- 1 From the Infinium HR main menu select *Benefits*.
- 2 Select *Benefit Controls*.
- 3 Select *Update Benefit Identities [UBI]*. The system displays a screen similar to Figure 2-28.

The screenshot shows a software window titled "Infinium Desktop Manager Session A - [Update Benefit Identities]". The window contains a form with the following fields and values:

- Employer: S2T
- Benefit ID: PHI
- Description: Permanent Health Insurance
- Benefit Type: 06
- Status: Active
- Permanent: (checkbox checked)
- Employee multiple plans?: (checkbox unchecked)
- Plan required?: 0
- Providers name: Sun Alliance
- Address: Sun Alliance House, Oxford Road
- Town: Reading
- Postal Code: RG12 4ED
- Telephone: 01734 85639

At the bottom of the window are buttons for "OK", "Exit", and "Cancel".

Figure 2-28: Update Benefit Identities screen

## Benefit Plan Controls File – PRPBP

The Benefit Plan Controls file contains information specific to each benefit plan. This file may be used during payroll processing through deductions specified for each Benefit Plan.

- 1 From the Infinium HR main menu select *Benefits*.
- 2 Select *Benefit Controls*.
- 3 Select *Update Benefit Plans [UBP]*. The system displays a screen similar to Figure 2-29.

The screenshot shows a dialog box titled "Infinium Desktop Manager Session A - [ Update Permanent Health Scheme ]". The main window has a menu bar (File, Edit, Commands, Help) and a toolbar. The dialog box contains the following fields and controls:

- Benefit ID: PHI Permanent Health Insurance
- Plan Code: PLAN1
- Description: Long Term Disability
- Effective Date: 10/1/99
- Controls:
  - Auto entry?
  - Status
  - Cancel Days: [ ]
  - Flexible Plan?
  - Auto Cancel?
  - Cancel Type: 1
  - Beneficiaries?
  - Required Plan?
  - Freeze?
- Deduction: [ ] Basis: 1 Frequency: [ ]
- Eligible in: [ ] days from date of employment Type: 1
- Employer contribution: [ ] (as % of premium)
- Rate per 1000: 1.00000 up to: 150000 of coverage
- Excess at: [ ] per 1000 Rate freq: A OR Rate Code: [ ]
- Coverage: [ ] Policy number: PHI12333
- OR Base Salary factor: 60.0000 Coverage code: [ ]
- Rounding Type: 1 Rounding amount: 1000

Buttons at the bottom include OK, Exit, and Cancel. A status bar at the bottom right shows "MW ?".

Figure 2-29: Update Benefit Plans screen 1

The *Rate Code* and *Coverage* fields specify benefit plan custom calculation programs. For more information about these user exits, please refer to the “Customizing Considerations” appendix.

## General Ledger Company File – GLPGO

The General Ledger Company file defines the account number structure.

- 1 From the Infinium PY main menu select *General Ledger*.
- 2 Select *Update General Ledger Company* [UGLC]. The system displays a screen similar to Figure 2-30.

Employer: S2T Infinium Training  
Income Code: MOT20  
Income Method: 8 - Average Wage Calc

**Processing Controls**  
Description: Overtime @ 2.0 (Mth) Priority: 300  
Summ. Code: 10 Overtime Frequency: 8  
Beginning Date: Ending Date: 0  
Effect on Pay: 1 Category: P  
 Segments Required?  Calc. by Segment?  
Labour Expense Acct:   
 Capture Labour Dist:  Pay Message:

**Calculation Controls**  
Starting Hours: Calc. Factor: 2.0000  
Base Accum: AHOUR Actual or Scheduled: Scheduled

**Accrual Controls**  
Holiday:  Sick Pay:  Personal:   
Maternity:  Paternity:

OK Exit Cancel MW ?

Figure 2-30: Update General Ledger Companies screen

If you use Infinium GL, specify the same account structure that is defined in Infinium GL.

If you have a large number of payroll G/L accounts, you may wish to convert these directly from your G/L system.

## General Ledger Chart of Accounts File – GLPCH

The General Ledger Chart of Accounts file contains the account numbers used within the payroll system.

- 1 From the Infinium PY main menu select *General Ledger*.
- 2 Select *Update Chart of Accounts [UCA]*. For each account number selected, the system displays a screen similar to Figure 2-31.

Infinium Desktop Manager Session A - [Update Chart of Accounts]

Account Number: S2T-SALES-SOUTH

Enter Chart of Account Information

Account Description: Sales south

Account Type: Both

G/L Company: S2T

OK Exit Cancel

MW ?

Figure 2-31: Update Chart of Accounts screen

## Income Control File – PYPIC

The Income Control file contains data relating to all the incomes, allowances or earnings used in Infinium PY for paying employees.

- 1 From the Infinium PY main menu select *Controls*.
- 2 Select *Income Controls*.
- 3 Select *Update Income Controls* [UIC]. The system displays a screen similar to Figure 2-32.

Employer: S2T Infinium Training  
Income Code: MOT20  
Income Method: 8 - Average Wage Calc

**Processing Controls**  
Description: Overtime @ 2.0 (Mth) Priority: 300  
Summ. Code: 10 Overtime Frequency: 8  
Beginning Date: 0 Ending Date: 0  
Effect on Pay: 1 Category: P  
 Segments Required?  Calc. by Segment?  
Labour Expense Acct:   
 Capture Labour Dist:  Pay Message:

**Calculation Controls**  
Starting Hours: Calc. Factor: 2.0000  
Base Accum: AHOUR Actual or Scheduled: Scheduled

**Accrual Controls**  
Holiday:  Sick Pay:  Personal:   
Maternity:  Paternity:

OK Exit Cancel MW ?

Figure 2-32: Update Income Controls screen 1

The display format for Income Controls is based on the *Income Method* field. Income Controls are discussed in detail in the *Infinium PY Guide to Controls*.



Employer: S2T Inifinium Training  
Income Code: MOT20  
Income Method: 8 - Average Wage Calc

Accumulator Controls

Acc Code	+/-H/A Op Op	Max Amt/Hrs	Accum Percentage
1: ATAX	+	.00	.0000
3:		.00	.0000
5:		.00	.0000
7:		.00	.0000
9:		.00	.0000
11:		.00	.0000

Acc Code	+/-H/A Op Op	Max Amt/Hrs	Accum Percentage
2: ANIC	+	.00	.0000
4:		.00	.0000
6:		.00	.0000
8:		.00	.0000
10:		.00	.0000
12:		.00	.0000

Level Restrictions  
Function: Department: Team: CostCentre:

Special Reports  
Cycle Report: Monthly Report: Quarterly Report:  
Annual Report: Demand Report:

OK Exit Cancel

MW ?

Figure 2-33: Update Income Controls screen 2

The *Special Reports* fields refer to user exits for producing customized income reports. Each report includes the following:

- Function performed
- How to specify the program name
- Programs provided
- Parameters passed

## Deduction Control File – PYPDC

The Deduction Control file contains information for all deductions used in Infinium PY. This file includes voluntary deductions, such as health insurance or savings schemes, and “statutory” deductions, such as national or local taxations.

- 1 From the Infinium PY main menu select *Controls*.
- 2 Select *Deduction Controls*.
- 3 Select *Update Deduction Controls* [UDC]. The system displays a screen similar to Figure 2-34.

Figure 2-34: Update Deduction Controls screen 1

The display format for Deduction Controls is based on the specified Deduction Method. Deduction Controls are discussed in detail in the *Infinium PY Guide to Controls*.

The *Special Reports* fields refer to user exits for producing customized deduction reports. Each report includes the following:

- Function performed

- How to specify the program name
- Programs provided
- Parameters passed

Infinium Desktop Manager Session A - [Update Deduction Controls]

File Edit Commands Help

Employer: S2T Infinium Training  
Deduction: MPEN1  
Description: Pension @ 5% (Mth)  
Summ. Code: 15 Pension  
Beginning Date:  
Income Base: APENS  
Deduction Method: 3 - Amount Extension  
Priority: 35  
Arrears Type: 0  
Ending Date:  
Frequency: 8

Limit Amount:  Limit Type:   
Amount:  Extension %:   
Identification Number:   
Liability Account Number:   
Expense Account Number:

Accumulate Employer Amounts (+/-)

Code	Op
ATAX:	<input type="checkbox"/>
APENS:	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

OK Exit Cancel

MW ?

Figure 2-35: Update Deduction Controls screen 2

## Income Summarisation File – PYPIS

An employee's pay may be made up from many different income and allowance transactions, for example, different types of basic, overtime and shift pay, call out allowances, etc. This level of detail may not be suitable for printing on the employee's pay slip, for example, if there are space limitations. Income summarisation codes allow you to control which incomes are printed on which pay slip line by combining incomes if necessary. These summarisation codes also control the order in which incomes are printed on payslips and cheques as well as the printed descriptions that appear.

- 1 From the Infinium PY desktop or main menu select *Controls*.
- 2 Select *Income Summarisation Codes*.
- 3 Select *Update Income Summarisation Codes [UISC]*. The system displays a screen similar to Figure 2-36.

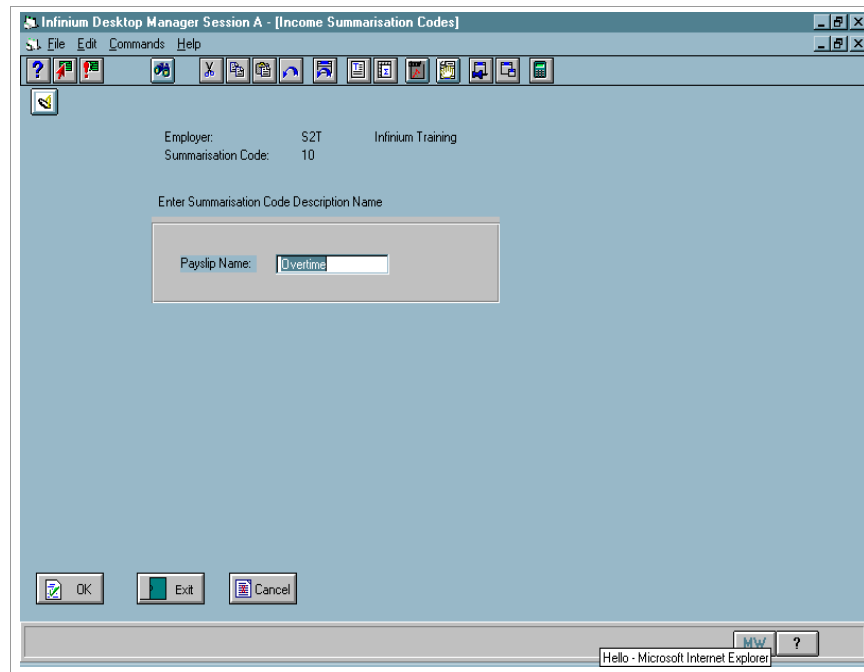


Figure 2-36: Update Income Summarisation Codes screen

You can use income summarisation codes to link similar incomes or to print individual incomes. For example, you can group hourly, overtime, and shift incomes under a summarisation code for Regular Time, or you can print each income separately, as Hourly, OT, and Shift.

An income summarisation code is required for every Income Control.

---

## Deduction Summarisation File – PYPDS

Deduction summarisation codes control the order in which deductions are printed on cheque payslips in the same manner as income summarisation groups. These codes also control the printed descriptions.

- 1 From the Infinium PY desktop or main menu select *Controls*.
- 2 Select *Deduction Summarisation Codes*.
- 3 Select *Update Deduction Summarisation Codes* [UDSC]. The system displays a screen similar to Figure 2-37.

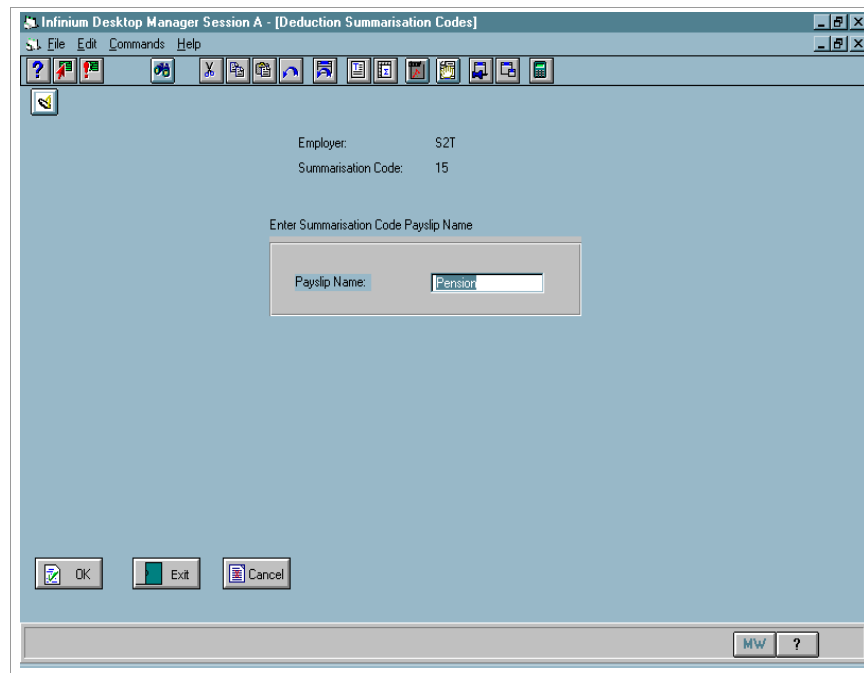


Figure 2-37: Update Deduction Summarisation Codes screen

You can use deduction summarization codes to link similar deductions or to print individual deductions. For example, you can group medical coverage, dental care, and eye care deductions under a summarisation code for Health Care, or you can print each deduction separately, as Medical, Dental, and Eye.

A deduction summarisation code is required for every Deduction Control.

## Cycle Control File – PYPCY

A cycle is a way of paying a group of employees. You can have multiple cycles, such as a cycle for hourly employees and a cycle for salaried employees.

- 1 From the Infinium PY desktop or main menu select *Controls*.
- 2 Select *Cycle Controls*.
- 3 Select *Update Cycle Controls [UCC]*. The system displays a screen similar to Figure 2-38.

The screenshot shows a software window titled "Infinium Desktop Manager Session A - [Cycle Controls]". The window has a menu bar with "File", "Edit", "Commands", and "Help". Below the menu bar is a toolbar with various icons. The main area of the window displays the following information:

- Employer: S2T Infinium Training
- Cycle Code: MTH01
- Page 1 of 3
- Enter Cycle Control Information
- Description: Monthly Rev'd
- Pay Frequency: M
- Pay Type: [dropdown]
- Tax Week/Month: 05 (1-53 Weekly, 1-12 Monthly)
- Cycle Type: Normal
- Enter Timesheet Data at Level Number: 4 (0->4)
- Entry For This Cycle is Restricted to:
  - Function: [dropdown]
  - Department: [dropdown]
  - Team: [dropdown]
  - CostCentre: [dropdown]

At the bottom of the window, there are buttons for "OK", "Exit", and "Cancel".

Figure 2-38: Update Cycle Controls screen 1

The number of employees in a cycle can affect error recovery time. The larger the number of employees, the greater the impact on recovery time.

The Cycle Level Restrictions fields restrict the cycle to employees within the specified level set in the organization. For more information on these restriction fields, please refer to the "Security" chapter.

The *Tax/Week/Month* field on the cycle control is critical to the payroll run. The system uses this value to include or exclude employees from the cycle run. Employees with a tax week/month on their employee payroll data that is

lower than that on the cycle control will be excluded. An exclusion report is produced when you use the Begin processing to identify such employees.

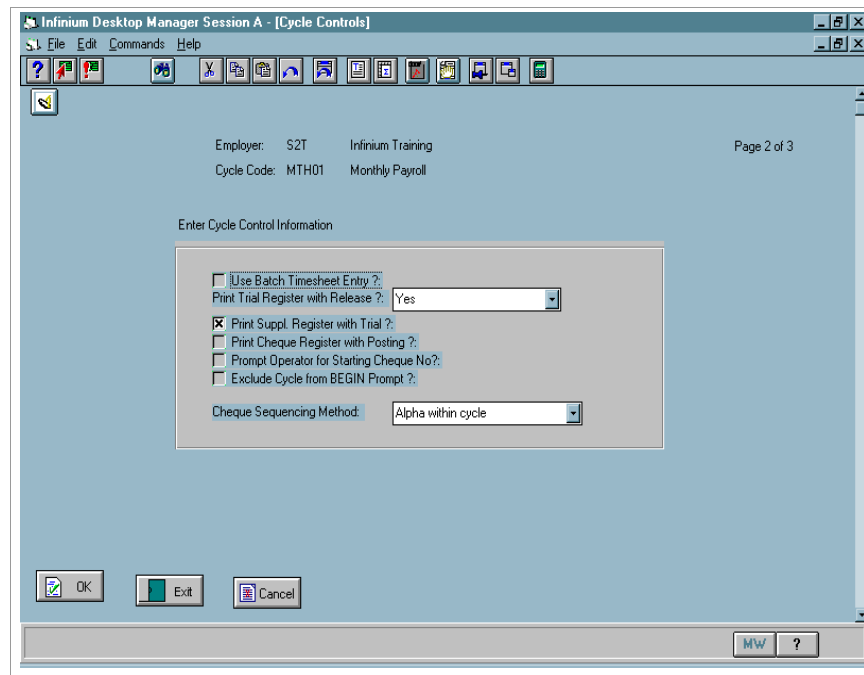


Figure 2-39: Update Cycle Controls screen 2

This screen defines defaults that can be overridden during cycle processing.

#### *Use Batch Timesheet Entry?*

This field is used to request batch timesheet entry. If you use batch timesheet processing for a cycle, you cannot use the *Enter Timesheet Data* and *Prove Timesheet Data* functions.

#### *Prompt Operator for Starting Cheque No?*

This field is used as a default for the *Prompt Oper* field in the *Post Cycles and Print Cheques* option. The *Prompt Oper* field determines whether to send a message to the system operator to request verification of the starting cheque number.

#### *Exclude Cycle from BEGIN Prompt ?*

This field is designed to prevent users from inadvertently selecting a cycle that should not be run regularly, such as a bonus cycle. A 1 in this field prevents this cycle from being displayed in the *Begin Cycle* prompt list.

#### *Cheque Sequencing Method*

This field is used to determine the order in which cheques are printed.



Employer: S2T Inifinium Training  
Cycle Code: MTH01 Monthly Payroll Page 3 of 3

Enter Cycle Control Information

Edit Method for Current Month Data: No edit

Edit Method for Labour Expense Account: Warning - Interactive cycle programs will not edit

Period Ending Date Edit Days: Operator: (+ - \* > <)

Cheque Date Edit Days: Operator: (+ - \* > <)

PTO Accrual Program:

Custom Cycle Processing Programs

	At Start	At End
Begin Payroll Cycle:		
Close Daily Time:		
Prove Timesheet Input:		
Release Timesheet to Cycle:		
Print Trial Register:		
Post Cycle and Print Cheques:		

OK Exit Cancel MW ?

Figure 2-40: Update Cycle Controls screen 3

### *Edit Method for Current Month Data*

This field indicates whether or not you want to edit the current month during the Release. You can edit the cycle's period ending date or the cheque date against the calendar month in the Employer Controls record.

### *Edit Method for Labour Expense Account*

This field indicates how an invalid Labor Expense Account should be handled during cycle processing. If you specify N, no editing, you could send invalid account numbers to the General Ledger.

### *Period Ending Date Edit / Cheque Date Edit*

The *Days* and *Operator* fields work together to edit the period end date or cheque date typed during Begin processing. These fields allow you to detect an invalid date early in processing and prevent the need for error recovery later in the cycle.

## Bank Account Control File – PYPCHA

The Bank Account Control file contains bank account information for cheque processing and direct deposit vouchers.

- 1 From the Infinium PY desktop or main menu select *Controls*.
- 2 Select *Bank Account Controls*.
- 3 Select *Update Bank Account Controls* [UBAC]. The system displays a screen similar to Figure 2-41.

The screenshot shows a window titled "Infinium Desktop Manager Session A - [Update Bank Account]". The window has a menu bar with "File", "Edit", "Commands", and "Help". Below the menu bar is a toolbar with various icons. The main area of the window displays the following information:

Employer: S2T Software 2000 Training  
Account Code: NAT01

Below this information is a form with the following fields:

Description:	NatWest Main Payroll Cheques
Bank Account No:	8523696
Currency:	STG
Cheque Format:	RG51
Next Cheque No:	47
G/L Cash Account:	
Maximum Cheque Amount:	5000.00

At the bottom of the window are three buttons: "OK", "Exit", and "Cancel". In the bottom right corner, there is a status bar with "MW" and a question mark icon.

Figure 2-41: Update Bank Accounts screen

## Employee Root Master File – PRPMS

The Employee Root Master file contains employee information used by both personnel and payroll processing.

- 1 From the Infinium PY desktop or main menu select *Employees*.
  - 2 Select *Update Employee Basic Data* [UEBD].
- or
- 3 From the Infinium HR desktop or main menu select *Employee Data*.
  - 4 Select *Update Employee Records*.
  - 5 Select *Update Employee Basic Data* [UEBD], or *Update Employee Data* [UE] (select Basic Data).

The system displays a screen similar to Figure 2-42 which lists the areas of Basic Data on each employee that may be examined.

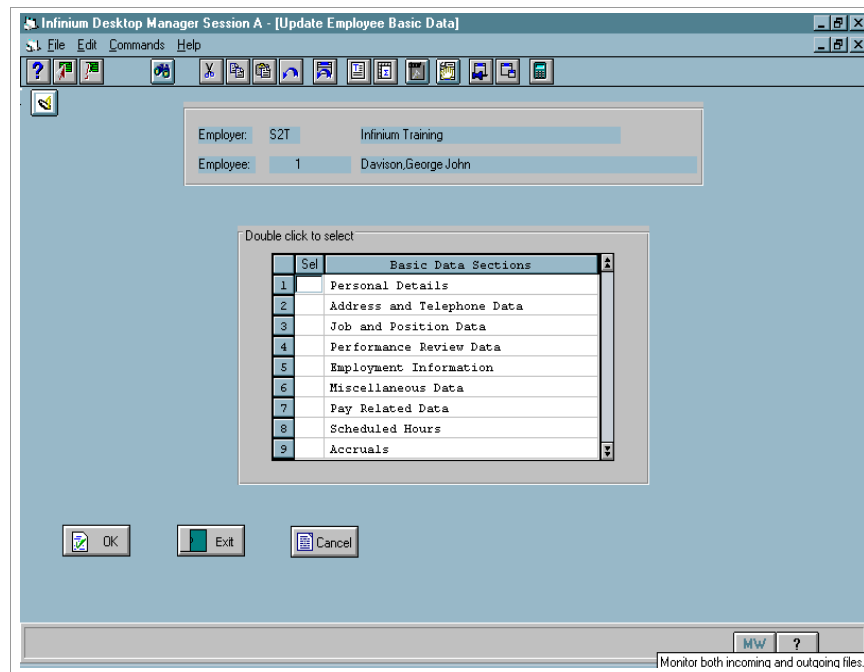


Figure 2-42: Update Employee Basic Data screen

The *Enter New Employee* function is a series of screens that contains a subset of fields from the three master files, PRPMS, PYPMS, and PEPMS.

Infinium Desktop Manager Session A - [Update Employee Personal Data]

File Edit Commands Help

Employer: S2T Infinium Training

Employee Number: 1

Last Name: Davison

First Name: George

Middle Name: John

Complete Name: Davison, George John

Initials: G.J.

Name Title: Mr

Known as: George

Birth Name:

Date of Birth: 11051955 Age: 43

Sex: M

UK Tax ID: WA145877A

Payroll No:

Clock or Badge Number:

Position Title: Senior HR Consultant

Alternative Title:

Location Code: HQLON  European Head Quarters

OK Exit Cancel

MW ?

Figure 2-43: Update Employee Basic Data – Personal Data

The ordinary user cannot update several fields on this screen including *Last Name*, *First Name*, *Position Title*. These can all be amended using the *Personnel Actions* function described elsewhere. However, if you are defined in *Infinium Application Manager* as a supervisor user, you can use F16 to update these fields.

Inifinum Desktop Manager Session A - [Update Address and Phone Details]

File Edit Commands Help

Employer: S2T Inifinum Training  
Employee Number: 1 Davison, George John

Address Line 1: 59 Peter Road  
Address Line 2:  
Address Line 3:  
Town or City: High Wycombe  
Region: HERTS Hertfordshire  
Postal Code: BW01 P52  
Country: UK United Kingdom

Home Telephone Number: 0181 562 9632  
Office Telephone No.:  
Cellular Phone Number:  
Fax Number:  
E-Mail Address:

OK Exit Cancel

MW ?

Figure 2-44: Update Employee Basic Data – Update Address and Phone Details screen

Inifinum Desktop Manager Session A - [Update Employee Job Data]

File Edit Commands Help

Employer: S2T Inifinum Training  
Employee: 1 Davison, George John  
Position: CSHR03 Pay Grade: ACDN3

Position Title: Senior HR Consultant  
Alternative Title:  
Date Entered Position: 1031998 Date Entered Job: 1031998  
Function: CUSTS Customer Services  
Department: PSERV Professional Services  
Team: PHRES Human Resources Team  
Cost Centre: 20200 Human Resources Team Costs  
Job Code: ACDN3 1 Senior Application Consultant  
Job Category: TECH Technical Staff  
Location Code: HQLON European Head Quarters  
Reports to Position: CSDR01 Customer Services Director  
Managers Name: Harriman, Alpha  
Status Code: PERM Permanent Full Time  
Length of Service: 10Y 6M Last Status Change Date:  
Classification Code:  
Cost Centre:  
Work Schedule Code: 5DAY 5 Days a Week

OK Exit Cancel

MW ?  
Monitor both incoming and outgoing files.

Figure 2-45: Update Employee Basic Data – Job and Position Data

Levels are derived from the Positions Control file, PEPOG, and are protected fields on this screen. Users cannot change levels here.

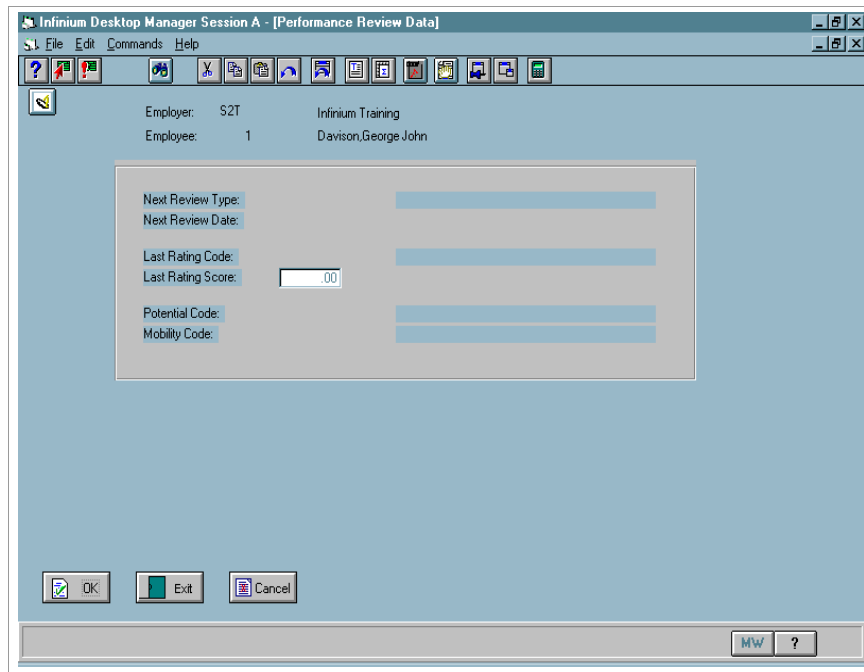


Figure 2-46: Update Employee Basic Data – Performance Review Data

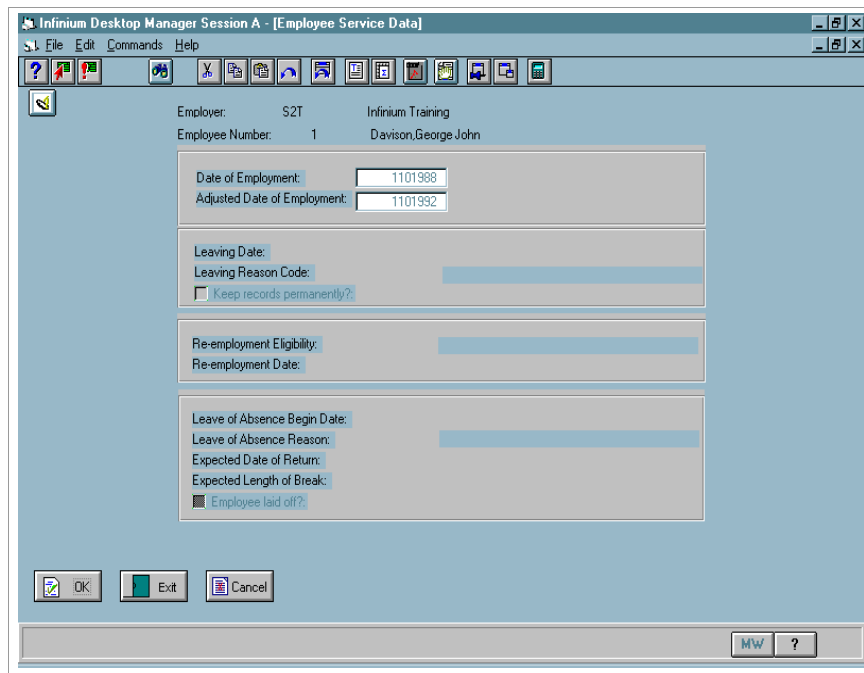


Figure 2-47: Update Employee Basic Data – Employment Information

Blanks in the *Leaving Date* and *Leaving Reason Code* fields indicate that an employee is active.

### Keep Permanently

This field determines whether employee data is kept rather than deleted when running the *Purge Non Active Employees* option. For more information about the purge function, please refer to the “File Maintenance” chapter.

The screenshot shows a software window titled "Inifium Desktop Manager Session A - [Update Employee Miscellaneous Data]". The window contains the following information:

- Employer: S2T Inifium Training
- Employee: 1 Davison, George John

The main form area contains the following fields and values:

- Ethnic Code: [ ]
- Security Group Code: HRSTF (Human Staff)
- Training Group Code: [ ]
- Benefit Group Code: MONTHLY (Monthly Staff)
- User Field: [ ]
- Education Level Code: [ ]
- Employment Source Code: [ ]
- Mail Group Code: [ ]
- Operation: [ ]
- Union Code: [ ]
- Union Membership Number: [ ]
- Previous Status: [ ]
- Occupation Code: [ ]
- Retirement Age: .00
- In Pension Plan?: 0
- Pension Plan Code: [ ]
- Shift Code: [ ]

At the bottom of the window, there are buttons for "OK", "Exit", and "Cancel". In the bottom right corner, there are buttons for "MW" and "?".

Figure 2-48: Update Employee Basic Data – Miscellaneous Data

For information on security groups, please refer to the “Security” chapter.

The screenshot shows a software window titled "Infinium Desktop Manager Session A - [Update Employee Pay Related Data]". The window contains the following data:

Field	Value
Employer	S2T Infinium Training
Employee Number	1 Davison,George John
Pay Grade and Cur	ACON3 STG
Step Number	99
Step Begin Date	16041998
Grade Begin Date	1031998
Next Step Number	99
Next Step Date	
Allow Step Increase	1
Base Rate	83758.4220
Base Rate Freq	A
Currency	STG
Pay Type	S
Pay Frequency	M
Standard Hours	151.66
Scheduled Pay Pds	12.0000
Last Incr. Amt	2241.7095
Last Increase %	2.7495
Last Incr. Date	16041998
Increase Reason	ANN
Prev Base Rate	81516.7125
<input checked="" type="checkbox"/> Allow Increase	
Totl Hrs all Pos	151.66
Salary Range	ACON3
Salary Quartile	5
Date Last Worked	
Compa Ratio	293.8800

At the bottom of the window are buttons for "OK", "Exit", and "Cancel". A status bar at the very bottom contains "MW" and a question mark.

Figure 2-49: Update Employee Basic Data – Pay Related Data

The *Base Rate* field is used for Infinium HR processing. Infinium PY calculations do not reference this field.

You can use the *Update User Security Controls* option to prevent specific users from viewing and/or updating data on the above screen. For more information, please refer to the “Security” chapter.



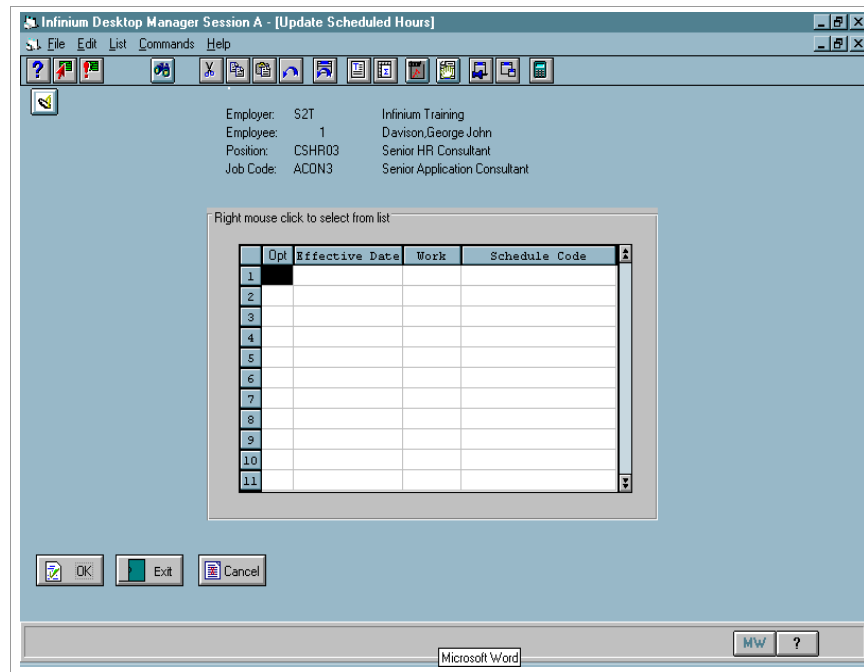


Figure 2-50: Update Employee Basic Data – Scheduled Hours

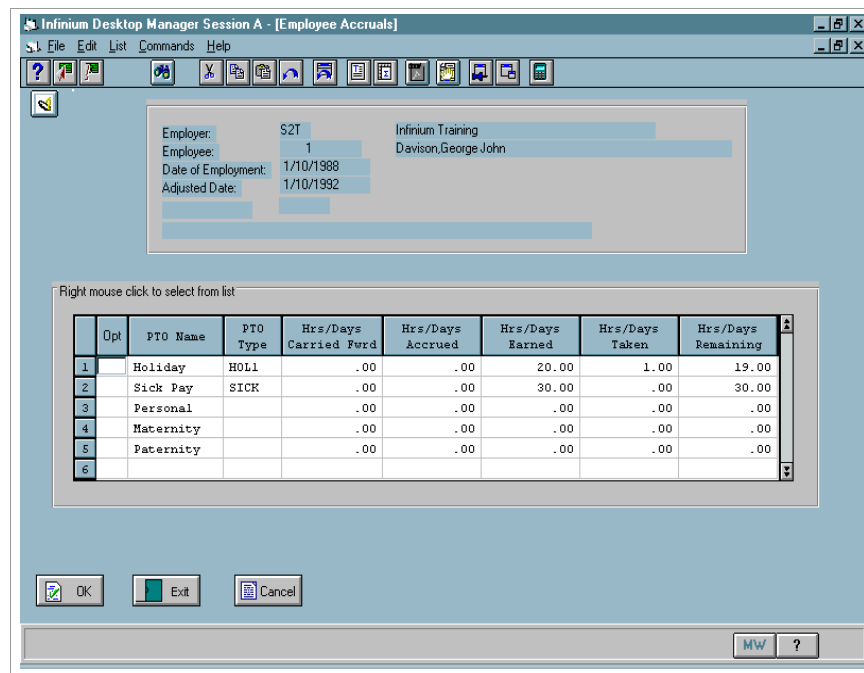


Figure 2-51: Update Employee Basic Data – Employee Accruals

Accrual processing is set up in Infinium PY. This is a commonly modified area of Infinium PY.

## Personnel Master File – PEPMS

The Personnel Master file contains employee information used specifically for personnel processing.

- 1 From the Infinium HR desktop or main menu select *Employees*.
- 2 Select *Employee Records*.
- 3 Select *Update Employee Personnel Data [UEPD]* or *Update Employee Data [UED]* (select Personnel Data). The system displays a screen similar to Figure 2-52 which lists the areas of Personnel Data on each employee that may be examined.

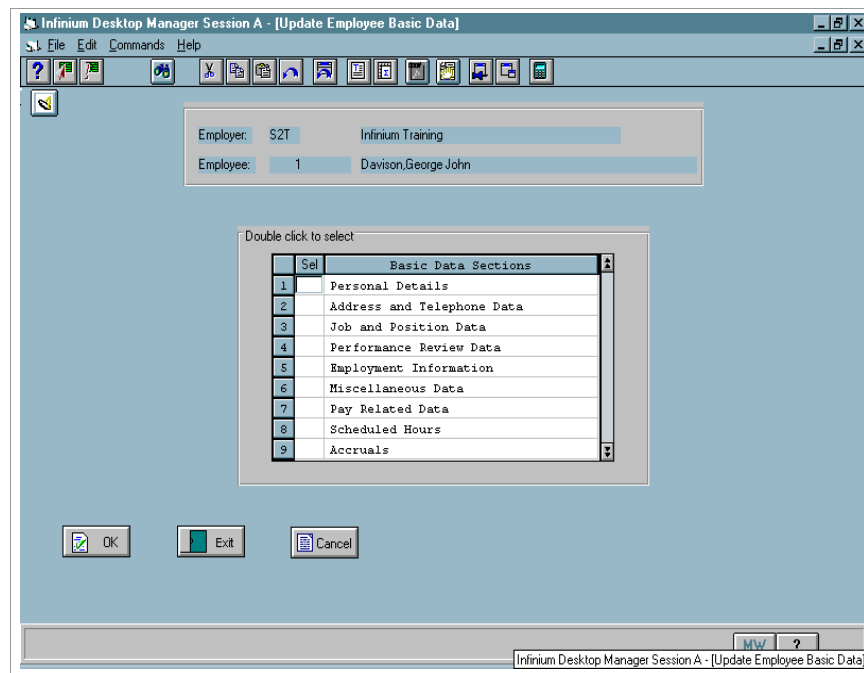


Figure 2-52: Update Employee Personnel Data screen

Fields in the Personnel Master File have minimal impact on technical issues so are not considered in details in this guide.

Employer: S2T Infinium Training  
Employee Number: 1

Last Name:	Davison		
First Name:	George		
Middle Name:	John		
Complete Name:	Davison,George John		
Initials:	G.J.		
Name Title:	Mr		
Known as:	George		
Birth Name:			
Date of Birth:	11051955	Age:	43
Sex:	M		
UK Tax ID:	WA145877A		
Payroll No:			
Clock or Badge Number:			
Position Title:	Senior HR Consultant		
Alternative Title:			
Location Code:	HQLON	European Head Quarters	

Buttons: OK, Exit, Cancel

Footer: MW ?

Figure 2-53: Update Employee Personnel Data screen Personal Information

## Payroll Master File – PYPMS

The Payroll Master file contains employee information used specifically for payroll processing.

- 1 From the Infinium PY desktop or main menu select *Employees*.
- 2 Select *Update Employee Payroll Data (USA) [UEPD]* or *Update Employee Data [UZZ]* (select Payroll Data). The system displays a screen similar to Figure 2-54.

The screenshot shows the 'Update Payroll Data' screen with the following data:

Field	Value
Employer	S2T
Employee	1
UK Tax ID	WA145877A
Function	CUSTS
Team	PHRES
Pay Type	S
Payroll Cycle	MTH01
Department	PSERV
Cost Centre	20200
Pay Frequency	M
Auto Pay Group	
Project Code	
Pay Rate Basis	Use Pay Rate
Pay Matrix	
Matrix Row	
Matrix Column	
Pay Factor	
Pay After Leaving	<input type="checkbox"/>
NI Indicator	A
Contracted Out?	<input type="checkbox"/>
Directors NI	<input checked="" type="checkbox"/>
Tax Week/Month No	4
Previous Taxable	.00
Previous Tax Paid	.00
Units	0
Tax Code	K189
Tax Basis	Cumulative
Refund Indicator	1
Next Year Tax Code	
Next Year Basis	
1: Basic	6979.8700
2:	.0000
3:	.0000
4:	.0000
5: Prev Rate	6793.0600

Figure 2-54: Update Employee Payroll Data screen 1

This function processes PYPMS fields that are updated by users.

### *Payroll Cycle*

This field identifies the employee's payroll cycle for normal processing. Note that an employee can be paid through an additional, special cycle, such as a cycle for expenses payments.

### Auto Pay Group

This field causes Begin processing to generate time entry records. Begin processing is described in the “Technical Overview of Cycle Processing” chapter.

### Pay Rates

The *Pay Rate* field is commonly used as the base rate for payroll calculations. The *Pay Rate 1, 2, 3, 4 and 5* fields can also be used for payroll calculations.

Figure 2-55: Update Employee Payroll Data screen 2

The *Payslip Sequence* field is a user-defined field for cheque sorting.

The *Cheque Name* and *Cheque Address* fields are used for overrides during cheque printing. For example, religious regulations might require that a nun's cheque be paid to the religious order instead of to the individual nun.

A P45 and/or a P60 form for an individual employee can be printed from these screens using F13. The forms are printed interactively but using the standard printer file overrides.

## Using the Employee Inquiry Function

The *Employee Inquiry* option enables you to search for employees across the Infinium HR/PY database and display a list of employees who match your selection criteria.

- 1 From the Infinium HR desktop or main menu select *Employees*.
- 2 Select *Employee Enquiry [EE]*. The system displays a screen similar to Figure 2-56.

Figure 2-56: Employee Inquiry screen 1

The first four fields under *Employer* are for selecting by levels. The system adds the descriptions to the screen after you prompt on the Employer field to select an employer.

Type values in the appropriate fields to define your selection criteria.

**Caution:** To prevent users from searching on fields such as *Salary range*, you must apply field level security to the appropriate fields within the *Employee Enquiry* function. Field level security for other menu options does not carry over to this screen.

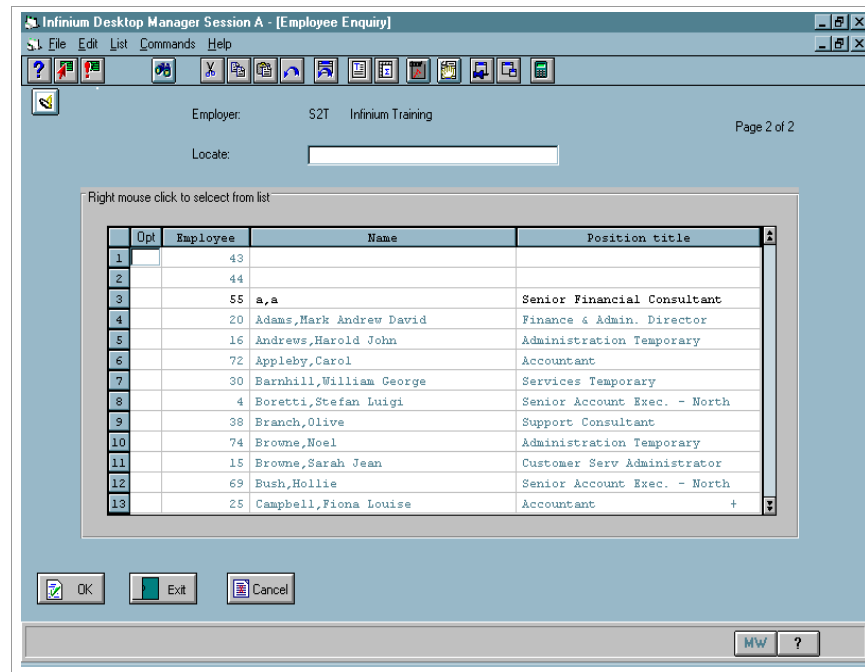


Figure 2-57: Employee Enquiry screen 2

From the above list of employees who match your selection criteria, you can select one of the following options to display detailed information:

- 1 Basic data from Employee Root Master file, PRPMS
- 2 Personnel data from Personnel Master file, PEPMS
- 3 Payroll data from Payroll Master file, PYPMS
- 4 Qualifications from Personnel Education file, PEPED
- 5 Training history TRPOJ (only accessible if you use Infinium TR)

**Note:** If you use field level security with respect to other options for employee master files, for example restricting access to the *Salary Range* field, be sure to set up similar security on the display files associated with the above options.

## Accessing Payroll Totals Fields

The Update Payroll Data screens, on the preceding pages, show a subset of the fields stored in the PYPMS file. To access Payroll totals fields, use the following function.

- 1 From the Infinium PY desktop or main menu select *PY Supervisors Options*.
- 2 Select *Correct Employee Data*.
- 3 Select *Correct Employee YTD Totals [CEYT]*. The system displays a screen similar to Figure 2-58.

Infinium Desktop Manager Session A - [Payroll Totals]

File Edit Commands Help

Employer: S2T  
Employee: 2 Gregson  
Ian Phillip Gregson

Current Year Balances	
Year-to-Date Hours:	.00
Year-to-Date Gross Wages:	.00
Year-to-Date Deductions:	.00
PAYE Refund Withheld:	.00
Prev. Employer Earnings:	.00
Year-to-Date Gross Pay:	.00
Year-to-Date Net Pay:	.00
YTD Adjustment to Net:	.00
Prev. Employer Tax Paid:	.00

Prior Year Balances	
Prior Year Hours:	.00
Prior Year Gross Wages:	.00
Prior Year Deductions:	.00
Prior Year PAYE Unrefunded:	.00
Prior Yr. Prev. Emp. Earnings:	.00
Prior Year Gross Pay:	.00
Prior Yr. Prev. Emp. Tax Paid:	.00

OK Exit Cancel

A report will be created showing any changes entered here

MW ?

Figure 2-58: Payroll Totals screen

This function is designed primarily to verify data converted into Infinium PY.



## Employee Income File – PYPIE, PYPIH (By Levels)

The Employee Income file contains one record for each income control for which an employee is authorized.

- 1 From the Infinium PY desktop or main menu select *PY Supervisors Options*.
- 2 Select *Correct Employee Data*.
- 3 Select *Correct Employee Income Data [CIED]*. The system displays a screen similar to Figure 2-59.

	Amount	Hours
Current Cycle:	.00	.00
Prior Cycle:	.00	.00
Current Month:	.00	.00
First Quarter:	.00	.00
Second Quarter:	.00	.00
Third Quarter:	.00	.00
Fourth Quarter:	.00	.00
Current Year:	.00	.00
Fiscal Year:	4773.75	1005.00
Prior Month:	760.00	160.00
Prior Fourth Quarter:	.00	.00
Prior Year:	.00	.00
Prior Fiscal Year:	.00	.00
User Data:	.00	.00
Life to Date:	.00	.00

Figure 2-59: Employee Income Data screen

The data on this screen exists in the PYPIE file.

This function is primarily used to verify data converted into Infinium PY.

## Viewing Income Data by Levels

Income data is stored by income level in the PYPIH file. You can use the *Correct Income Data by Level* option to display income totals by level.

## Employee Deduction Files – PYPDE, PYPDD, PYPDU, PYPDT, PYPDX

The Employee Deduction files contain one record for each deduction control for which an employee is authorized.

- 1 From the Infinium PY desktop or main menu select *PY Supervisors Options*.
- 2 Select *Correct Employee Data*.
- 3 Select *Correct Employee Deduction Data [CDE]*. The system displays a screen similar to Figure 2-60.

	Employee Amt	Employer Amt	Wage Base
Current Cycle:	.00	.00	.00
Prior Cycle:	.00	.00	.00
Current Month:	.00	.00	.00
First Quarter:	.00	.00	.00
Second Quarter:	.00	.00	.00
Third Quarter:	.00	.00	.00
Fourth Quarter:	.00	.00	.00
Current Year:	.00	.00	.00
Fiscal Year:	339.20	.00	4847.38
Prior Month:	.00	.00	.00
Prior Fourth Quarter:	.00	.00	.00
Prior Year:	.00	.00	.00
Prior Fiscal Year:	.00	.00	.00
User Data:	.00	.00	.00
Life to Date:	339.20	.00	.00
Limit Balance:	.00	.00	.00
Arrears Balance:	.00	.00	.00
Protected Earnings in Arrears:	.00		

Figure 2-60: Employee Deductions screen

Data on this screen exists in the PYPDE file.

You can use this function to verify data converted into Infinium PY.

For direct deposit deductions, additional information such as the account number, is stored in the Direct Deposits file, PYPDD.

**Caution:** This function does not update history files and should not be available to users.

Data in the following columns is from the Employee Deductions file, PYPDE:

- EE Amount – Employee amount
- ER Amount – Employer amount
- Wage Base

## Employee Cheque History – PYPCL, PYPIL, PYPDL, PYPRC

The Employee Cheque History files contain all data relating to cheques issued by Infinium PY.

- 1 From the Infinium PY desktop or main menu select *Payroll Enquiry*.
- 2 Select *Display Employee Pay History*. The system displays a screen similar to Figure 2-61.

Employee: 20 Adams, Mark Andrew David Tax ID: SX748888A

Function:	FINAD	Cycle:	MODC	YTD:	Gross Pay	Net Pay	Base Rate
Department:	FINAD	Pay Type:	S	Total	21817.83	15412.61	3083.3300
Team:	FINAD	Frequency:	M	Begin Date:		End Date:	
Cost Centre:	30000						

Right mouse click to select from list

Dpt	Pay Date	Clear/Void	Status	Gross Pay	Cheque Amt.	Acct.	Cheque No.
1	31/12/1998			125.00	635.40	*DD	311
2	18/06/1998		M	150.00	130.54	*DD	23655421
3	7/04/1998			2648.08	3055.04	*CASH	1
4	28/10/1996			2699.25	1655.89	*DD	207
5	25/09/1996			2699.25	1655.89	*DD	171
6	26/08/1996			2699.25	1655.89	*DD	132
7	25/07/1996			2699.25	1655.89	*DD	97
8	25/06/1996			2699.25	1655.89	*DD	61
9	25/05/1996			2699.25	1655.89	*DD	25
10	28/04/1996			2699.25	1656.29	*DD	1
11							

Buttons: OK, Exit, Cancel

Figure 2-61: Display Cheque History - PYPCL

The Employee Cheque History file is also referred to as the Employee Cheque Ledger file. It contains cheque header information, one record per employee cheque.

Cheque header information used for cheque reconciliation purposes is stored in the Cheque Reconciliation file, PYPRC.

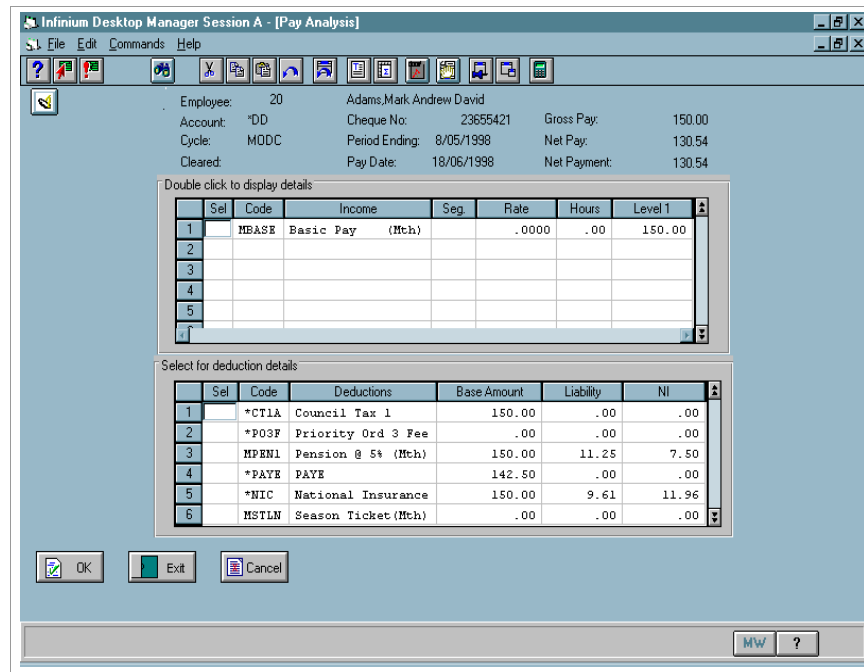


Figure 2-62: Pay Analysis screen

The Cheque History Income file is also called the Employee Income Ledger file. It contains one record per income per employee cheque.

The Cheque History Deduction file is also called the Employee Deductions Ledger file. It contains one record per deduction per employee cheque.

The Pay Analysis screen displays data from both of these files.

## Personnel Actions File – PEPTR

The Personnel Actions file contains employee transactions, such as transfers or salary changes, processed in Infinium HR.

- 1 From the Infinium HR desktop or main menu select *Employees*.
- 2 Select *Employee History*.
- 3 Select *Enter Personnel Actions* [EPA]. The system displays a screen similar to Figure 2-63.

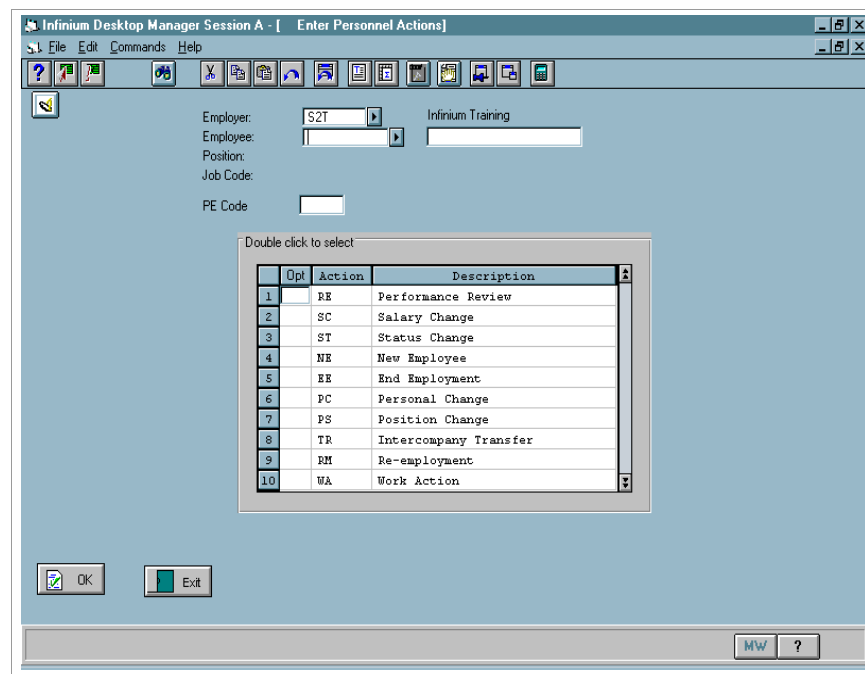


Figure 2-63: Enter Personnel Actions screen

Fields in the Personnel Master file are automatically updated with changes typed through the *Enter Personnel Actions* function. History of these changes is stored on a permanent basis in the Employee Transaction History file, PEPTR.

The above screen displays the types of Personnel Actions available.

- 4 From the Infinium HR desktop or main menu select *Employees*.
- 5 Select *Employee History*.

- 6 Select *Display Employee History* [DEH].
- 7 Press F13 to view summarized history. The system displays a screen similar to Figure 2-64.

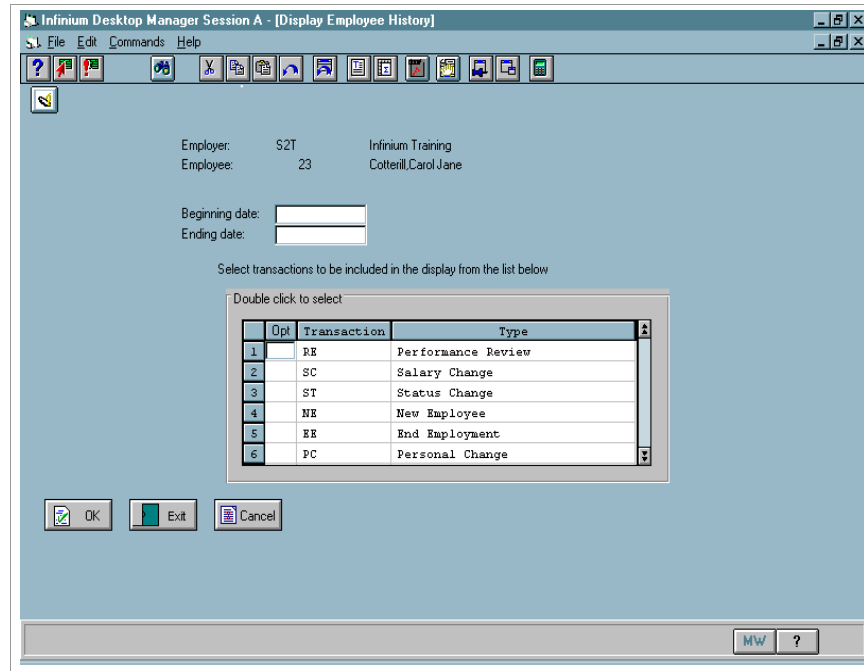


Figure 2-64: Display Employee History screen

The above summary screen displays several transactions per screen.

To display details of each transaction, type **5** next to the appropriate transaction. To display employee details at the time of the transaction, type **8** beside the transaction.

## Benefit Enrollments Files – PRPBE, PRPBL (History), PRPBM, PEPDP

The Benefit Enrollments files contain employee data relating to enrollments through Benefits Administration.

- 1 From the Infinium HR desktop or main menu select *Benefits*.
- 2 Select *Benefit Enrollments*.
- 3 Select *Update Employee Enrollments [UEE]*.
- 4 Press F8 from the Update Employment Enrollments screen. The system displays a screen similar to Figure 2-65.

Figure 2-65: Benefit Enrollments History screen

The upper portion of the screen contains current enrollment data (PRPBE).

The lower portion of the screen contains enrollment history (PRPBL).

All potential beneficiaries and/or dependents must exist in the Dependents file, PEPDP, before being enrolled in a plan.



Beneficiaries and/or dependents who are enrolled in a specific plan for an employee are stored in the Plan Beneficiaries file, PRPBM.

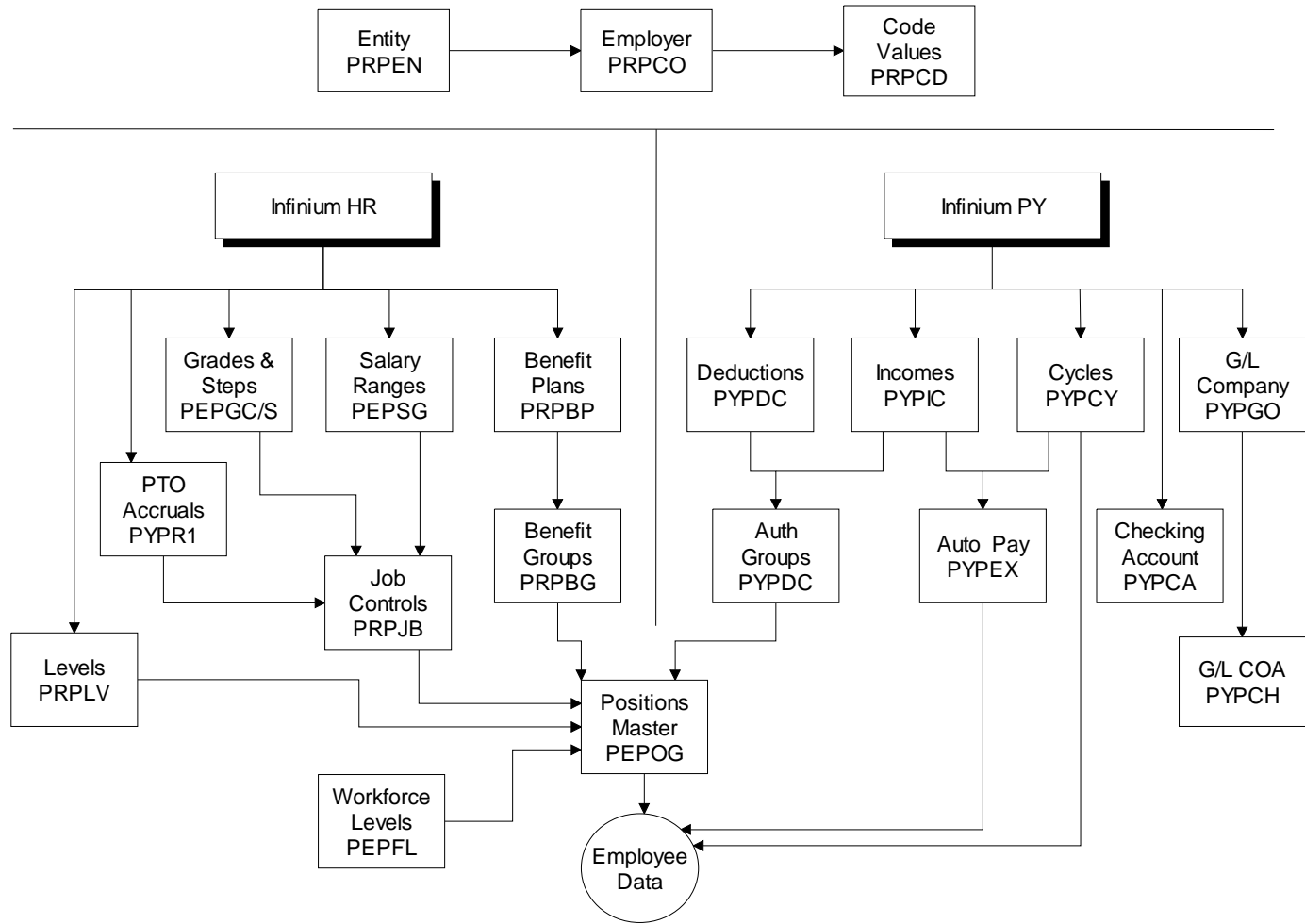


Figure 2-66: Primary Control Files

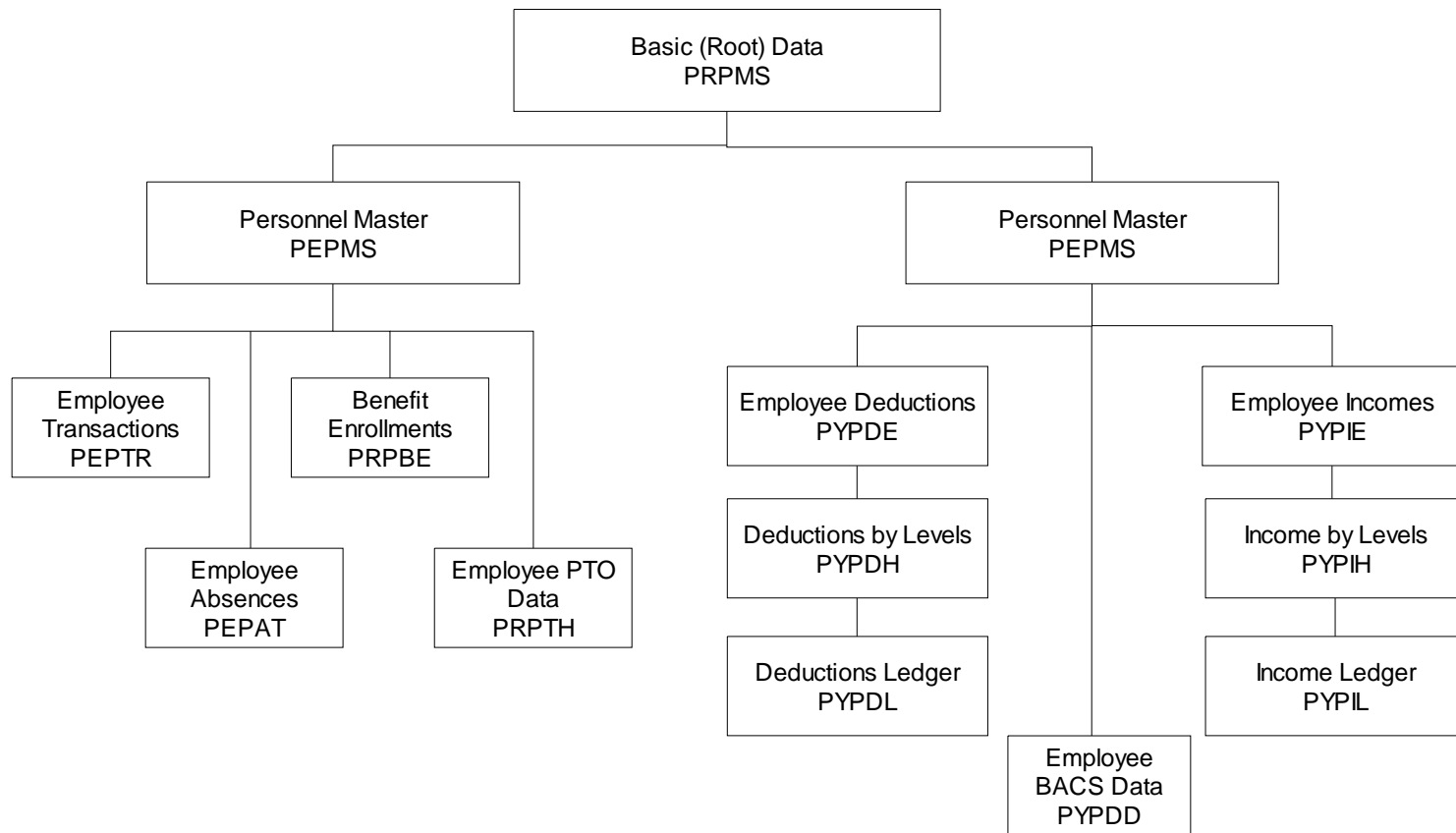


Figure 2-67: Primary Employee Files

## Notes

This chapter includes a technical overview of cycle processing and includes the topics shown in the table below.

The chapter consists of the following topics:

<b>Topic</b>	<b>Page</b>
Overview of Cycle Operations	3-3
Cycle Processing Workfiles	3-5
Cycle Control Files	3-7
Begin Cycle	3-10
Overview of Entering Time	3-21
Daily Time Entry	3-22
Batch Timesheet Entry	3-26
Timesheet Entry	3-28
Mass Entry of Data	3-30
Prove Timesheet Input	3-31
Release Timesheet Data to Cycles	3-34
Print Trial Register	3-45
Update Cheques	3-49
Post Cycles and Print Cheques	3-51
Void Transactions	3-63
On-Demand Cheques Functions	3-66
Enter On-Demand Cheques	3-67
Print On-Demand Registers	3-72

---

## Retrospective Pay Processing

# Overview of Cycle Operations

The diagram on the following page provides an overview of the major processing steps within cycle operations.

## Objective

At the conclusion of this chapter you should be familiar with the programs and files involved in the steps within Cycle Processing.

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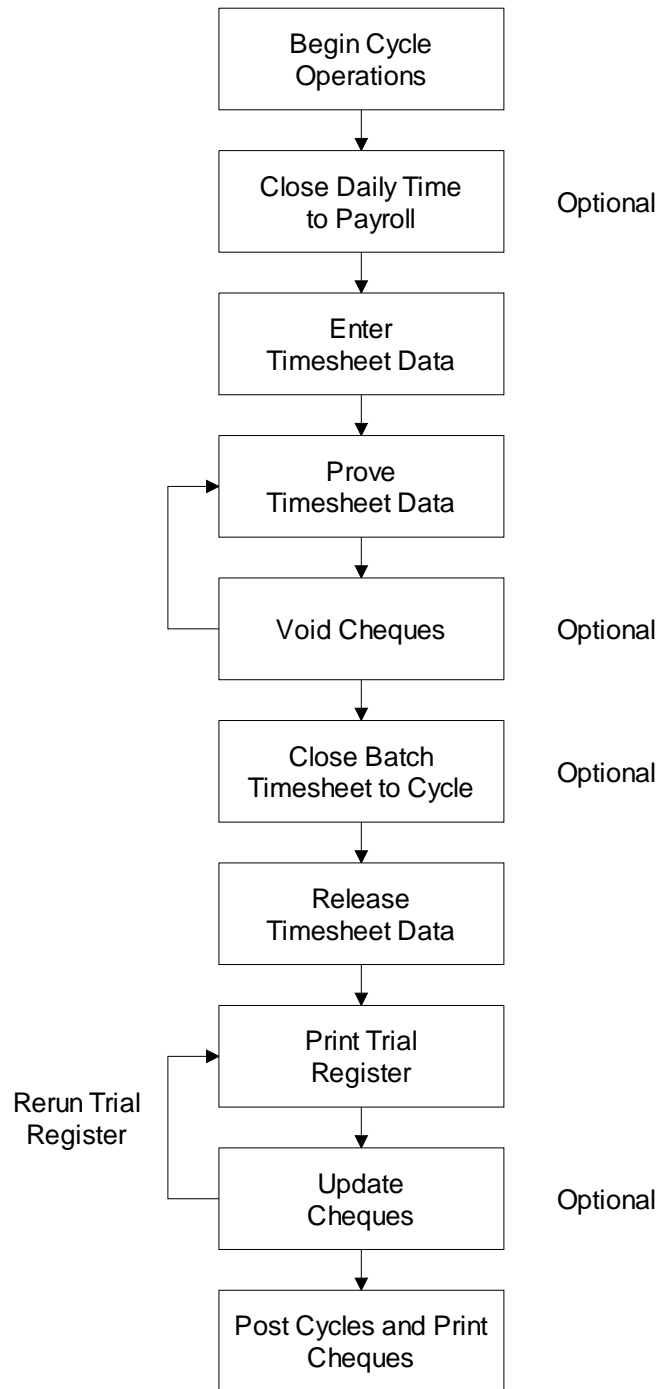


Figure 3-1: Cycle Operations

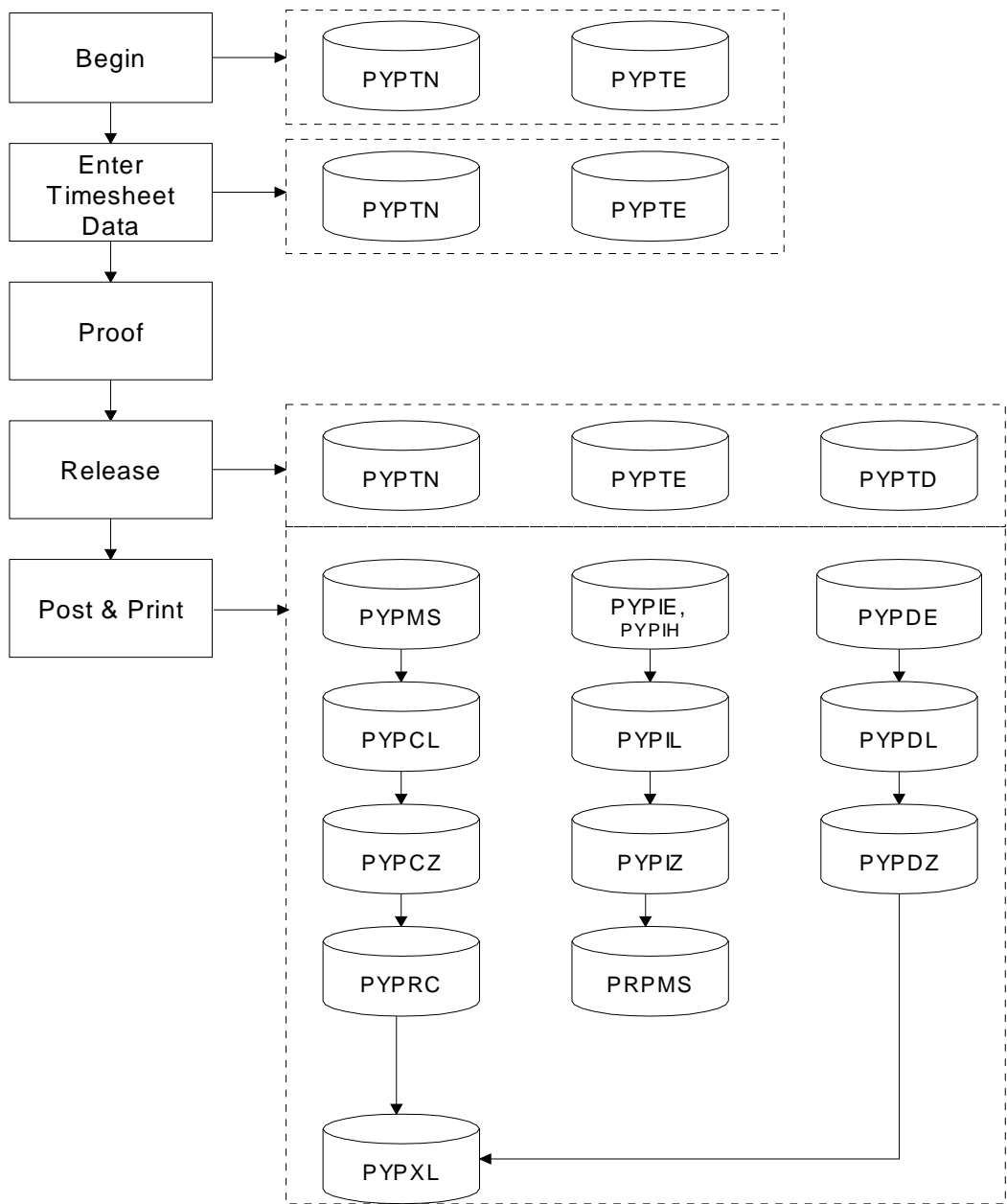
---



## Cycle Processing Workfiles

The following table lists the workfiles that are used during cycle processing. These files are discussed in more detail throughout this chapter.

File Name	Description
PYPCH	Cycle History File (Cycle Header)
PYPTN	Payroll Cycle Transactions Workfile. (One record per employee per pay cycle run.) This is the employee header record for the cycle.
PYPTE	Payroll Cycle Employee Income Workfile
PYPTD	Payroll Cycle Employee Deductions Workfile
PYPTT	Payroll Cycle Timesheet Control Workfile (Level Totals)
PYPCX	Payroll Cycle Deduction Exceptions Workfile
PYPWX	Payroll Cycle Automatic Pay Workfile
PYPWK	Time & Attendance Daily Time File
PYPME	Timesheet Mass Entry Detail Workfile
PYPTSH	Batch Timesheet Header Workfile
PYPTSWRK	Batch Timesheet Entry Transaction Workfile
PYPCZ	Cheque Printing Workfile (Cheque Header)
PYPIZ	Cheque Printing Income Workfile (Summarized)
PYPDZ	Cheque Printing Deduction Workfile (Summarized)
PYPOF	Reassign Cheque Numbers Workfile



**Note:** The Post & Print files shown are the files that are used for current year processing.

Figure 3-3: Cycle Processing – Major Files

# Cycle Control Files

Two files control cycle processing:

- Cycle Controls File (PYPCY)
- Cycle History File (PYPCH)

## Cycle Controls File (PYPCY)

As discussed in the “Infinium HR/PY Control Files” chapter, this file contains the controls for each cycle defined to your Infinium PY system. The PYPCY file includes the following:

- Names of any custom cycle processing programs you may have defined
- Edit methods (GL account number, accounting month, accounting year)
- Validation parameters for period ending and cheque date
- Definition of the cycle types (normal, on-demand, bonus, special)

## Cycle History File (PYPCH)

This file contains the controls for a specific occurrence of a cycle. When you begin a cycle, Infinium PY creates a PYPCH record for that occurrence of the cycle. At the end of the cycle this becomes the cycle history record for that pay run. It is also possible to use the *Update Future Cycle Schedule* option to create “future” cycle header records.

The following fields are discussed in the remainder of this chapter.

### CHER, CHCY, CHPENH

The employer, cycle, and period ending date form the cycle key. This is the key to all normal cycle workfiles. This is a unique key for all cycles other than On Demand, which has an additional sequence number, CHPENQ, at the end of the key. This enables multiple on demand cheque sessions for the same cycle and period end date.

---

## CHLVL

This field identifies the stage of cycle processing completed, and can contain the following values:

<b>Blank</b>	Future cycle
<b>0</b>	Begin in process (selected for begin, but not completed)
<b>1</b>	Begin
<b>2</b>	Proof
<b>3</b>	Release
<b>4</b>	Trial register
<b>5</b>	Completed

## CHCD1

This field identifies the status of the cycle, as follows:

<b>Blank</b>	Inactive
<b>A</b>	Active
<b>J</b>	Job Queue
<b>P</b>	Pre-post
<b>G</b>	G/L close

## CHFMON, CHFYR

These are the fiscal month and year fields. They determine to which accounting period the cycle will be posted.

## Totals Fields

The following totals fields are updated by one or more programs at the end of the cycle process.

- **CHEMP** Number of cheques
  - **CHHRS** Total hours worked
-

- CHGRS Total gross pay
- CHDED Total deductions
- CHNET Total net pay

## Begin Cycle

Through this option you initiate the processing of a payroll cycle.

- 1 From the Infinium PY main menu select *Payroll Processing*.
- 2 Select *Begin Payroll*.
- 3 Select *Begin Payroll Cycle Operations* [BPCO].

## Processing Considerations

You should be aware of the following processing considerations for the *Begin Payroll Cycle* function.

### Data Frozen

During begin cycle processing, the employee's complete name and home levels and payment method are copied to the Employee Transaction header file, PYPTN. If these fields are changed in the PRPMS file after the cycle has begun, the changes are not reflected in the cycle workfile or printed output. The employee name is used by any selected alpha sorting options. The home levels are used as the default for expense costing.

### Period Ending Date Edit

The period ending date entered for the begin cycle is edited only if the respective range and operator are defined in the Cycle Controls file. Editing is performed with respect to the system date.

### Pay Date (Cheque Date) Edit

The Pay Date (Cheque Date) entered during the begin cycle is edited only if the Cheque Date Edit range and operator are defined in the Cycle Controls file. Editing is performed in comparison with the period ending date.

**Note:** With the period ending and pay date/cheque date edits, errors are detected and can be corrected immediately. Without them, errors may not be detected until later in the cycle, when correction becomes complicated. Defining future cycles is an effective way to avoid such data entry errors.

---

## Updates to Deduction and Enrollments

The batch portion of the Begin process updates the Employee Benefit Enrollments file, PRPBE, and the Employee Deductions file, PYPDE. When the Begin Cycle is executing, your users should refrain from performing functions that update these files. Otherwise, record contention could occur.

## Interactive Processing

The diagram below summarizes the programs that are called during the interactive portion of *Begin Cycle* processing.

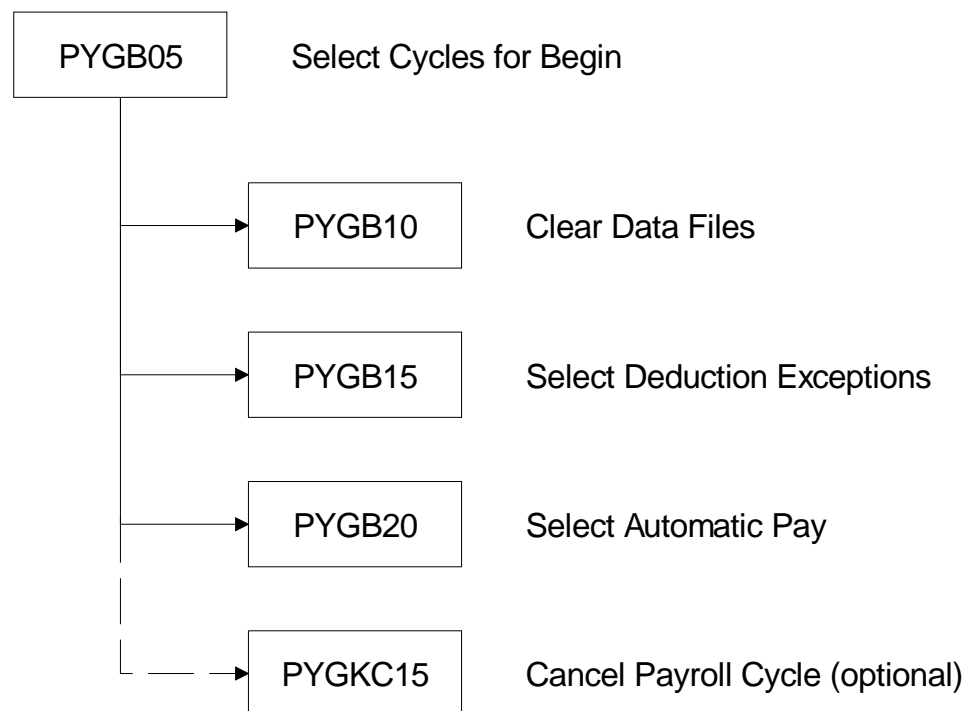


Figure 3-4: Programs used during the Begin Cycle portion of processing

### PYGB05

PYGB05, Select Cycles for Begin, controls the interactive processing of the *Begin Cycle* option, as follows:

- 1 Prompts the user to select cycle(s) to process.

- 2 Edits the parameters entered for each selected cycle and displays error messages as appropriate.

The following edits are dependent on values defined in the Cycle Controls file, PYPCY:

- Period Ending – If PYPCY specifies values for the *Period End Edit: Days* and *Period End Edit: Operator* fields, PYGB05 compares the Period Ending date to the system date as appropriate.
  - Pay Date/Cheque Date – If PYPCY specifies values for the *Cheque Date Edit: Days* and *Cheque Date Edit: Operator* fields, PYGB05 compares the Pay Date/Cheque Date to the Period Ending date as appropriate.
- 3 Creates or updates a cycle header record in file PYPCH with 0 in CHLVL and A (Active) in CHCD1.
  - 4 Calls the appropriate programs to complete the interactive processing.

## PYGB10

PYGB10, Clear Data Files for Selected Cycles, clears the appropriate data from the following files if it exists:

- PYPTN
- PYPTT
- PYPTE
- PYPTD
- PYPCX
- PYPWX

Under normal circumstances data would not exist in the above files for the selected cycles. However, data could exist, such as if processing had ended abnormally during a previous Begin.

## PYGB15

PYGB15, Select Deduction Exceptions, writes the appropriate records to file PYPCX if any deductions have been selected on the Select No-Run Deductions screen.

---



## PYGB20

PYGB20, Select Automatic Pay, writes the appropriate records to file PYPWX if any Auto Pay groups have been selected on the Select Auto Pay screen.

## PYGKC15

PYGKC15, Cancel Payroll Cycle, is called only if the user presses F3 or F12 to exit from a screen in the Begin process. PYGKC15 performs the following functions:

- Resets the selected cycles as future cycles. Indicates future cycle by moving a blank to CHLVL.
- Clears all workfiles generated to this point for the selected cycles. Resets the 'closed to payroll' flag to '0' on any daily time transactions (field WKPYCL in file PYPWK) or SSP transactions (field STCYC in file PYPST). These will then need to be reclosed to the pay cycle when it is BEGUN again.

Because PYGKC15 runs interactively, the user must wait until cancel processing is complete before being able to continue. The length of the wait depends on the amount of data in the workfiles.

Program PYGKC15 is also used for the delete and cancel options of Cycle Support Functions, which is discussed in the "Technical Support of Cycle Processing" chapter.

## Batch Processing

The diagram below summarizes the programs that are called during the batch portion of *Begin Cycle* processing.

---

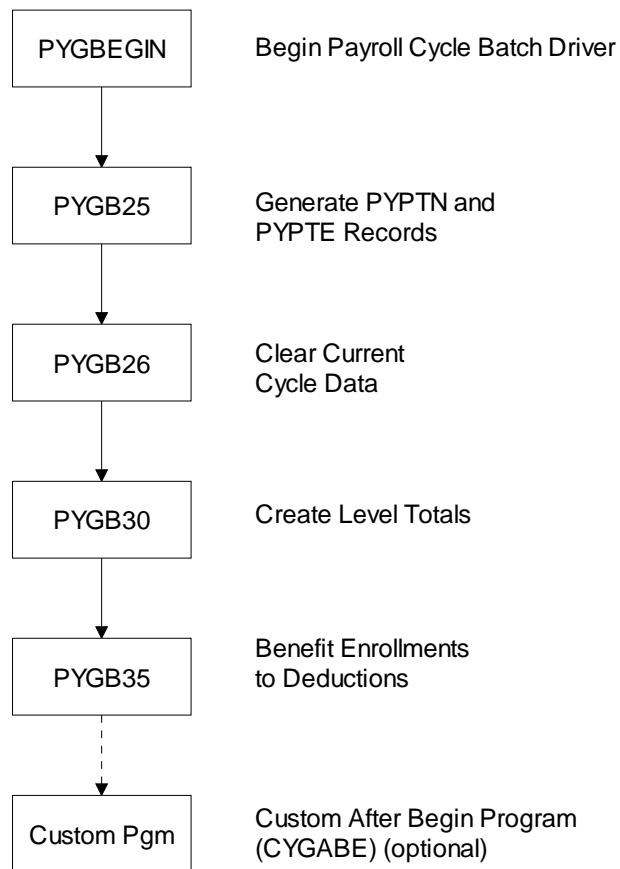


Figure 3-5: Begin Payroll Batch Driver

## PYGBEGIN

PYGBEGIN, Begin Payroll Cycle Batch Driver, controls the batch processing of the *Begin Cycle* option by calling the following programs and then resetting fields CHLVL and CHCD1, as outlined below.

## PYGB25

PYGB25, Generate Timesheet Data, performs the following:

- Reads the PYPMS employee payroll master file by cycle code to bring in all employees belonging to the selected cycle
- Writes a cheque header record to file PYPTN for each employee in the cycle

This program uses the value in the *Enter TS at Level* field to control how to fill the sort fields TTTT1 through TTTT4.

- Addresses a number of UK-specific issues, including:
  - Tax week/month checking and excluding those employees with a lower tax week/month on their payroll master than that calculated for the cycle pay date. These exceptions are reported on printer file PYTB25.
  - Generate Statutory Maternity Pay (SMP) income transactions for appropriate employees from the SMP payment schedule. These SMP employees are reported on printer file PYTB25A.
  - Generate Statutory Adoption Pay (SAP) income transactions for appropriate employees from the SAP payment schedule. These SAP employees are reported on printer file PYTB25A.
  - Generate Statutory Paternity Pay (SPP) income transactions for appropriate employees from the SPP payment schedule. These SPP employees are reported on printer file PYTB25A.
- For each employee who is attached to an auto pay group:
  - Reads each income record
  - Tests the begin and end dates and frequency code
  - Checks whether the income record is in the Auto Pay file, PYPWX

If the employee income record passes these tests, PYGB25 writes a corresponding income record to file PYPTE.

- This program also identifies any employees who require special part pay period adjustment processing. For example, a new employee who joined midway through the pay period will need to have his or her pay prorated. This proration occurs at a later release stage of the cycle, in program PYGRL75. However, they are identified here first.
- The field TNCTYP on the PYPTN record identifies the type of part pay period processing needed for the employee. The following values are used:

<b>N</b>	New employee
<b>L</b>	Leaver/terminated employee
<b>P</b>	Had pay change
<b>B</b>	Both joined and left in the period
<b>E</b>	Joined, left and had pay change

- Q** Left and had pay change
- M** Had multiple pay changes in period (this is determined by program PEGTRNUM)
- K** Joined and had pay change

PYGB25 then calls a number of programs depending on circumstances:

- PYGLT05: Check for Absences paid in Advance (non-UK only)
- PYGMSP10: Re-work SMP, SAP and SPP Payments (UK only)
- PYGMGEE: Create specific employee pay messages

## PYGB26

PYGB26, Clear Current Cycle Data, moves the current cycle data to the prior cycle data for the appropriate records in files PYPIE and PYPDE, as follows:

This data is moved to...	This file
IECPAY	IEPCPY
IECHRS	IEPCHR
DEDCUR	DEPCEE
DECCIR	DEPCER
DECBAS	DEPCBA

PYGB26 zeroes out the current cycle data for the appropriate records in files PYPIE, PYPDE, for the following fields:

IECPAY, IECHRS DEDCUR, DECCUR, DECBAS, DEARRC, DENTC

This is in preparation for the later Posting stage of payroll which will update these fields with the new current cycle values.

If a cycle is later cancelled, program PYGKC15 will reset the prior values back to current; for example, IEPCPY is moved back to IECPAY. However, this rollback applies only to the current values. The original prior values are lost at this point and are reset to zero.

This will affect the Deduction and Income, current and prior reports.

## PYGB30

PYGB30, Create Level Totals, writes level total records to file PYPTT.

This program reads cheque header records from file PYPTN and creates a new PYPTT record whenever the combination of the TNTT1 through TTT4 fields changes.

## PYGB35

This program interfaces Infinium HR benefits to payroll deductions. For example, a pension benefit may need to create or update a corresponding payroll deduction.

PYGB35, Benefit Enrollments to Deductions, updates, creates, or end-dates a deduction record, PYPDE, for each benefit enrollment record, PRPBE, that meets the following criteria: the effective date is less than or equal to the period ending date, and the enrollment has a change that has not been processed yet (BEPROC = 0).

If the enrollment applies to a current deduction record, PYGB35 updates the following fields in the deduction record, as applicable:

- DEENDH, DEEND8, DEENDE – (end date fields) – if the benefit enrollment has a cancellation date
- DEMENTYP, Employee Multiplier Type – If the benefit rate type is I, (individual amount) DEMENTYP is set to I and the following fields are updated from the benefit record:

DECAMT, Employer Deduction Amount DEDAMT, Employee Deduction Amount DECPER, Employer Percentage DEDPER, Employee Percentage

If the benefit rate type is not I, and is blank, then DEMENTYP is set to blank and the above fields are set to 0.

PYGB35 lists benefit changes in the Enrollments to Deductions Register (printer file PYTB35).

After processing an enrollment, PYGB35 sets BEPROC to 1. This prevents this benefit change from being processed twice.

## Custom Program

If a custom cycle processing program is specified in field CYGABE of the Cycle Controls file, PYGBEGIN calls that program at this point in processing, passing the following parameters:

Parameter	Comments
Employer	

Parameter	Comments
Cycle code	
Period Ending Date	Hundred year format

Infinium Software provides shell program PYGCYCLE with Infinium PY.

### Custom SMP, SAP or SPP Program

If a custom SMP, SAP or SPP program is specified in field COSMPB of the Cycle Controls file, PYGBEGIN calls that program at this point in processing, passing the following parameters:

Parameter	Comments
Employer	
Cycle	
Period Ending Date	Hundred year format

### Custom SSP Program

If a custom SSP program is specified in field COSSPB of the Cycle Controls file, PYGBEGIN calls that program at this point in processing, passing the following parameters:

Parameter	Comments
Employer	
Cycle	
Period Ending Date	Hundred year format

### Update PYPCH

After processing is complete, PYGBEGIN updates the following fields in PYPCH:

- Changes CHLVL to 1
- Changes CHCD1 from A (Active) to blank (Inactive)

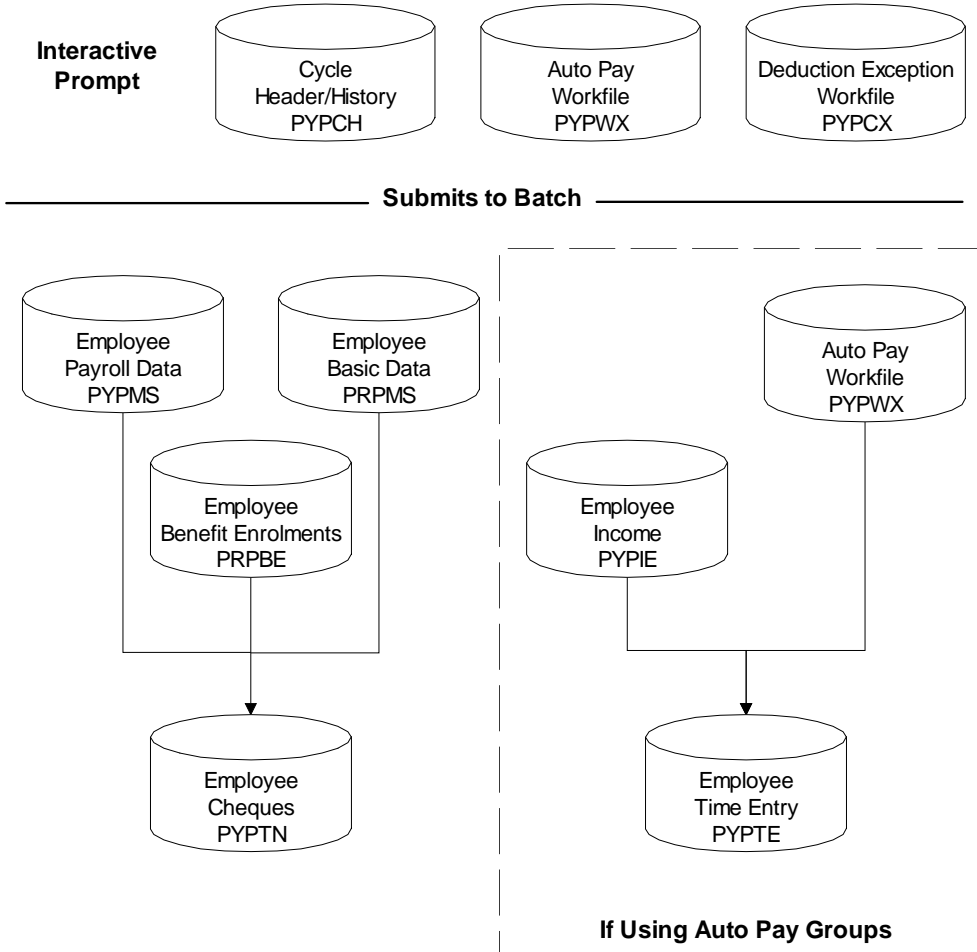


Figure 3-6: Begin Payroll Cycle Operations

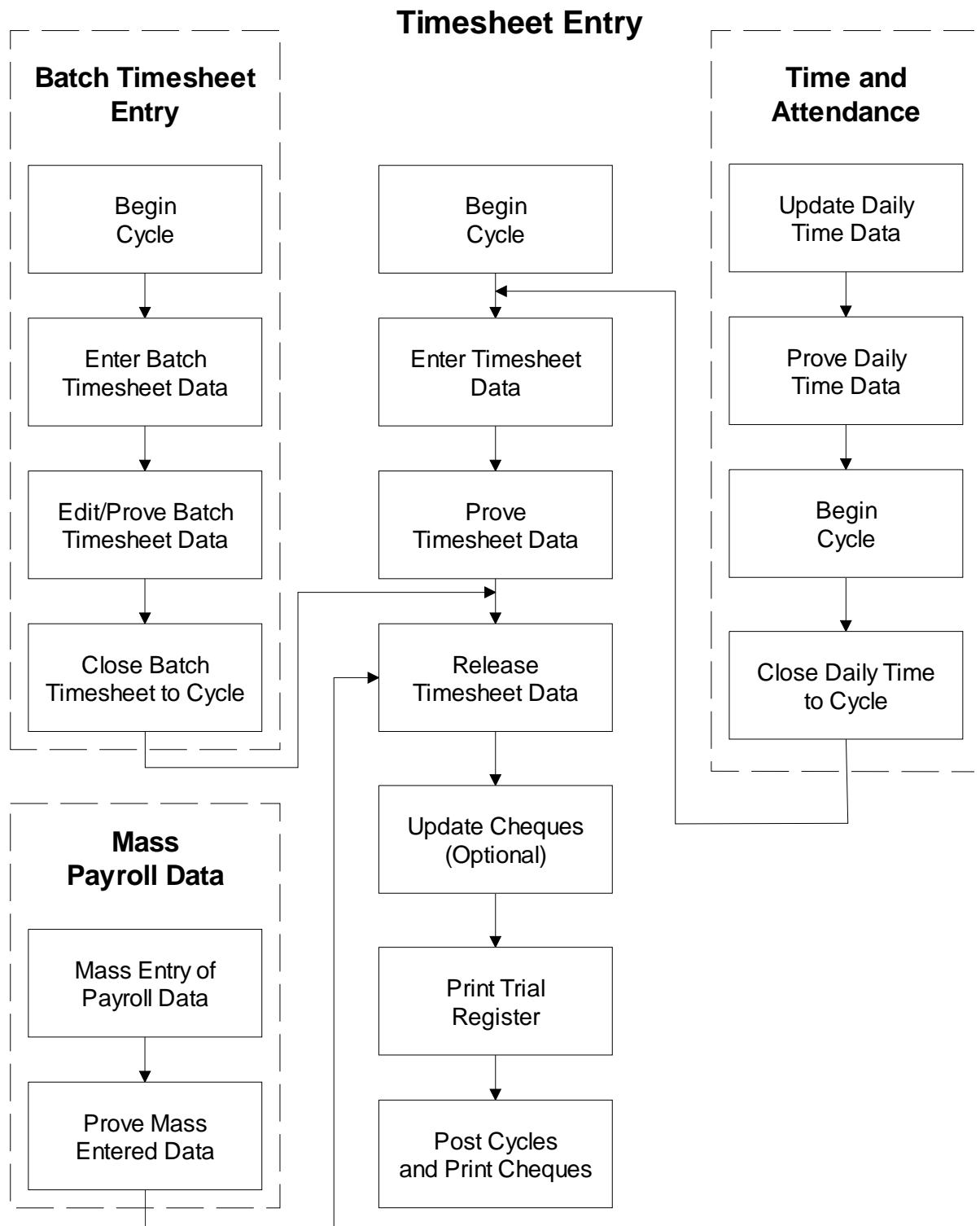


Figure 3-7: Timesheet Entry



## Overview of Entering Time

The following are methods of entering time into Infinium PY:

- Daily Time Entry – data interfaced from collection devices
- Batch Timesheet Entry – data entered into a batch transaction file which is edited only when the proof is submitted
- Timesheet Entry – interactively edited data entry
- Mass Entry of Data – income and/or deduction data
  - Can be entered across cycles
  - Allows processing of unauthorized incomes and deductions

Each of these methods is described in more detail on the following pages.

---

## Daily Time Entry

You can use this method of entering time in the following situations:

- To interface with an automated time entry system
- To enter time that requires a transaction date

**Note:** Time can be entered on a daily, weekly, or monthly basis.

Daily time and mass entry are the only time entry methods in which data can be entered before the *Begin Cycle* option is run.

Daily time entry is considered the safest time entry method for the following reasons:

- If the related cycle is canceled, daily time data is kept. The Close to PY flag is reset so that the data can be processed again. Data records remain in the Daily Time File, PYPWK, until the purge function is run.
- Of the four methods of entering time, daily time provides the most flexible access to update and prove data.

## Update Daily Time

You can use this option to enter time or change data interfaced from your time entry system.

- 1 From the Infinium PY main menu select *Daily Time Processing*.
- 2 Select *Enter/Update Daily Summary Data [EDSD]*.

Time entered through this method is stored in the Daily Time File, PYPWK.

You can enter or interface an unlimited number of WK records for an employee for each date for each income code, which is not a “keyed” file.

## Prove Daily Time

The *Print Daily Time Proof Lists* option produces a listing of daily time entered for employees. This option executes the programs below.

---

## PYGWKR

PYGWKR, Print Daily Time Proof, selects records from PYPWK that match the date range entered on the screen and that correspond to the requested cycle, based on the cycle code in the employee's PYPMS record. If the *Cycle* field is blank, all daily time records that match the date range are selected.

Note that this function uses the same workfile to hold selected records as Close Daily Time to payroll. It is therefore essential that you use a single threaded job queue for these functions to prevent them from being active concurrently.

PYGWKR writes the Daily Time Proof report. PYGWKR prints the reports by Employee number or alphabetically by Last name, based on the order specified in the *Timesheet Alpha* field in Employer Controls.

## Begin Cycle

Before you can close daily time, you must run the *Begin Cycle* option, which is described earlier in this chapter.

## Close Daily Time

Once you have a successful proof and Begin has been run for the cycle, you can run *Close Daily Time to Cycle* to transfer information from PYPWK to PYPTE.

This function processes only those records that have not been closed (a value of 1 in WKPYCL indicates closed). Therefore, if records are added to file PYPWK after the close has been run, you can run the close again to process the added records.

This option executes the programs below.

## PYGWKSEL

PYGWKSEL, selects records from PYPWK that match the date range entered on the screen and that correspond to employee records in the Cycle Cheque Header workfile, PYPTN, for the cycle being closed.

It prints a warning message and marks as closed any daily time records that contain a nonblank value in the *Absence Code* field, WKABS. As a result

---

these records, which represent unpaid absences, bypass the remainder of the close process and no corresponding records are written to file PYPTE.

## PYGWKR

PYGWKR writes the Daily Time Proof report. PYGWKR prints the reports by Employee number or alphabetically by Last name, based on the order specified in the *Timesheet Alpha* field in Employer Controls.

## PYGWKCLOSE

PYGWKCLOSE, Close Daily Time Data to Payroll Cycle, performs the following:

- Combines data from similar PYPWK records into a single PYPTE record. All WK records that have the same values in the following fields are summarised to a single TE record. Similarly any WK records with specific values in these fields, for example a rate override in WKRATE, will result in a corresponding separate TE record.
    - WKER
    - WKL1
    - WKL2
    - WKL3
    - WKL4
    - WKEN
    - WKINC
    - WKSHFT
    - WKACCT
    - WKRAT
    - WKAMT
    - WKJOB
    - WKPROJ
    - WKSEG
  - Updates the cycle code, WKCYC, period ending, WKPENH, and segment, WKSEG, fields
  - Marks the record as closed by moving 1 to the Close to PY flag, WKPYCL
  - Calls PYGTM25, Recalculate Timesheet Totals, to update timesheet totals in files PYPTT, PYPTN, and PYPCH
-

- Calls the custom Close Daily Time program if specified in field CYGATC of the Cycle Controls file, passing the following parameters:

Parameter	Comments
Employer	
Cycle code	
Period Ending Date	Hundred year format

Infinium Software provides shell program PYGCYCLE with Infinium PY.

**Caution:** If you process large volumes of data through daily time entry, you may want to process the *Prove Daily Time Data* and *Close Daily Time to Cycle* jobs for different cycles and/or different employers in different job queues to avoid processing bottlenecks.

## Purge Daily Time

You can delete records from the PYPWK file by running the function *Purge Daily Time*.

**Note:** Prior to running the purge function, make sure cheques are printed and distributed for the dates selected.

---

## Batch Timesheet Entry

Batch timesheet entry is used for “heads down” keying, such as when timesheets must be keyed in a short period of time.

Batch timesheet data can be entered only for cycles indicated in Cycle Controls with a 1 in the *Use Batch Timesheet Entry* field.

**Note:** As mentioned in the “Technical Overview of Infinium HR/PY” chapter, once a cycle is designated as a batch cycle, you cannot access the *Enter Timesheet Data* and *Prove Timesheet Data* functions for that cycle.

## Begin Cycle

The begin cycle process must be run for the cycle before batch timesheet data can be entered.

- 1 From the Infinium PY main menu select *Payroll Processing*.
- 2 Select *Timesheet Operations*.
- 3 Select *Batch Timesheet Entry* [BTE].

The interactive portion of this function executes program PYGTS001. If a proof is requested, a batch job is submitted to execute program PYGTSUPD, which edits the data and creates a Batch Timesheet Entry Listing.

## Batch Timesheet Entry

This function writes a batch header to file PYPTSH and writes timesheet transaction data to workfile PYPTSWRK. The last used batch number is stored in the first record in the PYPTSH file.

**Note:** No interactive editing is done during Batch Timesheet Entry.

---

## Update/Edit Batch Timesheet

This function allows interactive corrections and additions to batch timesheet data and submits a batch job that calls program PYGTSUPD to edit the data and create a Batch Timesheet Entry Listing.

Any errors must be corrected through this function before the batch is eligible to be closed to payroll.

## Close Batch Timesheet to Cycle

During this function, program PYGTSUPD transfers data from PYPTSWRK to PYPTE and deletes the corresponding records from PYPTSH and PYPTSWRK. When processing is complete, CHLVL is set to 2.

---

## Timesheet Entry

The *Timesheet Entry Data* option provides the following capabilities:

- Interactive data entry, including interactive edits
- Interactive editing of autopay records and daily time closed to payroll
- Editing for invalid General Ledger accounts

This option can be accessed as many times as needed.

The TTTNA field in the PYPTT file initially contains the number of employees with timesheet transactions, to be approved. As employees are approved this number is decremented.

This field TTTNA (*The No Act* (No Actions to Approve) field counter) must be **0** for each level for a cycle to be eligible for the release function.

- 1 From the Infinium PY main menu select *Payroll Processing*.
- 2 Select *Timesheet Operations*.
- 3 Select *Enter Timesheet Data* [ETIME].

Data is entered or changed directly in the PYPTE file. If autopay is defined for the cycle, the *Begin Cycle* function generates Automatic Pay records in file PYPTE for employees matching criteria in the autopay workfile, PYPWX.

The timesheet entry function executes the programs below.

### PYGTM20

PYGTM20, Enter Timesheet Data, controls all screen displays and performs interactive edits on entered data.

Only non-batch cycles (those for which the Cycle Control record contains **0** in the Use Batch Timesheet field) are displayed for selection in this function.

If the Employer Control contains **1** in either the *Proof on Cycles* field or the *Proof on Levels* field, this program displays an interactive proof screen, as appropriate.

---



## PYGTM21

If an employee is added to the cycle through the Add Employee function F9, PYGTM20 calls program PYGTM21 (Clear Current Cycle Amounts) to clear cycle amounts. Normally, these amounts are cleared for employees in the cycle during begin cycle processing.

PYGTM21 moves the current cycle data to the prior cycle for the appropriate records in files PYPIE and PYPDE, as follows:

Data in this file is moved...	To this file
IECPAY	IEPCPY
IECHRS	IEPCHR
DEDCUR	DEPCEE
DECCUR	DEPCER
DECBAS	DEPCBA

PYGTM21 zeroes out the current cycle data for the appropriate records in files PYPIE, PYPDE, for the following fields:

IECPAY, IECHRS DEDCUR, DECCUR, DECBAS, DEARRC, DENTC

## GLGCH15

If a value is entered in the *G/L Account* field, PYGTM20 calls program GLGCH15 to validate the general ledger account number.

## Mass Entry of Data

The *Mass Entry* function is generally used to apply a one-time income or deduction. Mass entry differs from other time entry methods in the following ways:

- Mass entry can be used for incomes or deductions. Other methods of entering time use incomes only.
- Mass entry can be used for employees from different cycles. Other methods of entering time access data by cycle.
- For mass entry, employees do not have to be authorised to the incomes or deductions. Other methods of entering time require such authorisation.
- No close function exists for mass entered data.

This data is brought into the cycle during the Release Timesheet Data process. For each employee, mass entered data is brought into the next cycle in which that employee is paid. (Mass entered data is not brought into on-demand cycles.)

During the release, data from PYPME is transferred to PYPTE (incomes), and PYPTD (deductions.)

- 1 From the Infinium PY main menu select *Payroll Processing*.
- 2 Select *Mass Entry Operations*.
- 3 Select *Mass Entry of Payroll Data [MEPD]*.

### PYGTM22

Program PYGTM22 controls the processing for this function.

Data is entered by Income or Deduction type to the file PYPME. Amounts can be entered only if the income or deduction frequency is **0**, indicating that the income or deduction is not normally used.

## Prove Mass Entered Data

This function is optional. Program PYGTM32 produces a Mass Entry Proof listing, including total entries, for each income and deduction.

---

## Prove Timesheet Input

This function generates a proof report of autopay data and data entered through the *Enter Timesheet Data* and *Update Daily Time Data* options.

If no errors exist, the last page of the proof report displays the message:

Cycle in Proof – May be Released.

If errors exist, they must be corrected and the proof function rerun before the cycle can be released.

- 1 From the Infinium PY main menu select *Payroll Processing*.
- 2 Select *Pre-Cycle Operations*.
- 3 Select *Prove Timesheet Data* [PROVE].

## Interactive Processing

PYGPS10, Payroll Cycle Select Program, displays a list of cycles available for proof. For each cycle selected, PYGPS10 moves J (Job Queue) to CHCD1 and submits a batch job.

## Batch Processing

The diagram below summarizes the programs that are called during the batch portion of Prove Timesheet Data processing.

---

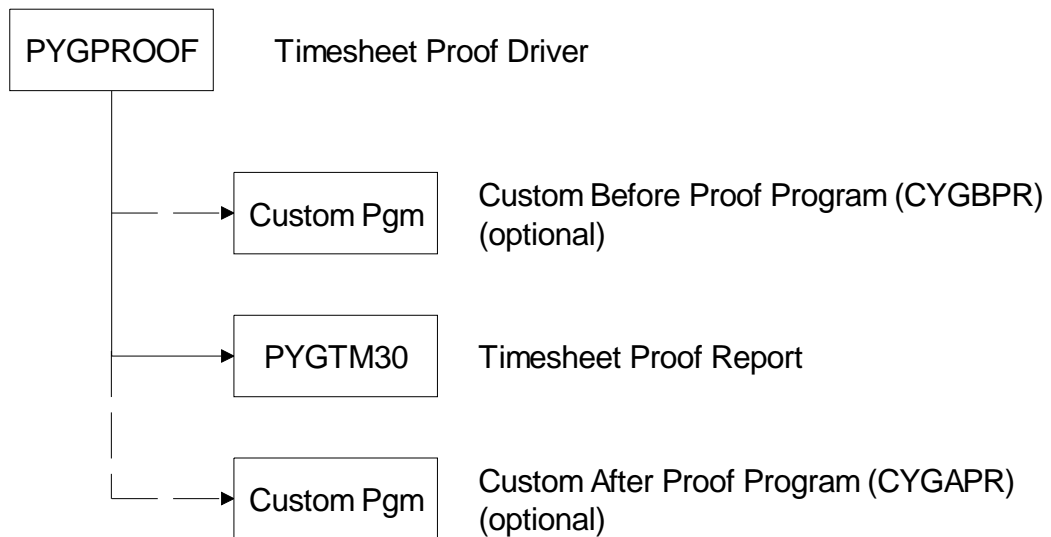


Figure 3-8: Batch portion of prove timesheet data processing

PYGPROOF, Timesheet Proof Driver, moves **A** (Active) to CHCD1 and controls the batch processing of the *Prove Timesheet Data* option by calling the programs below.

### Custom Before

If a custom cycle processing program is specified in field CYGBPR of the Cycle Controls file, PYGPROOF calls that program at this point in processing, passing the following parameters:

Parameter	Comments
Employer	
Cycle	
Period Ending Date	Hundred year format

Infinium Software provides shell program PYGCYCLE with Infinium PY.

### PYGTM30

PYGTM30, Timesheet Proof Report, edits data and prints a proof listing errors that may prevent the cycle from being released are listed below:

- Cycle not in proof (based on totals entered)

- No-Action items – Indicates that not all employee timesheet entries have been approved. Each timesheet level entry must have all employee payments approved.
- Unauthorized incomes – This occurs when an employee has a PYPTE record for an income type for which there is no associated PYPIE record.

If all edits are successful, CHLVL is changed to 2.

## Custom After

If a custom cycle processing program is specified in field CYGAPR of the Cycle Controls file, PYGPROOF calls that program at this point in processing, passing the following parameters:

Parameter	Comments
Employer	
Cycle	
Period Ending Date	Hundred year format

Infinium Software provides shell program PYGCYCLE with Infinium PY.

## Update PYPCH

After processing is complete, PYGPROOF changes the CHCD1 field to blank (Inactive).

## Release Timesheet Data to Cycles

This function performs gross to net calculations for each paycheque and resolves the labour expense account number for the general ledger. If specified, this function also performs Trial Register processing.

- 1 From the Infinium PY main menu select *Payroll Processing*.
- 2 Select *Release Payroll Cycle*.
- 3 Select *Release Timesheet Input to Cycle* [RTIC].

## Interactive Processing

PYGPS10, Payroll Cycle Select Prompt, displays a list of cycles available for release.

This program performs the following date edits:

- If the *Edit Month Data* field is **C** on Cycle Controls, compares the pay date/cheque date month to the current calendar month, COPMON, in the Employer Controls file
- If the *Edit Month Data* field is **P** on Cycle Controls, compares the period end date month to the current calendar month, COPMON, in the Employer Controls file
- Checks that the pay date is not later than the current tax year ending date as defined in the employer control
- Compares the fiscal year in the Cycle History file to the fiscal year, COFYR, in the Employer Controls file

If an error is found, this program displays an error message. You cannot continue processing until the error is resolved.

For each cycle selected, this program moves **J** (Job Queue) to CHCD1 and submits a batch job.

---

## Batch Processing

The following diagram summarizes the programs that are called during the batch portion of Release Timesheet Data processing.

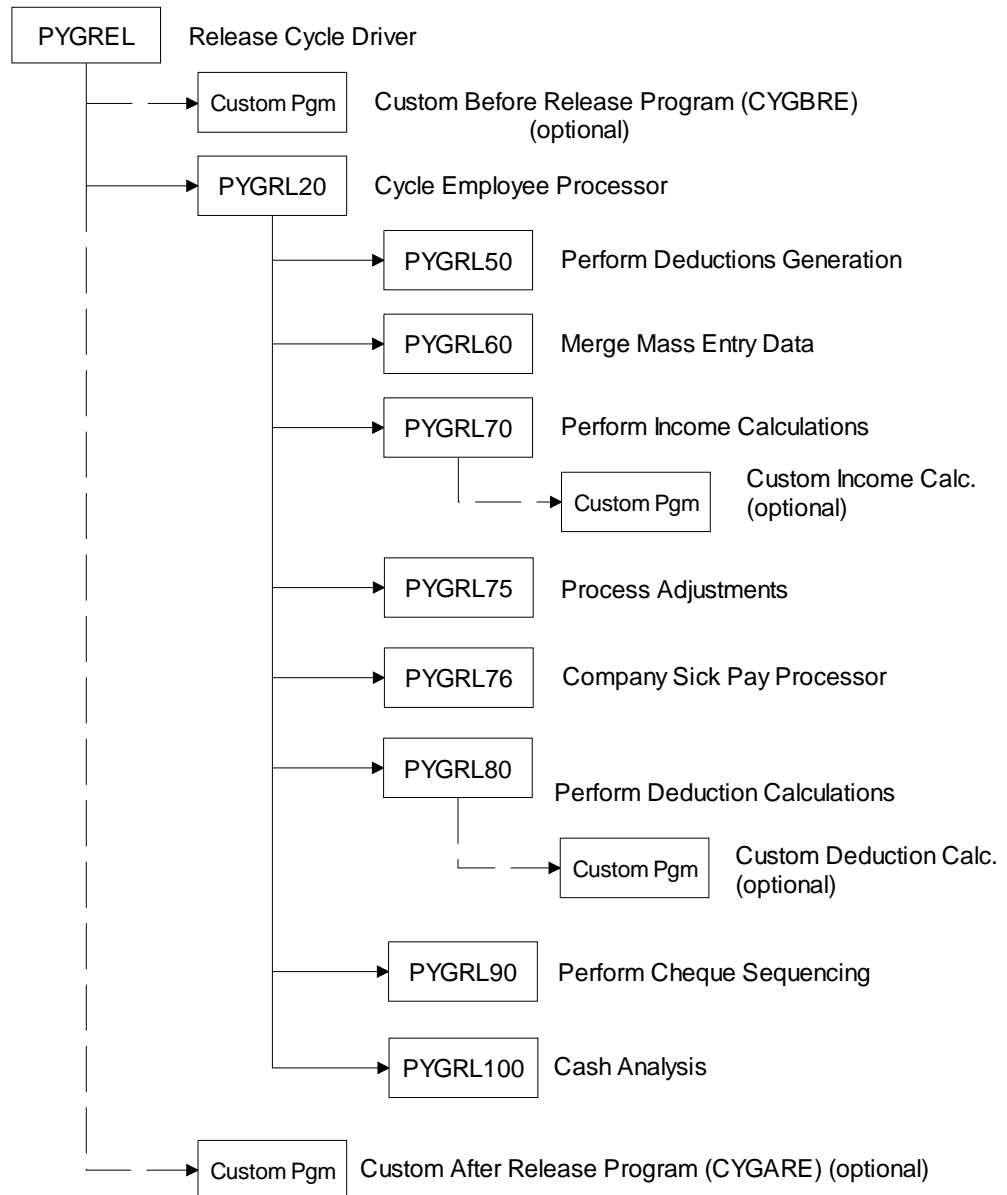


Figure 3-9: Release Cycle Driver

## PYGREL

PYGREL, Release Cycle Driver, moves **A** (Active) to CHCD1 and controls the batch processing of the *Release Timesheet Data* option by calling the programs below.

### Custom Before

If a custom cycle processing program is specified in field CYGBRE of the Cycle Controls file, PYGREL calls that program at this point in processing, passing the parameters below.

Parameter	Comments
Employer	
Cycle	
Period Ending Date	Hundred year format

Infinium Software provides shell program PYGCYCLE with Infinium PY.

### Custom SMP, SAP or SPP Before

If a custom SMP, SAP or SPP processing program is specified in field COSMPR of the Cycle Controls file, PYGREL calls that program at this point in processing, passing the following parameters:

Parameter	Comments
Employer	
Cycle	
Period Ending Date	Hundred year format

Note that although designed for customers with their own maternity pay schemes, this is a generic user exit which could be used for any cycle related custom processing.

### Custom SSP Before

If a custom SSP processing program is specified in field COSSPR of the Cycle Controls file, PYGREL calls that program at this point in processing, passing the parameters below.

Parameter	Comments
Employer	



Parameter	Comments
Cycle	
Period Ending Date	Hundred year format

Note that although designed for customers with their own sick pay schemes, this is a generic user exit which could be used for any cycle related custom processing.

## PYGRL20

PYGRL20, Cycle Employee Processor, is the driver program for the gross to net calculations that are performed during release. This program reads the PYPTN file. For each record it calls the following programs and passes appropriate PYPTN fields in the parameter string.

- PYGRL50, Perform deductions generation
- PYGRL60, Merge mass entry data
- PYGRL70, Perform income calculations
- PYGRL75, Process adjustments part pay period
- PYGRL76, Company sick pay processor
- PYGRL80, Perform deduction calculations
- PYGRL90, Perform cheque sequencing
- PYGMG30 Extract employee pay messages
- PYGRL100, Cash analysis calculation program

Before returning control to program PYGREL, PYGRL20 deletes the processed records from file PYPTT.

## PYGRL50

PYGRL50, Perform Deductions Generation, creates employee deduction records in file PYPTD – based on deduction frequency specified in Employee Deductions (PYPDE) or Deduction Controls (PYPDC), except for deductions that are contained in file PYPCX (specified for exclusion during Begin Cycle). Also any employee deductions with an end date after the beginning of the pay period are excluded.

## PYGRL60

PYGRL60, Merge Mass Entry Data, merges Mass Entered Data, PYPME, into the cycle income and deduction workfiles, PYPTE and PYPTD for employees who match the cycle.

To identify income and deduction records created as a result of mass entered data, PYGRL60 places **M** in the TEPOST and TDPOST fields.

PYGRL60 also creates employee income and deduction authorization records in files PYPPIE and PYPDE as applicable.

## PYGRL70

PYGRL70, Perform Income Calculations, processes each income record, PYPTE, and performs the following:

- Calculates employee income amounts in file PYPTE based on the income calculation method
- Resolves the general ledger labour expense account numbers, as described in the “Period Ending Functions” chapter
- Validates the resolved labour expense account number if the *Edit Method for Labour Expense Account* field in Cycle Controls is a value other than **N** (do not edit)

If the account number is not in file GLPCH or is a statistical account, PYGRL70 places an appropriate message in field TEEMSG, which is printed on the Trial Register

- Adjusts accumulators with respect to income hours and/or amounts, based on income controls
- Calls custom calculation programs
- Updates appropriate fields in the PYPTN record

**Caution:** Because of the complexity of program PYGRL70, Infinium Software recommends that you refrain from customizing this program.

## Custom Income Calculation

If a custom income calculation program is specified in field ICPROG of the Income Control file, PYGRL70 calls that program at this point in processing, passing the parameters below.

Parameter	Comments
Employer	

Parameter	Comments
Cycle	
Period Ending Date	Hundred year format
Employee Number	
Cheque Sequence Number	01-99, relative number of cheque for employee within cycle
Cheque Date	Hundred year format
Income Code	
Amount Calculated (TEAMT)	Returned value
Rate Calculated (TERATE)	Returned value
Hours Calculated (TEHRS)	Returned value
Base Amount Accumulated	
Base Hours Accumulated	
Segment	

**Note:** Any manually entered values will override system-calculated values, including custom calculations.

Infinium Software provides shell program PYGICUST with Infinium PY.

## PYGRL75

### PYGRL75, Process Adjustments Part Pay Period

This program creates adjustment TE income transactions to account for salary changes during the pay period or for parts of the pay period the employee was not employed. These transactions are usually negative. For example if an employee's salary is increased from 1000 to 1300 effective midway through a pay period, then an adjustment transaction of -150 is created. This offsets the normal new pay transaction of 1300 so that correct pay of 1150 is received for the entire period

The program uses the value in the TNCTYP field to determine the type of adjustment processing, for example, leaver, pay change, and so on (see earlier section for values).

## PYGRL76

### PYGRL76, Company Sick Pay

## PYGRL80

PYGRL80, Perform Deduction Calculations, performs all pay deduction calculations, including tax calculations, renewable limits and arrears processing. This program processes each deduction record, PYPTD, and performs the following:

- Calculates employee deduction amounts in file PYPTD based on the deduction calculation methods
- Adjusts accumulators with respect to deduction amounts, based on deduction controls
- Calls specialized and custom calculation programs
- Updates appropriate fields in the PYPTN record, for example TNNET

**Caution:** Because of the complexity of program PYGRL80, Infinium Software recommends that you refrain from customizing this program.

### Custom Deduction Calculation

If a custom deduction calculation program is specified in field DCPROG of the Deduction Control file, PYGRL80 calls that program at this point in processing, passing the parameters below.

Parameter	Comments
Employer	
Cycle	
Period Ending Date	Hundred year format
Employee Number	
Cheque Sequence Number	01-99, relative number of cheque for employee within cycle
Cheque Date	Hundred year format
Deduction Code	
Employee Amount Calculated (TDDAMT)	Returned value
Employer Amount Calculated (TDCAMT)	Returned value
Base Amount Accumulated	
Base Hours Accumulated	

**Note:** Any manually entered values will override system-calculated values, including custom calculations.

Infinium Software provides shell program PYGDCUST with Infinium PY.

## PYGRL90

PYGRL90, Perform Cheque Sequencing, performs the following processing:

- Enters values for cheque sequencing in each PYPTN record based on the *Cheque Sequence* method assigned in Cycle Controls. The cheque sequencing fields in TN are TTTT1–4.
- Determines whether a cheque should be printed based on the *Prt Zero Pound Cheques* field in Employer Controls. Places an appropriate value in the TNWRIT field.

## PYGMG30

PYGMG30, Extract employee pay messages, performs the following processing:

- Reads the PYPMG file for any messages for that employee and inserts up to 4 messages into 4 x 80A message fields. These 4 fields are passed back to PYGRL20 where they are used to update fields TNMSG1-4 on the PYPTN record.

## PYGRL100

Cash Analysis program. This creates cash requirements records in the file PYPCR if an employee is paid in cash. If a cash round up amount has been set up in the Cash Analysis control (perhaps to nearest whole currency unit), then the program creates an additional TE record of type \*TWRU (this week's round up amount) and also updates the employees \*LWRU (last week's round up) deduction with the same amount. So the employee receives the round up amount this week and the system will deduct it next week.

## Custom After

If a custom cycle processing program is specified in field CYGARE of the Cycle Controls file, PYGREL calls that program at this point in processing, passing the parameters below.

Parameter	Comments
Employer	

---

**Cycle**

---

**Period Ending Date****Hundred year format**

---

Infinium Software provides shell program PYGCYCLE with Infinium PY.

**Trial Register Request**

If a trial register is requested as part of the release job, PYGREL calls the programs listed in the “Print Trial Register” section of this part.

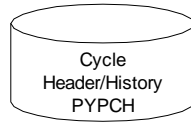
**Update PYPCH**

At the end of release, PYGREL changes CHLVL to **3**. However, if a trial register is requested as part of the release job and the trial register edits are successful, CHLVL is changed to **4** instead of **3**.

After all requested processing is complete, PYGREL changes the CHCD1 field to blank (Inactive).

---

**Interactive Prompt**



(CHLVL = 2)

**Submits to Batch**

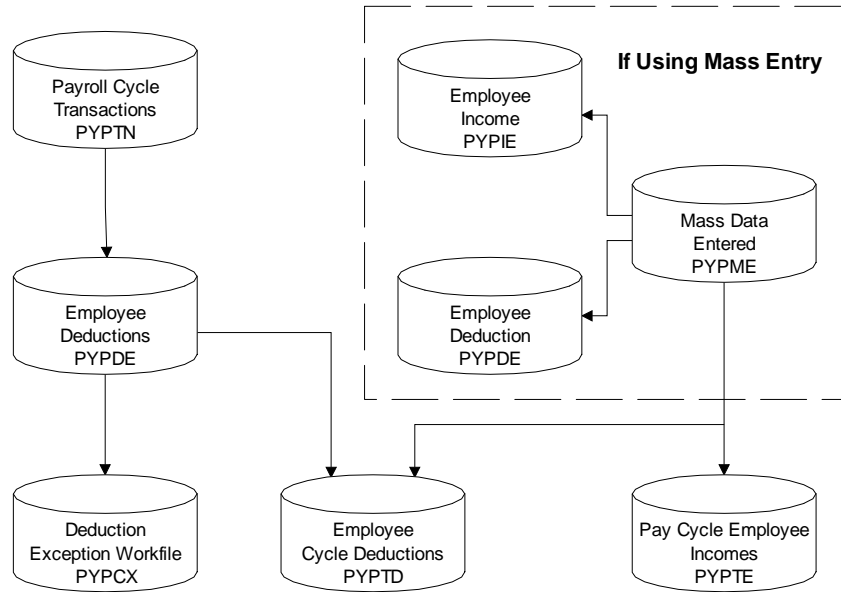
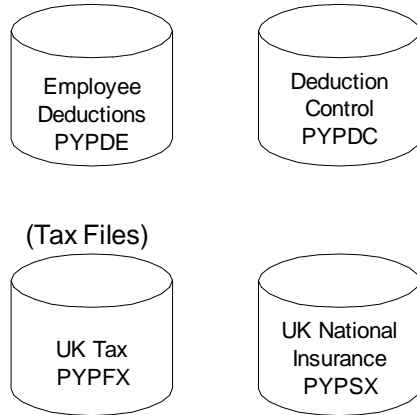


Figure 3-10: Release Timesheet Input to Cycle

**Files Used to Calculate Deductions**



**Files Used to Calculate Income**

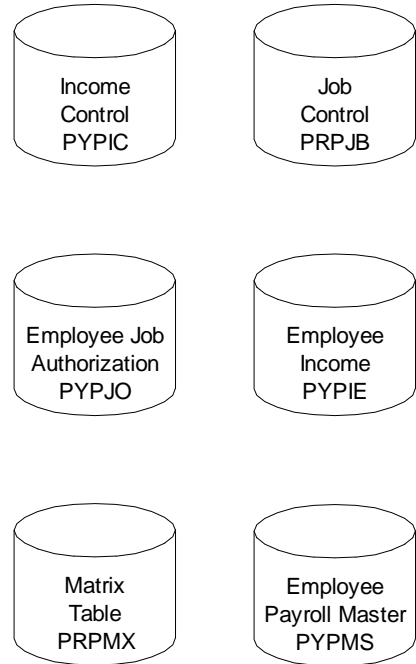


Figure 3-11: Release Timesheet Input to Cycle (Continued)



## Print Trial Register

This function produces a register showing how payroll cheques will be calculated and what deductions will be taken.

If no errors exist, the last page of the Trial Register report displays the message:

Cycle contains no errors – may be posted.

If errors exist, they must be corrected and the *Print Trial Register* function must be rerun before the cycle can be posted.

If you are running the Trial Register, you can run it with option 1 = errors only. This will substantially reduce the time to run the Trial since it processes only the employees that had errors on the original run, or any employees who have been processed with the *Update Cheques* function.

**Note:** Keep your Trial Register report until payroll posting has completed. The information is essential for error recovery from a system crash during Post and Print processing.

- 1 From the Infinium PY main menu select *Payroll Processing*.
- 2 Select *Release Payroll Cycle*.
- 3 Select *Print Trial Register* [PTR].

## Interactive Processing

PYGPS10, Payroll Cycle Select Prompt, displays a list of cycles available for the trial register option. For each cycle selected, moves J (Job Queue) to CHCD1 and submits a batch job.

## Batch Processing

The diagram below summarizes the programs that are called during the batch portion of *Print Trial Register* processing.

---

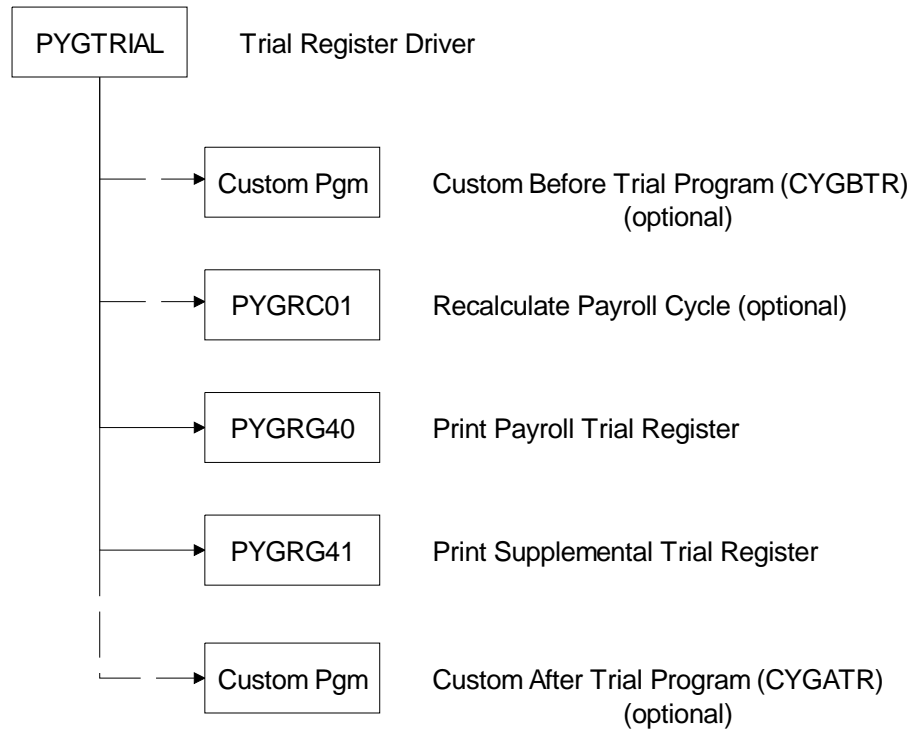


Figure 3-12: Trial Register driver

## PYGTRIAL

PYGTRIAL, Trial Register Driver, moves **A** (Active) to CHCD1 and controls the batch processing of the *Print Trial Register* option by calling the programs below.

### Custom Before

If a custom cycle processing program is specified in field CYGBTR of the *Cycle Controls* file, PYGTRIAL calls that program.

Parameter	Comments
Employer	
Cycle	
Period Ending Date	Hundred year format

Infinium Software provides shell program PYGCYCLE with Infinium PY.

## PYGRC01

PYGRC01, Recalculate Payroll Cycle, is executed only if cheque recalculation is requested by specifying \* in the *Opt* field. The recalculate feature is commonly used when a control file change, such as to income or deduction amounts, affects a large number of employee cheques.

This recalculate function does NOT delete and recreate the TD employee deductions workfile, although it does recalculate the existing TD records (Employee deduction amounts). If you require all deductions to be deleted and recreated, for example if a deduction has been omitted for a large group of employees, then you need to use the *Rerelease cycle* feature in *Cycle Support Functions*.

PYGRC01 begins processing by verifying that the CHLVL field is 3 and changing the CHCD1 field to A (Active).

PYGRC01 calls the following programs to recalculate gross to net amounts:

- PYGRL70, Perform Income Calculations
- PYGRL75, Process Adjustments Part Pay Period
- PYGRL80, Perform Deduction Calculations
- PYGRL90, Perform Cheque Sequencing
- PYGMG30 Extract employee pay messages
- PYGRL100, Cash Analysis Calculation program

After processing is complete, PYGRC01 changes the CHCD1 field to blank (Inactive).

## PYGRG40

PYGRG40, Print Payroll Trial Register, prints the following Trial Register reports:

- Payroll Trial Register – prints messages for invalid General Ledger accounts as an error or warning, based on the *Edit Method for Labour Expense Account* field in Cycle Controls.
- Trial Register Exception Report

## PYGRG41

PYGRG41, Print Supplemental Trial Register, if requested

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**PYGRL120**

PYGRL120, Cash Analysis Bank Summary Report, if necessary

**PYGRL85**

PYGRL85, Excess Tax Free Pension Exception Report. This will report any employees whose total pension contributions exceed the allowable percentage of gross pay

**Custom After**

If a custom cycle processing program is specified in field CYGATR of the Cycle Controls file, PYGTRIAL calls that program at this point in processing, passing the parameters below.

<b>Parameter</b>	<b>Comments</b>
Employer	
Cycle	
Period Ending Date	Hundred year format

Infinium Software provides shell program PYGCYCLE with Infinium PY.

**Update PYPCH**

If edits are successful, program PYGTRIAL changes CHLVL to **4**. If errors are found, it changes CHLVL to **3**.

After all requested processing is complete, PYGTRIAL changes the CHCD1 field to blank (Inactive).

---

---

# Update Cheques

This function allows additions, changes, or deletions of individual employees' cheques to be made interactively, prior to posting. For example, you can use this function to correct errors detected during the *Print Trial Register* function. This function updates cheque data contained in the PYPTN, PYPTE, and PYPTD files and uses exactly the same calculation programs as the main batch payroll process.

The system automatically maintains an audit log of all the changes made by users in this function. This includes all the before and after values of all income and deduction changes, and any deletions and additions. This audit data is output to file PYPAZ. Field AZRTYP is used to indicate whether the record is an income or a deduction.

If the changes require cheque recalculation, such as changes to income or deduction amounts, the affected cheques can be recalculated in either the *Update Cheques* or *Print Trial Register* option, as follows:

- *Update Cheques*. Use this option for small numbers of cheques. Use one of the following methods to recalculate cheques:
  - Specify option 3 to recalculate an employee's cheque.
  - Specify the *Recalculate* function F13 when adding or updating a cheque.
  - If you make any changes within the *Update Cheques* option, the system requires you to rerun the Trial Register for at least the employees concerned and Option 1, = Error, Trial Register.
- *Print Trial Register*. Use this option for larger numbers of cheques
  - To recalculate cheques, specify \* in the *Opt* field.

- 1 From the Infinium PY main menu select *Payroll Processing*.
- 2 Select *Update Cheques*.
- 3 Select *Update Cheques* [UC].

## PYGTR20

PYGTR20, Interactive Cheques Facility, begins processing by changing CHLVL to 3 and moving A (Active) to CHCD1.

---

## Release Programs

PYGTR20 calls the following programs from the Release Timesheet Data process, as appropriate:

- PYGRL70, Perform Income Calculations
- PYGRL75, Process Adjustments Part Pay Period
- PYGRL80, Perform Deduction Calculations
- PYGRL90, Perform Cheque Sequencing
- PYGMG30 Extract Employee Pay Messages
- PYGRL100, Cash Analysis Calculation

The above programs are described in the “Release Timesheet Data to Cycles” section earlier in this chapter.

## GLGCH15

If a time entry record (PYPTE) is created or changed and the account field (TEACCI) is nonblank, PYGTR20 calls program GLGCH15 to validate the general ledger account number.

## Audit Report

Any changes that have been made using the above procedure are included in an automatic audit report produced after the user exits from the Update Cheques function. Details of changes made are written to the PYPAZ file, Update Cheques Audit.

## Update PYPCH

After all requested processing is complete, PYGTR20 changes the CHCD1 field to blank (Inactive).

**Note:** When a cycle is selected for processing in this menu option, program PYGTR20 changes CHLVL to 3 whether or not cheques are actually updated. Therefore, the *Print Trial Register* option must be run before the cycle can be posted.

---

---

## Post Cycles and Print Cheques

This function completes the cycle process by updating the employee income, deduction and payroll balances, writing the appropriate history records, printing cheques, direct deposit vouchers, and registers.

- 1 From the Infinium PY main menu select *Payroll Processing*.
- 2 Select *Post Cycle and Print Cheques*.
- 3 Select *Post Cycles and Print Cheques* [PCPC].

**Caution:** Updates should not be made to employee data while the Post and Print job is running.

## Test Cheque Printing

The *Test Cheque Printing* option (under Menu Level 1 *Payroll Processing*, Menu Level 2 *Miscellaneous Operations*) allows you to test your custom payroll cheque/pay slip and BACS advice print programs.

This option simulates Post and Print processing. It spools cheques with **\*VOID\*** printed in the cheque amount field, but it does not update files.

This option is useful in the following situations:

- Before going live
- Testing new releases of Infinium HR/PY
- Whenever the custom print programs are modified

## Interactive Processing

PYGPS15, Payroll Cycle Posting Prompt, displays a list of cycles available for posting. For each cycle selected, this program performs the following:

- Edits parameters entered
  - Stores the *G/L Meth* field in CHPERM and the *Accrual %* field in CHPERA. These fields are used during GL Close processing, which is described in the “Period Ending Functions” chapter.
-

- Moves J (Job Queue) to CHCD1 and submits a batch job

## Batch Processing

The following diagram summarizes the main programs that are called during the batch portion of Post Cycles and Print Cheques for current year processing.

Figure 3-13: Programs for batch processing during post and print cycles

### PYCPOST

PYCPOST, Post Cycles and Print Cheques Driver, performs the following:

- Calls PYGPOST, which returns control and passes parameters to PYCPOST
- Prepares files that are used in shared open data paths
- Performs record blocking overrides
- Calls programs that perform posting and printing functions

PYCPOST calls a number of programs, as follows:

- PYGPOST, Retrieve Control Information
  - Custom Before Post program (if specified)
  - PYGRG50A, Initialise Cycle Posting Process
  - PYGRG50F, Assign Cheque Numbers
  - PYGRG50S, Update SMP, SAP and SPP Information
  - PYGLT40, Update Employee PTO Actual Taken
  - ACCPG (see below)
  - PYGRG50, Post Payroll Cycle and Print Payroll Register
  - PYGRG51 or Custom Cheque/Payslip/Voucher program
  - PYGRG54, Print Cheque Register, if requested
  - PYGRG54G, Print GIRO Cheque Register, if requested
  - PYGRG50C, Print Pre-Post Cycle Registers
  - PYGRG58, Update Tax Liability Data
  - PYGRG55, Print Cycle Income Report
  - PYGUCA10, Update Cheques Audit Report
-



- PYGSSP90 Update SSP History
- Custom After Post program (if specified)
- Custom After Post, SMP, SAP and SPP program (if specified)
- Custom After Post, SSP program (if specified)
- PYGCCAE, Print Community Charge Attachment Statements
- PYGRG52, Purge Payroll Cycle Workfiles

### Shared Open Data Paths

The files involved in shared open data paths are as follows:

PYLCHPYLTN    PYLCO    PYLTNC  
 PYLDCPYLTDD    PYLIC    PYLTDP    PYLIS

**Caution:** If you use custom coding for these files, make sure that either the calling program or the called program saves the file pointers upon entry and restores them to their original values before return.

### PYGPOST

PYGPOST, Retrieve Control Information, moves **P** (Pre-Post) to CHCD1, retrieves control information such as names of payslip printing programs and passes these as parameters back to PYCPOST.

### Custom Before

If a custom cycle processing program is specified in field CYGBPS of the Cycle Controls file, PYCPOST calls that program at this point in processing, passing the following parameters:

Parameter	Comments
Employer	
Cycle	
Period Ending Date	Hundred year format

Infinium Software provides shell program PYGCYCLE with Infinium PY.

**Note:** This custom program is an appropriate place to perform file backup before posting begins. You can back up the entire database or you can back up the files listed on the “Post and Print Crash Worksheet” in the “Technical

Support of Cycle Processing” chapter, as well as any other files updated by your custom programs that execute during the Post and Print function.

## PYGRG50A

PYGRG50A, Initialise Cycle Posting Process, reads the Income Controls and Deductions Controls files. For each income (PYPTE) or deduction (PYPTD) in the cycle, if a special cycle report program is specified, PYGRG50A calls the program, passing the following parameters:

Parameter	Comments
Employer	
Cycle Code	
Period Ending Date	Hundred year format
Income or Deduction Code	As applicable

Infinium Software provides the following cycle report programs with Infinium PY:

- PYGIC001 (income) – Employee amounts
- PYGDC001 (deduction) – Employee amounts only
- PYGDC002 (deduction) – Employee and Employer amounts

## PYGRG50F

PYGRG50F, Sequence Cheques and Assign Cheque Numbers, performs the following functions:

- Assigns pay advice numbers to the PYPTN file.
- Determines the starting pay advice number for this cycle, as follows:

For paycheques:

- If the *Cheque No. Prompt* field is specified on Cycle Controls or overridden in the *Prompt Oper* field on the Post Payroll Cycle prompt screen, PYGRG50F sends a message to the operator to confirm/enter the starting number.
- If *Cheque No. Prompt* is not specified or overridden, PYGRG50F uses the starting cheque number specified on the prompt screen.
- If *Cheque No. Prompt* is not specified or overridden and the starting cheque number is not specified on the prompt screen, PYGRG50F accesses file PYPCA to obtain the next cheque number to be used.

For BACS payments PYGRG50F accesses file PYPCA with \*DD to obtain the next pay advice number to be used.

For GIRO payments PYGRG50F accesses file PYPCA with value \*GIRO to obtain the next pay advice number to be used.

For CASH payments PYGRG50F accesses file PYPCA with \*CASH to obtain the next pay advice number to be used.

- Updates file PYPCA with the next pay advice number to be used.

## PYGRG50S

PYGRG50S, Update SMP, SAP and SPP Information, updates the payment schedule records in the PYPSP files as being paid SMP, SAP and SPP and prints an appropriate register.

## PYGLT40

PYGLT40, updates the Employee Paid-Time Off Accrual records with absence that is recognised during the Post process.

## PTO Accrual Program (PYGCPTO)

If a PTO accrual processing program has been defined on the cycle control (field CYACCR) then this is called here. The Infinium standard PTO accrual processing program is PYGCPTO. This name must be entered on the cycle control if you want this standard program called. Note that this is only relevant if you require your PTO accruals to be updated from actual hours worked payroll data. If your PTO accruals are table-based, then do not enter a PTO program name on the cycle control. Instead you should use the *Mass Update PTO Entitlements* function in Infinium HR.

## PYGRG50

PYGRG50, Post Payroll Cycle and Print Payroll Register, performs the following functions:

- Posts payroll cycle processes one cheque at a time from files PYPTN, PYPTE, and PYPTD. As each record is processed, this program moves 1 to the record posted flag (TNPOST, TEPOST, TDPOST) in case a re-start is necessary.

Post and print error recovery is described in the “Technical Support of Cycle Processing” chapter.

- Prints the Payroll Register as each record is processed.
-

- Updates records in the following files:

File	Description	From
PYPMS	Payroll Master	(from PYPTN)
PRLAO	Additional Employee Positions File	(from PYPTE)
PRPMS	Basic Data	(from PYPTE)
PYPDE	Deduction Authorization	(from PYPTD)
PYPNJ	NI Contrib. History (YTD balance for each letter)	(from PYPTD)
PYPNK	Employee NI History (details for each period)	(from PYPTD)
PYPCH	Cycle History	
PYPIE	Income Authorization	(from PYPTE)
PYPIH	Income by Levels	(from PYPTE)

- Creates history and cheque reconciliation records:

File	Description	From
PYPCL	Cheque Ledger	(from PYPTN)
PYPRC	Cheque Reconciliation	(from PYPTN)
PYPIL	Income Ledger	(from PYPTE)
PYPDL	Deductions Ledger	(from PYPTD)

Creates cheque and pay slip printing work records, for use in cheque and pay slip printing program PYGRG51, by summary code.

File	Description	From
PYPCZ	Cheque Header	(from PYPTN)
PYPIZ	Income (Summarized)	(from PYPTE)
PYPDZ	Deduction (Summarized)	(from PYPTD)
PYPLZ	Income summarised for each level	

File	Description	From
PYPHW	Employee Hours Worked	

- Calls PYGRG50V for void transactions – updates data in:

File	Description	From
PYPCL	Cheque Ledger	(from PYPTN)
PPYPRC	Cheque Reconciliation	(from PYPTN)

**Caution:** Because of the complexity of program PYGRG50, Infinium Software recommends that you refrain from customizing this program.

### PYGRG51 or Custom Program

PYGRG51, Print Payroll Cheques, is the program Infinium Software provides with Infinium PY. However, you can use your own custom program by specifying it in the Cheque Format field CAFORM of the Bank Account Control file, PYPKA. You first need to set up Cheque formats as employer codes of type 'CFM' for example CCHK. The system then adds the prefix PYG to your cheque format code and then tries to call it as a program, for example, PYGCCHK.

You should set up your program to receive the following parameters:

Parameter	Comments
Job Control Name	These fields make up the Task Coupling File key. They are concatenated into a single 28-byte field which is passed to your program.
IBM Interactive Job #	
Date	
Time	

### PYGRGDD or Custom Program

PYGRGDD, Print BACS Payslips, is the program Infinium Software provides with Infinium PY. However, you can use your own custom program by specifying it in field CAFORM of the Bank Account Control file, PYPKA. You first need to set up Cheque formats as employer codes of type 'CFM' for example CCHK. The system then adds the prefix PYG to your cheque format code and then calls it as a program, for example, PYGCCHK.

You should set up your program to receive the following parameters:

<b>Parameter</b>	<b>Comments</b>
Job Control Name	These fields make up the Task Coupling File key. They are concatenated into a single 28-byte field which is passed to your program.
IBM Interactive Job #	
Date	
Time	

### Custom Giro Cheque Printing

For employees paid by Giro cheque, you can use your own custom program by specifying it in field CAFORM of the \*GIRO Bank Account Control file, PYPKA.

You should set up your program to receive the following parameters:

<b>Parameter</b>	<b>Comments</b>
Job Control Name	These fields make up the Task Coupling File key. They are concatenated into a single 28-byte field which is passed to your program.
IBM Interactive Job #	
Date	
Time	

---



## Cash Payslip Printing

For employee paid by cash, you can use your own custom payslip program by specifying it in field CAFORM of the \*CASH Bank Account Control file, PYPKA.

You should set up your program to receive the following parameters:

Parameter	Comments
Job Control Name	These fields make up the Task Coupling File key. They are concatenated into a single 28-byte field which is passed to your program.
IBM Interactive Job #	
Date	
Time	

### PYGRG54

PYGRG54, Print Cheque Register, if requested.

### PYGRG54G

PYGRG54G, Print Giro Cheque Register, if requested.

**PYGRG50C**

PYGRG50C, Print Special Cycle Registers, prints the following registers:

- Deductions Not Taken Register
- Arrears Register
- Renewable Limits Reached Register

**PYGRG58**

PYGRG58, Update Tax Liability Data, writes one record to the Tax Liability file, PYPXL, for each deduction that begins with \*. This file contains one record per employer liability for the cycle.

**PYGRG55**

PYGRG55, Print Cycle Income Report

**PYGUCA10**

PYGUCA10, Update Cheques Audit Report

**PYGSSP90**

- PYGSSP90 Update SSP history
- This program processes the SSP transactions in file PYPST that were used in the Close SSP to Payroll function and creates SSP history records in files PYPSH and PYPST.

**Custom After**

If a custom cycle processing program is specified in field CYGAPS of the Cycle Controls file, PYCPOST calls that program at this point in processing, passing the following parameters:

<b>Parameter</b>	<b>Comments</b>
Employer	
Cycle	
Period Ending Date	Hundred year format

Infinium Software provides shell program PYGCYCLE with Infinium PY.

---



### Custom After Post SMP, SAP or SPP Program

If a custom SMP, SAP or SPP program is specified in field COSMPP of the Employer Controls file, PYCPOST calls that program at this point in processing, passing the following parameters:

Parameter	Comments
Employer	
Cycle	
Period Ending Date	Hundred year format

### Custom After Post SSP Program

If a custom SSP program is specified in field COSSPP of the Employer Controls file, PYCPOST calls that program at this point in processing, passing the following parameters:

Parameter	Comments
Employer	
Cycle	
Period Ending Date	Hundred year format

### PYGCCAE

PYGCCAE, Print Community Charge and Council Tax Attachment of Earnings Statements

### PYGRG52

PYGRG52, Purge Payroll Cycle Workfiles after Posting, performs the following functions:

- Deletes cycle work records from file PYPTN
- Updates the following fields on the PYPCH record:

Total number of employees Total hours worked Total gross pay Total deductions Total net pay Total number cheques

- Changes CHLVL to 5
- Changes CHCD1 to blank (Inactive)

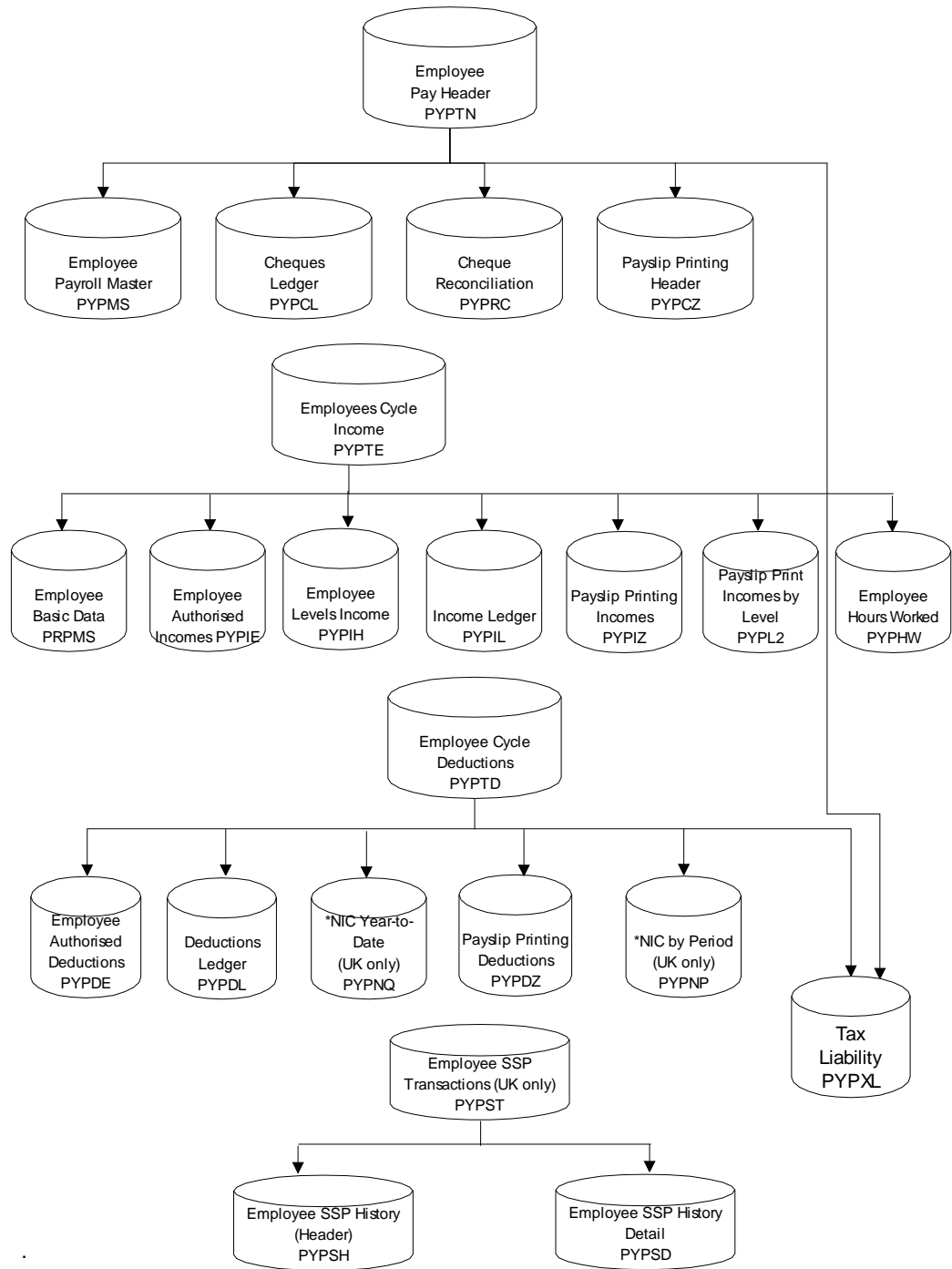


Figure 3-14: Infinium PY Post and Print Files

## Void Transactions

This function provides the ability to void cheques and payments that have been posted. Voids can be processed by cheque number, by employee, or by a range of cheques or for all cheques in a cycle/period ending date. A void entered in error can be returned to its original status with this facility. All transactions are reversed by the Void process returned to its original status.

**Note:** Cheques issued through the *On-Demand Cheques* function cannot be returned to its original status voided through the *Void Transactions* function. They must be voided through *On-Demand Cheque* functions.

- 1 From the Infinium PY main menu select *Payroll Processing*.
- 2 Select *Void Cheques*.
- 3 Select *Void Transactions* [VT].

Two options are available within this function:

- Option 2: void and reissue
- Option 4: void

### Option 2: Void and Reissue

Option 2 performs a void and reissue. This function is designed to be used when the original cheque is lost or damaged.

This operation creates a void TN header record into the selected void cycle, with reversing entry TE and TD transactions from the detail income history (IL) and deduction history (DL) files for the cheque(s) being voided. It creates a reissue TN header record with a new set of entries in TE and TD with the previous values. For example if the payment to be voided had an income of 25 and a deduction of 10, then a TE record is created for -25 and a TD record with -10 and a new payment is created with TE income of 25 and a TD deduction of 10.

**Note:** Do not use Option 2 to void and reissue BACS transfer payments, since the resulting reissued payments will not be picked up by the Extract BACS data function. Instead you should use Option 4 to void the transaction and then either issue a manual cheque in place of the BACS payment or create a new BACS transaction to be processed in the next cycle.

---

**Caution:** Option 2 creates an exact duplicate of the original payment's income and deduction transactions. It uses a new cheque number and uses the cheque and period ending dates from the cycle processing the void. This cheque should not be modified through the *Update Cheques* option or unpredictable results could occur.

## Option 4: Void

Option 4 performs a void. This function will create reversing entries for the original payment. It creates a void TN header record into the selected void cycle with reversing entry TE and TD transactions from the detail income history (IL) and deduction history (DL) files for the payment (s) being voided. For example, if the payment to be voided had an income of 25 and a deduction of 10, then a TE record is created for -25 and a TD record with -10.

When the void cycle is posted, the reversing entries restore the employee income and deduction balances to their prior values. These reversing entries also flow through to CL , DL and IL history.

If you want to create a new payment for the employee to replace the voided payment, you should use the *Enter On-Demand Cheques* option.

**Note:** Create a cycle named **VOID** and process voids through that cycle only. This will keep like entries together for accounting and balancing purposes.

## Processing

PYGVD20, Void Transactions Facility, indicates Void, or Void and Reissue.

PYGVD20 begins processing by changing the CHCD1 field to **A** (Active).

When Option 2 is specified, PYGVD20 creates reversing entry TE income records and TD deductions records and then calls the following programs to calculate the payment:

- PYGRL70, Perform Income Calculations
- PYGRL80, Perform Deduction Calculations
- PYGRL90, Perform Cheque Sequencing

After processing is complete, PYGVD20 changes the CHCD1 field to blank (Inactive) and changes the CHLVL field to **3** if it was **4** at the start of the job.

---

If the value is reset from 4 to 3, the *Print Trial Register* option must be rerun before the cycle can be posted.

---

## On-Demand Cheques Functions

The following *On-Demand Cheques* functions are available:

- *Enter On-Demand Cheques* – This function performs all processing necessary to produce a cheque, including editing, release calculations, posting, printing, and file maintenance.
  - *Print On-Demand Registers* – This function produces reports for on-demand cheques and performs related file maintenance.
-

## Enter On-Demand Cheques

You can use this interactive option to generate on line payroll cheques or payments, including BACS transfers. You can also create a cheque payment for a BACS paid employee with this function. You can only use cycles which have been set up as on-demand cycles, identified by 1 in the *On Demand Cycle* field (CYODCC).

- 1 From the Infinium PY main menu select *Payroll Processing*.
- 2 Select *On-Demand Cheques*.
- 3 Select *Enter On-Demand Cheques* [EOC].

Through the *Select Action* field, the user can specify one of the following actions:

- 1 Calculate only
- 2 Manual cheques - Calculate and update cheque history
- 3 Print cheques - Calculate and update cheque history

Access to the above actions is controlled through the *Update User Security Controls* function.

This function produces an On-Demand Audit report similar to the Payroll Register.

**Note:** To void on-demand cheques, you must use this function. You cannot use the *Void Transactions* option to void on-demand cheques.

## Interactive Processing

The following diagram summarizes the programs that are called during the *Enter On-Demand Cheques* option.

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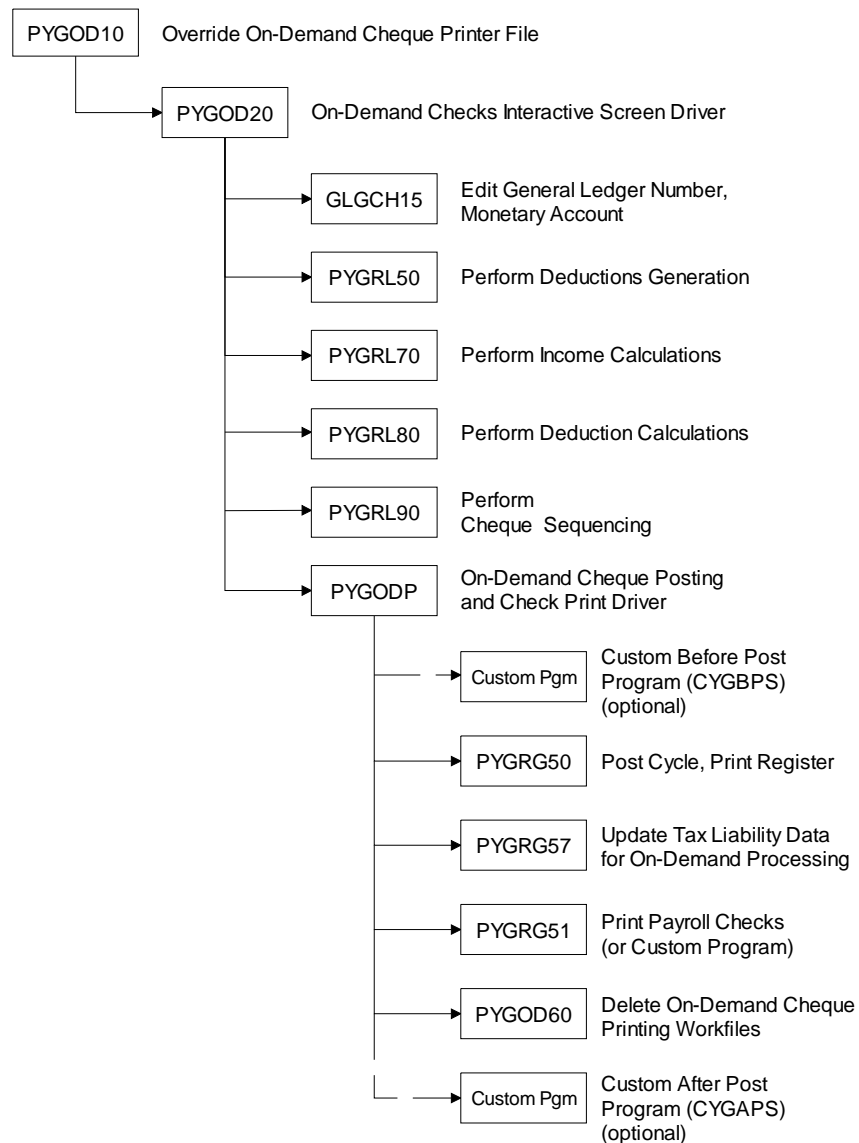


Figure 3-15: Programs called during Enter On Demand process

## PYGOD10

PYGOD10, *Override On-Demand Cheque Printer File*, calls AMGCOVER to override the printer files for PYTRG51, PYTRG51A, PYTRGDD, PYTRGGI and PYTOD20. PYGOD10 then calls PYGOD20.

Even though the *Enter On-Demand Cheques* function uses the printer file PYTRG51, you must create a printer control record for value \*ODC. This method allows you to define the \*ODC printer control as an exact match of PYTRG51 or you can change parameters for the \*ODC control such as the



output queue so that on-demand cheques are sent to a different printer than for a normal batch run of payroll cheques.

## PYGOD20

PYGOD20, On-Demand Cheques Interactive Screen Driver, controls interactive processing, writes records to PYPTN, PYPTE, and PYPTD as appropriate, and calls programs as shown in the previous diagram.

To void an on demand cheque, PYGOD20 creates offsetting records in the PYPTN, PYPTE, and PYPTD files.

## PYGRL50

PYGRL50, Perform Deductions Generation, creates employee deduction records in file PYPTD based on deduction frequency specified in Deduction Controls, PYPDE.

Because the on-demand function does not use the *Begin Cycle* option, deduction exclusion processing (through the PYPCX file) is not applicable for on-demand cheques.

You can use this function also to create BACS payments or you can choose to override the normal BACS payment and create a cheque instead for the employee.

This program is described earlier in the “Release Timesheet Data to Cycles” section.

## PYGPAYE

PYGPAYE, PAYE Tax Analysis window

## PYGRL70

PYGRL70, Perform Income Calculations, processes each income record, PYPTE, as described earlier in the “Release Timesheet Data to Cycles” section.

## PYGRL75

PYGRL75, Process Adjustments Part Pay Period is described earlier in the “Release Timesheet Data to Cycles” section.

---

### PYGRL76

PYGRL76, Company Sick pay Processor is described earlier in the “Release Timesheet Data to Cycles” section.

### PYGRL80

PYGRL80, Perform Deduction Calculations, processes each deduction record, PYPTD, as described earlier in the “Release Timesheet Data to Cycles” section.

### PYGRL90

PYGRL90, Perform Cheque Sequencing, enters a value for cheque sequencing in the PYPTN record and determines whether a cheque should be printed, as described earlier in the “Release Timesheet Data to Cycles” section.

### GLGCH15

GLGCH15, Edit General Ledger Number, validates the account number entered in the *G/L Account* field.

### PYGTAXWK

PYGTAXWK, Calculate and return tax week/month number

### PYGFWKED

PYGFWKED, Edit Fiscal Week Number

### PYGODP

PYGODP, On-Demand Cheques Posting and Cheque Print Driver, calls programs as shown in the previous diagram.

### Custom Before

If a custom cycle processing program is specified in field CYGBPS, of the Cycle Controls file, PYGODP calls that program, as described earlier in the “Post Cycles and Print Cheques” section.

---

**PYGTM21**

PYGTM21, Clear Individual Current Cycle Data

**PYGRG50S**

PYGRG50S, Update SMP, SAP and SPP Information is described earlier in the "Post Cycles and Print Cheques" section.

**PYGRG50**

PYGRG50, Post Payroll Cycle and Print Payroll Register, is called if the cycle is a current year cycle. Processing for this program is described earlier in the "Post Cycles and Print Cheques" section.

**PYGRG57**

PYGRG57, Update Tax Liability Data, writes one record to the Tax Liability file, PYPXL, for each deduction that begins with \*. This file contains one record per employer liability for the cycle.

**PYGRG51 or Custom Program**

PYGRG51, Print Payroll Cheques, is the program Infinium Software provides with Infinium PY. However, you can use your own custom program by specifying it in field CAFORM of the Chequeing Account Control file, PYPKA.

**PYGOD60**

PYGOD60, Delete On-Demand Cheque Printing Workfiles, deletes records from the cheque printing workfiles, PYPCZ, PYPIZ, and PYPDZ.

**Custom After**

If a custom cycle processing program is specified in field CYGAPS, of the Cycle Controls file, PYGODP calls that program, as described earlier in the "Post Cycles and Print Cheques" section.

---

## Print On-Demand Registers

You can use this function to produce reports for all On-Demand cheques produced since the last time this print function was activated. After the reports are printed, this function deletes the related data.

- 1 From the Infinium PY main menu select *Payroll Processing*.
- 2 Select *On-Demand Cheques*.
- 3 Select *Print On-Demand Registers* [POR].

## Interactive Processing

PYGPS12, Print On-Demand Registers Prompt, displays a list of On-Demand cycles, validates the user's authority to the cycles selected, and submits a batch job for each cycle selected.

## Batch Processing

The following diagram summarizes the programs that execute during the batch portion of *Print On-Demand Registers* processing. The On-Demand programs are defined to the menu option as Job Details.

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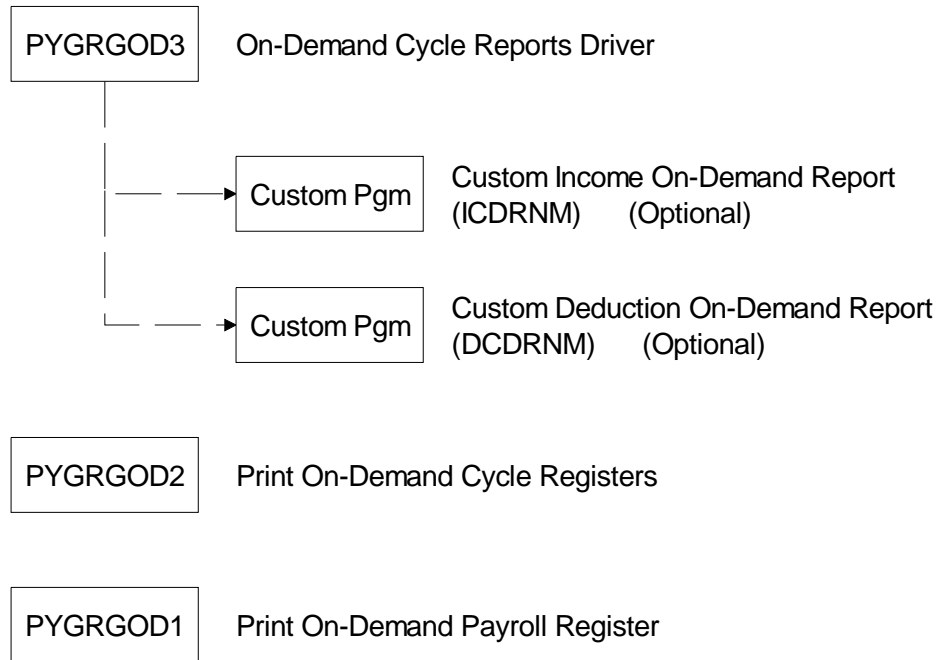


Figure 3-16: Programs that executes during printing On Demand process

### PYGRGOD3

PYGRGOD3, On-Demand Cycle Reports Driver, reads the Income Controls and Deduction Controls files for the selected cycle. For each income (PYPTE) or deduction (PYPTD) in the cycle, if a special on-demand report program is specified, PYGRGOD3 calls the program, passing the following parameters:

Parameter	Comments
Employer	
Cycle Code	
Period Ending Date	Hundred year format
Income or Deduction Code	As applicable

Infinium Software provides the following on-demand report programs with Infinium PY:

- PYGID001 (income) – Employee amounts
- PYGDD001 (deduction) – Employee amounts only
- PYGDD002 (deduction) – Employee and Employer amounts

## PYGRGOD2

PYGRGOD2, Print On-Demand Cycle Registers, prints the following registers for the selected cycle:

- Deductions Not Taken Register (PYTRGOD2)
- Arrears Register (PYTRGOD3)
- Renewable Limits Reached Register (PYTRGOD4)

## PYGRGOD1

PYGRGOD1, Print On-Demand Payroll Register, prints the payroll register for the selected cycle and deletes the related records from files PYPTN, PYPTE, and PYPTD.

# Retrospective Pay Processing

Retrospective Pay Processing provides automated calculation of retrospective pay increases payable to a group of employees as a result of a backdated pay agreement.

## Setup Requirements

Before using the Retrospective Pay Processing options, establish the following control information:

- Income Controls to be associated with retrospective pay
- Employer Codes to be associated with code type **AGR**, Agreement code
- Income Reporting Groups (IRG) if paying multiple incomes

## Retrospective Pay Table, PYPRB

Retrospective pay processing uses the Retrospective Pay Table file, PYPRB, in which you identify the pay increases. This file uses the above mentioned agreement codes and income codes.

You can use the *Update Retro Pay Tables* option (Menu Level 1 *Cycle Operations*, Menu Level 2 *Retrospective Pay Processing*) to maintain the PYPRB file. Use F16 to establish the starting date of the back pay calculation

## Calculating Retrospective Pay Amounts

During the *Calculate Retro Pay Increases* option, the system calculates retrospective pay by processing the income history records for every employee with an entry for the income code and worked job code in the Retrospective Pay Table, PYPRB.

This option allows you to process a specific employee, active employees only, all employees, nonactive employees only, or to delete all retrospective transactions. You can use the option for simulation purposes or for actual

---

processing of retrospective pay. You can run this option at any time and as often as needed.

The system uses values in the Retrospective Pay Table, PYPRB, to determine how to calculate the first pay period if the effective date is different from the pay period beginning date.

- If *First Period Factor* is specified, the system uses the Income History file, PYPIL, to retrieve pay information.

The system writes a record of the increase amount in the Retrospective Pay Transactions file, PYPRP, for each applicable Income History record.

If you run the calculation again for the same agreement, the system deletes the existing PYPRP records and writes new records with the recalculated amounts.

## Closing Retrospective Pay Amounts to Payroll

Before you can run the *Close Retro Pay to Payroll* or *Trial Close Retro Pay to Payroll* option, you must run the *Begin Cycle* option, which identifies the employees to be included in the cycle.

During the *Close Retro Pay to Payroll* option, program PYGRP50 uses the data in file PYPRP to create employee income records in file PYPTE. The system places the income code associated with retrospective pay, RPRINC, into the employee income code field, TETYPE.

PYGRP50 creates income authorization records in the PYPTE file as applicable to authorize the employees to the retrospective income code, RPRINC.

PYGRP50 reads records in file PYPRP that match the requested employer and agreement code. PYGRP50 processes records that meet the following conditions:

- RPSTAT is 1 (active employee).
- The associated employee record in PYPMS is assigned to the cycle requested on the Close Retro Pay to Payroll screen.
- A cheque header record exists in file PYPTN for the employee.

Once a PYPRP record has been processed and the appropriate PYPTE record has been created, PYGRP50 deletes the record from PYPRP.

PYGRP50 also creates a report of retrospective pay amounts closed to payroll.

---



**Note:** The *Trial Close Retro Pay to Payroll* option produces a report of retrospective pay amounts that will be closed to payroll. It does not update the PYPTE or PYPRP files.

## Notes

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# Chapter 4 Technical Support of Cycle Processing

# 4

This chapter includes an overview of the functions that are available for technical support of Cycle Processing within Infinium HR/PY, as well as error recovery procedures for situations such as incorrectly entered data, missing spool files, or a failed post and print job.

The chapter consists of the following topics:

<b>Topic</b>	<b>Page</b>
Overview	4-2
Reorganizing Cycle Workfiles	4-3
Performing Cycle Support Functions	4-4
Guidelines for Performing Error Recovery	4-9
Correcting an Incorrect Date – Pay Date (Cheque Date)	4-10
Correcting an Incorrect Date – Accounting Month	4-11
Correcting an Incorrect Date – Accounting Year	4-13
Correcting an Incorrect Date – Period End Date	4-14
Reprinting Cheques/Payslips or BACS Transfer Advices	4-16
Recreating a BACS Transfer File or Tape	4-19
Correcting Cheque Numbers	4-20
Recovery from a Post and Print Crash	4-23
Post and Print Crash Worksheet	4-29

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## Overview

Technical support of cycle processing involves the following types of activities:

- Reorganizing cycle work files to optimize processing time
- Performing cycle support functions to override the various stages of cycle processing
- Performing error recovery procedures to correct incorrectly entered data, reprint cheques or BACS transfer advices, recreate a BACS transfer file or tape, and recover from a post and print job that ended abnormally, for example, due to a power outage or disk crash

## Objective

At the completion of this chapter you should be familiar with Cycle Processing technical support issues.

---

## Reorganizing Cycle Workfiles

You can optimize your cycle processing time by deleting unnecessary records from your cycle workfiles and reorganizing them. You can do this by running the *Reorganize Cycle Workfiles* option on a regular basis.

For further details about this function, refer to the “File Maintenance” chapter.

---

## Performing Cycle Support Functions

Through this function you can override the various stages of cycle processing.

**Caution:** Because the *Cycle Support Function* option allows manual override of the cycles, use extreme care when using this function. Only supervisors should have access to this menu option.

- 1 From the Infinium PY main menu select *PY Supervisors Functions*.
- 2 Select *Cycle Support*.
- 3 Select *Cycle Support Functions [CSF]*. The system displays a screen similar to Figure 4-1.

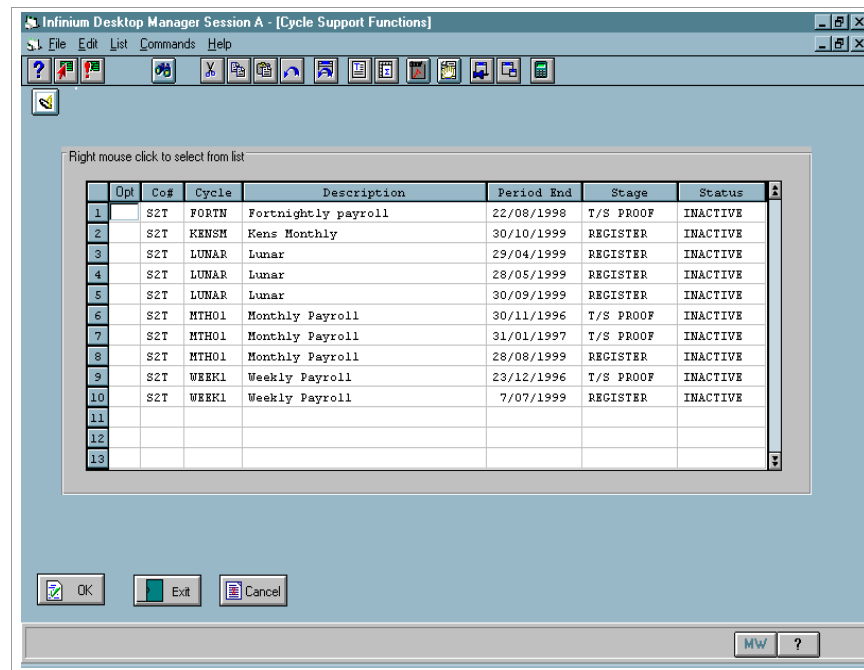


Figure 4-1: Cycle Support Functions screen

- 4 Select *List* from the Toolbar. The system displays a list of options. Program PYGPS20 controls the processing specified in the list or on the screen based on one of the following options:
  - Reset Status Flag

In this option program PYGPS20 calls PYGRS01, which resets the status of the cycle, CHCD1, to blank (Inactive). This flag must be reset before restarting any cycle process that ended abnormally. You would also use this option if a cycle was submitted to the JOBQ and was then canceled from the JOBQ.

- Recalculate Cycle

You use this option to recalculate a cycle. Program PYGPS20 calls program PYGRC01. This program calls the normal payroll calculation programs, which use existing PYPTD, PYPTN, and PYPTE records to recalculate gross to net amounts.

For more information about program PYGRC01, please refer to the “Print Trial Register” topic in the “Technical Overview of Cycle Processing” chapter.

- Rerelease Cycle

You can use this option to clear all deductions for the cycle and then generate new deductions and recalculate gross to net employee amounts. Note that this function does not delete the income transactions. These remain as they were, including those that were changed or added in the Update Cheques function.

Program PYGPS20 calls program PYGRR01, which reruns the entire release process, as follows:

- Resets CHLVL to 2 (In proof), changes CHCD1 to A (Active)
  - Calls the custom cycle processing program if specified in CYGBRE of the Cycle Controls file
  - Calls the custom SMP, SAP and SPP program and the SSP program if specified in COSMPR and COSSPR of the Employer Controls file
  - Deletes all deduction records from file PYPTD except for mass entered deductions (M in the TDPOST field)
  - Reads the PYPTN file and calls the following programs for each PYPTN record in the selected cycle, passing appropriate PYPTN fields in the parameter string:
    - PYGRL50, Perform Deductions Generation
    - PYGRL60, Merge Mass Entry Data
    - PYGRL70, Perform Income Calculations
    - PYGRL75, Process Adjustments Part Pay Period
    - PYGRL76, Company Sick Pay Processor
    - PYGRL80, Perform Deduction Calculations
-

- PYGMG30 Extract Employee Pay Messages
- PYGRL90, Perform Cheque Sequencing
- PYGRL100, Cash Analysis calculation program
- Calls the custom cycle processing program if specified in CYGARE of the Cycle Controls file
- Resets CHLVL to 3 (Released), changes CHCD1 to blank (Inactive)

For more information about the release programs, please refer to the “Release Timesheet Data to Cycles” topic in the “Technical Overview of Cycle Processing” chapter.

**Note:** After the rerelease, you must re-enter any manual deductions that were made through the *Update Cheques* option.

- Set Stage to Release

This option bypasses the Prove Timesheet Data step, making the cycle eligible for the Release Timesheet Data step. When you select this option, program PYGRS01 is called which resets CHLVL to 2 (In Proof).

**Note:** This option is not recommended for normal processing.

- Set Stage to Register

This option bypasses the Release Timesheet Data step, making the cycle eligible for the Print Trial Register step. When you select this option, program PYGRS01 is called which resets CHLVL to 3 (Released).

**Note:** The only time this option should be used is for a Void cycle which would not need to run the Release Timesheet Data process.

- Set Stage to Posting

This option bypasses the Print Trial Register step, making the cycle eligible for the Post Cycles and Print Cheques step. When you select this option, program PYGRS01 is called which resets CHLVL to 4 (Trial Register).

**Caution:** Because this option bypasses the creation of a Trial Register, which is needed for error recovery, this option is not recommended for normal processing.

- Cancel Cycle

This option allows you to cancel the entire cycle so that you can start over again.

Program PYGPS20 calls PYGKC15 which cancels the cycle as follows:

---



- 5 Moves the prior cycle data to the current cycle for the appropriate records in files PYPDE and PYPDE, as follows:

Data in this file is moved...	To this file
IEPCPY	IECPAY
IEPCHR	IECHRS
IEPOVR	IECOVR
IEPCAL	IECCAL
DEPCEE	DEDCUR
DEPCER	DECCUR
DEPCBA	DECBAS
DEPCAL	DECCAL
DEDPOV	DEDCOV
DECPOV	DECCOV

PYGKC15 zeroes out the prior cycle data for the appropriate records in files PYPDE and PYPDE for the following fields:

- IEPCPY, IEPCHR, IEPOVR
  - DEPCEE, DEPCER, DEPCBA, DEDPOV, DECPOV
- 6 Processes the cycle header in file PYPCH:
- Deletes the cycle history record
  - Resets CHLVL to blank, making the cycle available as a future cycle
- 7 Deletes data from the following cycle workfiles:

PYPTN	PYPCX
PYPTT	PYPWX
PYPTE	PYPCZ
PYPTD	PYPIZ
PYPTSH	PYPDZ
PYPTSWRK	PYPCR
PYPPS	

- 8 Resets Daily Time records in PYPWK:
- Resets the Segment field, WKSEG, to zero
  - Resets the Period Ending field, WKPENH, to zero
  - Resets the Close to PY flag, WKPYCL, to blank

**9 Resets Mass Entered Time records in PYPME:**

- Resets the Period Ending date, MEPENH, to zero
- Resets the Cycle code, MECY to blank
- Resets the Posted flag, MEPOST to blank

**10 Resets Closed to Payroll flags on SSP transactions:**

- Resets the Period Ending date, STPENH and STPENE, to zero
- Resets the Closed to Cycle code, STPYCL to blank
- Resets the Closed to Payroll Cycle code, STPYC to blank

**11 Resets Closed to Payroll flags for retrospective pay:**

- Resets the Closed to Payroll, RPCLOS to blank

**12 Calls PYGLT50 which cancels absences previously closed to payroll****13 Calls PYGTR15 which cancels terminations previously closed to payroll**

**Note:** Because the *Release Timesheet Data* option deletes mass entered data from file PYPME after it is processed, the mass entered data for a cycle will be lost if the cycle is deleted or canceled after the release.

---

# Guidelines for Performing Error Recovery

The general guidelines below apply to each of the specific error recovery procedures outlined in the remainder of this chapter.

## 1 Determine what happened

Determine how the problem occurred and the scope of the problem.

## 2 Analyze your problem

In your analysis of the problem, use the instructions in this chapter to determine factors that affect how you can recover from the error.

**Note:** Your analysis should include any related customization.

## 3 Determine corrective action

Where alternative methods of correction are available, determine the method that is appropriate for you.

## 4 Call Tech Support

Call Infinium PY Technical Support to review your recovery plan for completeness and accuracy.

---

## Correcting an Incorrect Date – Pay Date (Cheque Date)

Case: The wrong pay date was entered during Begin Cycle processing.

Assumptions: The error recovery procedures below are based on the following assumptions:

- Cycle Controls were not set up to edit the date.
- There have been no tax table changes which would cause different calculations based on the incorrect cheque date.

### Procedure before Post and Print

If Post and Print has not been run, correct the following cheque date fields and continue with normal processing.

File	Field
PYPCH	CHCDH, CHCDD, CHCD8

**Note:** If there have been tax table changes, and the incorrect date causes the program to use the wrong tax table entry, and the cycle has been released, recalculate the cycle from the *Cycle Support Functions* option after you correct the above date fields.

### Procedure after Post and Print

If Post and Print has been run, perform the following procedure:

#### Procedure

Void the cycle and rerun it with the correct date.

Remember to void the cycle using the originally entered date. Then rerun the cycle from the beginning, using the correct date.

---

## Correcting an Incorrect Date – Accounting Month

Case: The wrong accounting month was entered during Begin Cycle processing.

Assumption: You have not yet run the *Close to General Ledger* option.

### Procedure before Post and Print

If Post and Print has not been run, correct the following accounting month field and continue with normal processing.

File	Field
PYPCH	CHFMON

### Procedure after Post and Print

If Post and Print has been run, correct the following accounting month fields for each employee in the cycle.

File	Field
PYPCL	CLFMON
PYPDL	DLFMON
PYPIL	ILFMON
PYPCH	CHFMON

### Alternate Scenario

If you have already run the *Close to General Ledger* option but have not yet transferred data from the interface file to the General Ledger system, correct the following field in the interface file. Use the employer, cycle, and period ending date fields to determine the records to be changed.

<b>File</b>	<b>Field</b>
PYPAC	ACMNTH

---

## Correcting an Incorrect Date – Accounting Year

Case: The wrong accounting year was entered during *Begin Cycle* processing.

### Procedure before Post and Print

If Post and Print has not been run, correct the following accounting year field and continue with normal processing.

File	Field
PYPCH	CHFYZ

### Procedure after Post and Print

If Post and Print has been run, correct the following accounting year fields for each employee in the cycle.

File	Field
PYPCL	CLFYR
PYPDL	DLFYR
PYPIL	ILFYR
PYPCH	CHFYZ

### Alternate Scenario

If you have already run the *Close to General Ledger* option but have not yet transferred data from the interface file to the General Ledger system, correct the following field in the interface file. Use the employer, cycle, and period ending date fields to determine the records to be changed.

File	Field
PYPAC	ACYEAR

## Correcting an Incorrect Date – Period End Date

Case: The wrong period ending date was entered during Begin Cycle processing.

Assumptions: The error recovery procedures below are based on the following assumptions:

- Cycle controls were not set up to edit the date.
- This is not a void cycle.
- You are not using Benefits Administration.
- Starting dates and ending dates are not used in your income and/or deduction records.

### Procedure before Post and Print

If Post and Print has not been run, cancel the cycle and restart from Begin Cycle processing, especially if the incorrect date caused errors with respect to Auto Pay generation.

#### Alternate Scenario 1

If you are using Benefits Administration, changes in benefit plan enrollments may have been passed to Infinium Payroll incorrectly based on the period end date entered. Review the Enrollments to Deductions Register that is generated during *Begin Cycle* processing to determine the deduction records updated. You will need to manually correct the erroneous records by updating the employee deductions.

#### Alternate Scenario 2

If the starting or ending dates have been used on income and/or deduction controls, incomes and/or deductions may have incorrectly started or ended as a result of the incorrect period end date.

---



## Procedure after Post and Print

If Post and Print has been run, correct the following period ending date fields for each employee in the cycle.

File	Field
PYPCL	CLPENH, CLPEND, CLPEN8
PYPDL	DLPENH, DLPEND, DLPEN8
PYPIL	ILPENH, ILPEND, ILPEN8
PYPCH	CHPENH, CHPEND, CHPEN8
PYPRC	RCPENH, RCPEND, RCPEN8
PYPXL	XLPENH, XLPEND, XLPEN8
PYPSS	SDPENH and SDPENE

If *Post-Assign Cheque Numbers* has also been run, correct the fields listed on the previous page and the following period ending date fields:

File	Field
PYPOE	OEPENH
PYPOF	OFPENH, OFPEND, OFPEN8

## Reprinting Cheques/Payslips or BACS Transfer Advices

Case: The spool file for cheques/pay slips must be recreated. Possible reasons are:

- The spool file was deleted before cheques/pay slips were printed.
- Cheques/pay slips were printed on standard computer paper instead of correct stationery.

Assumptions: The recovery procedure below is based on the following assumptions:

- The reorganize cycle workfiles function has not been run for this date. That is, records for this cycle exist in files PYPIZ, PYPDZ, and PYPCZ.
- Your custom printer file programs do not update any Infinium HR/PY files.
- You are either not using cheques, or, if you are then the cheque numbers in the spool file match the preprinted cheque numbers on the cheque stationery to be used.

### Procedure

Use the *Reprint Pay Slips* function on the menu. This was a new option in Infinium HR Release 10.1 APC-A. If it is not yet on your menu, you need to follow the steps below to add it.

- 1 From the Infinium Application Manager main menu select *Job Controls*.
- 2 Use the information in the table below to complete the fields on this screen.

Field	Value
<i>System</i>	<b>PY</b>
<i>Release/Modification</i>	<b>10 1</b>
<i>Job name</i>	<b>PYCYB030</b>
<i>Job type</i>	<b>X</b>

- 3 Press Enter.

- 4 Use the information in the table below to complete the fields on this screen.

Field	Value
<i>Description</i>	<b>Reprint Payslips</b>
<i>Pass Parameters</i>	<b>Y</b>
<i>Job Processing</i>	<b>B</b>

- 5 Press Enter twice.
- 6 In the *Entry Panel* field, type **PYGPS30** and press Enter.
- 7 Type the following entries in the window.

Seq	Command	Parameter
<b>10</b>	<b>OVRPRTF</b>	<b>PYTRGDD</b>
<b>20</b>	<b>OVRPRTF</b>	<b>PYTRG51</b>
<b>30</b>	<b>OVRPRTF</b>	<b>PYTRG51A</b>
<b>40</b>	<b>OVRPRTF</b>	<b>PYTRGGI</b>
<b>50</b>	<b>OVRPRTF</b>	<b>PYTRGCA</b>
<b>60</b>	<b>CALL</b>	<b>PYGRGDD</b>
<b>70</b>	<b>CALL</b>	<b>PYGRG51</b>
<b>80</b>	<b>CALL</b>	<b>PYGRGGI</b>
<b>90</b>	<b>CALL</b>	<b>PYGRGCA</b>

- 8 Press F3. Then type **1** in the Exit Options window and press Enter. The system saves your changes and returns you to the Infinium Application Manager main menu.

## Linking the New Job Control to Your User Menu

After you create the job controls, follow the steps below to link the controls to your Infinium PY menu.

- 1 From the Infinium Application Manager main menu select *Systems and Versions*.
- 2 Type **5** in the *Option* field next to PY and press Enter.
- 3 Press F7 to work with versions.

- 4 Type **8** and press Enter to work with your appropriate version's menu.
- 5 Add menu entries by typing the following.

<b>Seq</b>	<b>Job Name</b>
<b>XXX</b>	<b>PYCYB030</b>

---

- 6 Press Enter twice.
- 7 Press F3. Then type **1** in the Exit Options window and press Enter. The system saves your changes and returns you to the Infinium Application Manager main menu. The system displays the new options on the chosen version's menu.

### Alternate Scenario

The cheque numbers in the spool file do not match the preprinted cheque numbers on the cheque stationery to be used. For example, the cheque stock in the printer was not properly aligned when cheques were printed.

After following the above procedure, run the *Post-Assign Cheque Numbers* option to reassign the cheque numbers in the history and reconciliation files (PYPCL, PYPIL, PYPDL, and PYPRC) to reflect the actual numbers used for the entire cycle.

**Caution:** In this scenario, the preprinted cheque numbers on the cheque stationery will not match the Infinium Software assigned cheque numbers printed on the cheques.

---

## Recreating a BACS Transfer File or Tape

Case: The BACS transfer file must be recreated.

Assumption: Cycle processing has been completed for all data that should be on the tape.

### Procedure

Run the function *Enable BACS Re-extract* for the employer, cycle and period ending date and pay date. This will reset the DLBFLG flag field on the BACS type deduction records in file PYPDL so that the Extract BACS data function can be re-run.

**Caution:** When you run the *Extract BACS Transfer Data* function, all the previously extracted BACS data will be deleted.

---

## Correcting Cheque Numbers

Case: You are using pre-printed cheque stationery and the cheque numbers assigned by the system do not match the actual cheque numbers on the cheques.

### Procedure

Use the following procedure to correct cheque numbers:

- 1 Use the *Post-Assign Cheque Numbers* option to submit a batch job to adjust the cheque numbers in the PYPCL, PYPIL, PYPDL, and PYPRC files to match the numbers actually used. Screen prints on the following pages illustrate the corrections needed for the above examples.
- 2 Use the *Update Bank Account Controls* option to verify that the *Next Cheque No.* field is accurate.

The following examples illustrate how to use the *Post-Assign Cheque Numbers* option to correct cheque numbers.

#### Example 1

The system assigned cheque numbers 305 to 309 to the cycle. The printer jammed at cheque number 308 and destroyed cheque numbers 308 to 314. It then continued printing cheques physically numbered 315 and 316.

System Generated Cheque Numbers	Physical Cheque Numbers
305	305
306	306
307	307
308	315
309	316

- 1 From the Infinium PY main menu select *Payroll Processing*.
  - 2 Select *Miscellaneous Operations*.
-

3 Select *Post-Assign Cheque Numbers* [PACN]. The system displays a screen similar to Figure 4-2.

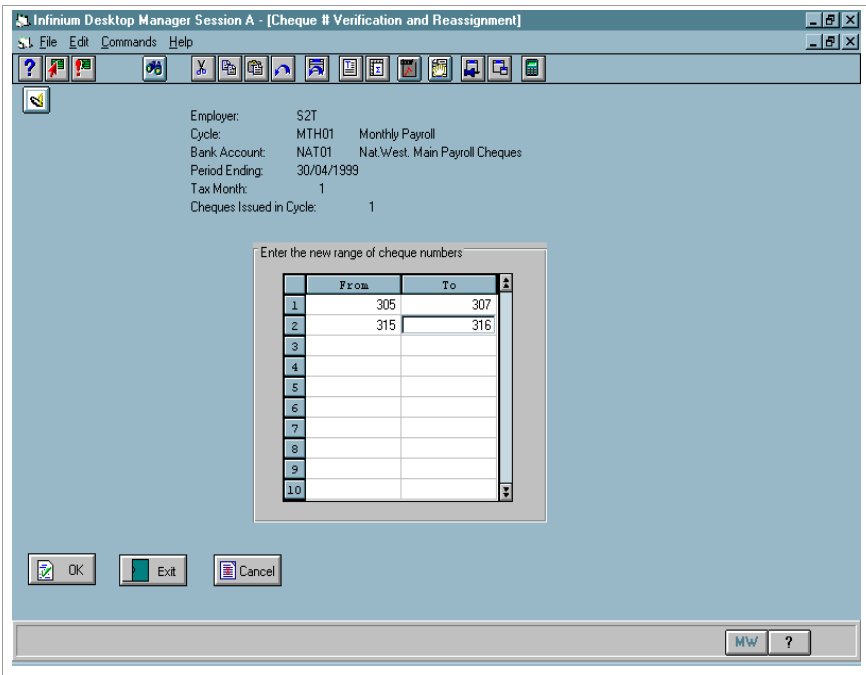


Figure 4-2: Cheque # Verification and Reassignment screen - Example 1

Remember to type the actual cheque numbers used in the *From* and *To* fields. Do this for all cheques in the cycle, as illustrated above.

Example 2

The system assigned cheque numbers 305 to 309 to the cycle. The actual cheque numbers were printed starting at number 306.

System Generated Cheque Numbers	Physical Cheque Numbers
305	306
306	307
307	308
308	309
309	310

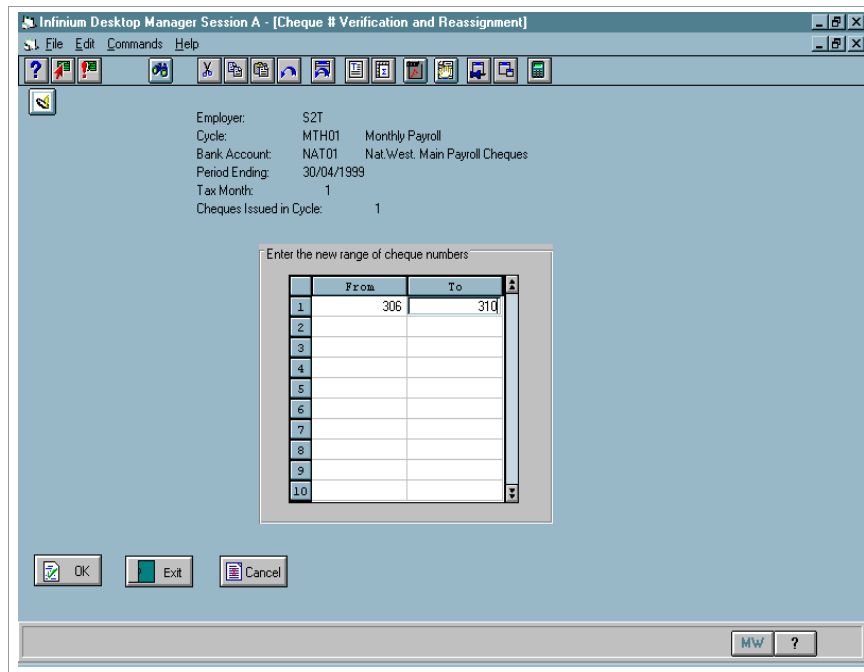


Figure 4-3: Cheque # Verification and Reassignment Screen - Example 2

Remember to type the actual cheque numbers used in the *From* and *To* fields. Do this for all cheques in the cycle, as illustrated above.



## Recovery from a Post and Print Crash

Case 1: You sustain a full power failure or disk head crash while the *Post and Print Payroll* function is executing.

Case 2: Someone cancels the job while it is running.

Assumptions: The error recovery procedure that follows is based on the following assumptions:

- You have placed on hold any Post Cycles and Print Cheques and Close to General Ledger jobs that are in the job queue waiting to run.
- For the records in the cycle being posted, you have some form of pre-post image of the following files. (This assumes backup files do not exist.)
- At least one employee transaction has been completely posted.
- You have completed a copy of the “Post and Print Crash Worksheet,” which is printed on the page following this recovery procedure.

**WARNING!** You should not attempt to use these guidelines without the help of a Infinium Software Technical Support representative. With technical support’s assistance and these guidelines, you can confirm that your employees’ pay records will be processed correctly.

### Procedure if Backup Files Exist

If you have a backup of your Infinium HR/PY database, typically called HRDBFA or HRDBCT, or a ‘before Post’ backup of the files listed on the worksheet, and if no other cycles have been accessed since the backup occurred, perform the following:

- 1 Restore your files.
  - 2 Access *Cycle Support Functions* to reset the status flag to inactive.
  - 3 Rerun the *Post Cycles and Print Cheques* function.
-

## Procedure If Backup Files Do Not Exist

In this case, your recovery procedure depends on whether the program that was executing during the crash was PYGRG50, the program that actually posts the payroll cycle and updates files.

To review the Post and Print program flow, please see the “Post Cycles and Print Cheques” section in the “Technical Overview of Cycle Processing” chapter.

### Before or after program PYGRG50

If the system crashed before PYGRG50 began or after it completed, perform the following recovery steps:

- 1 If the crash occurred during or after program PYGRG58, delete any records that were written for this cycle to the Tax Liability file, PYPXL.
- 2 Access the *Cycle Support Functions* option to reset the status flag to ‘inactive’.
- 3 Rerun the *Post Cycles and Print Cheques* function, entering a starting cheque number on the prompt screen that matches the starting cheque number of the original Post and Print.

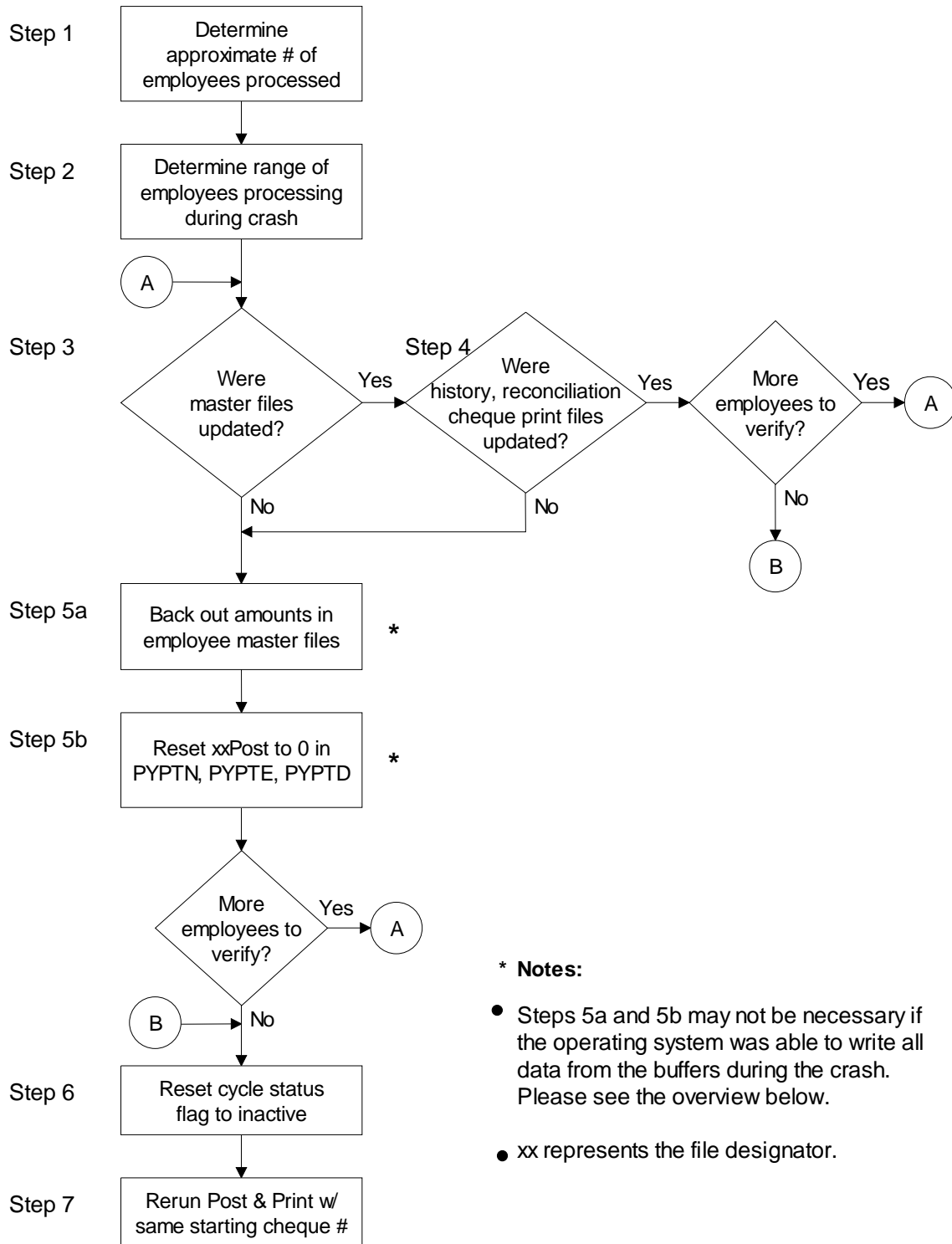
**WARNING!** When you resubmit the cycle, you must enter a correct starting number to ensure the correct cheque numbering sequence. The starting cheque number on the Post Payroll Cycle prompt screen must match the starting cheque number of the original Post and Print.

### During program PYGRG50

If the system crashed during execution of program PYGRG50, the possibility exists that some records that are buffered during the Post and Print process were not written to their files, causing some cycle data to be partially processed. Before you can restart the Post and Print job, you must identify and correct this data, as described in the following pages:

---

### Recovery from Post and Print Crash



The crash will impact only one employee transaction and one of that employee's incomes or deductions. Program PYGRG50 contains recovery

logic that is designed to resume processing when only one employee's data is affected. It determines where processing stopped and continues from that point.

By completing Steps 1 through 4, you can determine whether manual corrections are required.

### Step 1

Determine which employee was being processed at the time of the crash, by comparing the information in the Payroll Register with the Trial Register. You can also confirm the last employee transaction in the PYPTN file to be successfully updated. This is the last record to have a 1 in the TNPOST field.

### Step 2

Using SQL, Infinium QY or the IBM System i Query facility, review the potentially affected employee's PYPTE and PYPTD records. Base your enquiry on the cycle key (employer, cycle and period end date and employee number).

Determine whether that employee's TE incomes and TD deductions were posted. If the TEPOST or TDPOST flag equals 1, the income or deduction was posted.

### Step 3

For this employee you will also need to determine whether the data in their related master files has been updated.

Updated records will reflect the year-to-date amounts from this cycle.

To determine year-to-date gross, income, and deduction amounts, perform the following manual calculation:

	YTD Amount from prior period Payroll Register
+	Amount from Void Register, if applicable
+	Amount from On Demand Register, if applicable
+	Amount from Trial Register

---

= YTD Amount for current period

Verify the year-to-date amounts in the following files:

- PYPTE, Income Authorization file
  - PYPDE, Deduction Authorization file
-

- PYPMS, Payroll Master file

**Note:** If any record does not reflect the year-to-date amounts from this cycle, that employee's cheque has been partially posted. Proceed to Step 5 for instructions on backing out partially posted records.

## Step 4

For the potentially affected employee, determine whether the appropriate records have been written to the history, cheque reconciliation, and cheque printing files, as listed below.

File	Description
PYPIL	Cheque History Income File (Income Ledger)
PYPDL	Cheque History Deduction File (Deduction Ledger)
PYPCL	Cheque History File (Cheque Ledger)
PYPRC	Cheque Reconciliation File
PYPCZ	Cheque Printing Workfile (Cheque Header)
PYPIZ	Cheque Printing Income Workfile (Summarized)
PYPDZ	Cheque Printing Deduction Workfile (Summarized)

Use SQL, Infinium QY or the IBM System i Query facility to review the above files. (To review history, you can use logical files PYLCLD, PYLILK and PYLDLL. You can also access this data through the *Display Employee Pay History* option.) Each enquiry should be based on employer, cycle, period end date and the employee number.

Records must exist in these files for all transactions that are listed on the payroll register. If any record is missing from one of these files, that employee's payment/cheque has been partially posted.

## Step 5

If the employee's payment was only partially posted, you need to manually adjust that employee's data to look as it did before the Post and Print job began by doing the following:

- 1 Back out data from the appropriate fields in the related master files, as follows:

File	Menu Option	Comments
PYPMS <sup>1</sup>	Correct Employee YTD Totals	Use values from Step 3.

File	Menu Option	Comments
PYPIE <sup>1</sup>	Correct Employee Income Data	Use values from Step 3.
PYPIX <sup>1,2</sup>	Correct Employee Income-Multitax	Use values from Step 3.
PYPIH	Correct Income Data by Level	Use values from pre-post image of PYPIH.
PYPDE <sup>1</sup>	Correct Employee Deduction Data	Use values from Step 3.

- 2 Manually reset the post flags, TNPOST, TDPOST and TEPOST to 0. As a result, during the resubmitted Post and Print job, PYGRG50 will recognize that this employee's cheque must be reprocessed.

**Note:** It is not necessary to delete records from the history, reconciliation, and cheque printing files for partially posted employees. If a record already exists, program PYGRG50 does not write it again.

## Step 6

Access *Cycle Support Functions* to reset the status flag to inactive.

## Step 7

Rerun the *Post Cycles and Print Cheques* function, entering a starting cheque number on the prompt screen that matches the starting cheque number of the original Post and Print.

After posting is complete, verify the employee data of employee transactions that were affected by the crash.

**WARNING!** When you resubmit the cycle, you must enter a correct starting number to ensure the correct cheque numbering sequence. The starting cheque number on the Post Payroll Cycle prompt screen must match the starting cheque number of the original Post and Print.

**Note:** The payroll registers printed from the two partial runs may not balance. You can run a current cycle register to reflect the entire cycle (Menu Level 1: Cycle Operations; Menu Level 2: Miscellaneous Functions; Menu Level 3: Print Current Payroll Register).

# Post and Print Crash Worksheet

What caused the crash?

---

Has the problem been resolved?

---

What program was executing when the crash occurred?

---

**Note:** If a program other than PYGRG50 was executing, skip to Step 9. If program PYGRG50 was executing, continue with Step 4.

Do you have a "Before Post" backup of the library, typically HRDBFA?

---

Or, do you have a "Before Post" backup of the following files? \_\_\_\_\_

PYPIL, PYPDL, PYPCL, PYPMS, PYPIE, PYPIH, PYPDE, PYPRC, PYPCH, PRPMS, PYPTN, PYPTE, PYPTD, YPCZ, YPIZ, YPDZ, YPME, PYPTSH, PYPTSWRK, PEPMS, PEPTR, PYPTT, YPCX, YPXL, YPNQ (NI history), and YPNP (NI history by period).

Have any other cycles been accessed since these files were backed up?

---

What was the original starting cheque number?

---

How many employees and transactions were processed on the Trial Register? \_\_\_\_\_

How many employees and transactions have been processed on the Payroll Register? \_\_\_\_\_

Do you have access to the following:

File	Yes	No
Payroll Register		
Trial Register		
Job Log		

<b>File</b>	<b>Yes</b>	<b>No</b>
Prior Period Payroll Register		
On Demand Registers		
Void Registers		

Before proceeding, call Technical Support to assure that your recovery plan is correct.

---



---

# Chapter 5 Period Ending Functions

# 5

This chapter contains a technical overview of Period Ending Functions and recovery procedure for a general ledger close crash.

The chapter consists of the following topics:

<b>Topic</b>	<b>Page</b>
Overview	5-2
General Ledger Close	5-3
Recovery from a General Ledger Close Crash	5-18
General Ledger Close Crash Worksheet	5-19
Calendar Month Close	5-20
Quarterly Close	5-22
Annual Close	5-24
Fiscal Year Close	5-28

---

## Overview

Period Ending Processing involves:

- Closing and transferring transactions to a general ledger.
- Closing the month, or quarter, or year, or fiscal year. From a data viewpoint this comprises moving the current balances for the applicable period to the prior period balances and then the current period balance will be zero.

In addition to describing Period Ending Processing, this chapter describes the procedure to follow for recovery from a general ledger close crash, for example, due to a power failure or disk head crash.

## Objective

At the end of this chapter you should be familiar with the processing performed within Period Ending Functions.

---

# General Ledger Close

The *Close to General Ledger* function reads the payroll history files and writes the appropriate records to the Accounting Transactions File, PYPAC.

## Transactions

The following chart illustrates the transactions that take place as a result of the *Close to General Ledger* function:

### General Ledger Accounts

Ledger	Labour Expense	Accrued Payroll	Cash	Employee Deduction Liability	Employer Deduction Expense	Employer Liability
Labour Expense Distribution	Debit	Credit				
Cash Disbursements		Debit	Credit			
Employee Deductions		Debit		Credit		
Employer Liabilities					Debit	Credit

## Accounts Involved

Infinium PY determines each general ledger account, as follows:

GL Account	How Determined
Labour Expense Account	Labour Expense Hierarchy
Accrued Payroll Account (sometimes known as salaries control account)	Level 1 Control or Employer Control
Cash Account	Bank Account Control
Employee Deductions Account	Liabilities/Deductions Hierarchy
Employer Expense Account	

GL Account	How Determined
------------	----------------

Employer Liabilities Account	
------------------------------	--

## Account Resolution

An account number consists of components that typically correspond to Infinium PY controls such as a level control. An example of an account structure and its components is shown below.

```

*** _ *** _ *** _ *****
GL Co – Region – Div. – Account
      (Lvl 1)  (Lvl 2)  (inc/ded specific)

```

Through the account masking feature, Infinium PY allows you to enter only the values that apply to the specific account component and to substitute an asterisk for all other portions of the account number. Therefore, an account number may be spread across and therefore derived from, several Payroll control records, as follows:

```

Level 1 Control:  ABC-100-***-*****
Level 2 Control:  ABC-***-001-*****
Income Control:  ABC-***-***-24551

```

To resolve account numbers entered with masking characters, Infinium PY uses a hierarchy for the records that can contain parts of the account. For each character in the account number, the system accesses each record in the hierarchy until it finds an unmasked value.

**Note:** The *Update Level Controls* option within the Infinium HR system does not allow the entry of account numbers. This may only be performed within the *Update Level Controls* option with the Infinium PY system.

## Labour Expense Hierarchy

The labour expense account is resolved by program PYGRL70 during the *Release Timesheet Data* option. The hierarchy follows:

Transaction Record (Timesheet Entry)	PYPTE
Employee Income Authorization Record	PYPIE
Employee Payroll Master Record	PYPMS
Employer Income Control Record	PYPIC
Job Control record	PRPJB

Level 4 Control Record	PRPLV
Level 3 Control Record	PRPLV
Level 2 Control Record	PRPLV
Level 1 Control Record	PRPLV
Employer Control Record	PRPCO

Example

The following table shows the resolution process for a labour expense account for the sample account structure shown earlier.

File	Field Name	Field Value	Account Resolution
PYPTE	TEACCT (G/L Account)		
PYPIE	IEACC1 (Labour Expense)		
PYPMS	PYACCT (Labour Exp. Acct.)		
PYPIC	ICACCT (Labour Expense)	ABC-***-***-24551	ABC-***-***-24551
PRPJB	JBACCT (Labour Exp. Acct.)		
PRPLV (L4)	LVLABX (Labour Exp. Acct.)		ABC-***-***-24551
PRPLV (L3)	LVLABX (Labour Exp. Acct.)		ABC-***-***-24551
PRPLV (L2)	LVLABX (Labour Exp. Acct.)	ABC-***-001-*****	ABC-***-001-24551
PRPLV (L1)	LVLABX (Labour Exp. Acct.)	ABC-100-***-*****	ABC-100-001-24551
PRPCO	COLABX (Labour Exp.Acct.)	N/A	ABC-100-001-24551

## Liabilities and Deductions Hierarchy

The following accounts are resolved during the *Close to General Ledger* option:

- Employee Deductions Account
- Employer Expense Account
- Employer Liabilities Account

The hierarchy for resolving the above accounts is as follows:

Employee Deduction Authorization Record	PYPDE
Employer Deduction Control Record	PYPDC
Job Control Record	PRPJB
Level 4 Control Record	PRPLV
Level 3 Control Record	PRPLV

Level 2 Control Record	PRPLV
Level 1 Control Record	PRPLV
Employer Control Record	PRPCO

**Note:** During the Close, the *Deduction Substitution* field specifies whether levels are to be used and if used whether to use levels from PYPDL (home levels) or PYPIL ('where worked' levels).

#### Fields Used for Liabilities/Deductions Account Resolution

File	Employee Deductions	Employer Liabilities	Employer Expenses
PYPDE	DEACCT (EE Liab. Acct.)		
PYPDC	DCACCT (Deduction Acct.)	DCACCE (Credit Account)	DCACCD (Debit Account)
PRPJB	JBLIAB (EE Liab. Mask Acct.)		JBACCT (Labour Exp Acct.)
PRPLV (L4)	LVAPAY (Liab. Mask Acct.)	LVAPAY (Liab. Mask Acct.)	LVLABX (Labour Exp Acct)
PRPLV (L3)	LVAPAY (Liab. Mask Acct.)	LVAPAY (Liab. Mask Acct.)	LVLABX (Labour Exp Acct)
PRPLV (L2)	LVAPAY (Liab. Mask Acct.)	LVAPAY (Liab. Mask Acct.)	LVLABX (Labour Exp Acct)
PRPLV (L1)	LVAPAY (Accrued PY Acct.)	LVAPAY (Accrued PY Acct.)	LVLABX (Labour Exp Acct)
PRPCO	COAPAY (Accrued PY Acct.)	COAPAY (Accrued PY Acct.)	not used

## Processing Considerations

General Ledger Close processing depends on the menu option selected, values defined in the Employer Control and Cycle Header files, and options specified on the close screen.

### Trial versus Close

With the exception of updating files, the *Trial Close to General Ledger* option performs the same processing as the *Close to General Ledger* option. Therefore, you can run a trial close as often as desired before running the close option.

## Close by ER/LVL

The Employer Controls field *Accrued Payroll @ Employer or Level 1* (COCLSE), specifies which file the Close programs access for the Accrued Payroll account, as follows:

- If this field contains an **E**, close by Employer, the Close programs use the Accrued Payroll account from the Employer Controls file.
- If this field is an **L**, close by Level 1, the Accrued Payroll account is taken from the Level 1 Control record. If the Level 1 record's Accrued Payroll account field is blank, the Accrued Payroll account from the Employer Controls file is used.

## Write Detail or Summary Records

For each accounting transactions ledger to be produced by the Close functions, the Employer Controls file has a field that specifies whether summary or detail records are to be written to the Accounting Transactions File, PYPAC. Detail records contain data for individual employees. Summary records contain the employee totals within each account/cycle/period end combination.

You can specify **S** (summary) or **D** (detail) records for each of the following:

- Labour Distribution Ledger
- Cash Disbursements Ledger
- Employee Deductions Ledger
- Employer Expense & Liability Ledger

## Accrue Actual Labour Expense

If your pay period spans two accounting periods and it is necessary to record actual labour expense, you use two options to generate records for the Accounting Transactions File, PYPAC: *Accrue Actual Labour Expense* and *Close to General Ledger*.

## G/L Method, Accrual %

During the *Post Cycles and Print Checks* option, you can use the *G/L Method* and *Accrual %* fields to control Close processing for a cycle that involves more than one general ledger month.

During Post and Print processing, these two field values are placed in the following Cycle Header fields:

---

- CHPERM – GL Accrual Method
- CHPERA – GL Accrual Percentage

Based on the values specified in these fields, the Close option may write additional records to the Accounting Transactions File, PYPAC, and print an additional Next Month % Report for each ledger.

- 1 From the Infinium PY main menu select *Period End*.
- 2 Select *Close to General Ledger [CGL]* within *Monthly functions*.

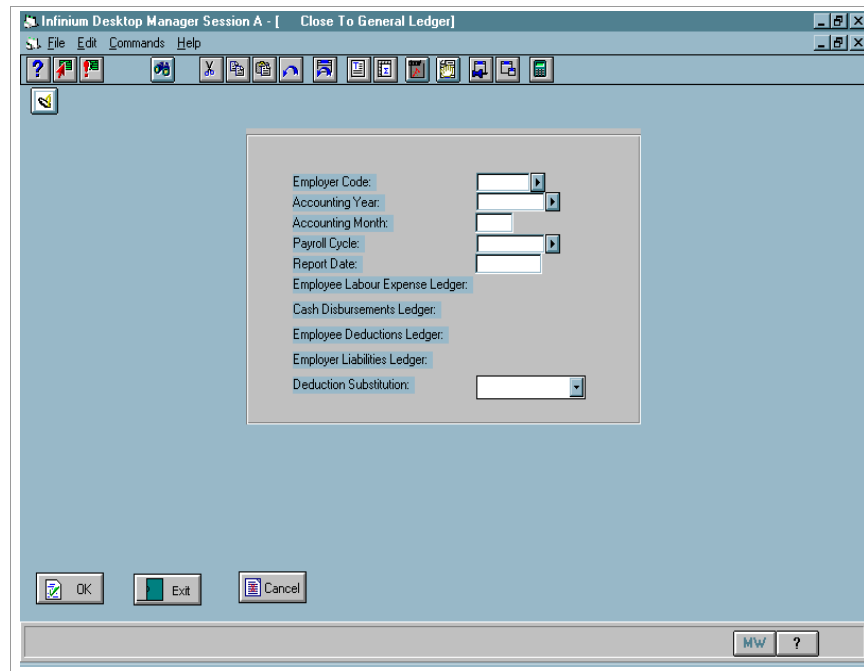


Figure 5-1: Close to General Ledger screen

This function processes records in the payroll history files, PYPCL, PYPIL, and PYPDL that match the values specified in the *Employer*, *Accounting Year* and *Accounting Month* fields and that have not been closed to General Ledger. If you have specified a particular cycle, then only records of employees paid through that cycle will be processed. This allows you to close, for example, monthly salaried payrolls separately from your weekly payrolls. If you use the option of closing by cycle, you must ensure that all cycles are closed separately, including any On Demand cycles that you may use.



*Employee Labour Expense Ledger, Cash Disbursements Ledger, Employee Deductions Ledger, Employer Liabilities Ledger*

These fields control whether the reports produced by the *Close to General Ledger* function are produced in detail or summary format. For a Trial Close only, you can also exclude one or more reports from printing.

**Note:** If desired, you can close to the PYPAC file in summary and print the corresponding reports in detail.

*Deduction Substitution*

This field identifies the levels used for account resolution through the liabilities and deductions hierarchy, which is described earlier in this chapter. Possible values are:

- H** Home level – applies deductions to the home reporting level, using the levels from the associated Deduction Ledger (PYPDL) record. The home reporting level originates in the Employee Basic Data Root Master (PRPMS) record, (fields PRL01-4) from where it is copied to the Cheque Header (PYPTN) and then to file PYPDL.
- W** ‘Where worked’ level – prorates amounts by where the employee actually worked, using the levels from the associated Income Ledger (YPIL) records. These ‘where worked’ levels would typically be keyed in through a timesheet entry function as exceptions or could be interfaced through the daily time function
- N** Levels not used – account resolution limited to the Employee Deduction Authorization (PYPDE) and Employer Deduction Control (PYPDC) records.

## Interactive Processing

PYGMEGL, GL Close Prompt, edits the parameters entered on the screen and submits a batch job.

PYGMEGL indicates through the LDPOST field of the Task Coupling record whether the job is a Trial Close or a Close to General Ledger, as follows:

- P** Close to General Ledger
- Blank** Trial close

## Batch Processing – Close by Level

The following diagram summarizes the programs that are called during the batch portion of *Close to General Ledger* when the *Close by ER/LVL* value in Employer Controls is L.

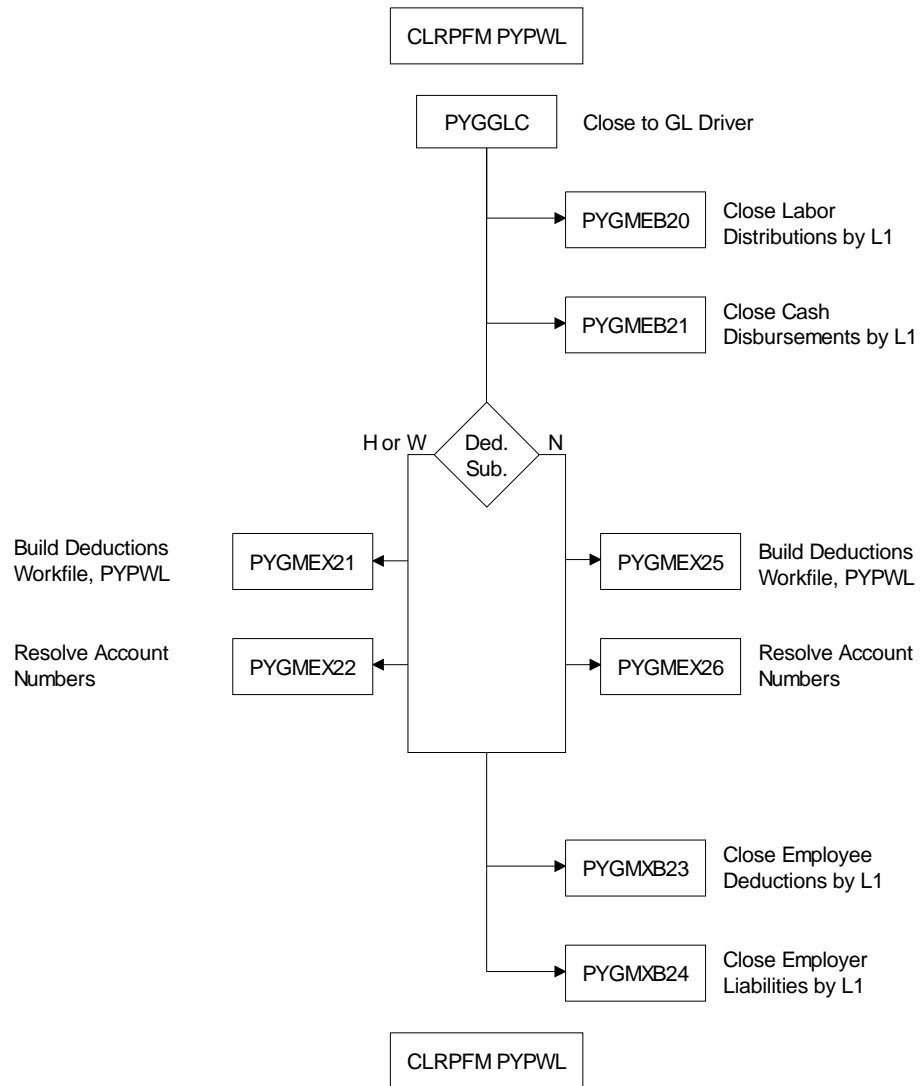


Figure 5-2: Close to General Ledger

## PYGGLC

PYGGLC, Close to GL Driver, controls the batch processing of the *Trial Close to General Ledger* and *Close to General Ledger* options by calling the programs listed below.

**Note:** If any reports are indicated with **X** (exclude from printing) in a Trial Close request, PYGGLC does not call the respective programs.

## PYGMEB20

PYGMEB20, Close Labour Distributions by Level 1, performs the following functions:

- Processes the appropriate income ledger records from file PYPIL and moves 1 to ILFLAG to indicate the record as closed to General Ledger.
- Creates PYPAC labour distribution records, identified by 1 in ACBATC, for the following purpose:

Debit: Labour Expense Account (labour expense hierarchy)

Credit: Accrued Payroll Account (from Level 1)

- Updates the Labour Distribution Data file, PYPLB, if the income code's *Distribute Labour* field (ICLXRQ) is 1. Updates hours and amounts for month-to-date, quarter-to-date, and year-to-date fields.
- Prints the following reports:
  - Labour Distribution Close to G/L
  - Labour Distribution Close to G/L – Next Month % Report, if applicable
  - Labour Rate Variance Report

## PYGMEB21

PYGMEB21, Close Cash Disbursements by Level 1, performs the following functions:

- Processes the appropriate payment history records from file PYPCL and moves 1 to CLFLAG to indicate the record as closed to General Ledger.
  - Creates PYPAC cash disbursements records, identified by 2 in ACBATC, for the following purpose:
    - Debit: Accrued Payroll Account (from Level 1)
    - Credit: Cash Account (from bank account controls)
-

- Prints the following reports:
  - Disbursement Ledger Close to G/L
  - Disbursement Ledger Close to G/L – Next Month % Report, if applicable

## PYGMEX21

PYGMEX21, Build Deductions Workfile, is called if *Deduction. Substitution* is **H** or **W**. This program performs the following functions:

- Processes the appropriate deduction ledger records from file PYPDL and moves 1 to DLGFLG to indicate the record as closed to General Ledger.
- Creates records in the Deductions by Levels Workfile, PYPWL, using the levels from PYPDL if *Deduction Substitution* is **H** (home) or from PYPIL if *Deduction. Substitution* is **W** (where worked).

## PYGMEX22

PYGMEX22, Resolve Account Numbers, is called if *Ded. Substitution* is **H** or **W**. This program updates the PYPWL record after using the liability account hierarchy to resolve the following account numbers:

- Employee Deductions Account, WLDACC
- Employer Expense Account, WLCACD
- Employer Liability Account, WLCACC

## PYGMEX25

PYGMEX25, Build Deductions Workfile, is called if *Deduction. Substitution* is **N** (not used). This program performs the following functions:

- Processes the appropriate deduction ledger records from file PYPDL and moves 1 to both DLGLER and DLGFLG to indicate the record as closed to General Ledger.
  - Creates records in the Deductions by Levels Workfile, PYPWL, using the Level 1 value from PYPDL and setting other levels as blanks.
  - Places the following values in the account fields:
    - DCACCT – Employee Deductions, WLDACC
    - DCACCD – Employer Expense, WLCACD
    - DCACCE – Employer Liability, WLCACC
-

## PYGMEX26

PYGMEX26, Resolve Account Numbers, is called if *Deduction. Substitution* is **N**.

This program uses non-masked account number values from the PYPDE record to override the values in the Employee Deductions account, WLDACC.

## PYGMXB23

PYGMXB23, Close Employee Deductions by Level 1, performs the following functions:

- Processes the PYPWL workfile deduction records.
- Creates PYPAC employee deductions records, identified by 3 in ACBATC, for the following purpose:
  - Debit: Accrued Payroll Account (from Level 1)
  - Credit: Employee Deduction Liability (from PYPWL)
- Prints the following reports:
  - Employee Deduction Close to G/L
  - Employee Deduction Close to G/L – Next Month % Report, if applicable

## PYGMXB24

PYGMXB24, Close Employer Liabilities by Level 1, performs the following functions:

- Processes the PYPWL workfile deduction records.
  - Creates PYPAC employer liabilities records, identified by 4 in ACBATC, for the following purpose:
    - Debit: Employer Expense Account (from PYPWL)
    - Credit: Employer Liability Account (from PYPWL)
  - Prints the following reports:
    - Employer Liability Close to G/L
    - Employer Liability Close to G/L – Next Month % Report, if applicable
-

## Batch Processing – Close by Employer

The following diagram summarizes the programs that are called during the batch portion of *Close to General Ledger* when the *Close by ER/LVL* value in Employer Controls is E.

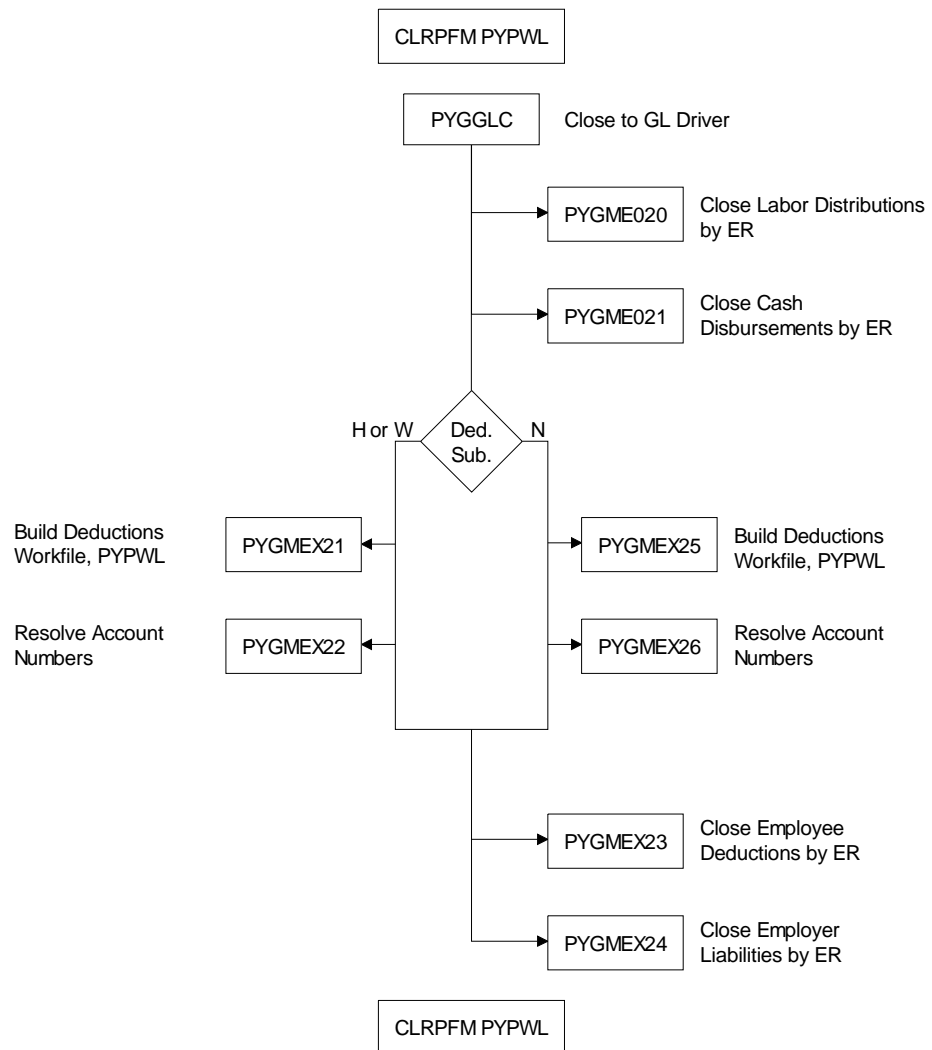


Figure 5-3: Close by Employer process

### PYGGLC

PYGGLC, Close to GL Driver, controls the batch processing of the *Trial Close to General Ledger* and *Close to General Ledger* options by calling the programs listed below.

**Note:** If any reports are indicated with **X** (exclude from printing) in a Trial Close request, PYGGLC does not call the respective programs.

## PYGME020

PYGME020, Close Labour Distributions by Employer, performs the following functions:

- Processes the appropriate income ledger records from file PYPIL and moves 1 to ILFLAG to indicate the record as closed to General Ledger.
- Creates PYPAC labour distribution records, identified by 1 in ACBATC, for the following purpose:
  - Debit: Labour Expense Account (labour expense hierarchy)
  - Credit: Accrued Payroll Account (from Employer)
- Updates the Labour Distribution Data file, PYPLB, if the income code's *Distribute Labour* field (ICLXRQ) is 1. Updates hours and amounts for month-to-date, quarter-to-date, and year-to-date fields.
- Prints the following reports:
  - Labour Distribution Close to G/L
  - Labour Distribution Close to G/L – Next Month % Report, if applicable
  - Labour Rate Variance Report

## PYGME021

PYGME021, Close Cash Disbursements by Employer, performs the following functions:

- Processes the appropriate check history records from file PYPCL and moves 1 to CLFLAG to indicate the record as closed to General Ledger.
  - Creates PYPAC cash disbursements records, identified by 2 in ACBATC, for the following purpose:
    - Debit: Accrued Payroll Account (from Employer)
    - Credit: Cash Account (from bank account controls)
  - Prints the following reports:
    - Disbursement Ledger Close to G/L
    - Disbursement Ledger Close to G/L – Next Month % Report, if applicable
-

## PYGMEX21

PYGMEX21, Build Deductions Workfile, is called if *Deduction Substitution* is **H** or **W**. This program performs the following functions:

- Processes the appropriate deduction ledger records from file PYPDL and moves 1 to DLGFLG to indicate the record as closed to General Ledger.
- Creates records in the Deductions by Levels Workfile, PYPWL, using the levels from PYPDL if *Ded. Substitution* is **H** (home) or from PYPIL if *Ded. Substitution* is **W** (where worked).

## PYGMEX22

PYGMEX22, Resolve Account Numbers, is called if *Deduction Substitution* is **H** or **W**. This program updates the PYPWL record after using the liability account hierarchy to resolve the following account numbers:

- Employee Deductions Account, WLDACC
- Employer Expense Account, WLCACD
- Employer Liability Account, WLCACC

## PYGMEX25

PYGMEX25, Build Deductions Workfile, is called if *Deduction. Substitution* is **N** (not used). This program performs the following functions:

- Processes the appropriate deduction ledger records from file PYPDL and moves 1 to both DLGLER and DLGFLG to indicate the record as closed to General Ledger.
- Creates records in the Deductions by Levels Workfile, PYPWL, using the Level 1 value from PYPDL and setting other levels as blanks.
- Places the following values in the account fields:
  - DCACCT – Employee Deductions, WLDACC
  - DCACCD – Employer Expense, WLCACD
  - DCACCE – Employer Liability, WLCACC

## PYGMEX26

PYGMEX26, Resolve Account Numbers, is called if *Deduction. Substitution* is **N**.

This program uses non-masked account number values from the PYPDE record to override the values in the Employee Deductions account, WLDACC.

---



## PYGMEX23

PYGMEX23, Close Employee Deductions by Employer, performs the following functions:

- Processes the PYPWL workfile deduction records.
- Creates PYPAC employee deductions records, identified by 3 in ACBATC, for the following purpose:

Debit: Accrued Payroll Account (from Employer)

Credit: Employee Deduction Liability (from PYPWL)

- Prints the following reports:
  - Employee Deduction Close to G/L
  - Employee Deduction Close to G/L – Next Month % Report, if applicable

## PYGMEX24

PYGMEX24, Close Employer Liabilities by Employer, performs the following functions:

- Processes the PYPWL workfile deduction records.
  - Creates PYPAC employer liabilities records, identified by 4 in ACBATC, for the following purpose:
    - Debit: Employer Expense Account (from PYPWL)
    - Credit: Employer Liability Account (from PYPWL)
  - Prints the following reports:
    - Employer Liability Close to G/L
    - Employer Liability Close to G/L – Next Month % Report, if applicable
-

## Recovery from a General Ledger Close Crash

**Case:** Your computer crashes while the *Close to General Ledger* function is executing.

**Assumption:** You have completed a copy of the “General Ledger Close Crash Worksheet,” which is printed on the page following this recovery procedure.

When you run the close to G/L function it writes accounting transaction records to the PYPAC file. These records contain fields for the accounting year and period being closed. If there is a crash during the Close to G/L then the recovery process involves removing any existing records for that year and period from the PYPAC file or clearing the PYPAC file and then rerunning the Close function.

### Procedure

If the close to G/L was being run for all payroll cycles (cycle code left blank on submission screen) then there are 2 options:

- 1 If you do not require any of the other accounting transactions from previous closed months in the PYPAC file, or if there are no records in the PYPAC file for previous months, the easiest solution is to clear the PYPAC file.

or

If you do require the data for previous closed periods in the PYPAC file, for example, if for some reason these have not yet been interfaced to your actual General Ledger, then you should use SQL to select and delete from PYPAC any records created for the year and period being closed.

- 2 Before you can rerun the Close to G/L, you must run *the Reset Closed to G/L Flags* function. This function reads through the PYPIL and PYPDL and PYPCL files for the selected employer, cycle code and period ending date and sets the appropriate flag fields, ILFLAG, CLFLAG, DLGFLG and DLGLER back to an ‘unclosed’ value of 0. You must do this for each cycle. This enables the Close to G/L to be rerun for the year and period.
-

# General Ledger Close Crash Worksheet

1 What caused the crash?

\_\_\_\_\_

2 Has the problem been resolved?

\_\_\_\_\_

3 Do you have a "Before Close" backup of files PYPIL, PYPDL, PYPCL, PYPAC, PYPLB? \_\_\_\_\_

**Note:** You need a backup of the PYPLB file only if the Distribute Labour field (ICLXRQ) is set to 1 on any income control.

4 If yes, skip to Step 7. If no, continue with Step 5.

5 What is the value in the Close by Employer or Level field, COCLSE of file PRPCO on the Employer Control screen: E or L?

\_\_\_\_\_

6 What program was executing when the crash occurred?

\_\_\_\_\_

7 Before proceeding, call Technical Support to assure that your recovery plan is correct.

## Calendar Month Close

This function updates Infinium HR Safety and Health Hours, prints user-defined monthly income/deduction reports, and resets monthly accumulators.

- 1 From the Infinium PY main menu select *Period End*.
- 2 Select *Monthly Functions*.
- 3 Select *Close Employer Calendar Month* [CECM].

## Interactive Processing

PYGJC50, Infinium PY Standard Prompt program, edits parameters entered and displays appropriate error messages.

## Batch Processing

The batch portion of this function calls the following programs: PYGOSHR, PYGME025A, and PYGME025.

### PYGOSHR

PYGOSHR, Update Safety & Health Hours Worked, reads the Personnel Safety and Health Employer Control file, PRPHS. For each employer, this program updates the Safety and Health Incident Hours file, PRPOH, with monthly hours and pay amounts from the Income by Where Worked file, PYPIH.

### PYGME025A

PYGME025A, Month-End Registers Driver, reads the Income Controls and Deductions Controls files. For each income or deduction, if a monthly report program is specified, PYGME025A calls the report program, passing the following parameters:

---

Parameter	Comments
Employer	
Income or Deduction Code	As applicable

Infinium Software provides the following monthly report programs with Infinium PY:

- PYGIM001 (income) – Employee amounts
- PYGDM001 (deduction) – Employee amounts only
- PYGDM002 (deduction) – Employee and Employer amounts

## PYGME025

PYGME025, Close Employer Calendar Month, performs the following functions:

- Updates files PYPIE, PYPIH, PYPDE as follows:
  - Moves current month fields to prior month fields.
  - Clears current month fields.
  - Clears the limit balance fields for deductions that have a monthly limit, as follows: (PYPDE only)

For an Employee monthly limit, this program clears the Employee Limit Balance field, DEDBAL.

For an Employer monthly limit, this program clears the Employer Limit Balance field, DECBAL.

PYGME025 performs the above processing one file at a time.

- Updates the calendar month, COPMON, in the Employer Controls File, PRPCO.

**Caution:** Before running the monthly close, create a backup of the files listed above. If this option is accidentally run twice in a row, your prior month data will be lost. The only recovery available is to restore from backup files and rerun the close.

## Quarterly Close

This function prints user-defined quarterly income/deduction reports and resets employee deduction quarterly limit fields.

- 1 From the Infinium PY main menu select *Period End*.
- 2 Select *Quarterly Functions*.
- 3 Select *Close Employer Calendar Quarter* [CECQ].

## Interactive Processing

PYGJC50, Infinium PY Standard Prompt program, edits parameters entered and displays appropriate error messages.

PYGJC50 also searches the cycle history file, PYPCH, for any unposted cycles. If unposted cycles are found, a message is displayed that processing cannot continue.

## Batch Processing

The batch portion of this function calls two programs: PYGQE080A and PYGQE080.

### PYGQE080A

PYGQE080A, Quarter-End Registers Driver, reads the Income Controls and Deductions Controls files. For each income or deduction, if a quarterly report program is specified, PYGQE080A calls the report program, passing the following parameters:

Parameter	Comments
Employer	
Income or Deduction Code	As applicable
Quarter Number	1-4

---

Infinium Software provides the following quarterly report programs with Infinium PY:

- PYGIQ001 (income) – Employee amounts
- PYGDQ001 (deduction) – Employee amounts only
- PYGDQ002 (deduction) – Employee and Employer amounts

## PYGQE080

PYGQE080, Close Employer Calendar Quarter, reads the Employee Deductions file, PYPDE, and clears the limit balance fields for deductions that have a quarterly limit, as follows:

- If the deduction has an Employee quarterly limit, this program clears the *Employee Limit Balance* field, DEDBAL.
- If the deduction has an Employer quarterly limit, this program clears the *Employer Limit Balance* field, DECBAL.

**Note:** This function does not control the quarters into which amounts and hours are accumulated. The quarter is determined based on the cycle check date.

---

## Annual Close

This function prints user-defined annual income/deduction reports and resets quarterly and year-to-date accumulators.

**Caution:** Before running the annual close, create a backup of the files that are updated by program PYGYE100, which is described on the next pages. If this option is accidentally run twice in a row, your prior year data will be lost. The only recovery available is to restore from backup files and rerun the close.

- 1 From the Infinium PY main menu select *Period End*.
- 2 Select *Tax Year End Operations*.
- 3 Select *Close Employer Current Tax [CECTY]*.

## Interactive Processing

PYGJC50, Infinium PY Standard Prompt program, edits parameters entered and displays appropriate error messages.

PYGJC50 also searches the cycle history file, PYPCH, for any unposted cycles. If unposted cycles are found, a message is displayed that processing cannot continue.

## Batch Processing

The batch portion of this function calls two programs: PYGYE100A, PYGYE102 and PYGYE100.

### PYGYE100A

PYGYE100A, Year-End Registers Driver, reads the Income Controls and Deductions Controls files. For each income or deduction, if an annual report program is specified, PYGYE100A calls the report program, passing the following parameters:

---



Parameter	Comments
Employer	
Income or Deduction Code	As applicable

Infinium Software provides the following annual report programs with Infinium PY:

- PYGIA001 (income) – Employee amounts
- PYGDA001 (deduction) – Employee amounts only
- PYGDA002 (deduction) – Employee and Employer amounts

## PYGYE102

PYGYE102, Tax Year End Re-set Minimum \*SMP Amounts. This program updates the SMP, SAP and SPP payment schedules of any existing SMP, SAP and SPP employees to reflect the latest SMP, SAP and SPP rates for the new tax year.

## PYGYE100

PYGYE100, Close Employer Calendar Year, performs the following processing:

- Processes files PYPIE, PYPIH, PYPDE, PYPDU, PYPDT and PYPST as shown below. PYGYE100 performs this processing one file at a time.
  - Resets the Tax/Week number of each cycle control to 1
  - Writes a record to the Summarized History Income File, PYPIQ, for each employee income record with non zero amounts and hours in the year-to-date or quarterly fields. (PYPIE only)
  - Writes a record to the Summarized History Deductions File, PYPDQ, for each employee deduction record with non-zero amounts in the year-to-date or quarterly fields. (PYPDE only)
  - Moves fourth quarter fields to prior year fourth quarter fields.
  - Moves current year fields to prior year fields.
  - Clears quarterly fields and current year fields.
  - Deletes deactivated records that have zero amounts and hours in the current year, prior year and fourth quarter fields.
  - Clears the income *Limit Balance* fields, IELBAL. (PYPIE)
  - Clears the limit balance fields for deductions that have an annual limit or a blank *Limit Type* field, as follows: (PYPDE)

For an Employee annual limit, this program clears the *Employee Limit Balance* field, DEDBAL.

For an Employer annual limit, this program clears the *Employer Limit Balance* field, DECBAL.

- For all deductions that begin with \*, clears the *Arrears Balance* fields, DEARRB (PYPDE)
- Prints the Cleared Arrears Register. (PYPDE)
- Processes each record in the Payroll Master file, PYPMS, as follows:
  - Writes a record to the Summarized History Master file, PYPPQ, for each employee record with non-zero amounts and hours.

If an employee's payroll master record has zero amounts and hours but at least one PYPIQ or PYPDQ record exists for the employee, PYGYE100 writes a PYPPQ record for the employee.

  - Moves current year-to-date fields to prior year-to-date fields.
  - Moves the fourth quarter weeks worked field to the prior year fourth quarter weeks worked field.
  - Clears current year-to-date fields and weeks worked fields.
  - Clears the next year tax code field PYTXCN if it contains the special value \*UPD
  - Moves current year tax code field PYTAXC into previous year tax code field PYTXCP
  - If the next year tax code PYTXCN contains a value (other than \*UPD), this is moved to the current year tax code field PYTAXC and PYTXCN is then cleared.
  - If the next year tax basis PYTXBN has a value, this is moved to current year tax basis PYTAXB.
- Updates the current year field, COPYR, in the Employer Controls file, PRPCO
- Sets the tax week/month number , CYTXW# on payroll cycle control records PYPCY to 1 for weekly and monthly cycles and to 4 for lunar cycles
- Processes the PYPNJ and PYPNK National insurance detailed history files follows:

For all PYPNJ records, moves all the current year balance fields into the prior year balances

- NJEEAC to NJEEAP
- NJEEOC to NJEEOB

- NJERAC to NJERAP
- NJBS to NJBSP
- NJBSO to NJBSOP

Clears the current year balances NJEEAC, NJEEOC, NJERAC, NJBS, NJBSO

- Deletes any PYPNJ records that where field values are all zero
- Deletes the PYPNK record (this is recreated in the first payroll posting process of the new tax year)

## Summarized History Files

You can use the following function to interactively view data from the PYPPQ, PYPIQ, and PYPDQ files.

- 1 From the Infinium PY main menu select *Payroll Enquiry*.
- 2 Select *Display Employee Annual History* [DEAH].

**Note:** To avoid the possibility of “file full” messages and/or system termination of the *Close Employer for Calendar Year* job, you can use the CHGPF command to change the member size values of PYPPQ, PYPIQ, and PYPDQ to a high threshold you would not expect to reach.

---

## Fiscal Year Close

This function resets fiscal year accumulators and updates the current fiscal year.

- 1 From the Infinium PY main menu select *Period End*.
- 2 Select *Fiscal Year End Operations*.
- 3 Select *Close Employer for Fiscal Year* [CEFY].

## Interactive Processing

PYGJC50, Infinium PY Standard Prompt program, edits parameters entered and displays appropriate error messages.

PYGJC50 also searches the Cycle History File, PYPCH, for any unposted cycles. If unposted cycles are found, a message is displayed that processing cannot continue.

## Batch Processing

PYGYE110, Close Employer Fiscal Year, performs the following functions:

- Updates files PYPIE, PYPIH, and PYPDE as follows:
    - Moves current fiscal year fields to prior fiscal year fields.
    - Clears fiscal year fields.
  - Updates the current fiscal year field, COFYR, in the Employer Controls File, PRPCO.
-

This chapter contains information on application security functions available in Infinium HR/PY.

In addition to application-specific security, you can implement menu security and field level security. These topics are discussed during the Infinium AM Technical Training Course.

The chapter consists of the following topics:

<b>Topic</b>	<b>Page</b>
Overview of Infinium HR/PY Security	6-2
User Controls File – PRPUC	6-4
PE User Security – PRPUC	6-8
User Security Groups File – PRPUS	6-10
User Security Levels File – PRPSQ	6-12
Cycle Control File Restrictions – PYPCY	6-14
Infinium QY Security Overview	6-15
Database Level Security	6-16
Infinium HR/PY Application Security	6-19
Report Security	6-21
Maintaining Application Security in Infinium QY	6-23

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## Overview of Infinium HR/PY Security

Infinium HR/PY security includes restricting access to both data and functions. Infinium HR/PY security is controlled through the following files:

- User Security Controls file, PRPUC, controls user access to menu options as well as specific operations and restricts user access to specific employers and cycles.

PRGSE20, the Employer Group Security Checker program, accesses file PRPUC as required by Infinium HR/PY functions.

- User Security Groups file, PRPUS, can be used either to restrict users from accessing specific groups of employees, such as executives or to allow limited access to specific groups of employees. A security type field controls the degree of security applied.

PRGSE10, the Employee Security Checker program, accesses file PRPUS as required by Infinium HR/PY functions.

- User Security Levels file, PRPSQ, restricts user access to specific level sets of employer data.

PRGSE10, the Employee Security Checker program, and PRGSE15, the Specific Transaction Level Security Checker program, access file PRPSQ as required by Infinium HR/PY functions.

The above files must be populated for each Infinium HR/PY database for which you want to use security, for example production and training databases.

**Note:** Infinium Software recommends using the following user profiles when defining security: PY2000 or PE2000. Do not use the AM2000 user profile to define Infinium HR/PY security.

## Security Exceptions

The above security applies to most Infinium HR/PY functions, with the following exceptions:

- Certain reports, such as P11D or payroll tax liability or year end reports where data is required for all employees.
-

- Mass update functions, such as Benefit Enrollments. The updates must be performed for all applicable employees.
- Cycle operations. When a user is authorized to run a cycle, all employees in the cycle are processed, regardless of the individual employee's security groups or levels.

**Caution:** Determine which of your users should perform these functions. Remove these functions from all other user menus.

## Objective

At the conclusion of this chapter you should be familiar with Infinium HR/PY security.

---

## User Controls File – PRPUC

This file controls user access to menu options as well as specific operations. It also restricts user access to specific employers and cycles.

When a user selects a menu option, program code verifies whether the user profile is defined to file PRPUC. If the user profile is not in file PRPUC, the user cannot access the function. Instead, the menu is redisplayed with the message:

Request completed normally.

This also prevents the program being called directly from a command line by an unauthorised user .

- 1 From the Infinium PY or Infinium HR main menu select *Supervisor's Functions*.
- 2 Select *User Controls*.
- 3 Select *Update User Controls* [UUC]. The system displays a screen similar to Figure 6-1.

**Note:** Whenever you add a user profile to Infinium AM and authorize that user to the Infinium HR and/or Infinium PY system, remember to access the above function to define that user profile to the PRPUC file. This must be performed even if no values are entered in the restriction fields.

---



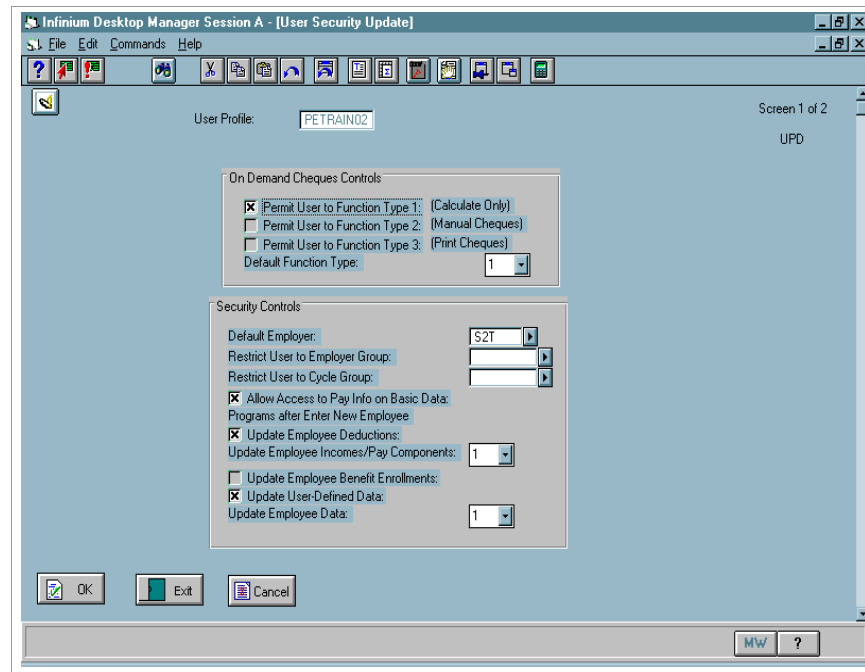


Figure 6-1: User Security Update screen 1

### *On-Demand Cheques Control fields*

These fields control the user's access to on-demand cheques.

During On-Demand Cheque processing, the value in the above *Default Function Type* field displays as the *Select Action* field.

For more information about On-Demand Cheque processing please refer to the "Technical Overview of Cycle Processing" chapter.

**Note:** To avoid accidental posting and/or updating of the cheque history files, you can set the value in the *Default Function Type* field to 1. During On-Demand Cheque processing, the user can override the value to 2 or 3 as applicable (if that user is authorised to option 2 or 3).

### *Restrict User to Employer Group*

Employer groups can consist of one or more employers and are used for security and reporting purposes.

This field restricts the user to the specified employer group.

You can define employer groups in the *Update Employer Codes* option as code type **ERG**. Through the *Update Employer Groups* option, you can select which employers are included in the group.

*Restrict User to Cycle Group*

Cycle groups can consist of one or more cycles and are used for security and reporting purposes.

This field restricts the user to the specified cycle group during cycle processing only. To restrict the user from accessing the cycle's employees during other processing, use security groups and/or security levels, as described later in this chapter.

You can define cycle groups in the *Update Employer Codes* option as code type **CYG**. Through the *Update Cycle Groups* option, you can select which cycles are included in the group.

*Allow Access to Pay Info on Basic Data*

This field determines if the user can view and/or update the fourth screen of the *Update Employee Basic Data* option.

*Programs after Enter New Employee*

This section controls the screens that are displayed when the user performs the *Enter New Employee* option.

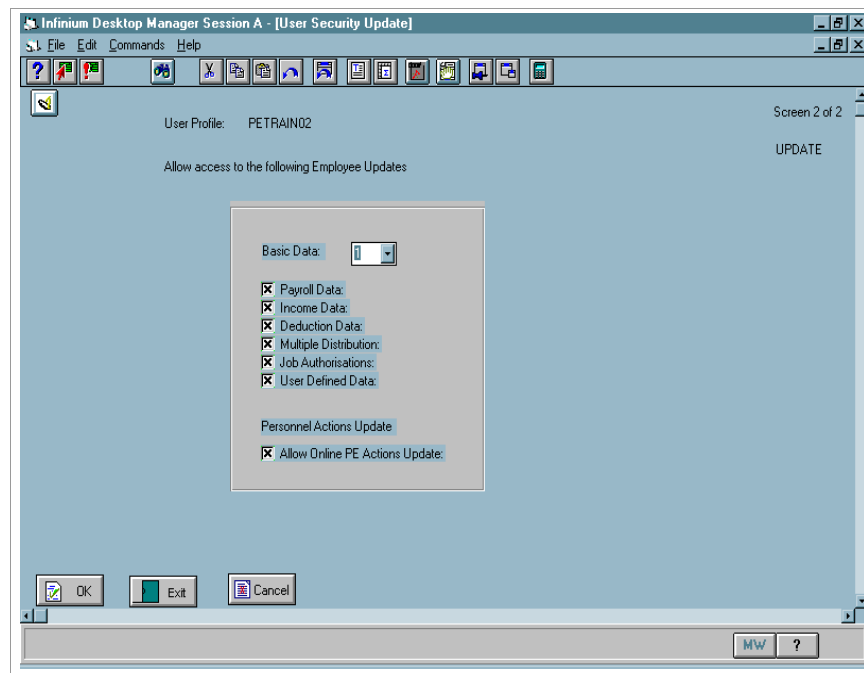


Figure 6-2: User Security Update screen 2

*Allow access to the following Employee Updates fields*

These fields identify the *Update Employee* options available to the user.

### *Personnel Actions Update*

This field controls whether non-future-dated Personnel transactions are updated interactively. If set to **0** any transaction will be updated by the *Mass Update Personnel Actions* option.

**Note:** This field does not affect the processing of future-dated transactions.

---

## PE User Security – PRPUC

This file controls user access to menu options as well as specific operations. It also restricts user access to specific employers and cycles.

When a user selects a menu option, program code verifies whether the user profile is defined to file PRPUC. If the user profile is not in file PRPUC, the user cannot access the function. Instead, the menu is redisplayed with the message Request completed normally.

- 1 From the Infinium PY or Infinium HR main menu select *Supervisor's Functions*.
- 2 Select *User Controls*.
- 3 Select *Update PE User Security [UPUS]*. The system displays a screen similar to Figure 6-3.

UPDATE PE USER SECURITY

Page 1 of 2

ADD

User Profile

Copy From Profile

Restrict User to Employer Group

PE Actions authorised to (0=No, 1=Update, 2=Display Only)

Performance Reviews	(0,1,2)	Salary Changes	(0,1,2)
Position Changes	(0,1,2)	Inter Co. Transfer	(0,1,2)
Status Changes	(0,1,2)	Re-Employment	(0,1,2)
New Employment	(0,1,2)	Work Actions	(0,1,2)
End of Employment	(0,1,2)	Personal Changes	(0,1,2)

Allow Deletion of PE Actions

Programs after Enter New Employee

Update Employee Deductions

Update Employee Incomes 0 ▾

Update Employee Benefit Enrollments

Update User-Defined Data

Update Employee Data 0 ▾

Update Employee PTO Accruals

Figure 6-3: User PE User Security screen 1

### *Transactions authorised to fields*

These fields identify the PE Actions that the user can update or display. Valid values are:

- 0** No access allowed
- 1** Full access allowed
- 2** Display only access

#### *Allow Deletion of PE Actions*

This field controls whether the user can delete PE actions.

#### *Programs after Enter New Employee fields*

This section controls the screens that are displayed when the user performs the *Enter New Employee* option.

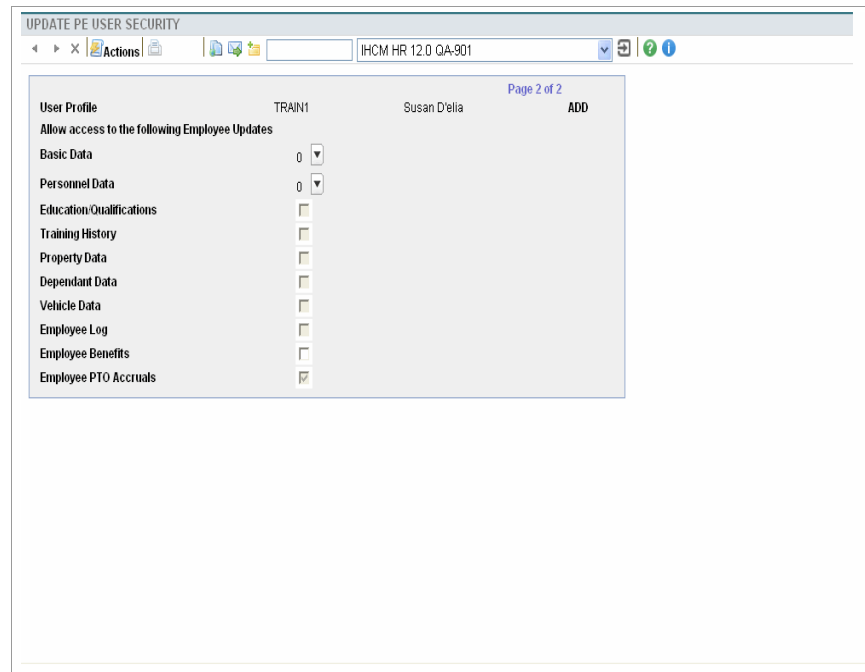


Figure 6-4: User PE User Security screen 2

#### *Allow access to the following Employee Updates fields*

These fields identify the *HR Employee Update* options available to the user. Value **2** in the *Basic Data* means that the performance review section of basic data cannot be accessed. Value **2** next to the *Personnel Data* field means that only the Personal, Emergency, and Previous data sections can be accessed.

## User Security Groups File – PRPUS

A security group is a method of linking together employees, such as a company's executives, who belong to different levels within that company.

The User Security Groups file is used to control the type of access the user has to the employees in the specified groups, including no access.

- 1 From the Infinium PY or Infinium HR desktop or main menu select *Supervisor's Functions*.
- 2 Select *User Controls*.
- 3 Select *Update User Security Groups [UUSG]*. The system displays a screen similar to Figure 6-5.

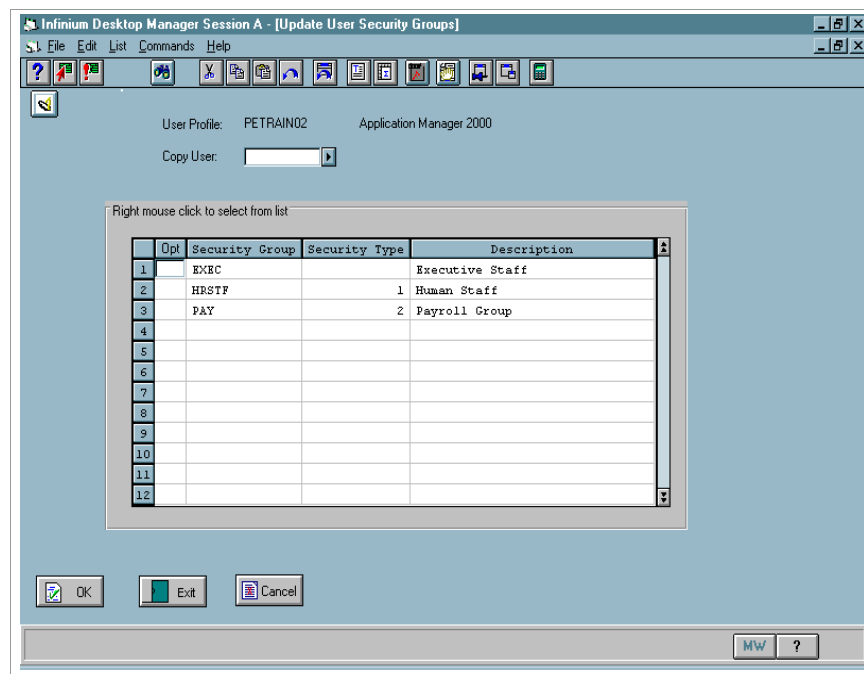


Figure 6-5: Update User Security Groups screen

In this example, user PETRAIN02 has the following restrictions:

- No access to any employees in the EXEC security group.
- Access only to the display and print details of employees in the HRSTF security group. However, restricted fields are encrypted for the specified employee group. These are:

- Base rate
- Previous rate
- Last increase amount
- Last increase %
- Last performance rating code
- Compa ratio
- Performance rating score
- Potential code
- Encrypted fields are filled with zeros or 9s when viewed on the screen or on a report.
- Full update rights to employees in the **PAY** security group. However, the same restricted fields as in the above list are encrypted.

It is the *Security Type* field on the PRPUS record that controls the type of access.

You can define security group code values in the *Update Employer Codes* option, as code type **SEC**.

To place employee records in a security group, you can use one of the following methods:

- Use the *Update Employee Data* options and specify a value in the *Security Group* field directly on each employee's basic data record. For example, you could type the code value **EXEC** for each executive in the *Security Group* field.
- Use the *Update Organisation Positions* option and specify a value in the *Security Group* field for the particular positions for which you want to apply security. For example, type the code value **EXEC** in the *Security Group* field on all executive position records.

In this case the security group is automatically assigned to employees who are hired or transferred into the particular positions.

**Caution:** Changes to a positions's security group are not automatically applied to the basic data records of employees associated with that position. In this case, you must use the *Update Employee Data* options to manually update employee records.

---

## User Security Levels File – PRPSQ

The User Security Levels file restricts user profiles to specified levels within an employer.

- 1 From the Infinium PY or Infinium HR main menu select *PE Supervisor's Functions*.
- 2 Select *User Controls*.
- 3 Select *Update User Security Levels [UUSL]*. The system displays a screen similar to Figure 6-6.

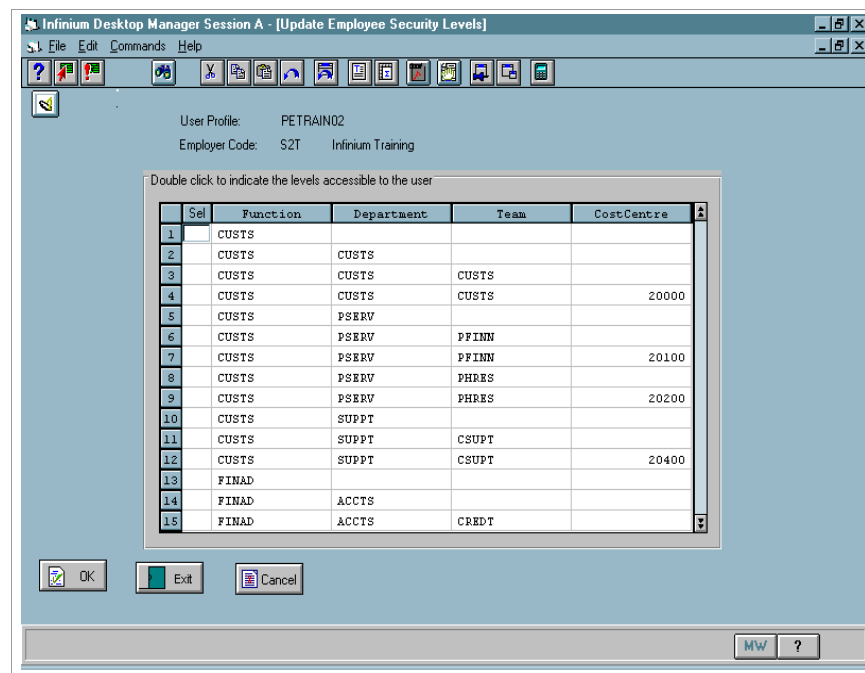


Figure 6-6: Update Employee Security Levels screen

This function displays all of the level sets defined for the specified employer.

In this example, user PETRAIN02 can maintain and report on only those employees in Function CUSTS - Departments PSERV, SUPPT and Function FINAD.

**Note:** If you leave all *Opt* fields blank, the user has access to all levels with no restrictions.



You can use group security along with level security to more closely secure a user profile. For example, PETRAIN02 can be restricted from a security group such as **EXEC** and also restricted to specific levels. In this case, PETRAIN02 is limited to accessing only those employees in Function CUSTS - Departments PSERV, SUPPT and Function FINAD who are not in the **EXEC** security group.

## Employee Security Checking Program

You can check employee security within your custom processing by calling program PRGSE40 with following parameters:

```
SEPRMS  PLIST

      PARM *INLR  LR 1A

      PARM £MSECL  1A

      PARM £MER  3A

      PARM £ML01 5A

      PARM £ML02 5A

      PARM £ML03 5A

      PARM £ML04 5A

      PARM *OFF  USOVR 1

      PARM PRSEC 5A

      PARM £MACT1

      PARM TRER  3A

      PARM TREN  9A

      PARM OK 1A
```

Of these you need only pass in 3 values, TRER=employer , TREN=employee number, PRSEC = employee security group. The values that returned are the OK parm and the £MACT parm. These are then used to determine the type of access. Refer to program PEGTRM20 (update employee) and PEGR010 (print employee ) to see how these are used.

---

## Cycle Control File Restrictions – PYPCY

You can define Cycle Controls that restrict the employees that can be attached to a cycle.

- 1 From the Infinium PY desktop or main menu select *Controls*.
- 2 Select *Cycle Controls*.
- 3 Select *Update Cycle Controls [UCC]*. The system displays a screen similar to Figure 6-7.

The screenshot shows a software window titled "Infinium Desktop Manager Session A - [Cycle Controls]". The window has a menu bar with "File", "Edit", "Commands", and "Help". Below the menu bar is a toolbar with various icons. The main content area displays the following information:

- Employer: S2T Infinium Training
- Cycle Code: MTH01
- Page 1 of 3
- Enter Cycle Control Information

The central form contains the following fields:

- Description: Monthly Payrol
- Pay Frequency: M
- Pay Type: (dropdown menu)
- Tax Week/Month: 05 (1-53 Weekly, 1-12 Monthly)
- Cycle Type: Normal
- Enter Timesheet Data at Level Number: 4 (0-41)
- Entry For This Cycle is Restricted to:
  - Function: (dropdown menu)
  - Department: (dropdown menu)
  - Team: (dropdown menu)
  - CostCentre: (dropdown menu)

At the bottom of the window are buttons for "OK", "Exit", and "Cancel".

Figure 6-7: Update Cycle Controls screen 1

You can use the *Pay Type* field to restrict the cycle to hourly or salaried employees. You can also specify a blank value to indicate that the cycle can contain both hourly and salaried employees.

The *Pay Frequency* field controls whether or not the cycle is restricted to employees with similar pay periods. In the above example, the cycle can contain only employees with a monthly pay frequency.

You can use the *Cycle Level Restrictions* fields to restrict the cycle to a particular level in the organization. If a level is specified, no employee outside the specified level set can be assigned to the cycle.

# Infinium QY Security Overview

This section contains an overview of the security available for using Infinium QY to create reports with Infinium HR/PY data. This section contains the following subtopics:

- Database level security – access to libraries, files, and fields. You can update security to Infinium HR/PY data, as follows:
  - Before conversion of application security
  - Authority overrides at the user level – you can override a user's authority to a field; this is the Infinium QY equivalent of field level security
- Infinium HR/PY application security – security based on employer groups, security levels, security groups.

For Infinium QY to apply Infinium HR/PY security to reports, you must convert Infinium HR/PY application security to Infinium QY.

- Report security – restrictions for modifying and generating specific reports

**Note:** All references to user authority level refer to the authority level as it is specified on the user definition within Infinium QY.

For further details on security within Infinium QY, please refer to the *Infinium QY Security Guide*.

---

## Database Level Security

Through database level security, you can restrict access to libraries, files, and fields through Infinium QY. For example, you can assign authority levels to files or fields. You can also exclude files from being converted to Infinium QY.

**Note:** As well as restricting the files available for Infinium Query operations for reasons of security you may also want to restrict their simplicity. In excess of 340 physical files are found in the Infinium HR database library, but only a small minority of these are ever likely to be required for Infinium Query operations. You can simplify the use of Infinium Query for non-technical users by limiting the files displayed.

### Before Conversion

Prior to running the Infinium QY conversion of Infinium HR/PY security, you can change the default settings in the conversion file list.

- 1 From the Infinium QY desktop or main menu select *Security Functions*.
  - 2 Select *Conversions*.
  - 3 Select *Software 2000 Security*.
  - 4 Select *Change Conversion File List* [WRKFILES2K]. The system displays a screen similar to Figure 6-8.
-

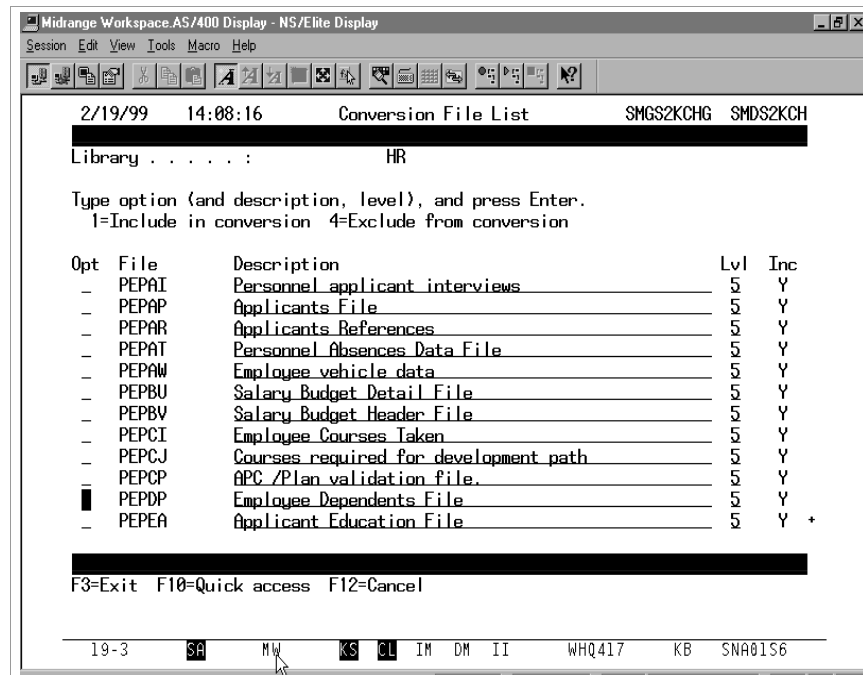


Figure 6-8: Change Conversion File List screen

The *Inc* field displays whether a file is included or excluded from the conversion of Infinium HR/PY security to Infinium QY. You can change this designation by specifying a 1 or 4 in the *Opt* field and pressing Enter.

As appropriate, you can also change the Infinium QY default description and authority level for a file.

Please refer to the “Infinium QY File Conversion Considerations” appendix for information about the following:

- Files you may decide to exclude from conversion
- File descriptions you may want to change

After completing this function, you can convert Infinium HR/PY application security, as described later in this chapter.

## Overriding Authorities at the User Level

Once Infinium HR/PY application security is converted to Infinium QY, you can use the following options to override authorizations to a library, file, or field at the user level.

**Note:** QY2000 is the only user profile authorized to access the following options.

- 1 From the Infinium QY desktop or main menu select *Security Functions*.
- 2 Select *Authorizations*.
- 3 Select *Library* [WRKDIRA], or *File* [WRKTBLA], or *Field* [WRKCOLA]. The system displays a screen similar to Figure 6-9.

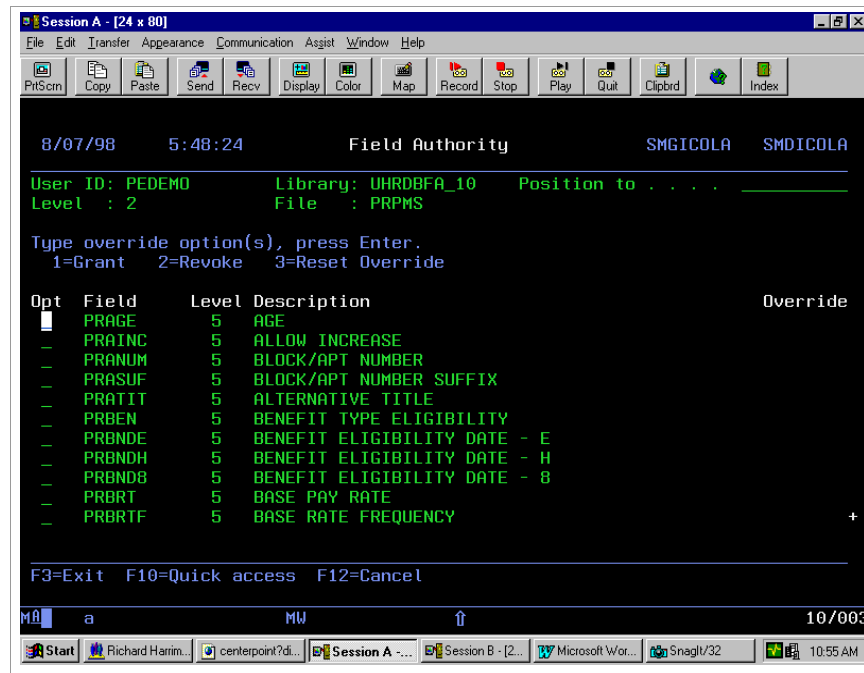


Figure 6-9: Field Authority screen

The above example is the Infinium QY equivalent of field level security.

You can use these options to grant authority to a library, file, or field that users would not normally have access to based on the user authority level, thus overriding a restriction.

You can use these options to restrict users from access to a library, file, or field that users would normally have access to, thus creating a restriction.

You can use these options to reset an authority override; access would again be determined by the user authority level versus the library, file, or field authority level.

**Note:** Once you establish overrides through these security functions, they remain in effect. The *Run Software 2000 Conversion* option does not impact these overrides.

# Infinium HR/PY Application Security

You use the following option to define database libraries to Infinium QY and to convert security based on employer groups, security levels, and security groups as described earlier in this chapter.

- 1 From the Infinium QY desktop or main menu select *Security Functions*.
- 2 Select *Conversions*.
- 3 Select *Software 2000 Security*.
- 4 Select *Run Software 2000 Conversion* [CVTAPP]. The system displays a screen similar to Figure 6-10.

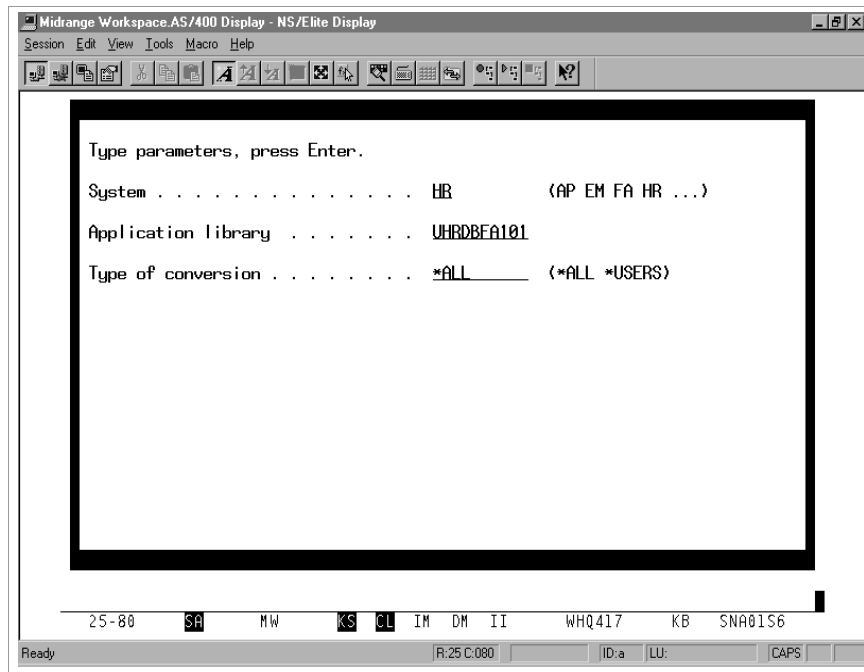


Figure 6-10: Run Software 2000 Conversion screen

You must run this option once for each Infinium HR/PY database to be used for Infinium QY reports.

You must run the conversion using the **\*ALL** option the first time a Infinium HR/PY database is defined to Infinium QY and whenever a new release of Infinium HR/PY includes database changes.

You must run the conversion using the **\*USERS** option each time user security is modified in an Infinium HR/PY database to be used for Infinium QY reports.

**Note:** Because the **\*ALL** option remaps all Infinium HR/PY file and field definitions as well as user security, you should schedule conversion jobs that specify **\*ALL** during nonproduction hours, such as a weekend.



# Report Security

You define report security fields on the Set Report Controls screen, using the following functions.

- 1 From the Infinium QY desktop or main menu select *Report Definition*.
  - 2 Select *Create/Copy* [QYCREATE].
- or
- 3 From the Infinium QY desktop or main menu select *Report Maintenance*.
  - 4 Select *Modify* [QYMODIFY]. The system displays a screen similar to Figure 6-11.

2/19/99 14:19:18 Set Report Controls QYICTL\$ QYDEF

Report name . . . . . : U10TEST  
 Report title . . . . . : TEST USING UHRDBFA 10  
 Report owner . . . . . : QY2000  
 Last update . . . . . : 12/18/96 10:47:41

Quick select window . . . 0 (1=Yes 0=No)

Report control	Option
Line spacing . . . . .	1 (1,2,3)
Summary report only . . . . .	0 (1=Yes 0=No)
Modify by owner only . . . . .	0 (1=Yes 0=No)
Generate by owner only . . . . .	0 (1=Yes 0=No)
Restrict access to level . . . . .	2 (1-9)
Store output on batch run . . . . .	0 (1=Yes 0=No)
Printer Control name . . . . .	QYIQUIP
Interactive record limit . . . . .	1000 (1-1000)
User authority level . . . . .	0

F3=Exit F10=Quick access

23-80 SA MW KS CL IM DM II WHQ417 KB SNA0156

Ready R:23 C:080 ID:a LU: CAPS

Figure 6-11: Set Report Controls screen

## *Modify by owner only*

The *Modify by owner only* field allows you to limit who can modify the report definition. If you specify **0** (No), Infinium QY allows other users to modify the report, based on their user authority level and the authority levels of the fields within the report.

### *Generate by owner only*

The *Generate by owner only* field allows you to limit who can generate the report. If you specify **0** (No), Infinium QY allows other users to generate the report, based on their user authority level and the authority levels of the fields within the report.

### *Restrict access to level*

The *Restrict access to level* field works in conjunction with the *Modify* and *Generate by owner only* fields. It defines the authority level required for a user other than the owner to modify or generate a report.

### *User authority level*

The *User authority level* field defaults in from the authority level of the report owner. This value cannot be changed. During the report definition and generation functions, Infinium QY compares this field to library, file, and field authority levels.

**Note:** Above references to user authority level refer to the authority level, as specified on the user definition within Infinium QY.

---

# Maintaining Application Security in Infinium QY

This section summarizes the steps to perform to keep your Infinium QY security synchronized with Infinium HR/PY security.

## First-time Infinium QY Installation

Follow these steps the first time you bring Infinium QY online. These steps assume that Infinium HR/PY is installed and application security has been implemented.

- 1 Install the Infinium QY system, as described in installation instructions.
- 2 Authorize your users to Infinium QY through Infinium AM.
- 3 Update the HR Conversion File List by running the option *Change Conversion File List*.
- 4 Convert Infinium HR/PY application security to Infinium QY by running a **\*ALL** conversion in the option *Run Software 2000 Conversion*.
- 5 Optionally, override user authorizations to libraries, files, or fields by running the appropriate Authorizations menu options. For example, you can use the *Field* function to establish the Infinium QY equivalent of field level security.

## New Infinium HR/PY Release

Follow these steps whenever you install a new release of Infinium HR/PY. These steps assume the Infinium HR/PY new release installation is complete.

- 1 If appropriate, update the HR Conversion File List by running the option *Change Conversion File List*.
  - 2 Convert Infinium HR/PY application security to Infinium QY by running a **\*ALL** conversion in the option *Run Software 2000 Conversion*.
  - 3 If you need to change or add user authorization to libraries, files, or fields, run the appropriate Authorizations menu options.
-

## Changes to Infinium HR/PY Security

Follow these steps whenever you update application security within Infinium HR/PY, for example, if you define security for a new user or change a current user's security.

- 1 Convert Infinium HR/PY application security to Infinium QY by running a **\*USERS** conversion in the option *Run Software 2000 Conversion*.
  - 2 If you need to change or add user authorization to libraries, files, or fields, run the appropriate Authorizations menu options.
-

This chapter contains information on file maintenance within Infinium HR/PY.

The chapter consists of the following topics:

<b>Topic</b>	<b>Page</b>
Overview	7-2
Summary of Purge and Reorganisation Functions	7-3
Functions for Purging Selected Employers	7-7
Detailed History Purge Functions	7-9
Tax Data Purge Functions	7-14
Purge Functions for Accounting Data	7-15
Miscellaneous Data Purge Functions	7-17
Purge Function for Time and Attendance Data	7-19
Purge Non-active Employees	7-20
Purge Applicant Data	7-22
Purge Inactive Levels	7-24
Purge Inactive Positions	7-25
Purge Audit Details	7-26
Infinium PY Reorganisation Functions	7-28
Infinium HR File Reorganisation	7-31

---

## Overview

This chapter contains information on file maintenance within Infinium HR/PY. The following topics are discussed:

- Summary of Purge and Reorganisation Functions
- Infinium PY Purge Functions
- Infinium HR Purge Functions
- Infinium PY Reorganisation Functions
- Infinium HR Reorganisation Functions
- Audit Log Controls

**Note:** To avoid file or resource contention problems, you should perform reorganisations when no one is on the system.

## Objective

At the conclusion of this chapter you should be familiar with purge and reorganisation functions within Infinium HR/PY.

---

# Summary of Purge and Reorganisation Functions

The tables that follow summarize the functions that are provided in Infinium HR/PY to purge and reorganise files.

## Infinium PY Purge Functions

Task	Menu Path	Description
Purge Selected Employers (PY)	1 <i>PY Supervisors Functions</i>	Deletes control and employee data for a specified employer from appropriate files
	2 <i>PY Initialisation Functions</i>	
Purge Selected Employers (PR)	1 <i>PY Supervisors Functions</i>	Deletes control and employee data for a specified employer from appropriate files
	2 <i>PY Initialisation Functions</i>	
Delete Unused Incomes/Deductions	1 <i>PY Supervisors Functions</i>	Deletes records with no current or prior year data from PYPIC, PYPID, PYPDE
	2 <i>PY Initialisation Functions</i>	
Purge Detailed History	1 <i>Purge Payroll History</i>	Deletes data from Employee Cheque History files PYPCL, PYPIL, PYPDL and adds it to PYPCLT, PYPILT, PYPDLT
Consolidate Income History	1 <i>Purge Payroll History</i>	Combines income history per cheque by specified income reporting group into a single PYPIL record; adds the original income records to PYPILT
Consolidate Deduction History	1 <i>Purge Payroll History</i>	Combines deduction history per cheque by specified income reporting group into a single PYPDL record; adds the original deduction records to PYPDLT
Purge Tax Liability Data	1 <i>Purge Payroll History</i>	Deletes data from file PYPXL
Purge General Ledger Company	1 <i>General Ledger</i>	Deletes data from files GLPCH and GLPCO
Purge General Ledger Transaction	1 <i>Purge Payroll History</i>	Deletes data from file PYPAC

**Infinium PY Purge Functions**

<b>Task</b>	<b>Menu Path</b>	<b>Description</b>
Purge Labour Distribution History	1 <i>Purge Payroll History</i>	Deletes data from file PYPLB
Purge Cycle History	1 <i>Purge Payroll History</i>	Deletes data from file PYPCH
Purge Cheque Reconciliation Data	1 <i>Purge Payroll History</i>	Deletes data from file PYPRC
Purge Daily Time Data	1 <i>Purge Payroll History</i>	Deletes data from file PYPWK

**Infinium HR Purge Functions**

<b>Task</b>	<b>Menu Path</b>	<b>Description</b>
Purge Selected Employers (PE)	1 <i>Supervisors Functions</i>	Deletes control and employee data for a specified employer from appropriate files
	2 <i>System Initialisation Functions</i>	
Purge Selected Employers (PR)	1 <i>Supervisors Functions</i>	Deletes control and employee data for a specified employer from appropriate files
	2 <i>System Initialisation Functions</i>	
Purge Non-active Employees	1 <i>Supervisors Functions</i>	Deletes data from files beginning with system designators PE, PY and PR
Purge Applicant Data	1 <i>Supervisors Functions</i>	Deletes applicant records and associated data
	2 <i>System Controls</i>	
Purge Report Selections File	1 <i>Supervisors Functions</i>	Deletes data from file PRPLD
	2 <i>User Controls</i>	
Purge Inactive Levels	1 <i>Supervisors Functions</i>	Deletes data from file PRPLV
	2 <i>System Controls</i>	
Purge Inactive Positions	1 <i>Supervisors Functions</i>	Deletes data from file PEPOG
	2 <i>System Controls</i>	



### Infinium HR Purge Functions

Task	Menu Path	Description
Purge Audit Details	<ol style="list-style-type: none"> <li>1 <i>Supervisors Functions</i></li> <li>2 <i>System Controls</i></li> </ol>	Deletes records from the audit files, AUPPR, AUPPE, AUPPY, AUPIE, AUPDE, AUPDD, AUPDC, AUPIC, AUPOG, AUPJB, AUPAH, AUPFL and their equivalent alpha and numeric data files (above file names suffixed by A , C and N)

### Infinium PY Reorganisation Functions

Task	Menu Path	Description
Reorganise PY Files	<ol style="list-style-type: none"> <li>1 <i>PY Supervisors Functions</i></li> <li>2 <i>* System Controls</i></li> </ol>	Reorganises all payroll and root files
Reorganise Cycle Workfiles	<ol style="list-style-type: none"> <li>1 <i>PY Supervisors Functions</i></li> <li>2 <i>* System Controls</i></li> </ol>	Deletes records from cycle workfiles and reorganises them: PYPTE PYPD PYPPTT PYPYPCX PYPWX PYPYPCZ PYPYPIZ PYPYPDZ

### Infinium HR Reorganisation Functions

Task	Menu Path	Description
Reorganise PE Files	<ol style="list-style-type: none"> <li>1 <i>PY Supervisors Functions</i></li> <li>2 <i>System Controls</i></li> </ol>	Reorganises all personnel and root files

**Caution:** Before starting a purge or reorganisation function, you should ensure that a backup of the files involved has been taken.

## Sample Purge Screen Print

Many Infinium HR/PY purge functions use a screen format similar to Figure 7-1.

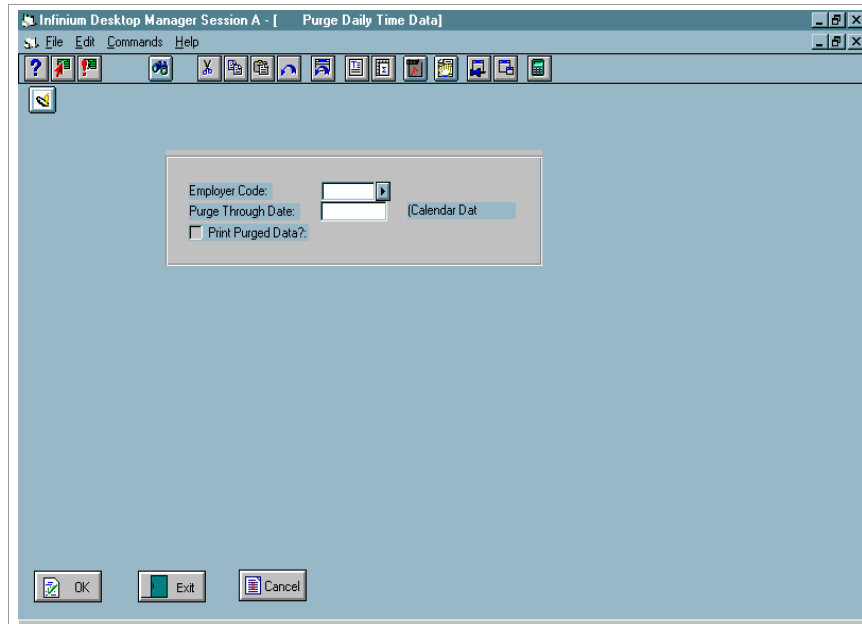


Figure 7-1: Sample Purge Function screen

If you leave the *Employer Code* field blank, all employers are processed.

The *Purge Through Date* field can refer to the cheque date, period ending date, or daily time date, depending on the data to be purged. Records with dates prior to the date entered as the purge through date will be purged.

**Note:** In the remainder of this chapter, screen prints are provided only for those functions that use different parameters from those shown in the above screen.

# Functions for Purging Selected Employers

## Purge Selected Employers (PY)

This option purges and reorganises both control and employee data for the specified employer from all files that begin with the system designator **PY**.

Because root data is needed to access payroll data, make sure you run the *Purge Selected Employers (PR)* function after running this option.

## Purge Selected Employers (PE)

This option purges and reorganises both control and employee data for the specified employer from all files that begin with the system designator **PE**.

Because root data is needed to access payroll data, make sure you run the *Purge Selected Employers (PR)* function after running this option.

## Purge Selected Employers (PR)

This option purges and reorganises both control and employee data for the specified employer from all files that begin with the system designator **PR**, with the exception of the Employer Control records which must be manually deleted.

Because root data is needed to access payroll and personnel data, make sure you run this option after running the options to purge payroll and personnel data.

**Note:** These functions are primarily used to delete test data.

- 1 From the Infinium PY main menu select *PY Supervisor Functions*.
  - 2 Select *PY Initialisation Functions*.
  - 3 Select *Purge Selected Employers (PY)* [PSEP]. The system displays a screen similar to Figure 7-2.
-

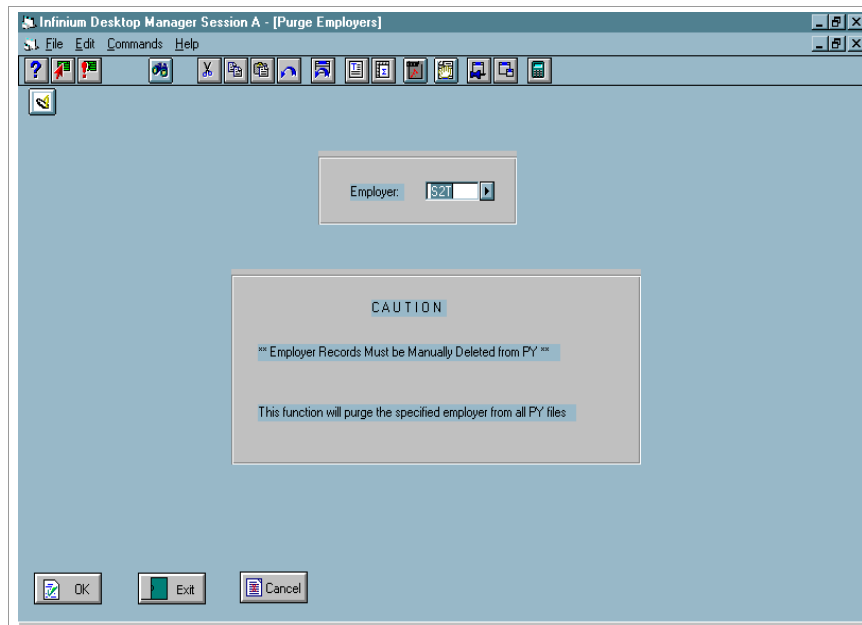


Figure 7-2: Purge Employers screen

After the purge operation has completed, the user will be returned to this screen. The user may then exit using F12 which will submit a *Reorganise Files* operation.

# Detailed History Purge Functions

## Purge Payroll Detailed History

This option removes records from and reorganises the Employee Cheque History files PYPIL, PYPDL, and PYPCL and then adds the removed records to files PYPILT, PYPDLT, and PYPCLT so that if necessary they may can be archived to tape.

These are the largest files in the system and typically occupy over 50% of the total database disk space. Therefore periodic purge is essential.

- 1 From the Infinium PY main menu select *Purge Payroll History*.
- 2 Select *Purge Detailed History [PDH]*. The system displays a screen similar to Figure 7-3.

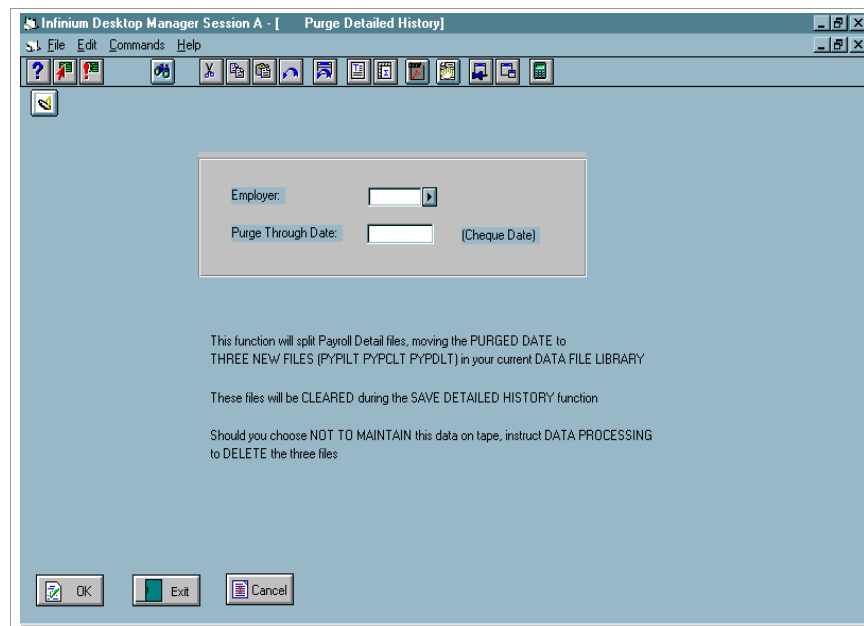


Figure 7-3: Purge Detailed History screen

If you leave the *Employer* field blank, all employers are processed.

Records are purged based on a comparison of the specified Purge through date and the Cheque date (CLDTEH, ILCDH, DLCDH). Records with dates prior to the Purge Through date are deleted

This function requires exclusive allocation of files PYPIL, PYPDL, and PYPCL.

Before using this function, you should back up files PYPIL, PYPDL, and PYPCL.

**Note:** Because this is potentially a long-running job which requires exclusive allocation of files, you should run this job during non-production hours, such as a weekend.

## Copying to Tape

You can copy the saved data from the PYPILT, PYPDLT, and PYPCLT files to tape in the *Save Detailed History* option. After copying the data to tape, this option clears data from files PYPILT, PYPDLT, and PYPCLT.

Before using this function, you should initialize a sufficient number of tapes.

## Restoring Files

You can use the *Restore Detailed History* option to copy your saved detailed history data back to the Infinium PY files. This function performs the following steps:

- Restores files PYPILT, PYPDLT, and PYPCLT to QTEMP.
- Executes the IBM CPYF command to copy the records from the files in QTEMP and add them to the PYPIL, PYPDL, and PYPCL files, using the \*MAP and \*DROP keywords.

## Consolidate Income History

If you need to keep more than one year of payroll history, you can use this option to combine income history per cheque by specified income reporting group into a single PYPIL record. This option adds the original income records to PYPILT. For example, you could merge all the types of overtime into one new code.

Optionally, you can use this function to delete accumulator records from a prior year.

---

## Consolidate Deduction History

If you need to keep more than one year of payroll history, you can use this option to combine deduction history per cheque by specified deduction reporting group into a single PYPDL record. This option adds the original deduction records to PYPDLT.

**Note:** The Consolidate Income History screen is similar to the screen for the *Consolidate Deduction History* option. This guide contains an example of the navigation and screen for the *Consolidate Income History* option.

- 1 From the Infinium PY main menu select *Purge Payroll History*.
- 2 Select *Consolidate Income History* [CIH]. The system displays a screen similar to Figure 7-4.

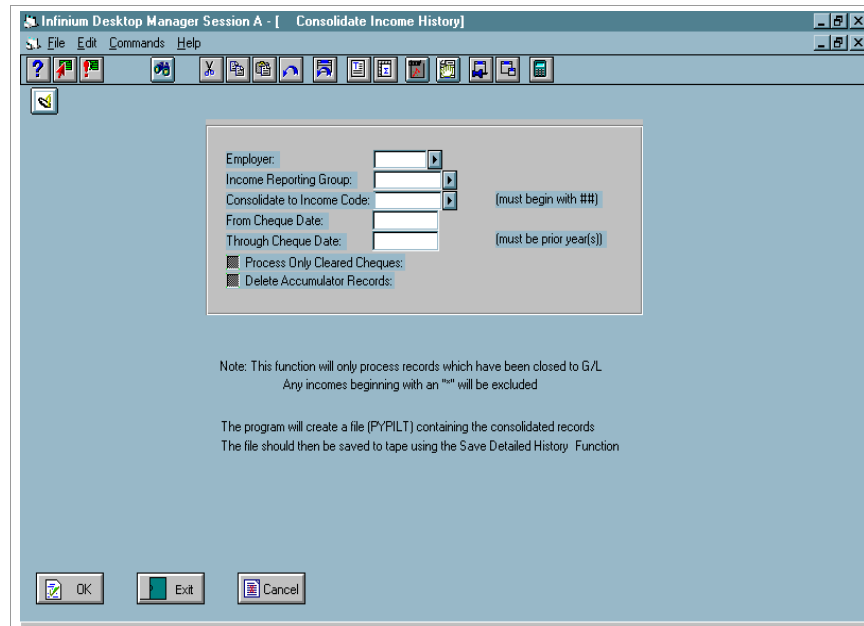


Figure 7-4: Consolidate Income History screen

You can define Income Reporting Groups in the *Update Employer Codes* option as code type **IRG** (use **DRG** for Deduction Reporting Groups). Through the *Update Income Reporting Groups* option, you can select which incomes are included in the group.

The *To Income Code* (or *To Deduction Code*) must begin with **##**.

Dates entered on this screen must be from a prior year.

**Note:** Incomes and deductions that begin with \* are excluded from the consolidation process.

## Consolidation Process

The consolidation process is described below.

- 1 For each cheque in PYPCL that has been closed to General Ledger and that meets the requirements specified on the screen, the consolidation program reads the related income, PYPIL, (or deduction, PYPDL) records.
- 2 For incomes (or deductions) that belong to the requested reporting group, the following processing occurs:
  - The original PYPIL (or PYPDL) records are deleted and written to the PYPILT (or PYPDLT) file.
  - The amounts and hours are consolidated into a single PYPIL (or PYPDL) record that contains the *To Income Code* (or *To Deduction Code*) that is specified on the screen.
  - A reversal of the consolidated record is written to the PYPILT (or PYPDLT) file.

## Delete Unused Incomes/Deductions

This function deletes income and/or deduction records that have no current or prior year data and that do not contain consolidated data. Consolidated data is identified by an income or deduction code that begins with ##.

- 1 From the Infinium PY main menu select *PY Supervisors Functions*.
  - 2 Select *PY Initialisation Functions*.
  - 3 Select *Delete Unused Incomes/Deductions* [DUID]. The system displays a screen similar to Figure 7-5.
-



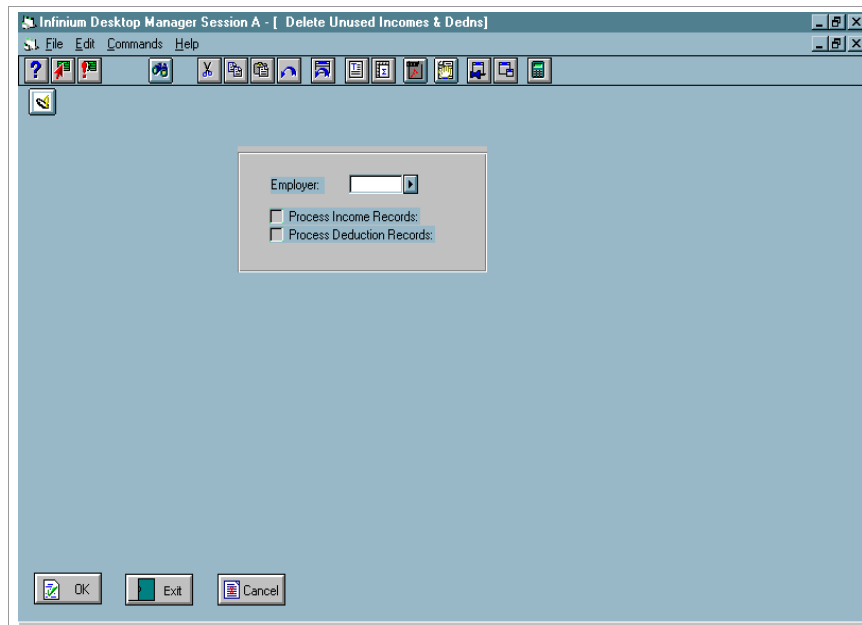


Figure 7-5: Delete Unused Incomes/Deductions screen

If you specify 1 for *Process Income Records*, this function deletes unused incomes from files PYPPIE, and PYPPIH.

If you specify 1 for *Process Deduction Records*, this function deletes unused deductions from file PYPDE.

**Note:** Before executing this purge function, you can use the *List Unused Incomes & Deductions* option to print a list of the records the system will delete.

**Caution:** This function will purge incomes and deductions for which employees have been authorized but have not used yet. For this reason, you should run this function soon after cycle posting is complete and before changes are made for the next pay period, including hiring employees into the system.

## Tax Data Purge Functions

### Purge Tax Liability Data

This option removes records from and reorganises the Payroll Tax Liability file, PYPXL.

Records are purged based on a comparison of the specified *Purge Through Date* to the cheque date field, XLDTEH.

You can use this file for internal auditing and/or balancing. Be aware that corrections to PYPDE through the *Correct Employee Deduction Data* function are not reflected in the PYPXL file.

---

# Purge Functions for Accounting Data

## Purge General Ledger Company

This option removes records from and reorganises the General Ledger Company file, GLPCO, and Chart of Accounts file, GLPCH .

This function deletes all records from GLPCO and GLPCH for the specified general ledger company.

This function runs interactively.

**Note:** This function is primarily used to delete test companies and their respective charts of accounts.

## Purge General Ledger Transaction

This option removes records from and reorganises the Accounting Transactions file, PYPAC.

Records are purged based on a comparison of the specified *Accounting Month* and *Accounting Year* values to the accounting year and month fields, ACYEAR and ACMNTH.

At a minimum, you should keep data for the current and prior months.

## Infinium GL

The Infinium GL function *Load input batch from PY2000* provides an option to purge records after they are processed. If you choose not to purge the records, you can use this Infinium PY purge function to delete records from the PYPAC file.

## Other General Ledger

If transactions are not cleared when the data is transferred to your general ledger system, you can use this Infinium PY purge function to delete processed records from the PYPAC file.

---

## Purge Labour Distribution History

This option removes records from and reorganises the Labour Distribution file, PYPLB.

Records are purged based on a comparison of the specified *Through acctg year* to the fiscal year field, LBFYR.

You can purge this file after year end processing is complete.

---

# Miscellaneous Data Purge Functions

## Purge Cycle History

This option removes records from and reorganises the Cycle History file, PYPCH.

Records are purged based on a comparison of the specified *Through date* to the cheque date field, CHCDH.

You should keep your cycle history data as long as you keep your detailed cheque history data.

## Purge Report Selections File

This option removes records from and reorganises the Task Coupling file, PRPLD. This file contains a record for every batch job submitted. Each record contains the parameters specified at submission time and a key consisting of the job control name, IBM interactive job number, date, and time.

Records are purged based on a comparison of the specified *Purge through date* to the job submission date.

Infinium Software recommends that you keep data in the PRPLD file for a specific period of time, such as six months. You can use records in this file as an audit trail of jobs that were selected to run during that time frame.

## Purge Cheque Reconciliation Data

This option removes records from and reorganises the Cheque Reconciliation file, PYPRC.

Records are purged if they meet the following criteria:

- If *Employer* is specified, records are purged for that employer only. Otherwise, records are purged for all employers.
-

- The cheque date, RCDTEH, is less than or equal to the specified *Through date*.
- The cheque has been cleared.
- The cheque amount matches the cleared amount.

At a minimum, you should keep data for the past year.

**Caution:** Before purging records from a previous year, you should back up your work file to tape. You should keep the backup tapes for the standard number of years required by the taxing authorities.

---

# Purge Function for Time and Attendance Data

## Purge Daily Time Data

This option removes records from and reorganises the Time and Attendance Daily Time file, PYPWK.

This function purges records based on the values entered in the *Employer* and *Purge Through date* fields. Records that match these selection criteria are purged regardless of the value in the Close to PY flag, WKPYCL.

For more information on daily time entry, please refer to the “Technical Overview of Cycle Processing” chapter.

**Caution:** Prior to running this purge function, make sure cheques are printed and distributed for the dates selected.

---

## Purge Non-active Employees

This function deletes records of inactive employees from files that begin with the **PE**, **PY**, and **PR** system designators and adds records to the Purged Employees Extract file, PRPXT. This option allows you to store purged data to PYPMST, PEPMST, and PRPMST, which you can save to tape.

- 1 From the Infinium HR main menu select *PE Supervisors Functions*.
- 2 Select *Purge Non-active Employees [PNAE]*. The system displays a screen similar to Figure 7-6.

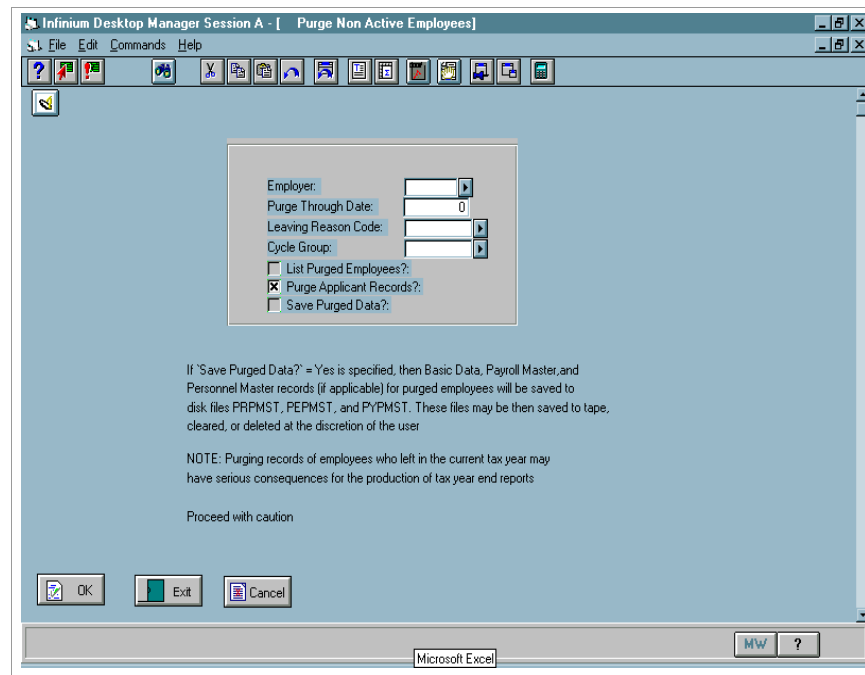


Figure 7-6: Purge Terminated Employees screen

You cannot purge records from the current or prior year.

If the *Keep Permanently* field is 1 (Yes) on an employee's basic data record, the employee's records will not be purged.

### Viewing Data in PRPXT

You can use the following function for online inquiries of the Purged Employees Extract file, PRPXT.



- 1 From the Infinium HR main menu select *Employees*.
- 2 Select *Employee Records*.
- 3 Select *Display Purged Employees* [DPE].

## Purge Applicant Data

This function deletes applicant records and associated data from the files shown below. You may, however, specify certain exclusions from the purge operation. For instance, you can to retain the records of applicants with particular skills or qualifications.

File	Description
PEPJA	Applicant Jobs file
PEPAP	Applicants file
PEPEA	Applicant Education file
PEPRA	Applicant recruitment Costs
PEPAI	Applicant Interviews
PEPAR	Applicant References

- 1 From the Infinium HR main menu select *PE Supervisors Functions*.
  - 2 Select *System Controls*.
  - 3 Select *Purge Applicant Data* [APPLPURGE]. The system displays a screen similar to Figure 7-7.
-

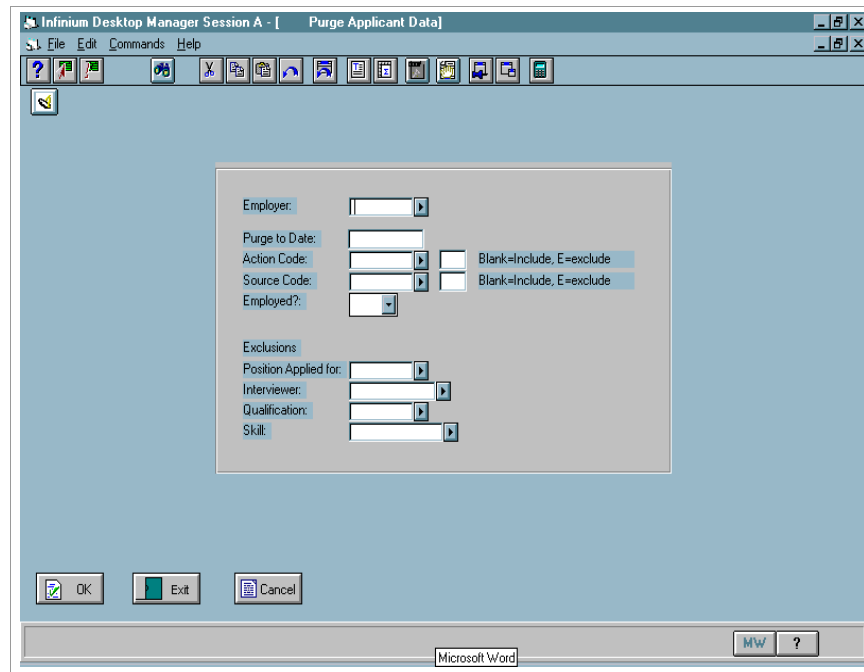


Figure 7-7: Purge Applicant Data screen

Before using this function, you should back up the files involved in the purge.

This function generates a list of the applicants purged.

*Employed?*

Valid values are:

- 0**      Include applicants that have been employed
- 1**      Exclude applicants that have been employed
- 2**      Include only applicants that have been employed

## Purge Inactive Levels

This function allows you to remove level records from the file PRPLV that are marked as inactive in field LVMODL.

**Note:** No level can be removed if it currently contains active employees.

- 1 From the Infinium HR main menu select *PE Supervisors Functions*.
- 2 Select *System Controls*.
- 3 Select *Purge Inactive Levels* [PURGELVL]. The system displays a screen similar to Figure 7-8.

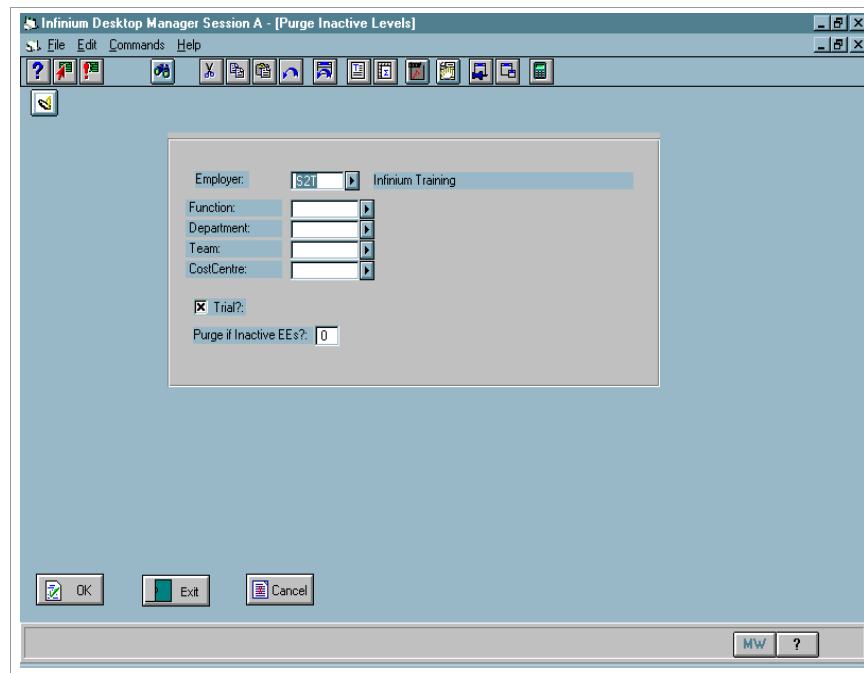


Figure 7-8: Purge Inactive Levels screen

If you specify 1 in *Trial?* a trial submission will be submitted. No purge will actually occur, but a report listing those level records that would be purged are listed.

If you specify 1 in *Purge if Inactive EEs?* levels that contain records of non-active employees will be removed.

**Note:** Purging levels that contain records of non-active employees may then adversely affect your ability to report upon such employees.

## Purge Inactive Positions

This function allows you to remove position records from the file PEPOG that are marked as inactive in field OGACTV.

**Note:** No level may be removed if it currently contains active employees.

- 1 From the Infinium HR main menu select *PE Supervisors Functions*.
- 2 Select *System Controls*.
- 3 Select *Purge Inactive Positions* [PURGEPOS]. The system displays a screen similar to Figure 7-9.

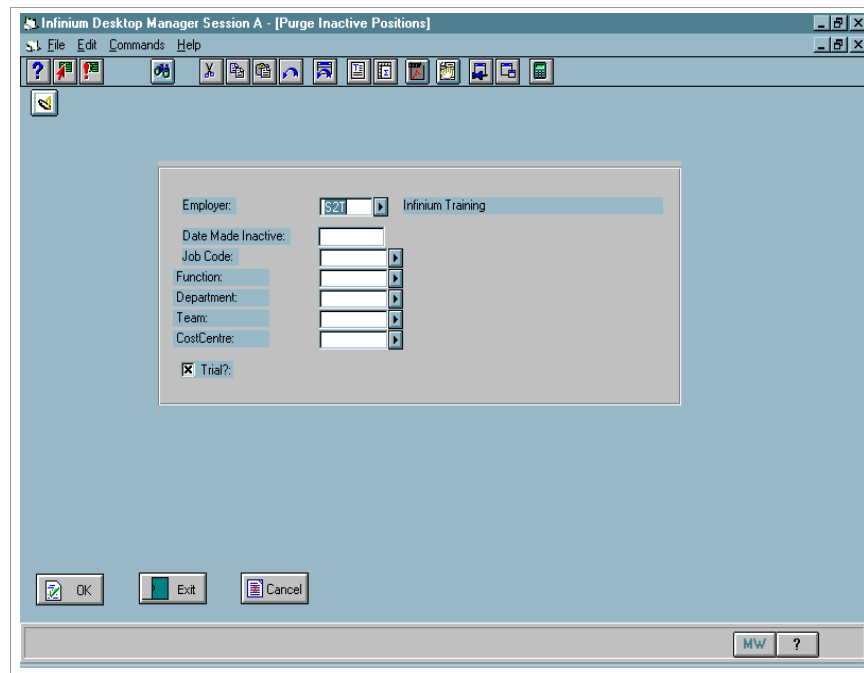


Figure 7-9: Purge Inactive Positions screen

If you specify 1 in *Trial?* a trial submission will be submitted. No purge will actually occur, but a report listing those position records that would be purged are listed.

## Purge Audit Details

This function removes records from, and reorganises the following Audit files that relate to the following database files.

Audit file	Description
AUPPR	Employee Basic Data
AUPPY	Employee Payroll Data
AUPPE	Employee Personnel Data
AUPIE	Employee Income Data
AUPDE	Employee Deduction Data
AUPDD	Employee BACS Data
AUPDC	Deduction Controls
AUPIC	Income Controls
AUPOG	Position Controls
AUPJB	Job Controls
AUPAH	Employee Absences
AUPFL	Authorised Workforce Levels

This function also purges the alpha and numeric audit files equivalents for each of the above files; for example, in addition to AUPPR it also purges AUPPRC, AUPPRA, AUPPRN.

- 1 From the Infinium HR main menu select *PE Supervisors Functions*.
  - 2 Select *System Controls*.
  - 3 Select *Purge Audit Details [PAD]*. The system displays a screen similar to Figure 7-9.
-

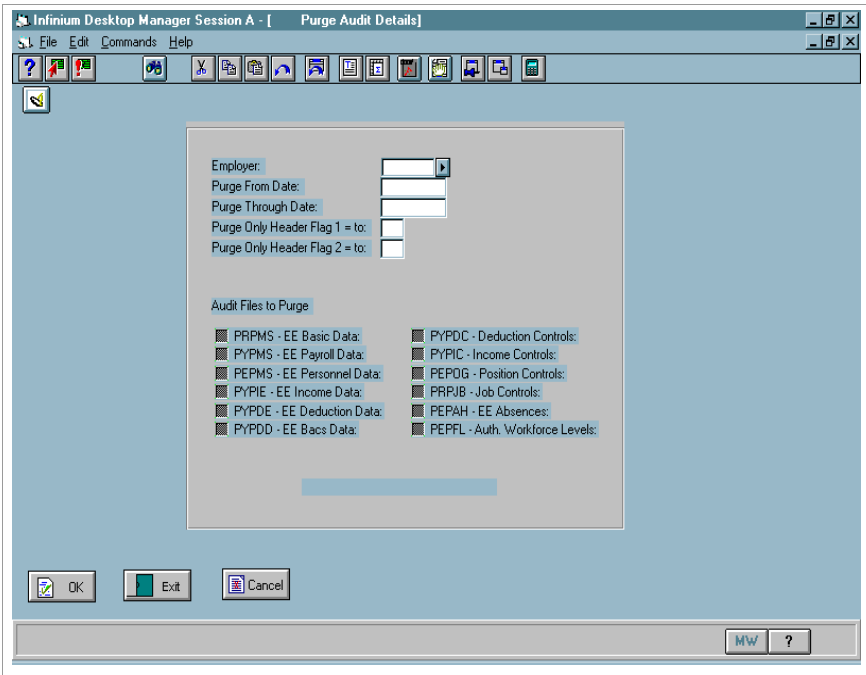


Figure 7-10: Purge Audit Details screen

# Infinium PY Reorganisation Functions

## Reorganise Cycle Workfiles

You can optimize your cycle processing time by deleting unnecessary records from your cycle workfiles and reorganising them. You can do this by running the *Reorganise Cycle Workfiles* option on a regular basis.

- 1 From the Infinium PY main menu select *PY Supervisors Functions*.
- 2 Select *\* System Controls*.
- 3 Select *Reorganise PY Cycle Workfiles [RPCW]*.

No parameters are necessary for this operation.

You should reorganise your cycle workfiles regularly, for example after every cycle, or once a week if you have weekly processing.

**Caution:** This function reorganises the following workfiles. Note that the records in some of the work files are actually deleted by other functions.

Workfile Name	Workfile Description	Function that Deletes Records
PYPTN	Payroll Cycle Transactions (Cheque Header)	Post Cycle and Print Cheques, PYGRG52
PYPTE	Employee Income	Reorganise Cycle Workfiles program PYGPCH
PYPTD	Employee Deductions	Reorganise Cycle Workfiles program PYGPCH
PYPTT	Level Totals	Reorganise Cycle Workfiles program PYGPCH
PYPCX	Cycle Deduction Exceptions	Reorganise Cycle Workfiles program PYGPCH
PYPWX	Cycle Automatic Pay	Reorganise Cycle Workfiles program PYGPCH
PYPCZ	Cheque Header	Reorganise Cycle Workfiles program PYGPCH



Workfile Name	Workfile Description	Function that Deletes Records
PYPIZ	Cheque Incomes	Reorganise Cycle Workfiles program PYGPCH
PYPDZ	Cheque Deductions	Reorganise Cycle Workfiles program PYGPCH
PYPME	Timesheet Mass Entry	
PYPOF	Reassign Cheque Numbers	not deleted
PYPCH	Cycle History	Purge Cycle History, PYGPH605
PYPTSH	Batch Timesheet Header	Close Batch Timesheet to Cycle, PYGTSUPD
PYPTSWRK	Batch Timesheet Detail	
PYPST	SSP Transactions	Post Cycle and Print Cheques, PYGRG52

**Note:** No one should be using the cycle workfiles while this function is running. This function requires exclusive allocation of the files listed above.

## PYCRGZ2

Program PYCRGZ2 calls PYGPCH, which deletes records from the files listed in the above table. PYCRGZ2 then reorganises the files that contain deleted records.

## PYGPCH

PYGPCH deletes workfile records from a cycle only if the following conditions are true:

- CHLVL is 5 – posting is complete.
- CHSUCD is blank – work records have not already been purged.
- CHODCC is not 1 – not an On-Demand Cheques Cycle. On-Demand cycle workfiles are deleted during On-Demand processing.

After deleting the appropriate records, PYGPCH changes CHSUCD to PURGE, indicating that the cycle's workfile records have been purged.

If an on-demand cycle was used to calculate only (CHEMP, CHHRS, and CHGRS are all zero), PYGPCH deletes the PYPCH record for that cycle.

## Reorganise PY Files

This option reorganises all payroll and root files.

- 1 From the Infinium PY main menu select *PY Supervisors Functions*.
- 2 Select \* *System Controls*.
- 3 Select *Reorganise PY Files* [RPF].

No parameters are required for this operation.

The files to be reorganised are all those with PYP and PRP prefixes.

To optimize processing, Infinium Software recommends reorganizing Infinium PY files on a regular basis, for example monthly. An additional benefit of regular reorganisation is that the reorganisation itself runs faster.

This job requires exclusive allocation of all payroll and root files.

Before using this function, you should back up the files involved in the reorganisation.

If you cancel this job after it has started processing, the job will complete reorganisation of the current file before ending.

To prevent accidental running of this job, you can change the job control so that the job is held in the job queue.

**Note:** Because this is a long-running job which requires exclusive allocation of files, you should run this job during nonproduction hours, such as a weekend.

# Infinium HR File Reorganisation

## Reorganise HR Files

This option reorganises all personnel and root files.

- 1 From the Infinium HR main menu select *PE Supervisors Functions*.
- 2 Select *System Controls*.
- 3 Select *Reorganise PE* [RPF].

No parameters are required for this operation.

The files to be reorganised are all those with PEP and PRP prefixes.

Infinium Software recommends reorganizing Infinium HR files regularly, such as on a monthly basis, to optimize processing. An additional benefit of regular reorganisation is the reorganisation itself runs faster.

This job requires exclusive allocation of all personnel and root files.

Before using this function, you should back up the files involved in the reorganisation.

If you cancel this job after it has started processing, the job will complete reorganisation of the current file before ending.

To prevent accidental running of this job, you can change the job control so that the job is held in the job queue.

**Note:** Because this is a long-running job which requires exclusive allocation of files, you should run this job during nonproduction hours, such as a weekend.

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## Notes

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# Chapter 8 Customizing and Interface Considerations

# 8

This chapter contains information related to customizing and interface considerations within Infinium HR/PY.

The chapter consists of the following topics:

<b>Topic</b>	<b>Page</b>
Overview	8-2
User Exits	8-3
User Controllable Fields	8-7
Time and Attendance Daily Time File – PYPWK	8-11
Accounting Transactions File – PYPAC	8-14
Bank Account Reconciliation File – PYPAR	8-16
Bank Clearing Tape Interface File – PYPBK	8-18
Cheque Clearing Interface File – PYPCC	8-20
Load Salary Change Transactions from the System i	8-21
Interface Points	8-28
User/Group Menus	8-29

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## Overview

This chapter contains information related to customizing and interface considerations within Infinium HR/PY. The following topics are discussed:

- User Exits
- User Controllable Fields
- Interface Files
- Developing User/Group Menus

### Objective

At the conclusion of this chapter you should be familiar with considerations for customizing and interfacing within Infinium HR/PY.

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## User Exits

This table summarizes the user exits that are provided in Infinium HR/PY to assist you in customizing your reports and programs. Please refer to the “Using User Exits for Custom Reports and Programs” appendix for details about each report and program. The following exits are available.

### Reports

User Exit	Description / Purpose
<p>On the Income and Deduction Controls, you can specify user exits for the following:</p> <ul style="list-style-type: none"> <li>Cycle Reports</li> <li>Monthly Reports</li> <li>Quarterly Reports</li> <li>Annual Reports</li> <li>On-Demand Cycle Reports</li> </ul>	<p>These user exit programs enable you to generate customized income or deduction reports.</p>

### Programs

User Exit	Description / Purpose
<p>On the Bank Account controls, you can use the <i>Cheque Format</i> field to specify the custom print program appropriate for that bank account. The code you enter will be prefixed by PYG when the program is called. For example, if your custom program is called PYGMYPAY, type <b>MYPAY</b> in the <i>Cheque Format</i> field. You must first set up a code value for employer code type CFM.</p> <p><b>Note:</b> The system uses *DD as the bank account for BACS transfers, *CASH as the bank account for cash payments and *GIRO for Giro payments.</p> <p>If you leave the <i>Cheque Format</i> field blank on the bank account control, the system uses the default print program PYGRG51 for normal pay, PYGRGDD for BACS transfers pay, PYGRGGI for GIRO pay and PYGRGCA for cash pay, Pay Slips, Cheques, BACS advices Cheques.</p>	<p>This exit enables you to produce customized print programs for pay slips and/or cheques and BACS advices cheques</p>

## Programs

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User Exit	Description / Purpose
Employee pay rates calculation Rates 2 to 5 Custom Program (on page 3 of 3)	<p>Within employer controls you can specify a custom program to calculate employee pay rates 2, 3, 4 and 5 based from pay rate 1.</p> <p>Updates to pay rates 2, 3, 4, and 5 occur whenever an employee's pay rate 1 is changed.</p>
Begin Cycle Close Daily Time to Cycle Prove Timesheet Data Release Timesheet Data Print Trial Register Post Cycles and Print Checks	<p>User exits are provided at these points within Cycle Operations to enable you to perform custom processing each time you run a particular payroll cycle.</p>
Custom Income Calculation	<p>If none of the income calculation methods provided by Infinium Software meet your needs, this exit is available to perform custom calculation of an income amount whenever an employee's pay cheque is calculated or recalculated.</p>
Custom Deduction Calculation	<p>If none of the deduction calculation methods provided by Infinium Software meet your needs, this exit is available to perform custom calculation of a deduction amount whenever an employee's pay cheque is calculated or recalculated.</p>
Bonus Calculation	<p>This program calculates the bonus amount to be paid to each employee within a special bonus cycle.</p>
Personnel Action Custom Processing	<p>These programs are attached to employer controls by transaction type. They perform custom processing each time a corresponding personnel action is created or updated, for example, an employee salary change.</p>

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**Programs**


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User Exit	Description / Purpose
Custom Benefits Calculations Premium Amount Insurance Rate Insurance Coverage Amount	These custom programs are attached to benefit plans and are executed each time an employee is enrolled into the benefit plan and each time the enrollment record is updated.
Step in Grade processing Pay Grade control has a user exit for Custom Step program	This program allows the employee's next step in the grade to be custom calculated.
PTO Accruals Custom PTO earned Custom length of service	For PTO accruals set up with an earn basis of 7, you can specify a custom program to calculate the entitlement when the accrued PTO becomes earned.  You can specify a program to calculate length of service on the PTO accrual control if the standard calculation is not suitable.
Statutory Maternity Pay Statutory Adoption Pay Statutory Paternity Pay	You can specify custom programs on the employer control for custom SMP, SAP and SPP processing at the following stages of the payroll cycle  <i>After Begin</i>  <i>Before Release</i>  <i>After Post and Print</i>
Sick Pay Controls	You can specify a custom processing program can be defined to apply any custom rules
Statutory Sick Pay Employer Controls	On the employer control custom programs can be specified for custom SSP processing at the following stages of the payroll cycle  <i>After Begin</i>  <i>Before Release</i>  <i>After Post and Print</i>

---

**Programs**

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<b>User Exit</b>	<b>Description / Purpose</b>
Statutory Sick Pay SSP Controls	On the SSP control, custom programs can be specified for custom SSP processing at the following stages:  <i>After Generate SSP</i>  <i>After Close To Payroll</i>  <i>After Regenerate SSP</i>

---

**Note:** You must maintain source and object in HRCUST.

Certain naming conventions exist for various custom programs and reports. These are noted in the “Customizing Considerations” appendix.

---

# User Controllable Fields

This section describes the user controllable fields available in files PYPIE, PYPDE, PRPUD, PEPOG and PRPMS.

**Note:** Please refer to the “Infinium HR/PY User Fields” appendix for a list of all user controllable fields provided with Infinium HR/PY.

## PYPIE and PYPDE Files

Employee Income and Deduction files (PYPIE and PYPDE) contain the following user controllable fields:

- IEXPAY Income Amount
- IEXHRS Income Hours
- DEXDED Employee Deduction Amount
- DEXDCD Employer Contribution Amount
- DEXBAS Wage Base Amount

### Activating User Income and Deduction Fields

You can accumulate to the above fields by setting the *Update User Inc/Ded Fields* field to 1 in the *Update Employer Controls* function.

These fields are updated during the *Post Cycles and Print Cheques* function.

### Reports

You can use the following Infinium PY options to produce listings that contain the user income and deduction data.

- 1 From the Infinium PY main menu select *On-Request Reporting*.
  - 2 Select *User Defined Data Functions*.
  - 3 Select *Print User Data Payroll Register*.
  - 4 Select *Print User Data Supp. Register*.
-

## Clearing Fields

You can clear the user income and deduction fields through the *Select the Clear User Data Fields* option under \**System Controls* under *PY Supervisor's Functions*.

## PRPUD File

The User-Defined Employee file, PRPUD, is organized by employer and employee number. This file allows for the following user controllable fields:

10 code fields	5 position Alpha
10 date fields	3 formats maintained: hundred year format 10 character edited format 8 character unedited format
10 amount fields	9 position 2 decimal
10 hours fields	7 position 2 decimal
20 character fields	20 position Alpha
10 numeric fields	11 position 0 decimal
1 large text field	100 position Alpha

The descriptions/headings for the above fields are stored in the Employer Titles file, PRPOU. You can maintain the descriptions/headings by using the *Maintain Employer Titles* option.

## Maintain

To maintain field values for PRPUD, follow the steps below.

- 1 From the Infinium HR main menu select *Employees*.
  - 2 Select *Employee records*.
  - 3 Select *Update User-Defined Emp. Data* for Infinium HR.
-

## Display

To display data from the PRPUD file, follow the steps below.

- 1 From the Infinium HR main menu select *Employees*.
- 2 Select *Display Employee Data*.
- 3 Select *Update User-Defined Emp. Data*.

## Reports

You can generate reports to access the PRPUD file through Infinium QY.

## PEPOG – Organisational Positions

The positions file has a user-definable field OGLAC. The following two field descriptions are user-defined on the Employer Controls (PE) page 2:

- *User Defined Code Descriptions*
- *Position User Defined Name*

OGLAC is a coded field. Values must exist as employer code values of type LAC.

When you display a position record, you the name you assign is next to the field.

## PRPMS

During the new employee process or position changes, the value of OGLAC is the default in the corresponding user-defined field PRLAC on the employee basic data file PRPMS

The table below shows the fields in the PRPMS file for which the user assigns descriptions. You enter the description text for these fields in Employer Controls (PE) page 2.

---

<b>Field and Field Description</b>	<b>Description</b>
PRCNTY, Address Field Text	This allows the line of address after <i>City</i> to be user-defined. For example, in the UK the wording would be County but in other countries it could be State, Region, or Province.
PRPY#, User Field Text	This allows another identification number for the employee. For example, if you do not use Infinium PY, you could use this field to record the payroll number, if it is different from the employee number.
PRSS, Tax ID No. Text	This allows you to enter the actual name of the tax ID used in a country. For example, in the UK the text would be 'NI number', while in Ireland it would be 'PSRI'.

---

## Time and Attendance Daily Time File – PYPWK

As discussed in the “Technical Overview of Cycle Processing” chapter, you can store daily time in the Time and Attendance Daily Time file, PYPWK.

This file is populated via the *Update Daily Time* option or a custom program, and purged through the *Purge Daily Time Data* option.

If you use a custom program, you can use the following table as a guide for populating the PYPWK file.

Field	Description	Comments (R=Required)	
WKER	Employer	R	Validate in file PRPCO
WKCLK	Clock number		Can be retrieved from file PRPMS, field PRCLN
WKEN	Employee number	R	Validate in file PYPMS
WKDATH	Date – hundred year format	R	The number of days since January 1, 1900
WKDATE	Date – edited format	R	Must match Employer Controls date format for example, DDMMYYYY or YYYYMMDD
WKDAT8	Date – 8-digit format	R	
WKHRS	Hours for day	R	May be required for certain income codes Required if WKABS field is used (unpaid absence)
WKUNIT	Units		Optional
WKDAY	Weekday number		1–7
WKWEEK	Week number		Future use – initialize as zero
WKPROJ	Project		Can be retrieved from file PYPMS, field PYPROJ
WKINC	Income code	R	Required except for unpaid absence (WKABS) – validate in files PYPIE, PYPIC

Field	Description	Comments (R=Required)	
WKABS	Absence code		Optional – unpaid absence (no PYPTE record created) If used, WKINC must be blank and WKHRS entered Validate code in file PRPCD for code type ABS
WKRAT	Rate override	R	May be required for certain income codes Leave as zero if no override is needed
WKACCT	Labor account number		Optional – if entered, can be validated by calling program GLGCH15
KJOB	Job code	R	Job code and levels can be retrieved from the PRPMS file or keyed in via the <i>Update Daily Time Data</i> option.
WKLV1	Level 1	R	Validate job code in file PRPJB.
WKLV2	Level 2	R	Validate levels in file PRPLV. Blank is acceptable for levels 2–4 if your organization does not use these levels.
WKLV3	Level 3	R	If Income Basis is J for the income code specified in WKINC, validate WKDATH against job start and end dates and validate employee job authorization in file PYPJO.
WKLV4	Level 4	R	
WKSHFT	User Shift field		Obsolete field – has been replaced with WKSHIF see below
WKEMSG	Error message		Leave blank – used when proof is run
WKSEG	Segment		Supplied during <i>Close Daily Time to Cycle</i> option
WKCYC	Cycle code		Leave blank Supplied during <i>Close Daily Time to Cycle</i> option
WKPENH	Period ending date – hundred year format		Leave zero Supplied during <i>Close Daily Time to Cycle</i> option
WKPYCL	Close to Payroll flag	R	Must be blank
WKTIP	Tip code		Valid values are blank, D or I. If PYTIPA is 1 or 2, may use value from JBTIP.



Field	Description	Comments (R=Required)	
WKSRT	Sequence field	R	Use Employee number or Last name, based on the <i>Timesheet Alpha</i> field in Employer Controls
WKAMT	Amount	R	May be required for certain income codes
WKUSER	User		IBM user profile of person who created the record. Referenced by the <i>Prove Daily Time Data</i> option when a value is entered for the <i>Timekeeper</i> field
WKSEL	Record selected	R	Not currently used – initialize as blank
WKSHIF	Shift code		Optional

Data can be re-extracted from this file if the cycle is canceled and the file has not been purged.

The Close to PY flag, WKPYCL, identifies whether a record has been processed. This flag is set, as follows:

- blank** Unprocessed – Initial value. Program PYGKC15 also sets to this value if the cycle is canceled.
- 1** Processed – Set by program PYGWKCLOSE during the *Close Daily Time* option.

## Accounting Transactions File – PYPAC

The Accounting Transactions file, PYPAC, is populated during the *Close to General Ledger* function and processed in your GL system.

In order to transfer the Payroll transactions to Infinium GL, you should switch to the Infinium GL system and execute the *Load input batch from PY2000* option (Menu Level 1: *Journal Processing*, Menu Level 2: *Journal Entry*). This function processes the PYPAC file and optionally allows you to purge records as they are loaded.

- 1 From the Infinium PY main menu select *Period End*.
- 2 Select *Close to General Ledger* [CGL]. The system displays a screen similar to Figure 8-1.

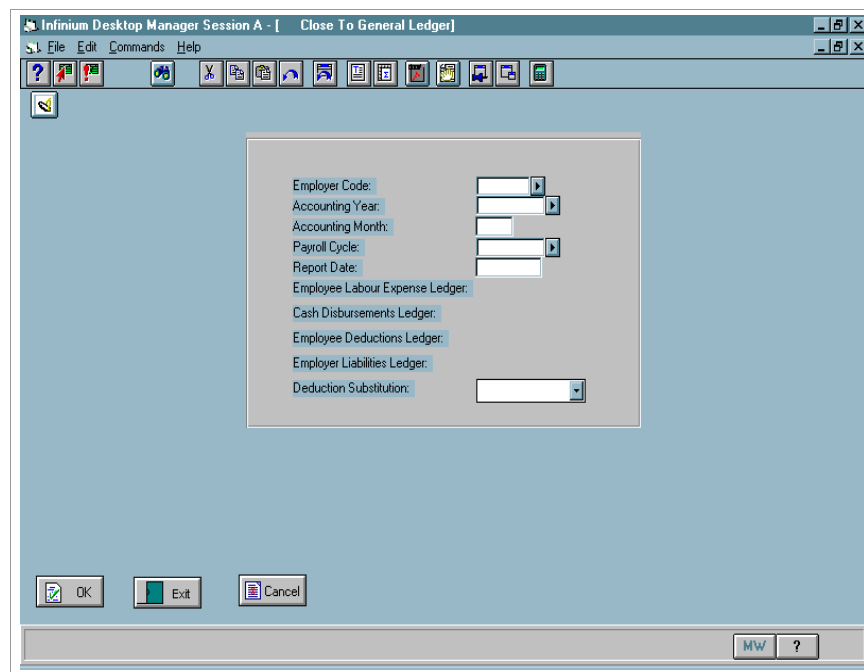


Figure 8-1: Close to General Ledger screen

The *Close to General Ledger* function adds records to the PYPAC file.

If transactions are not cleared when the data is transferred to an appropriate format in your GL system, you can use the *Purge General Ledger Transactions* function to clear records from this file.

**Note:** If it is necessary to re-extract General Ledger Close transaction data, please refer to “Recovery from a General Ledger Close Crash” in the “Period Ending Functions” chapter.

## Bank Account Reconciliation File – PYPAR

The Bank Account Reconciliation file, PYPAR, contains a list of issued checks. You send this file to the bank that reconciles the checks.

### Extracting Cheque Reconciliation Data

- 1 From the Infinium PY main menu select *Pay Slip Reconciliation*.
- 2 Select *Extract Acct Reconciliation Data [EARD]*. The system displays a screen similar to Figure 8-2.

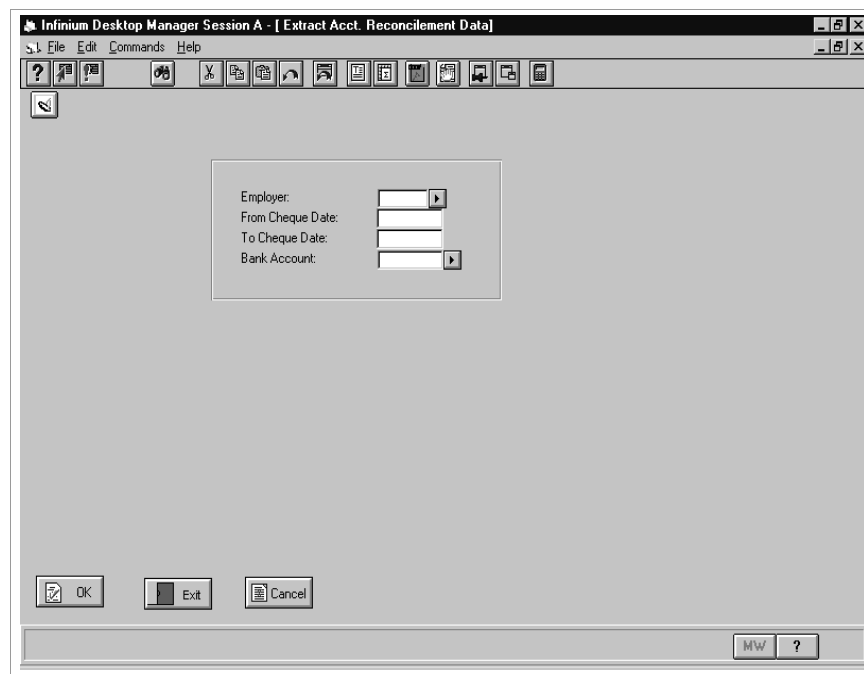


Figure 8-2: Extract Acct Reconciliation Data screen

The *Extract Acct Reconciliation Data* function performs the following:

- Clears file PYPAR
- Populates file PYPAR
- Reads the Cheque Reconciliation file, PYPRC, and sets RCFLAG to 1 to indicate that the record has been extracted

This file is copied to tape in *Create Account Reconciliation Tape* function.

**Note:** If it is necessary to re-extract account reconciliation data, please call Infinium Software Technical Support to verify which fields you must reset.

## Creating the Account Reconciliation Tape

- 1 From the Infinium PY main menu select *Pay Slip Reconciliation*.
- 2 Select *Create Acct Reconciliation Tape* [CART]. The system displays a screen similar to Figure 8-3.

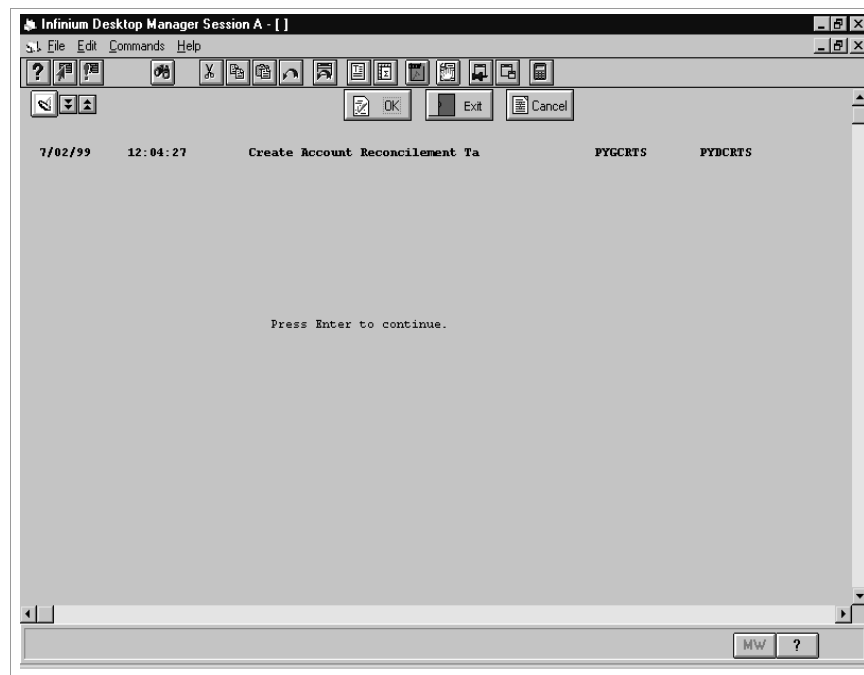


Figure 8-3: Create Acct Reconciliation Tape screen

This function copies your formatted data from the PYPAR file to magnetic tape. This is the tape you send to the bank for reconciliation.

This function is hard coded to process tape file PYPART. The definition for tape PYPART is provided with Infinium HR/PY.

## Bank Clearing Tape Interface File – PYPBK

PYPBK is the Bank Clearing Tape Interface file used during cheque reconciliation. Your bank sends you a tape containing your cleared cheques. You must copy this bank tape into file PYPBK and make sure you populate the following fields:

- BKBKNB – Bank account number
- BKCHKN – Cheque number
- BKDATE – Date cleared (6 digit format)
- BKDAT8 - Date cleared (8 digit format)
- BKCAMT – Amount cleared

After PYPBK is populated, you must perform the following:

- 1 From the Infinium PY main menu select *Pay Slip Reconciliation*.
- 2 Select *Receive Bank Clearing Tape* [RBCT]. The system displays a screen similar to Figure 8-4.

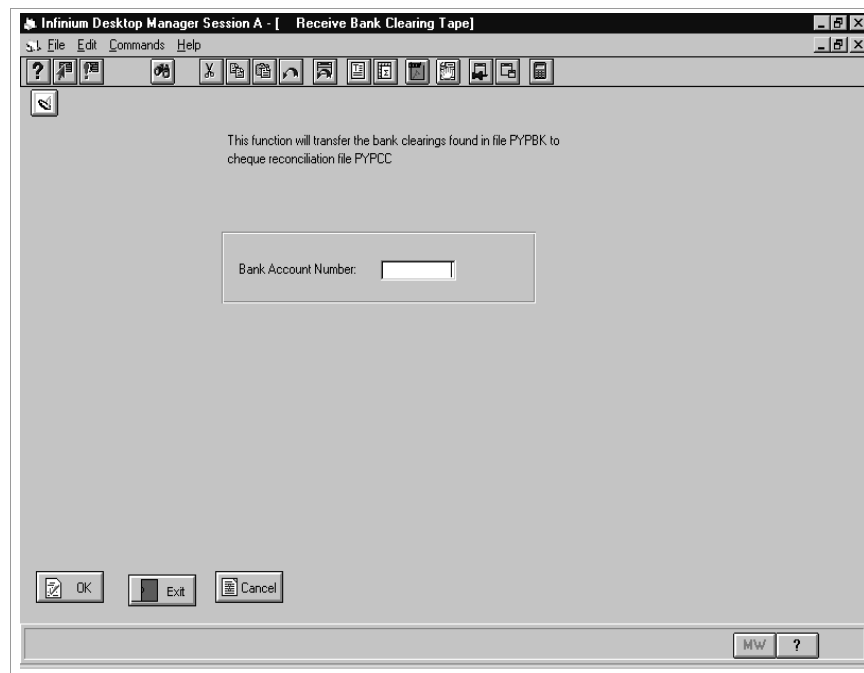


Figure 8-4: Receive Bank Clearing Tpe screen

The above function performs the following:

- Matches cleared items against the PYPRC file
- Generates records in the Cheque Clearing workfile, PYPCC, by adding records from file PYPBK to file PYPCC
- Deletes the processed records from PYPBK

When the option *Post Cleared Cheques* is run, the cheques are marked as cleared.

**Note:** If you have multiple employers using the same bank account number, you must process PYPBK in stages. You can process only one employer at a time.

---

## Cheque Clearing Interface File – PYPCC

The Cheque Clearing Interface file, PYPCC, contains records from the Bank Clearing Tape Interface file, PYPBK, and/or from manually entered cheques. This file is used for reconciling cheques through Infinium PY.

- 1 From the Infinium PY main menu select *Pay Slip Reconciliation*.
- 2 Select *Key Entry of Cleared Cheques* [KCC]. The system displays a screen similar to Figure 8-5.

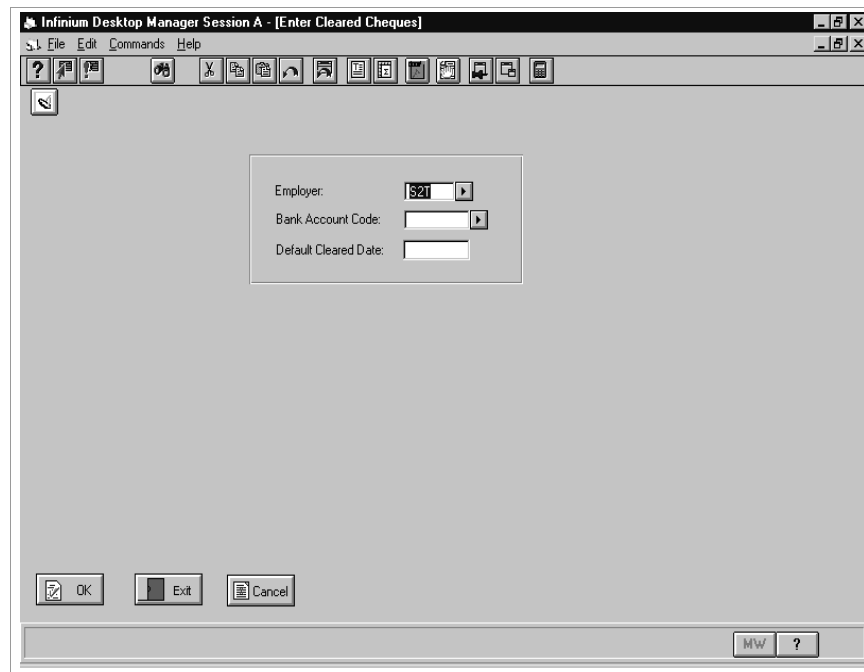


Figure 8-5: Enter Cleared Cheques screen

The Cheque Clearing file is populated during *Receive Bank Clearing Tape* or through the option shown above.

The Cheque Clearing file is cleared during *Post Cleared Cheques*.



# Load Salary Change Transactions from the System i

## Overview

This section describes how to upload salary changes for groups of employees into Infinium HR from an import file on the System i. This file on the System i has a simplified format and is specifically designed to receive data transferred from a salary planning spreadsheet on a PC.

This function validates the uploaded data and creates detailed unprocessed salary change transactions. You use the *Mass Update Personnel Actions* option to process the change. The system applies the salary updates to the basic data records of the employees concerned.

**Note:** You need to use a macro or similar custom program to convert the PC spreadsheet data into a format that can be transferred to the System i.

This section describes the following information:

- Setting Up the File Format
- Using the *Load Salary Change Transactions* Option in Infinium HR
- Viewing Reports

## Setting Up the File Format

You use the file PEPSU to store salary change information for uploading onto the System i. The table below shows the format that is required.

**Note:** You must ensure that the required fields all contain valid data; otherwise, the record will be rejected. Required field names are shown in bold.

Field	Description	Comments	From	To	Length
SUER	Employer	Optional. If this field is blank, the system uses the employer you entered on the submission screen. If both are blank, the system generates an error.	1	3	3

Field	Description	Comments	From	To	Length
SUEN	Employee	The entry must be right- adjusted with blanks.	4	12	9
SUCNM	Complete/ Surname	Enter either the employee's surname or complete name.	13	51	39
SUTRD8	Salary Change Effective Date	If this field is blank, the system uses the effective date you entered on the submission screen. If both are blank, the system generates an error.	52	59	8,0
SUSCC	Salary Change Reason	If this field is blank, the system uses the change reason you entered on the submission screen. If both are blank, the system generates an error.	60	64	5
SUAMTA	New Annual Base Amount	This is the new salary amount and is assumed to be an annual rate. If the employee's base rate is in another format, the system converts the amount as appropriate during the upload process.	65	78	14
SUPCA1	Pay component 1	You can specify an amount to go into the pay component in this field.	79	92	14,4
SUPCA2	Pay component 2	You can specify an amount to go into the pay component in this field.	93	106	14,4
SUPCA3	Pay component 3	You can specify an amount to go into the pay component in this field.	107	120	14,4
SUPCA4	Pay component 4	You can specify an amount to go into the pay component in this field.	121	134	14,4
SUPCA5	Pay component 5	You can specify an amount to go into the pay component in this field.	135	148	14,4
SUPCA6	Pay component 6	You can specify an amount to go into the pay in this field.	149	162	14,4
SUANNP	Previous Annual Salary Amount	The system compares any value in this field with the amount on Infinium HR and produces an error if they are different.	163	176	14,4
SUSALT	Previous Total Salary	The system compares any value in this field with the total salary (including pay components) on Infinium HR and produces an error if they are different.	177	190	14,4

Field	Description	Comments	From	To	Length
SUHRS	Hours	The system compares any amount in this field with the amount on Infinium HR and produces an error if they are different.	191	195	5,2
SUULOD	Upload Identifier	The system compares this value with the value on the submission screen. If they do not match, the system ignores the record.	196	200	5

## Using the *Load Salary Change Transactions* Option in Infinium HR

You use the *Load Salary Change Transactions* option to upload salary changes from the file PEPSU on the System i onto Infinium HR. You can run the *Trial Load Salary Changes* option to simulate the changes that the system will make when you upload the changes.

**Note:** You should use this option only for employees whose step number is 99, which indicates that step-in-grade processing is not used.

Follow the steps below to upload salary changes onto Infinium HR.

- 1 From the Infinium HR main menu select *Salary Planning*.
- 2 Select *Mass Wage Changes*.
- 3 Select *Load Salary Change Transactions* [ULSC]. The system displays the screen shown in Figure B-6.

Figure B-6: Load Salary Change Transactions screen

- 4 Use the information below to complete the fields on this screen.

#### *Employer*

Type the employer into which you are uploading the salary changes.

#### *Effective Date*

Type the date on which the changes are to become effective. The system uses this date if the *Salary Change Effective Date* field on the upload file is blank.

#### *Salary Change Reason*

Type the value that represents the reason for the salary change. The system uses this reason if the *Salary Change Reason* field on the upload file is blank.

#### *Upload Identifier*

Type the value that represents the upload identifier. You use this identifier to keep track of the changes and avoid duplication. You define values for this field through the *Update Employer Codes* option using code type **SUI**.

#### *Bonus Pay Components 1 to 6*

Type the value that represents the pay components to be created.

*Description*

Type a description of the salary change. This is a 30-character free-form field.

*Comments*

Type any comments required. This is a 36-character free-form field.

*Report Breaks*

Type a value to indicate the way you want to group employees on the report. Valid values are:

- 0** Do not group employees.
- 1** Group employees by the corresponding level.
- 2** Group employees by security group.

Within your grouping selection, employees are sorted by employee number.

*Update Payroll Rate*

Type a value to indicate which payroll rate you want to update.

*Print Payroll Report*

Indicate whether you want to print the payroll report. Valid values are:

- 0** No. Do not print the payroll report.
- 1** Yes. Print the payroll report.

## Entering Security Controls

You can also use the following security controls to ensure that the changes are applied to the correct employees:

*Total Number of Employees*

Type the total number of employees that you expect to upload.

*New Salary Control Total*

Use this field to prevent any changes from being made to the import document before it is uploaded onto Infinium HR.

---

To use this field, ensure that the spreadsheet from which you are uploading can perform the following calculation:

$$\text{Employee Number} / 100,000 * \text{New Salary Amount}$$

The total gained from this calculation is the new salary control total.

#### *Employee Name Check*

To ensure that the salary changes are processed for the correct employees, the system can compare the employee name on the upload file with the name on the employee's basic data record. If the names do not match, Infinium HR does not process the change.

Use this field to indicate how the system checks the employee's name. Valid values are:

- |   |                                    |
|---|------------------------------------|
| 0 | Check the employee's complete name |
| 1 | Check the employee's surname only  |

- 5 Press F3. Then type 1 in the Exit Options window and press Enter. The system creates future dates for any changes you import, prints a report of all the changes made and returns you to the Infinium HR main menu.

## Viewing Reports

Access the Work with All Spooled Files screen or the Work with Printer Output screen to view the report. The report shows the following information:

- Employee number and name
- Current and proposed ratio
- Current and proposed personnel rate
- Amount and percentage increase for the personnel rate
- Current and proposed payroll rates
- Amount and percentage increases for the payroll rates

**Note:** The information shown in the report varies according to the upload criteria you specify.

The system also prints an exceptions report when any of the following errors occur during the upload:

- A base rate increase is not allowed for an employee.
-

- An employee is not on step 99.
- An employee's base rate is outside the allowed range.
- A processed transaction exists for a date after the mass update effective date.
- A future dated transaction exists for a date after the mass update effective date.

## Interface Points

### Personnel Actions File – PEPTR

The Personnel Actions file, PEPTR, can be used as an interface point for receiving personnel action changes or new employees into Infinium HR from another system.

This file is populated by the *Enter Personnel Actions* and *Enter New Employees* options.

The TRPROC field identifies whether a transaction has been processed.

**WARNING!** Do not clear this file to correct errors



## User/Group Menus

As you develop your own menus for your site, use the following guidelines for restricting options from various users or group users. The following general categories represent areas to consider with respect to restricting menu options.

### Data Processing and/or MIS

This restriction category is related to functions that are generally restricted to the Data Processing and/or MIS group, such as the following:

- Purges
- Reorganizations
- Clears
- Saves
- Audit logs

### Supervisory Level Personnel

This restriction category includes functions that are generally restricted to supervisory level personnel. These functions are related to system setup and controls and are generally performed once or infrequently. Examples include:

- Supervisor functions
  - Employer controls
  - Employer codes
  - Tax table controls
  - Cycle support functions
-

## Day-to-day Updates

This restriction category includes update functions that are typically restricted to persons who are responsible for day-to-day updates, such as the *Update Employee* functions.

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# Chapter 9 Working with Documents on the Integrated File System

# 9

This chapter contains information about working with documents on the Integrated File System (IFS).

The chapter consists of the following topics:

<b>Topic</b>	<b>Page</b>
Overview	9-2
Working with Documents Stored on the Integrated File System (IFS)	9-3

---

## Overview

This chapter contains information about working with documents on the IFS including XML documents.

## Objective

Upon completion of this chapter you should be familiar with the requirements for generating XML data on the IFS.

---

## Working with Documents Stored on the Integrated File System (IFS)

Certain areas of the system allow you to create documents directly on the IFS for your IBM i computer.

- For Real Time Information, you can create documents in XML format.
- For P11D and P46 (Car), you can create documents in the XML format.

### Storing Documents on the Integrated File System (IFS)

The system uses a default directory, located in the root directory of the IFS, to store the XML documents. The default directories are different for each type of processing. The processing and directories are included in the table below.

Processing	Default Directory
Real Time Information, Expenses, and Benefits (P11D and P46 Car)	PYUKXML
Java programs used to generate the IRmark tag in RTI XML documents and sample XML documents	INFINIUM/IHCM

### Accessing XML Documents

Use the *Work with XML Documents* function to access an XML document when you use standard IBM i commands:

### Displaying an XML Document

Use option 9 in the *Work with XML Documents* function to display an XML document created by another function. Behind the scenes, the program uses the **DSPLNK** command.

## Using Documents on the IFS on the Web

### Viewing a Document on the IFS on the Web

To view an XML document on the Web you can use:

- Standard PC functions from a mapped network drive
- Operations Navigator to view the documents stored in the appropriate folder on the root directory of the IFS

### Displaying XML Documents on the Web

Option 9 in *Work with XML Documents* is available only from the 5250 menu. It is not available when you use the system on the Web.

Use the *Update XML Default Data* function to determine the appropriate directory for documents created by the HR/PY system.

### Validating an XML Document on the Web by Using a Parser and a Schema

When you are using the application on the Web and you want to validate a document, you must have a Java parser on your PC. The schema and the XML files must be on your PC or on a drive that you map to your PC.

To validate an XML document when you are using a PC, refer to the associated parser documentation for instructions on how to run the parser.

## Understanding Security for the Documents on the IFS

User profile S2KOBJOWNR owns the INFINIUM/IHCM directory. The PYUKXML directory is initially created the first time a user runs the *Create XML/Import XML Updates* function and selects to create an XML document. The directory is then owned by the user who runs that function. The primary group assignment for this profile is \*NONE. Only the user who creates the documents on the IFS can access the document at a later time.

If more than one person in your payroll or human resources department needs access to view or refresh the same documents, you must:

- 1 Create a primary group user profile.
  - 2 Assign the group as the primary group for the appropriate directory.
-

- 3 Associate the group with the user profiles of the appropriate payroll or human resources users.

When you assign a primary group to a directory and you later create documents in the directory, the system grants access rights to all users who are in the same primary group. Therefore, both the user whose profile created the document and the users whose profiles have the same primary group assignment can access documents created in the appropriate directory.

Creating or modifying a primary group requires higher than normal security rights. Consult your IT department for the proper internal procedures required to make these changes.

### Creating a Primary Group User Profile

Follow the steps below to create a primary group user profile.

- 1 Sign on as a user with sufficient security rights to make these changes.
- 2 At a command line, type:

**CRTUSRPRF**

- 3 Type the general information required for a new user profile.
- 4 Type **\*GEN** in the *Group ID number* field.

### Assigning a Primary Group to Users

Follow the steps below to assign a primary group to users.

- 1 Sign on as a user with sufficient security rights to make these changes.
- 2 At a command line, type:

**CHGUSRPRF**

- 3 Modify the existing profiles of your payroll or human resources department and add the new primary group profile as a supplemental group authority for the existing staff who need access to the documents.

### Assigning a Primary Group to the Directory

You can use either 5250 commands on a command line or Operations Navigator in graphical mode to modify the security rights of a directory.

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Follow the steps below to assign a primary group to the appropriate directory by using a 5250 command.

1 Sign on as a user with sufficient security rights to make these changes.

2 At a command line, type:

**WRKAUT OBJ** (*'directory name'*) where the directory name is:

- **'/PYUKXML'** for the RTI, P11D and P46 (Car) XML documents
- **'/INFINIUM/IHCM'** for the IRmark Java programs and sample XML documents

3 Press F20 to change the primary group.

4 Use other option values to make specific authority changes for a single user profile.

### Modifying Security Access for an Existing Document

To modify the security rights of a document that has already been created in a directory, you can either type 5250 commands on a command line or you can use Operations Navigator in graphical mode. Follow the steps below to modify security access for an existing document by using a 5250 command.

1 Sign on as a user with sufficient security rights to make these changes.

2 At a command line, type:

**WRKAUT OBJ** (*'directory name'*) where the directory name is:

- **'/PYUKXML'** for the RTI, P11D and P46 (Car) XML documents
- **'/INFINIUM/IHCM'** for the IRmark Java programs and sample XML documents

3 If more than one document exists in the directory, select the appropriate document from the list.

4 Press F19 to change the owner of the document.

5 Press F20 to change the primary group of the document.

6 Use other option values to make specific authority changes for a single user profile.

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# Appendix A Using User Exits for Custom Reports and Programs

# A

This appendix contains information about user exits provided in Infinium HR/PY for custom reports and programs.

The appendix consists of the following topics:

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Quarterly Reports	A-11
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---

**Benefits Insurance Coverage Calculation**

# Overview

The following user exits are provided in Infinium HR/PY to assist you in customizing your reports and programs.

User Exit	Description / Purpose
<b>Reports</b>	
Cycle Reports Monthly Reports Quarterly Reports Annual Reports On-Demand Cycle Reports	These user exit programs enable you to generate customized income or deduction reports.
<b>Programs</b>	
Pay Slips, Cheques or BACS Transfer Advices Cheques	This exit enables you to produce customized print programs for pay slips, cheques and BACS advices cheques.
Begin Cycle Close Daily Time to Cycle Prove Timesheet Data Release Timesheet Data Print Trial Register Post Cycles and Print Cheques	User exits are provided at these points within Cycle Operations to enable you to perform custom processing each time you run a particular payroll cycle.
Custom Income Calculation	If none of the income calculation methods provided by Infinium Software meet your needs, this exit is available to perform custom calculation of an income amount whenever an employee's cheque is calculated or recalculated.
Custom Deduction Calculation	If none of the deduction calculation methods provided by Infinium Software meet your needs, this exit is available to perform custom calculation of a deduction amount whenever an employee's cheque is calculated or recalculated.

User Exit	Description / Purpose
<b>Programs (Continued)</b>	
Bonus Calculation	This program calculates the bonus amount to be paid to each employee within a special bonus cycle.
Personnel Action Custom Processing	These programs are attached to employer controls by transaction type. They perform custom processing each time a corresponding personnel action is updated.
Custom Benefits Calculations Hours Eligibility Premium Amount Insurance Rate Insurance Coverage Amount	These custom programs are attached to benefit plans and are executed each time an employee is enrolled into the benefit plan and each time the enrollment record is updated.

You must maintain source and object in HRCUST.

Certain naming conventions exist for various custom programs and reports. These are noted on the following pages where appropriate.

---

# Cycle Reports

## Function Performed

Cycle reports allow you to print a report whenever a specific income type is paid or deduction type is taken during the posting of a payroll cycle.

The reports are generated during the *Post Cycles and Print Cheques* function. Program PYCPOST calls program PYGRG50A, which executes the cycle report programs, if specified in the appropriate Income and Deduction Controls.

## Where Specified

- 1 From the Infinium PY main menu select *Controls*.
  - 2 Select *Income Controls*. Select *Update Income Controls* [UIC] or *Update Deduction Controls* [UDC]. The system displays a screen similar to Figure A-1.
-

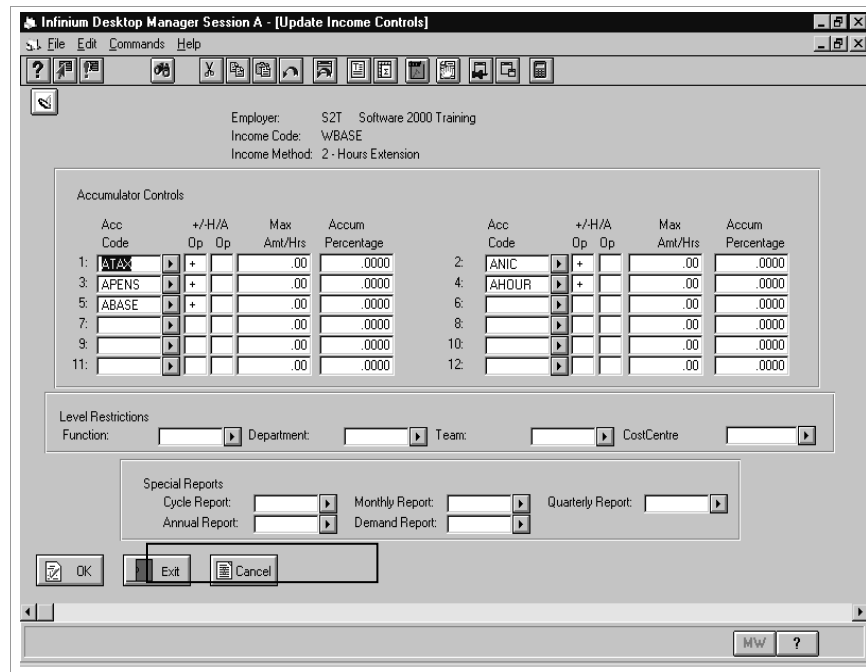


Figure A-1: Update Income Controls screen 2

To specify a report, enter the last five characters of the program name. These five characters must be a valid Employer Code value for code type RCY. The program name must begin with PYG.

The code values for your cycle report program names are stored, as follows:

	Income	Deduction
<b>File</b>	PYPIC	PYPDC
<b>Field</b>	ICCRNM	DCCRNM

## Programs Provided

Inifinium Software provides the following cycle report programs with Inifinium PY:

- PYGIC001 (income) – Employee amounts
- PYGDC001 (deduction) – Employee amounts only
- PYGDC002 (deduction) – Employee and Employer amounts

You can use these programs as shipped, or you can copy or modify them if you have special reporting requirements.

---

## Parameters Passed

You should set up your programs to receive the following parameters:

### Income Report

<b>Parameter</b>	<b>Comments</b>
Employer	
Cycle Code	
Period Ending Date	Hundred year format
Income Code	

### Deduction Report

<b>Parameter</b>	<b>Comments</b>
Employer	
Cycle Code	
Period Ending Date	Hundred year format
Deduction Code	

---

# Monthly Reports

## Function Performed

Monthly reports allow you to print a report of the summarized month-to-date amount paid for a specific income or summarized month-to-date amount taken for a specific deduction.

The reports are generated during the *Close Employer Calendar Month* function. Program PYGME025A executes the monthly report programs, if specified in Income and Deduction Controls.

## Where Specified

- 1 From the Infinium PY main menu select *Controls*.
  - 2 Select *Income Controls*.
  - 3 Select *Update Income Controls [UIC]* or *Update Deduction Controls [UDC]*. The system displays a screen similar to Figure A-2.
-



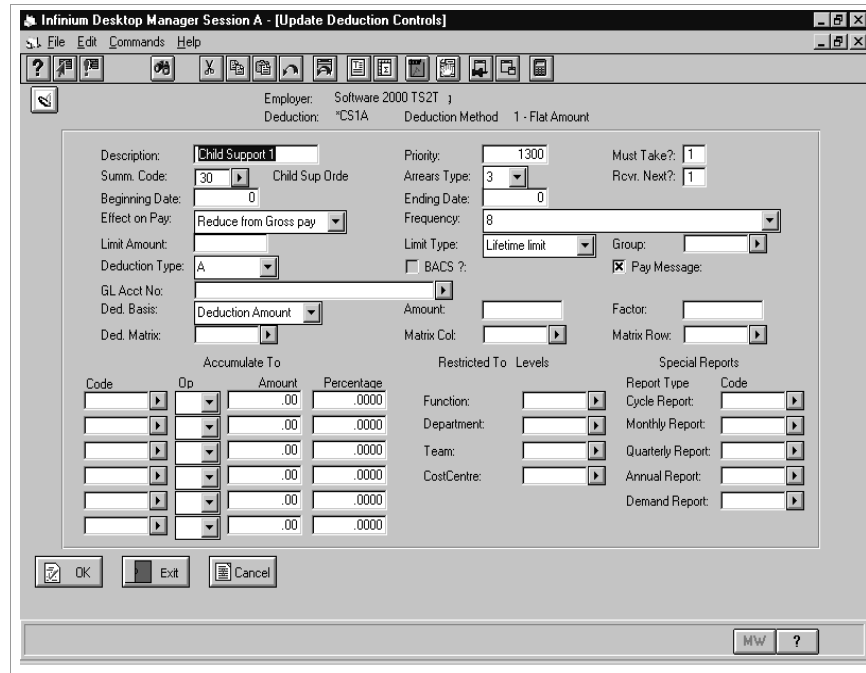


Figure A-2: Update Deduction Controls screen 2

To specify a report, enter the last five characters of the program name. These five characters must be a valid Employer Code value for code type RMN. The program name must begin with PYG.

The code values for your monthly report program names are stored, as follows:

	Income	Deduction
<b>File</b>	PYPIC	PYPDC
<b>Field</b>	ICMRNM	DCMRNM

## Programs Provided

Inifinium Software provides the following monthly report programs with Inifinium PY:

- PYGIM001 (income) – Employee amounts
- PYGDM001 (deduction) – Employee amounts only
- PYGDM002 (deduction) – Employee and Employer amounts

You can use these programs as shipped, or you can copy or modify them if you have special reporting requirements.

## Parameters Passed

You should set up your programs to receive the following parameters:

### Income Report

<b>Parameter</b>	<b>Comments</b>
Employer	
Income Code	

### Deduction Report

<b>Parameter</b>	<b>Comments</b>
Employer	
Deduction Code	

---

# Quarterly Reports

## Function Performed

Quarterly reports allow you to print a report of the summarized quarterly amount paid for a specific income or summarized quarterly amount taken for a specific deduction.

The reports are generated during the *Close Employer Calendar Quarter* function. Program PYGQE080A executes the quarterly report programs, if specified in the appropriate Income and Deduction Controls.

## Where Specified

- 1 From the Infinium PY main menu select *Controls*.
  - 2 Select *Income Controls*.
  - 3 Select *Update Income Controls [UIC]* or *Update Deduction Controls [UDC]*. The system displays a screen similar to Figure A-3.
-

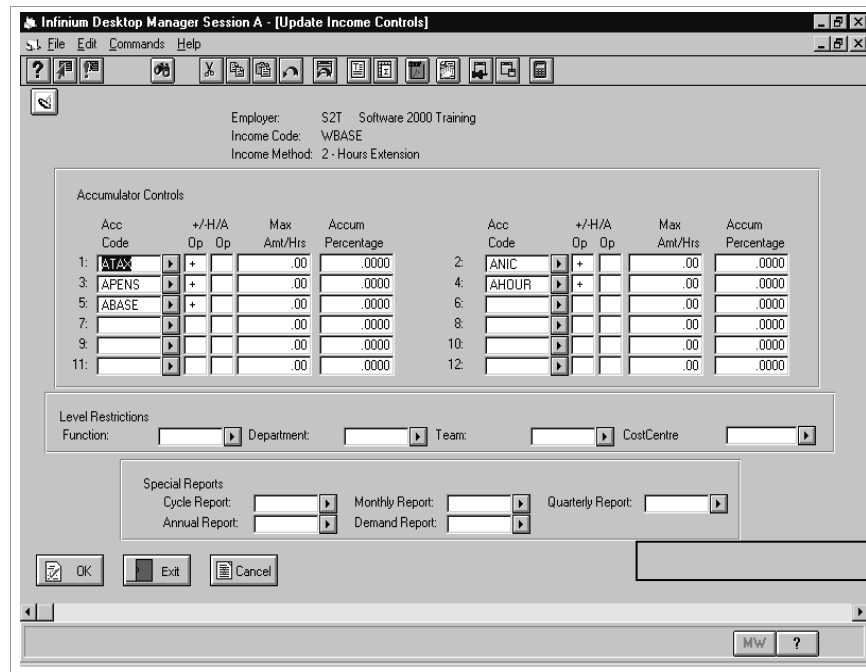


Figure A-3: Update Income Controls screen 2

To specify a report, enter the last five characters of the program name. These five characters must be a valid Employer Code value for code type RQT. The program name must begin with PYG.

The code values for your quarterly report program names are stored, as follows:

	Income	Deduction
<b>File</b>	PYPIC	PYPDC
<b>Field</b>	ICQRNM	DCQRNM

## Programs Provided

Inifinum Software provides the following quarterly report programs with Inifinum PY:

- PYGIQ001 (income) – Employee amounts
- PYGDQ001 (deduction) – Employee amounts only
- PYGDQ002 (deduction) – Employee and Employer amounts

You can use these programs as shipped, or you can copy or modify them if you have special reporting requirements.

## Parameters Passed

You should set up your programs to receive the following parameters:

### Income Report

Parameter	Comments
Employer	
Income Code	
Quarter Number	1-4

### Deduction Report

Parameter	Comments
Employer	
Deduction Code	
Quarter Number	1-4

# Annual Reports

## Function Performed

Annual reports allow you to print a report of the summarized annual amount paid for a specific income or summarized annual amount taken for a specific deduction.

The reports are generated during the *Close Employer Current Tax Year* function. Program PYGYE100A executes the annual report programs, if specified in the appropriate Income and Deduction Controls.

## Where Specified

- 1 From the Infinium PY main menu select *Controls*.
  - 2 Select *Income Controls*.
  - 3 Select *Update Income Controls [UIC]* or *Update Deduction Controls [UDC]*. The system displays a screen similar to Figure A-4.
-

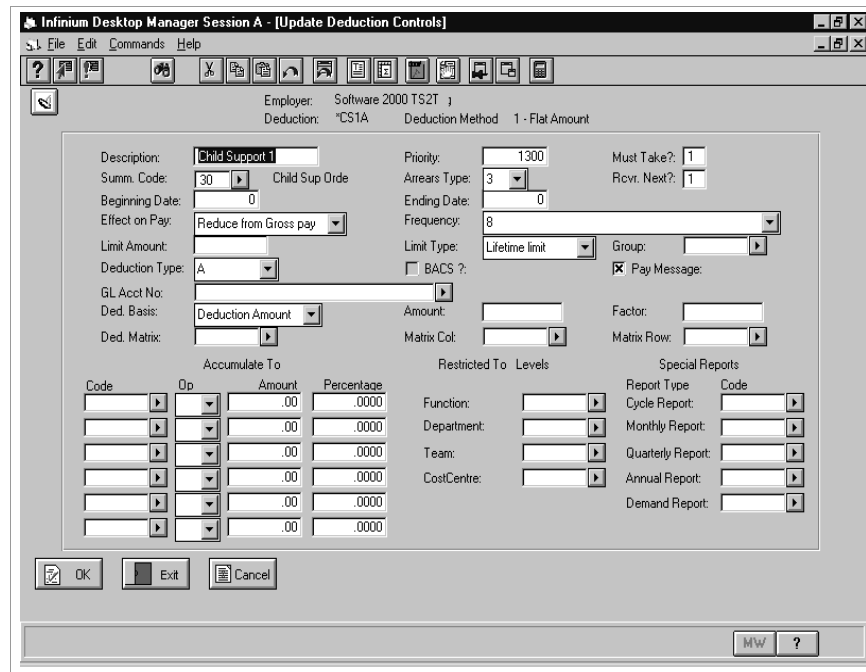


Figure A-4: Update Deduction Controls screen 2

To specify a report, enter the last five characters of the program name. These five characters must be a valid Employer Code value for code type RAN. The program name must begin with PYG.

The code values for your annual report program names are stored, as follows:

	Income	Deduction
<b>File</b>	PYPIC	PYPDC
<b>Field</b>	ICARNM	ICARNM

## Programs Provided

Inifium Software provides the following annual report programs with Inifium PY:

- PYGIA001 (income) – Employee amounts
- PYGDA001 (deduction) – Employee amounts only
- PYGDA002 (deduction) – Employee and Employer amounts

You can use these programs as shipped, or you can copy or modify them if you have special reporting requirements.

## Parameters Passed

You should set up your programs to receive the following parameters:

### Income Report

<b>Parameter</b>	<b>Comments</b>
Employer	
Income Code	

### Deduction Report

<b>Parameter</b>	<b>Comments</b>
Employer	
Deduction Code	

---



# On-Demand Cycle Reports

## Function Performed

On-demand cycle reports allow you to print a report whenever a specific income type is paid or deduction type is taken during posting of an on-demand payroll cycle.

The reports are generated during the *Print On-Demand Registers* function. Program PYGRGOD3 executes the on-demand cycle report programs, if specified in the appropriate Income and Deduction Controls.

## Where Specified

- 1 From the Infinium PY main menu select *Controls*.
  - 2 Select *Income Controls*.
  - 3 Select *Update Income Controls [UIC]* or *Update Deduction Controls [UDC]*. The system displays a screen similar to Figure A-5.
-

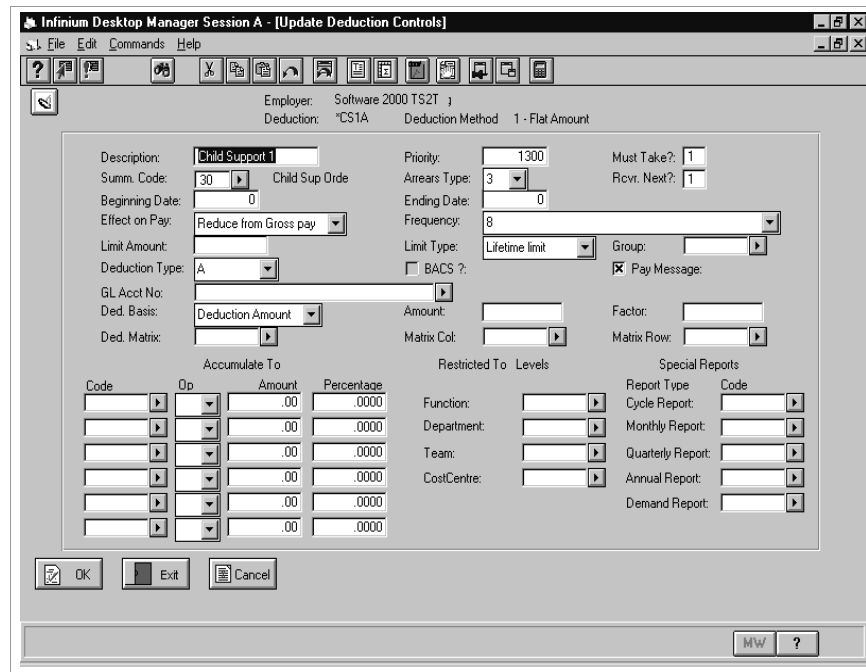


Figure A-5: Update Income Controls screen 2

To specify a report, enter the last five characters of the program name. These five characters must be a valid Employer Code value for code type RDM. The program name must begin with PYG.

The code values for your on-demand report program names are stored, as follows:

	Income	Deduction
<b>File</b>	PYPIC	PYPDC
<b>Field</b>	ICDRNM	DCDRNM

## Programs Provided

Inifinium Software provides the following on-demand report programs with Inifinium PY:

- PYGID001 (income) – Employee amounts
- PYGDD001 (deduction) – Employee amounts only
- PYGDD002 (deduction) – Employee and Employer amounts

You can use these programs as shipped, or you can copy or modify them if you have special reporting requirements.

## Parameters Passed

You should set up your programs to receive the following parameters:

### Income Report

Parameter	Comments
Employer	
Cycle Code	
Period Ending Date	Hundred year format
Income Code	

### Deduction Report

Parameter	Comments
Employer	
Cycle Code	
Period Ending Date	Hundred year format
Deduction Code	

---

# Pay Slips, Cheques or BACS Advices Cheques

## Function Performed

When printing pay slips or cheques or BACS advices cheques, you can use the standard print programs supplied with Infinium PY or you can create customized print programs. You specify the custom programs for pay slips, cheques and BACS advices in the appropriate bank account controls.

The custom print program is called during the following functions:

- *Post Cycles and Print Cheques Cheques*, program PYCPOST
- *Enter On-Demand Cheques Cheques*, program PYGODP
- *Cheques*

## Where Specified

- 1 From the Infinium PY main menu select *Controls* .
- 2 Select *Bank Account Controls*.
- 3 Select *Update Bank Account Controls s* [UBAC ]. The system displays a screen similar to Figure A-6.

Figure A-6: Update Bank Accounts screen

To specify a print program other than the default print program, enter the last five characters of the program name. These five characters must be a valid Employer Code value for code type CFM. The program name must begin with PYG. If no value is specified, the default program is executed.

The code value for your pay slip, cheque or BACS advice print program name for a given account is stored as follows:

<b>File</b>	PYPCA
<b>Field</b>	CAFORM (cheque format )

You can use the *Cheque Format* field on the bank account controls, to specify the custom print program appropriate for that bank account. The code you enter will be prefixed by PYG when the program is called. For example, if your custom program is PYGMYPAY, type **MYPAY** in the *Cheque Format* field.

**Note:** You must first set up the code value MYPAY for employer code type CFM.

The system uses the special values of \*DD as the bank account used for BACS transfers and \*CASH as the bank account for cash payments and \*GIRO for Giro payments.

If you leave the *Cheque Format* field blank on the bank account control, the system uses the default print programs of PYGRG51 for normal pay,

PYGRGDD for BACS transfers pay, and PYGRGGI for GIRO pay and PYGRGCA for cash pay.

## Programs Provided

Infinium Software provides the following standard print programs with Infinium PY:

- PYGRG51 (pay slips and/or cheques)
- PYGRGDD (BACS advices)
- PYGRGGI (GIRO cheques/pay slips)
- PYGRGCA (cash pay slip)

If you want to create your own cheque format programs, you can use the above programs as models.

## Parameters Passed

You should set up your programs to receive the following parameters:

Parameter	Comments
Job Control Name	These fields make up the Task Coupling File key. They are concatenated into a single 28-byte field that is passed to your program.
IBM Interactive Job #	
Date	
Time	

## Printer File Names

Although you can specify custom printing programs with names other than the default programs PYGRG51, PYGRGDD, PYGRGCA, and PYGRGGI, you may find it beneficial to name your custom printer files PYTRG51 and PYTRGDD or PYTRGCA or PYTRGGI, since these printer file names are referenced in OVRPRTF commands for several menu options.

Even though the *Enter On-Demand Cheques* function uses the printer file PYTRG51, you must create a printer control record for the special printer file name of \*ODC (left-adjusted) This allows you to specify different printing

---

attributes for your on-demand pay slips and cheques. For example, you may want to direct them to a different printer than that used for the normal batch run.

# Begin Cycle

## Function Performed

This user exit allows you to perform custom processing at the end of the *Begin Cycle* function of cycle processing. This program is executed after the standard Begin processing has completed.

PYGBEGIN, the Begin Cycle driver program, executes the custom program, if one is specified in the appropriate Cycle Controls.

## Where Specified

- 1 From the Infinium PY main menu select *Controls*.
- 2 Select *Cycle Controls*.
- 3 Select *Update Cycle Controls* [UCY]. The system displays a screen similar to Figure A-7.



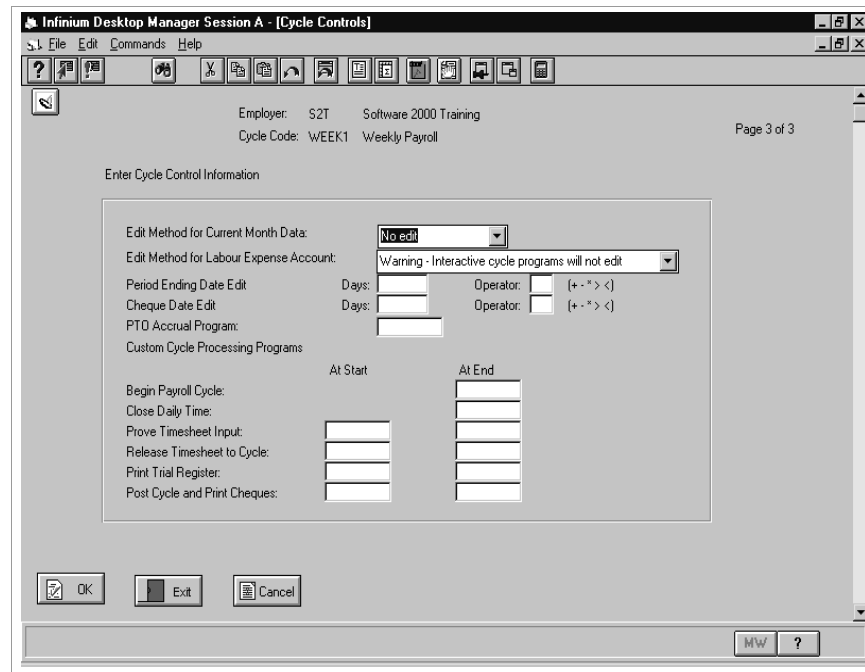


Figure A-7: Cycle Controls screen 3

Enter the name of the custom cycle processing program.

The program name for a given cycle is stored as follows:

<b>File</b>	PYPCY
<b>Field</b>	CYGABE

## Program Provided

Infinium Software provides shell program PYGCYCLE with Infinium PY.

## Parameters Passed

You should set up your program to receive the following parameters:

Parameter	Comments
Employer	
Cycle	

<b>Parameter</b>	<b>Comments</b>
Period Ending Date	Hundred year format

---

# Close Daily Time to Cycle

## Function Performed

This user exit allows you to perform custom processing at the end of the *Close Daily Time to Cycle* function of cycle processing. This program is executed after the standard Close Daily Time processing has completed.

PYGWKCLOSE, the Close Daily Time driver program, executes the custom program, if one is specified in the appropriate Cycle Controls.

## Where Specified

- 1 From the Infinium PY main menu select *Controls* .
  - 2 Select *Cycle Controls*.
  - 3 Select *Update Cycle Controls* [UCY]. The system displays a screen similar to Figure A-8.
-

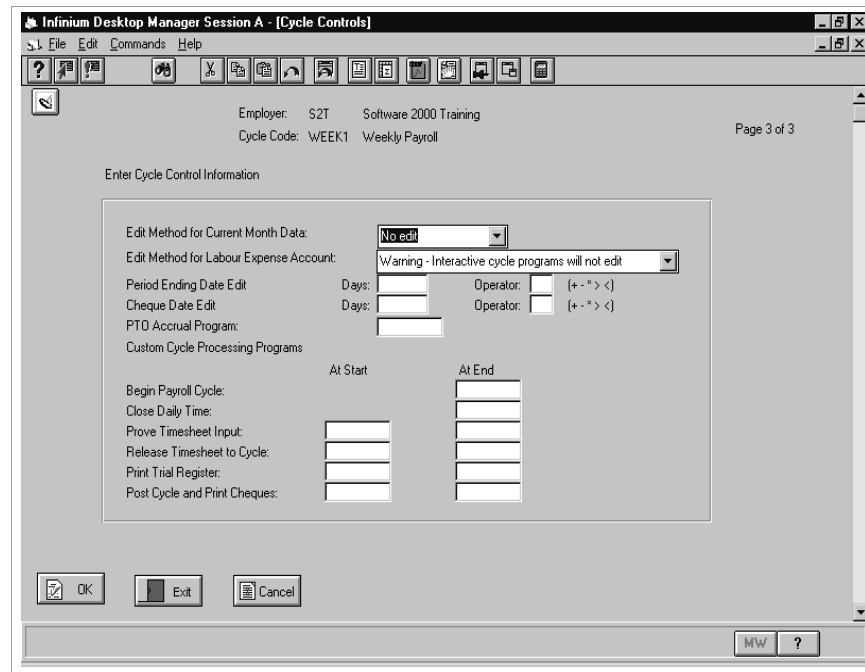


Figure A-8: Cycle Controls screen 3

Enter the name of the custom cycle processing program.

The program name for a given cycle is stored as follows:

<b>File</b>	PYPCY
<b>Field</b>	CYGATC

## Program Provided

Infinium Software provides shell program PYGCYCLE with Infinium PY.

## Parameters Passed

You should set up your program to receive the following parameters:

Parameter	Comments
Employer	
Cycle	

Parameter	Comments
Period Ending Date	Hundred year format

---

## Prove Timesheet Data

### Function Performed

These two user exits allow you to perform custom processing during the *Prove Timesheet Data* function of cycle processing. These programs are executed before or after the standard Prove Timesheet processing has completed.

PYGPROOF, the Timesheet Proof driver program, executes the custom programs, if specified in the appropriate Cycle Controls.

### Where Specified

- 1 From the Infinium PY main menu select *Controls*.
  - 2 Select *Cycle Controls*.
  - 3 Select *Update Cycle Controls [UCY]*. The system displays a screen similar to Figure A-9.
-

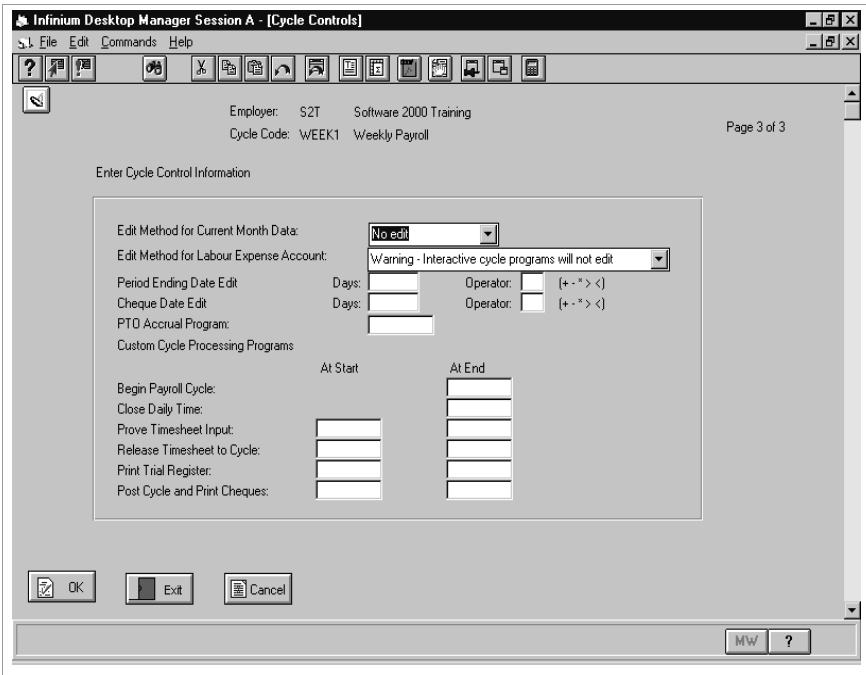


Figure A-9: Cycle Controls screen 3

Enter the names of the custom cycle processing programs.

The program name for a given cycle is stored as follows:

	Before	After
<b>File</b>	PYPCY	PYPCY
<b>Field</b>	CYGBPR	CYGAPR

### Program Provided

Infinium Software provides shell program PYGCYCLE with Infinium PY.

### Parameters Passed

You should set up your programs to receive the following parameters:

Parameter	Comments
Employer	

<b>Parameter</b>	<b>Comments</b>
Cycle	
Period Ending Date	Hundred year format

---



# Release Timesheet Data

## Function Performed

These two user exits allow you to perform custom processing during the *Release Timesheet Data* function of cycle processing. These programs are executed before or after the standard Release Timesheet processing has completed.

PYGREL, the Cycle Release driver program, executes the custom programs, if specified in the appropriate Cycle Controls.

These programs are also executed if a cycle is re-released, by selecting option 3 in *Cycle Support Functions*. In this case, PYGPS20 calls PYGRR01, the re-release Payroll Cycle driver program, which executes the custom programs, if specified in the appropriate Cycle Controls.

## Where Specified

- 1 From the Infinium PY main menu select *Control Files*.
  - 2 Select *Cycle Controls*.
  - 3 Select *Update Cycle Controls* [UCY]. The system displays a screen similar to Figure A-10.
-

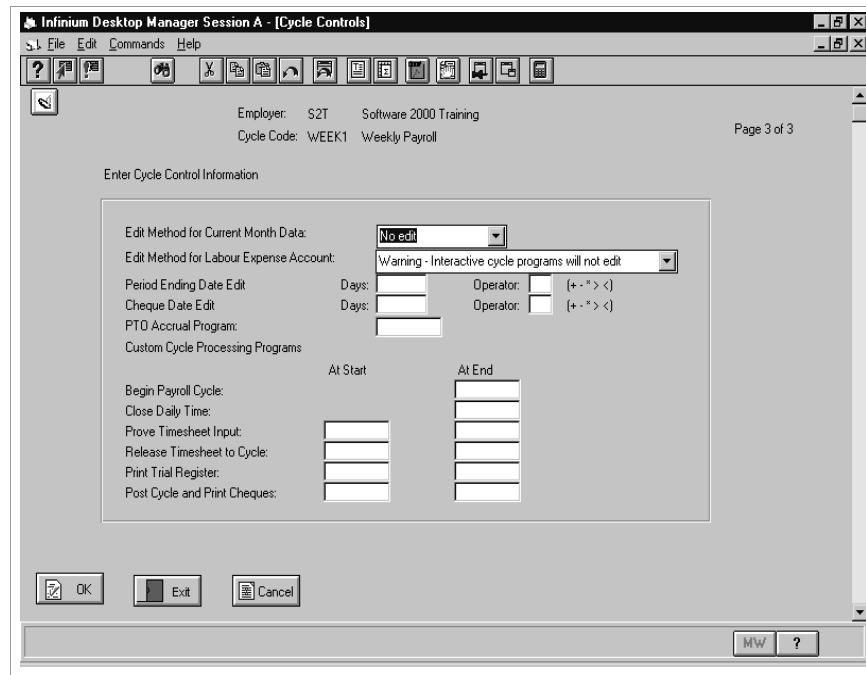


Figure A-10: Cycle Controls screen 3

Enter the names of the custom cycle processing programs

The program name for a given cycle is stored as follows:

	Before	After
<b>File</b>	PYPCY	PYPCY
<b>Field</b>	CYGBRE	CYGARE

## Program Provided

Infinium Software provides shell program PYGCYCLE with Infinium PY.

## Parameters Passed

You should set up your programs to receive the following parameters:

Parameter	Comments
Employer	

Parameter	Comments
Cycle	
Period Ending Date	Hundred year format

---

# Print Trial Register

## Function Performed

These two user exits allow you to perform custom processing during the *Print Trial Register* function of cycle processing. These programs are executed before or after the standard Print Trial Register processing has completed.

PYGTRIAL, the Trial Payroll Register driver program, executes the custom programs, if specified in the appropriate Cycle Controls.

These programs are also executed during the *Release Timesheet Data* function if a trial register is requested. Program PYGREL, the Cycle Release driver program, executes the custom programs, if specified in the appropriate Cycle Controls.

## Where Specified

- 1 From the Infinium PY main menu select *Controls*.
  - 2 Select *Cycle Control Files*.
  - 3 Select *Update Cycle Controls* [UCY]. The system displays a screen similar to Figure A-11.
-

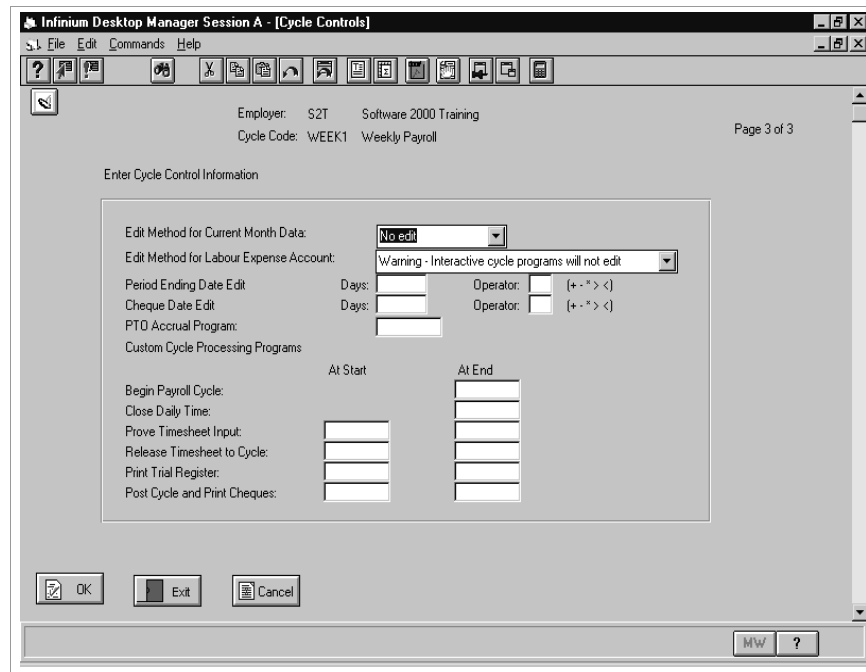


Figure A-11: Cycle Controls screen 3

Enter the names of the custom cycle processing programs.

The program name for a given cycle is stored as follows:

	Before	After
<b>File</b>	PYPCY	PYPCY
<b>Field</b>	CYGBTR	CYGATR

## Program Provided

Infinium Software provides shell program PYGCYCLE with Infinium PY.

## Parameters Passed

You should set up your programs to receive the following parameters:

Parameter	Comments
Employer	

<b>Parameter</b>	<b>Comments</b>
Cycle	
Period Ending Date	Hundred year format

---

# Post Cycles and Print Cheques

## Function Performed

These two user exits allow you to perform custom processing during the *Post Cycles and Print Cheques* function of cycle processing. These programs are executed before or after the standard Post and Print processing has completed.

During the *Post Cycles and Print Cheques* function, PYCPOST, the Payroll Cycle Posting driver program, executes the custom programs, if specified in the appropriate Cycle Controls.

These programs are also executed during the *Enter On-Demand Cheques* function. In this case, PYGODP, the On-Demand Cheques Posting driver program, executes the custom programs, if specified in the appropriate Cycle Controls.

## Where Specified

- 1 From the Infinium PY main menu select *Controls*.
  - 2 Select *Cycle Controls*.
  - 3 Select *Update Cycle Controls* [UCY]. The system displays a screen similar to Figure A-12.
-

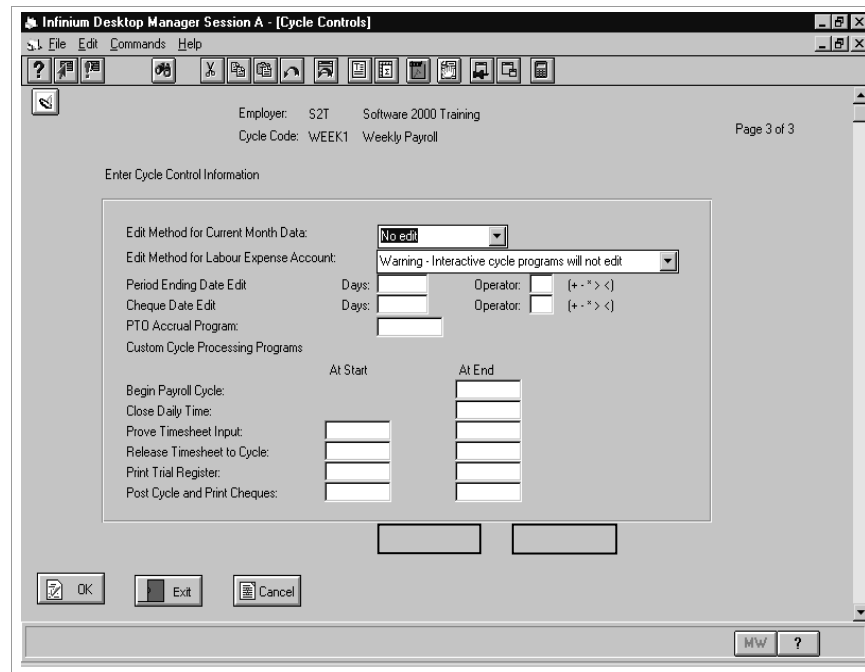


Figure A-12: Cycle Controls screen 3

Enter the names of the custom cycle processing programs.

The program name for a given cycle is stored as follows:

	Before	After
<b>File</b>	PYPCY	PYPCY
<b>Field</b>	CYGBPS	CYGAPS

## Program Provided

Infinium Software provides shell program PYGCYCLE with Infinium PY.

## Parameters Passed

You should set up your programs to receive the following parameters:

Parameter	Comments
Employer	



<b>Parameter</b>	<b>Comments</b>
Cycle	
Period Ending Date	Hundred year format

---

## Custom Income Calculation

### Function Performed

If none of the income calculation methods provided by Infinium Software meet your needs, you can define Income Controls with an Income Method of 6, for custom calculation. For each of these Income Controls, you specify an appropriate custom income calculation program.

The custom income calculation program for a given income is called during the function *Release Timesheet Data* by PYGRL70, the Employee Income Calculation program. Program PYGRL70 is also called whenever an employee's cheque is recalculated, during the following processing:

- *Update Cheques*, program PYGTR20
- Recalculation of a cycle, program PYGRC01 – executed when:
  - A cycle is selected with \* during *Print Trial Register*
  - A cycle is selected with 2 in *Cycle Support Functions*
- Re-release of a cycle, program PYGRR01 – executed when a cycle is selected with 3 in *Cycle Support Functions*
- Enter On-Demand Cheques, program PYGOD20

### Where Specified

- 1 From the Infinium PY main menu select *Controls*.
  - 2 Select *Cycle Controls*.
  - 3 Select *Update Income Controls* [UIC]. The system displays a screen similar to Figure A-13.
-

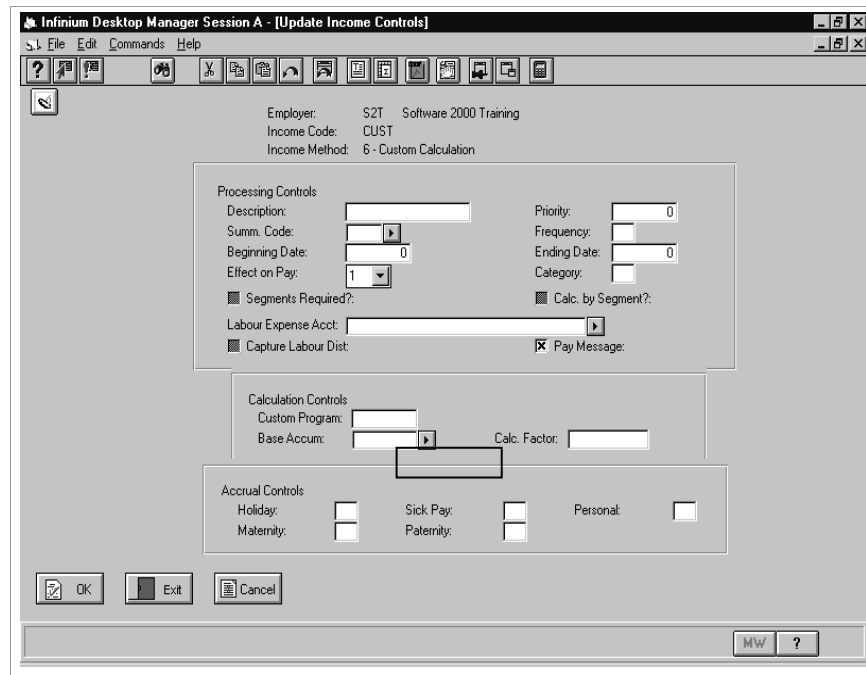


Figure A-13: Update Income Controls screen 1

Enter the name of the custom income calculation program.

The custom income calculation program name is stored as follows:

<b>File</b>	PYPIC
<b>Field</b>	ICPROG

## Programs Provided

Inifinium Software provides the sample program PYGICUST with Inifinium PY.

If desired, you can use these programs as models for creating your custom income calculation programs.

## Parameters Passed

You should set up your programs to receive the following parameters:

<b>Parameter</b>	<b>Comments</b>
Employer	
Cycle	
Period Ending Date	Hundred year format
Employee Number	
Cheque Sequence Number	Value = 01
Cheque Date	Hundred year format
Income Code	
Amount Calculated (TEAMT)	Returned value
Rate Calculated (TERATE)	Returned value
Hours Calculated (TEHRS)	Returned value
Base Amount Accumulated	
Base Hours Accumulated	
Segment	

---

# Custom Deduction Calculation

## Function Performed

If none of the deduction calculation methods provided by Infinium Software meet your needs, you can define Deduction Controls with an Income Method of 5, for custom calculation. For each of these Deduction Controls, you specify an appropriate custom deduction calculation program.

The custom deduction calculation program for a given deduction is called during the *Release Timesheet Data* function by PYGRL80, the Employee Deduction Calculation program. Program PYGRL80 is also called whenever an employee's cheque is recalculated, during the following processing:

- *Update Cheques*, program PYGTR20
- Recalculation of a cycle, program PYGRC01 – executed when:
  - A cycle is selected with \* during *Print Trial Register*
  - A cycle is selected with 2 in *Cycle Support Functions*
- Re-release of a cycle, program PYGRR01 – executed when a cycle is selected with 3 in *Cycle Support Functions*
- *Enter On-Demand Cheque*, program PYGOD20

## Where Specified

- 1 From the Infinium PY main menu select *Controls*.
  - 2 Select *Deduction Controls*.
  - 3 Select *Update Deduction Controls* [UDC]. The system displays a screen similar to Figure A-14.
-

Figure A-14: Update Deduction Controls screen 1

Enter the name of the custom deduction calculation program

The custom deduction calculation program name is stored as follows:

**File** PYPDC

**Field** DCPROG

## Program Provided

Inifium Software provides sample program PYGDCUST with Inifium PY.

If desired, you can use this program as a model for creating your custom deduction calculation programs.

## Parameters Passed

You should set up your programs to receive the following parameters:

---

<b>Parameter</b>	<b>Comments</b>
Employer	
Cycle	
Period Ending Date	Hundred year format
Employee Number	
Cheque Sequence Number	01-99, relative number of cheque for employee within cycle
Cheque Date	Hundred year format
Deduction Code	
Employee Amount Calculated (TDDAMT)	Returned value
Employer Amount Calculated (TDCAMT)	Returned value
Base Amount Accumulated	
Base Hours Accumulated	

---

## Bonus Calculation

### Function Performed

If none of the bonus calculation methods provided by Infinium Software meet your needs, you can create a custom program to calculate the bonus allocation.

You specify a Calculation Method of **C** and the custom program along with the other parameters in the *Generate Bonus Allocations* function. During processing of this function, program PYGRQ050 executes the specified custom program.

**Note:** You enter the program name at run time on the Bonus Allocations screen.

### Where Specified

- 1 From the Infinium PY main menu select *Bonus processing*.
  - 2 Select *Generate Bonus Allocations* [GBA]. The system displays a screen similar to Figure A-15.
-



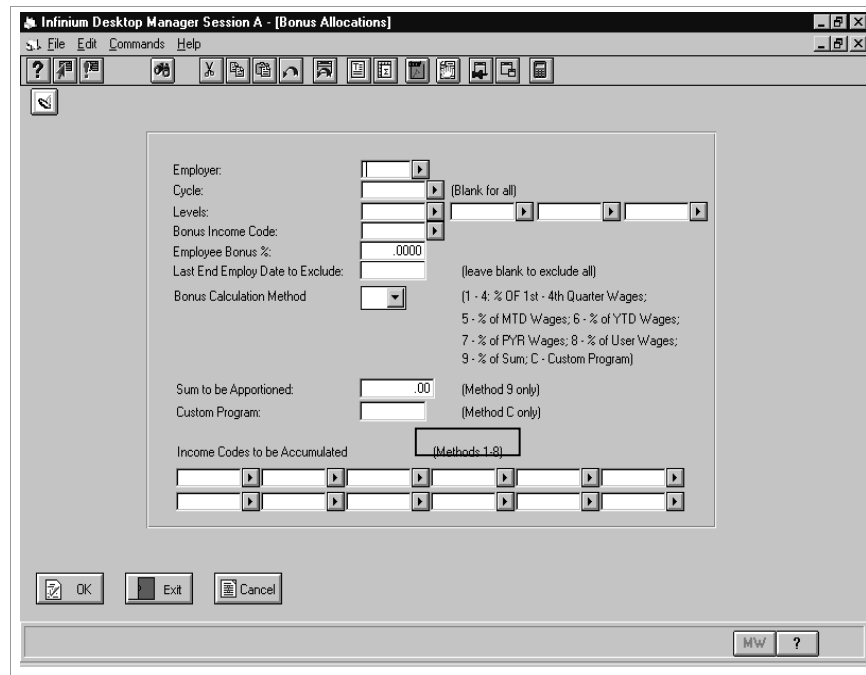


Figure A-15: Bonus Allocations screen

## Program Provided

Infinium Software provides sample programs PYGBCUST with Infinium PY.

If desired, you can use this program as a model for creating your custom bonus calculation programs.

## Parameters Passed

You should set up your program to receive the following parameters:

Parameter	Comments
Job Control Name	These fields make up the Task Coupling File key. They are concatenated into a single 28-byte field that is passed to your program.
IBM Interactive Job #	
Date	
Time	

## Personnel Action User Exits

These user exits allow you to perform custom processing for each type of personnel action.

The custom personnel action programs are called by the following processing functions:

- *Enter New Employee*, program PRGHIM
- *Enter Personnel Actions*, program PEGTRxx1 and PEGTRxx where xx is the transaction code of the Personnel action

The custom program can be called the 2 following modes:

- **Edit mode.** The edit mode provides the ability for your custom program to perform additional custom validation. The system uses the CALTYP parameter of 1 to indicate the custom program should just validate. If the custom program finds a custom error it should pass back the ERROR parameter with a value of 1 to prevent the transaction from being added or updated. If no custom validation is required, the custom program should be coded to immediately return if the value in CALTYP is 1.

The system passes the transaction data across in the first parameter TRREC as a complete image of the record. It is the responsibility of the custom to parse this record image to obtain individual field values. An example of such a custom program is provided in RPG member CUGTREXIT.

- **Database change mode.** The system uses the CALTYP parameter of 2 to indicate to the custom program that a database change has been made. The next parameter CHGTYP identifies to the custom program whether the database change is an addition or an update to an existing record or a deletion of an existing record.

## Parameters Passed

You should set up your program to receive the following parameters:

Parameter	Comments
TRREC	This is the full image of the record
CALTYP	1=Edit 2=Database change

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---

Parameter	Comments
CHGTYP	1=Add 2=Delete 3=Update
TRNTYP	PE action code, for example <b>SC</b> for salary change
TRNTYP	Name of program calling the custom program
ERROR	0=No error 1=Error

---

**Caution:** Exercise great caution if you change PEPTR fields through your user exit program. These fields have already been validated and are not revalidated when the custom program ends. Unpredictable results may occur if field values are changed.

## Where Specified

- 1 From the Infinium HR main menu select *Controls*.
- 2 Select *Employer Controls*.
- 3 Select *Update Employer Controls [UC]*. The system displays a screen similar to Figure A-16.

Infinium Desktop Manager Session A - [Employer Update]

File Edit Commands Help

Employer: S2T Software 2000 Training Page 3 of 3

Employee Complete Name Method: [1]

Employee Cheque Name Method: [1]

PAYE District Number: AAAAA

PAYE Reference Number: H 4 4 4 4

CDMP Minimum Payments:

Contracted Out Certificate Number (ECON): [ ]

Pay Message Code: [ ]

Job Hours Names: 1: Std Hours 2: [ ]

Pay Rate Names: 1: Basic 2: [ ] 3: [ ] 4: [ ] 5: Prev Rate

Rates 2 to 5 Custom Program: [ ]

Calculate and Store Daily rate: [ ]

Calculate and Store Weekly Rate: [ ]

Calculate and Store Hourly Rate: [ ]

Alter Cycle, Save In Pay Rate: [5]

Custom Programs to Call: After Begin [ ] Before Release [ ] After Post [ ]

Statutory Maternity Pay: [ ]

Statutory Sick Pay: [ ]

OK Exit Cancel

MW ?

Figure A-16: Employer Update screen 3

Enter the names of the custom personnel action programs.

The custom transaction program names are stored in file PRPCO as follows:

Field Name	Description
CONEPG	User Exit program – NE Trans
COPCPG	User Exit program. – PC Trans
COPRPG	User Exit program – PS Trans
COREPG	User Exit program– RE Trans
CORMPG	User Exit program – RM Trans
COSCPG	User Exit program – SC Trans
COSTPG	User Exit program – ST Trans
COEPPG	User Exit program – TE Trans
COTRPG	User Exit program – TR Trans
COWAPG	User Exit program – WA Trans

## Program Provided

Infinium Software provides shell program CUGTREXIT with Infinium HR. This program can serve as a basis for testing, as well as a shell that you can modify for your own custom programs.

---

# Benefits Insurance Rate Calculation

## Function Performed

For each benefit plan that you administer, there are a number of ways to specify how to calculate the insurance rate. If you use a method other than the standard methods provided by Infinium Software, you can create custom rate calculation programs. You can specify a custom rate calculation program for the following benefit types: 01, 02, 05, 06, and 09.

The custom rate calculation program is called by the following Infinium HR processing functions:

- *Update Employee Enrollments*, programs PRGBE10
- *Trial Mass Update Enrollments*, program PRGBE50
- *Mass Update Enrollments*, program PRGBE55

## Where Specified

- 1 From the Infinium HR main menu select *Benefits*.
  - 2 Select *Benefit Controls*.
  - 3 Select *Update Benefit Plans* [UIP]. The system displays a screen similar to Figure A-17.
-

Figure A-17: Update Life Insurance Plans screen 2

To specify the custom rate calculation program, enter the last five characters of the program name. The program name must begin with CUG.

The object extensions (last five characters) of your custom benefit plan calculation program name are stored as follows:

<b>File</b>	PRPBP
<b>Field</b>	BPRATE

**Note:** If the *Freeze Coverage* field for a benefit plan is 1, the system bypasses custom calculation during *Update Employee Enrollments* processing.

## Program Provided

At present no sample program is provided.

## Parameters Passed

You should set up your program to receive the following parameters:

<b>Parameter</b>	<b>Comments</b>
Employer	
Plan ID	
Plan Code	
Employee Number	
Rate per 1000	Returned value

---



# Benefits Insurance Coverage Calculation

## Function Performed

For each benefit plan that you administer, there are a number of ways to specify how to calculate the insurance coverage. If you use a method other than the standard methods provided by Infinium Software, you can create custom coverage calculation programs. You can specify a custom coverage calculation program for the following benefit types: 01, 02, 05, 06, and 09.

The custom coverage calculation program is called by the following Infinium HR processing functions:

- *Update Employee Enrollments*, programs PRGBE10
- *Trial Mass Update Enrollments*, program PRGBE50
- *Mass Update Enrollments*, program PRGBE55

## Where Specified

- 1 From the Infinium HR main menu select *Benefits*.
  - 2 Select *Benefit Controls*.
  - 3 Select *Update Benefit Plans* [UIP]. The system displays a screen similar to Figure A-18.
-

Figure A-18: Update Benefit Plans screen

To specify the custom rate or coverage calculation program, enter the last five characters of the program name. The program name must begin with CUG.

The object extensions (last five characters) of your custom benefit plan calculation program name are stored as follows:

<b>File</b>	PRPBP
<b>Field</b>	BPCOVE

**Note:** If the *Freeze Coverage* field for a benefit plan is 1, the system bypasses custom calculation during *Update Employee Enrollments* processing.

## Program Provided

At present no sample program is provided.

---

## Parameters Passed

You should set up your programs to receive the following parameters:

<b>Parameter</b>	<b>Comments</b>
Employer	
Plan ID	
Plan Code	
Employee Number	
Coverage Amount	Returned value

---

## Notes

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# Appendix B Infinium QY File Conversion Considerations



This appendix lists the files in Infinium HR/PY that you should review before using Infinium QY for reporting.

To exclude these files, run the *Change Conversion File List* function within Infinium QY prior to running the *Run Software 2000 Conversion* function.

For further details see the chapter “Security Conversions” in *Infinium QY Security Guide*.

## Workfiles That Have Data Only During Certain Job Steps

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File Name	Description
PEPCT	Workfile for Organizational Chart
PEPTS	Mass salary changes workfile
PEPMST	Purge File for Personnel Master
PEPSU	Salary upload workfile
PEPPCPRT	Pension planning workfile
PEPP11DE	P11D workfile
PEPTU	PE Actions workfiles
PEPWR	
PEPW2	
PEPWK	Workfile for skills and competencies search
PYPBK	Cheque Reconciliation Interface File (Before Receive)
PYPBN	Bonus Processing Workfile
PYPCC	Cheque Reconciliation File (After Receive)

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**Workfiles That Have Data Only During Certain Job Steps**


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<b>File Name</b>	<b>Description</b>
PYPCLQ01	Temporary data file – only contains data during standard HR application processing
PYPCLQ02	Temporary data file – only contains data during standard HR application processing
PYPCLQ09	Temporary data file – only contains data during standard HR application processing
PYPCLT	Purge File for Employee Cheque History
PYPBACT	BACS extract
PYPCX	Cycle Excluded Deductions Workfile
PYPCZ	Cycle Cheque Print Workfile
PYPLZ	
PYPDDQ01	Temporary data file – only contains data during standard HR application processing
PYPDLQ01	Temporary data file – only contains data during standard HR application processing
PYPDLQ02	Temporary data file – only contains data during standard HR application processing
PYPDLQ03	Temporary data file – only contains data during standard HR application processing
PYPDLQ06	Temporary data file – only contains data during standard HR application processing
PYPDLQ09	Temporary data file – only contains data during standard HR application processing
PYPDLT	Purge File for Cheque History Deductions
PYPDZ	Cycle Cheque Print Workfile
PYPILQ01	Temporary data file – only contains data during standard HR application processing
PYPILQ02	Temporary data file – only contains data during standard HR application processing
PYPILQ03	Temporary data file – only contains data during standard HR application processing
PYPILQ04	Temporary data file – only contains data during standard HR application processing

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---

**Workfiles That Have Data Only During Certain Job Steps**


---

<b>File Name</b>	<b>Description</b>
PYPILQ05	Temporary data file – only contains data during standard HR application processing
PYPILQ06	Dummy Keyed Format - will never contain data
PYPILQ07	Temporary data file – only contains data during standard HR application processing
PYPILQ08	Temporary data file – only contains data during standard HR application processing
PYPILQ09	Temporary data file – only contains data during standard HR application processing
PYPILT	Purge File for Cheque History Incomes
PYPIZ	Cycle Cheque Print Workfile
PYPMST	Purge File for Payroll Master
PYPBL	Bank sort codes tape workfile
PYPFCT	Financial control report workfile
PYPOW	Statistical close workfile
PYPPIT1	Income changes workfile
PYPRCQ01	Temporary data file – only contains data during standard HR application processing
PYPRCQ02	Temporary data file – only contains data during standard HR application processing
PYPRCQ03	Temporary data file – only contains data during standard HR application processing
PYPTD	Cycle Deductions Workfile
PYPTE	Cycle Incomes Workfile
PYPTN	Cycle Cheque Header Workfile
PYPTSH	Batch Timesheet Header Workfile
PYPTSWRK	Batch Timesheet Detail Workfile
PYPTT	Cycle Processing Level Totals Workfile
PYPWL	GL Close Workfile

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**Security Files That Should Not Be Available to Infinium QY**

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<b>File Name</b>	<b>Description</b>
PRPSQ	Level Security Restrictions
PRPUC	User Security Controls
PRPUS	User Security Group Restrictions

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## Appendix C Infinium HR/PY User Fields

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This appendix lists the user fields available in Infinium HR/PY files.

**Note:** Not all fields are accessible through processing screens. The functionality to access such fields may be added to future Infinium HR/PY releases.

File	Field Name	Attrib.	Description
PEPNY	NYRCDE	A5	User Defined Code
PEPOG	OGLAC	A5	User Field
PRPMS	PRLAC	5A	User defined defaults from OGLAC
	PRPY#	15A	User defined alternate employee number
	PRCNTY	5A	User defined address line name
PRPUD	UDCOD1	A5	User Code 1
	UDCOD2	A5	User Code 2
	UDCOD3	A5	User Code 3
	UDCOD4	A5	User Code 4
	UDCOD5	A5	User Code 5
	UDCOD6	A5	User Code 6
	UDCOD7	A5	User Code 7
	UDCOD8	A5	User Code 8
	UDCOD9	A5	User Code 9
	UDCOD0	A5	User Code 10
	UDDH1	6,0	User Date 1-HYF
	UDDH2	6,0	User Date 2-HYF
	UDDH3	6,0	User Date 3-HYF
	UDDH4	6,0	User Date 4-HYF
	UDDH5	6,0	User Date 5-HYF
	UDDH6	6,0	User Date 6-HYF
	UDDH7	6,0	User Date 7-HYF
	UDDH8	6,0	User Date 8-HYF
	UDDH9	6,0	User Date 9-HYF
	UDDH10	6,0	User Date 10-HYF
	UDDE1	A10	User Date 1-Edited
	UDDE2	A10	User Date 2-Edited

<b>File</b>	<b>Field Name</b>	<b>Attrib.</b>	<b>Description</b>
PRPUD (Contd.)	UDDE3	A10	User Date 3-Edited
	UDDE4	A10	User Date 4-Edited
	UDDE5	A10	User Date 5-Edited
	UDDE6	A10	User Date 6-Edited
	UDDE7	A10	User Date 7-Edited
	UDDE8	A10	User Date 8-Edited
	UDDE9	A10	User Date 9-Edited
	UDDE10	A10	User Date 10-Edited
	UDD81	8,0	User Date 1
	UDD82	8,0	User Date 2
	UDD83	8,0	User Date 3
	UDD84	8,0	User Date 4
	UDD85	8,0	User Date 5
	UDD86	8,0	User Date 6
	UDD87	8,0	User Date 7
	UDD88	8,0	User Date 8
	UDD89	8,0	User Date 9
	UDD810	8,0	User Date 10
	UDAM1	9,2	User Amt 1
	UDAM2	9,2	User Amt 2
	UDAM3	9,2	User Amt 3
	UDAM4	9,2	User Amt 4
	UDAM5	9,2	User Amt 5
	UDAM6	9,2	User Amt 6
	UDAM7	9,2	User Amt 7
	UDAM8	9,2	User Amt 8
	UDAM9	9,2	User Amt 9
	UDAM10	9,2	User Amt 10
	UDHR1	7,2	User Hrs 1

<b>File</b>	<b>Field Name</b>	<b>Attrib.</b>	<b>Description</b>
PRPUD (Contd.)	UDHR2	7,2	User Hrs 2
	UDHR3	7,2	User Hrs 3
	UDHR4	7,2	User Hrs 4
	UDHR5	7,2	User Hrs 5
	UDHR6	7,2	User Hrs 6
	UDHR7	7,2	User Hrs 7
	UDHR8	7,2	User Hrs 8
	UDHR9	7,2	User Hrs 9
	UDHR10	7,2	User Hrs 10
	UDCH1	A20	User Character Field 1
	UDCH2	A20	User Character Field 2
	UDCH3	A20	User Character Field 3
	UDCH4	A20	User Character Field 4
	UDCH5	A20	User Character Field 5
	UDCH6	A20	User Character Field 6
	UDCH7	A20	User Character Field 7
	UDCH8	A20	User Character Field 8
	UDCH9	A20	User Character Field 9
)	UDCH10	A20	User Character Field 10
	UDCH11	A20	User Character Field 11
	UDCH12	A20	User Character Field 12
	UDCH13	A20	User Character Field 13
	UDCH14	A20	User Character Field 14
	UDCH15	A20	User Character Field 15
	UDCH16	A20	User Character Field 16
	UDCH17	A20	User Character Field 17
	UDCH18	A20	User Character Field 18
	UDCH19	A20	User Character Field 19
	UDCH20	A20	User Character Field 20

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<b>File</b>	<b>Field Name</b>	<b>Attrib.</b>	<b>Description</b>
PRPUD (Contd.)	UDNB1	11,0	User Numeric Field 1
	UDNB2	11,0	User Numeric Field 2
	UDNB3	11,0	User Numeric Field 3
	UDNB4	11,0	User Numeric Field 4
	UDNB5	11,0	User Numeric Field 5
	UDNB6	11,0	User Numeric Field 6
	UDNB7	11,0	User Numeric Field 7
	UDNB8	11,0	User Numeric Field 8
	UDNB9	11,0	User Numeric Field 9
	UDNB10	11,0	User Numeric Field 10
	UDLRG	A100	User Large Field
PYPDE	DEXDED	9,2	User Employee Deductions
	DEXDCD	9,2	User Employer Deductions
	DEXBAS	9,2	User Defined Wage Base
PYPIE	IEXPAY	9,2	User Defined Income
	IEXHRS	6,2	User Defined Hrs.

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## Notes