Human Capital Management

Canadian Payroll Product Guide

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Introduction

Explains the steps necessary to enter payroll information and request reports from the HCM:M Payroll system. Included in this guide are explanations of all screens and fields and an exercise in establishing a case company to describe HCM:M payroll processes further. It also explains the application of Millennium concepts to the HCM:M system.

HCM:M Document Conventions

This guide refers throughout to the

- Command line used to access online screens

- Field names

- Field values

- Millennium Function Keys.

This section explains the conventions used in this guide for each of these elements.

Command Lines

Millennium command lines appear in this guide in the following format:

> CMD_____ QUALIFIER_____ ON   DBID

Where	Represents...
CMD	A Millennium command
QUALIFIER	The command qualifier, as follows:
	■ Statements in parentheses, for example, (COMPANY), indicate the type of information you must type
	■ Statements not in parentheses, for example, NUMBERS, indicate specific values you must type
ON DBID	The three-character database ID and two-character screen ID of the screen you want to access

Example.   This command line

> GU_____*PLAN ID,SM*_____ON   HAT30

indicates that to call up a specific record on the HAT30 screen, you would have to type this information:

- The command GU

- A command qualifier consisting of a **plan ID**, a comma, and an **SM** (with no spaces before or after the comma), and

- The DBID **HAT30** in the last field of the command line

Variables

Variables in values and command syntax are Italic.

Example. Type GU_____*PLAN ID,SM*_____ON HAT30

PLAN ID, SM are variables

Field Names

The following list shows examples of how field names appear in this guide.

▪   DEDUCTION NUM

▪   PLAN NAME

Field Values

The following list shows examples of how field values appear in this guide:

▪   **Y**

▪   **Pre-tax**

Field Information

Information about fields appears in this guide in the following format:

G/N *(Field Literal)*   **Data Type: Numeric**   **Length: 1**   **Field Type: Optional**

The gross/net switch indicates whether to calculate this deduction from an employee's pay before taxes, after taxes, or not at all. *(Field Description)*

Acceptable values are: *(Field Values)*

Value	Description
0	**Do not calculate this deduction for an employee's pay.** *(System default value description will be shown in bold)*
1	Calculate from gross pay (before taxes).
2	Calculate from net pay (after taxes).
3	Calculate using gross, selective taxability.
4	Withheld from gross selectively
5	Honor limits associated with this deduction

System Defaults

To reduce data entry, several fields have default values. The following table shows you how to identify system default values when you find them in HCM:M.

How to Identify System Default Values

If you...	Then you...
Request a screen without entering a command qualifier in the command line	Receive a screen that shows no data ▪ Alphanumeric fields contain spaces ▪ Numeric fields contain zeros ▪ Date fields contain zeros
Request a screen with an asterisk in the command line	Receive the first row of that table with the default values shown.
See *default* in the field description of the screen in the documentation	Know that this is the field's default value.

HCM:M Documentation

Introduction

This topic lists and describes the documentation that supports the HCM:M systems. Each category includes a list of all the guides useful to that group of users.

All HCM:M Users

The following guides are intended for all users of the HCM:M system.

Implementation Guide and System Reference
Provides applications and data processing personnel information important to planning the implementation effort, installing the system successfully, and understanding the technical aspects of the HCM:M system. This guide also provides information about the following subjects: system error messages, HCM:M maintenance issues (problem resolution, tax maintenance, and system enhancement request procedures), and instructions for printing the record and work area description and module cross-reference information.

Report Writer
Explains how to use Report Writer screens to design reports to meet your company's needs. Included in this guide are sample sessions that walk you through the report setup processes.

Facts DataFile
Describes the setup and maintenance of the HCM:M Facts DataFile, an expandable database that provides the capability to define additional databases needed at individual sites.

Transmittal Reference
Contains all transaction coding information and online cross-reference information used with the Payroll (including the Canadian system), Personnel, Report Writer, and Facts DataFile. Transaction information applicable to other modules is contained in that module's documentation.

User-Called Routines
Describes the seven areas in the HCM:M system that have been designated for user-designed code. This guide describes the design and installation procedures for each of these seven user-called routines or UCRs.

Payroll Users

The following guides are intended for HCM:M Payroll users.

Payroll Product Guide
Explains the steps necessary to enter payroll information and request reports from the HCM:M Payroll system. Included in this guide are explanations of all screens and fields and an exercise in establishing a case company to describe HCM:M payroll processes further. It also explains the application of Millennium concepts to the HCM:M system.

Payroll Check Reconciliation
Describes the HCM:M check reconciliation function in detail and includes illustrated descriptions of the input transactions required to control this function.

General Ledger Interface Reference Manual

Describes the features and functions of the HR GL Interface. This guide also explains how to customize the HR GL Interface to meet individual needs.

Payroll Sample Reports

Contains a sample of every report produced by the U.S. and Canadian Payroll systems, along with report descriptions and definitions of the elements printed.

Regulatory Reporting Guide

Provides instructions on how to produce an accurate year-end and quarterly processing tape and a comprehensive new year production tape. It also describes important year-end and quarterly reports and how to produce them successfully.

Personnel Users

We provide the following additional guides for each Personnel module.

Personnel Product Guide

Explains how to enter and process personnel information in the HCM:M Personnel system. This guide also includes the preliminary control input required for Personnel Standalone users. An explanation of the application of Millennium concepts to the HCM:M system is also included.

Personnel Sample Reports

Contains a sample of every report produced by the Personnel system, along with report descriptions and definitions of the elements printed. This guide also includes those reports available to Personnel Standalone users.

Benefits Users

The following guides are provided for each Benefits module.

Benefits Administration

Presents a high-level yet comprehensive view of the HCM:M Benefits Administration system. It describes primary features and functions of the system, powerful tools provided to enhance the system, and ways the system can solve your daily processing needs.

Benefits Administration Reporting and Reference

Contains report models that illustrate the comprehensive reporting capabilities available with Benefits. This guide also includes samples of the reports in the Benefits system and transaction information.

Additional Module Users

The following guides are provided for each module.

Customizer

Customizer Reference. Describes the steps necessary to customize the HCM:M system to meet your specific environment's needs.

Flexible Benefits

Flexible Benefits Administration. Provides the information necessary to collect, access, maintain, reimburse, and report employee benefit information for specified incurred expenses. Also includes the layouts for those transactions associated with the Flexible Benefits module.

Safety/Health Module

Safety and Health. Describes all of the input transactions needed to monitor and evaluate safety records and produce the Occupational Safety and Health Act reports required by federal law.

Personnel Position Control Module

Position Control. Contains illustrated descriptions of the screens and fields used to enter information in the Personnel Position Control module. Also included in this guide are sample Position Control reports with explanations of the report elements.

Personnel Applicant Flow Accounting Module

Applicant Flow Accounting. Contains descriptions of the input transactions used by the Personnel Applicant Flow Accounting module, along with explanations of Applicant Flow Accounting reports.

Canadian Users

The following guides are intended for Canadian users of HCM:M.

Canadian Payroll Product Guide

Explains the steps necessary to enter payroll information and request reports from the HCM:M Payroll system. Included in this guide are explanations of all screens and fields and an exercise in establishing a case company to describe HCM:M payroll processes further. It also explains the application of Millennium concepts to the HCM:M system.

Canadian Year-End Processing Manual

Provides instructions on how to produce an accurate year-end processing tape and a comprehensive new year production tape. It also describes important year-end reports and how to produce them successfully.

1 Using the System

Chapter Contents

Introduction

Producing accurate pay cheques, tax reports, and keeping up with ever-changing tax laws and regulations are time-consuming, costly tasks for any organization. HCM:M was designed to address these specific problems and eliminate inconsistencies, saving you time and resources.

HCM:M is designed to function in a single- or multi-company environment. Within each company, organization, or payroll unit, employees can be grouped by organizational levels. The system easily adapts to your specific environment and provides reports with totaled and summarized information.

Using This Chapter

This chapter introduces you to the HCM:M Payroll system. It includes:

- A discussion of HCM:M Payroll features

- An overview of information contained within the system

- Description of how data is stored in the system

- A list of the various files that make up the system

- Description of Millennium tools you will be using

- References to documentation you will be using to define the HCM:M Payroll system to meet your company's requirements

- Instructions on how to input information into the system

- Instructions on obtaining documentation support

HCM:M Payroll System Features

The system's flexible design allows you to process weekly, biweekly, semimonthly, and monthly pay frequencies in the same cycle. Within each frequency category, you can group employees and pay those with the same frequency on different pay cycles.

HCM:M Payroll features include:

- Paying employees by cheque or direct deposit

- Calculating increases retroactive to a specific date defined by the user

- Handling withholding of taxes and accumulation of taxable wages for federal and province authorities

- Accumulating payroll hours and dollars by project, cost center, jobs, etc.

- Providing automatic cheque reversal and reissue

- Storing complete history of earnings

- Providing the capability to issue a cheque between regular pay periods

- Matching cheques issued to cheques cleared and printing those outstanding

Design Features

Design features that enhance payroll processing are:

- Realtime online updating of payroll and personnel information ensures accurate, up-to-the-second information

- Realtime, online Help facilitates error identification and can be user-defined

- Borderless query provides access to information from all HCM:M databases

Efficiency Features

Special features that help make the HCM:M system flexible include:

- Date-driven system automatically generates informational changes at user-defined times

- Mass transaction generation simplifies information update procedures

- Reports generated at company or corporate level

- English-language values substituted for codes on reports and online screens

System Overview

The HCM:M Payroll system contains three levels of information:

System.   Includes data that is common to the system as a whole. This information is stored on the Utility Master file and Facts DataFile.

Company.   Includes data that makes up the three company header records for each company processing in the HCM:M system. This information is stored on the Employee Master file, Facts DataFile, and Utility Master file.

Employee.   Includes data that identifies employees and how to pay them within a company or within the system. This information is stored on the Employee Master file and Tax Master file.

How HCM:M Data is Organized

A short review of how data is organized in the HCM:M system will make processing HCM:M information much easier.

Fields

The smallest unit of data you will use is a field. Data stored in that field is called a *value*. Examples of fields in the HCM:M system would be LAST NAME or EMPLOYEE NUMBER or PAY TYPE. The values for those fields might be **Jones** or **16242** or **1**.

Fields that contain values that can be used to locate information in the system are called *key fields*. In the HCM:M system, key fields contain similar pieces of information, or values, making it easier to retrieve records from the files. For example, if EMPLOYEE NUMBER is a key field, 13579 would be a key. To access a particular record in HCM:M, you enter the key to that record in the COMMAND QUALIFIER field of the command line, along with the appropriate command line information.

Records

A record is a collection of like fields. Records within the HCM:M system are displayed on screens.

Databases

In Millennium, a series of records that have the same physical layout are grouped together in a database. A database is a collection of related data. For example, a collection of company records is used to make up the company header database. In HCM:M, company header records are stored on the H0C, H0D, and H0X databases.

Files

The largest grouping of data is a file. In Millennium, a collection of like databases makes up a file. In HCM:M, for example, company header databases are stored on the Employee Master file.

HCM:M Master Files

HCM:M databases reside within the following files:

File	Description
Data Entry File	Contains databases comprised of screens that process a high volume of transactions.
Utility Master File	Stores information used by the system in calculating taxes and labour distribution, report writer set up information, and system processing parameters.
Employee Master File	Stores employee and company information that serves to identify, qualify, and set up employees and companies for processing.
Special Pay File	Stores employee and company special pay information.
Deduction File	Stores employee and company deduction information.
Tax Master File	Stores employee and company tax accumulations for year-, quarter-, month-, and prior quarter-to-date periods.
Earnings History file	Stores labour distribution and payment summary records for each payroll cheque issued, for a user-defined period of retention.
Pending file	Stores batch transactions temporarily until you want to process them. File maintenance transactions are stored on the Pending table when the effective date on the transactions is greater than the current date.
Facts DataFile	Stores applications records and records for the various processing options available to the HCM:M user.
Data Dictionary Master File (DDNMAST)	Stores the data dictionary names for all the fields in the system. This master file is used with HCM:M Report Writer.

Millennium Tools

The Millennium online system is the foundation that ties together all the features of the HCM:M system. Millennium technology makes it possible to enter, manage, and analyze data with immediate results. The tools it offers for accomplishing this are described in the *Millennium Reference Manual*, but are provided here to refresh your memory and to draw your attention to certain aspects of Millennium technology that you will use most often in the course of processing human resource data.

Databases

Millennium databases organize related data items so they are easier to find and maintain.   A database has a three-character identifier, called a DBID, that distinguishes it from other databases. There are two types of databases in Millennium: Control file databases and application databases. In HCM:M, you will be working with application databases, for the most part. HCM:M DBIDs always begin with **H**.

Screens

Screens are the vehicles for getting data into the system, maintaining and viewing it. Screens are input forms that display on your terminal and are identified first by DBID, then screen ID. There can be more than one screen associated with a DBID. The components of HCM:M screens are described later in this chapter, as are instructions for their use.

Menus

Menus make it easier to learn and use HCM:M because they introduce you to the major tasks you need to perform, and guide you through their execution.

Three levels of menus have been developed so that screens with related information could be grouped together.

- First-level or main menus list major tasks you will perform

- Second-level menus list subtasks of the major task in level 1

- Third-level menus list all the screens associated with each subtask in level 2

There are four main menus supplied with the HCM:M system:

- MHMEN - Global menu

- MHCAN - Canadian Payroll menu

- MHPAY - Payroll system

- MHPRS - Personnel Standalone

The Global menu is a combined list of all payroll and personnel tasks available in HCM:M, including both U.S. and Canadian tasks.

The Canadian, Payroll, and Personnel Standalone menus list only the tasks available with each of these systems.

Accessing Menus   To access the main menu for the Payroll system, enter the following on a blank command line and press **Enter**:

> **GUH_____   MHPAY_____   ON   CMENU**

For example, if you want to add a new employee, first select the Employee task from one of the main menus (by entering **XX** in the space provided and pressing **Enter**).

```
> C     MHCAN,UTILITIES                                    ON CMENU

           -------MILLENNIUM MENU DEFINITION SCREEN------

                   ** ENTER "XX" TO VIEW MENU **

              - TASK ID -         - TASK DESCRIPTION -

         __      MHCAN            APPLICANT FLOW
         __      MHCAN            COMPANY
         __      MHCAN            DATA ENTRY
         xx      MHCAN            EMPLOYEE
         __      MHCAN            FACTS DATAFILE
         __      MHCAN            PAYROLL PROCESSING
         __      MHCAN            PERSONNEL
         __      MHCAN            POSITION CONTROL
         __      MHCAN            RECORD OF EMPLOYMENT
         __      MHCAN            SAFETY AND HEALTH
         __      MHCAN            SYSTEM
         __      MHCAN            TAX MAINTENANCE
         __      MHCAN            UTILITIES

A205W-END OF LIST
                          02/14/01  16:16:59   M4LL DEVA ____
```

Next, the subtask menu appears; select General Information by entering an **X** in the appropriate field.

```
> C      MHCAN,EMPLOYEE                                          ON CMEXX
                                               LEVEL 01 LINK FROM CMENU
                   --------- MILLENNIUM MENU ---------
                            EMPLOYEE
ENTER COMMAND--> GU              PATTERN-->  __         TASK ID--> MHCAN
ENTER CMD QUALIFIER-> *
    ----------DESCRIPTION----------   ------CMD QUALIFIER CONTENT------
X    GENERAL INFORMATION
_    DEDUCTIONS
_    PAY AND TAX ACCUMULATIONS
_    SPECIAL MAINTENANCE
_    EARNINGS HISTORY
_    YEAR END REPORTS




                              03/26/01  16:59:31   M4LL DEVA____
```

The third level menu lists the screens associated with the General Information Task. Select New Employee Add by placing an **X** in the appropriate field.

```
> C      MHEMC,GENERAL INFORMATION                               ON CMEXX
                                               LEVEL 02 LINK FROM CMEXX
                   --------- MILLENNIUM MENU ---------
                          GENERAL INFORMATION
ENTER COMMAND--> GU              PATTERN-->  __         TASK ID--> MHEMC
ENTER CMD QUALIFIER-> *
    ----------DESCRIPTION----------   ------CMD QUALIFIER CONTENT------
X    CANADIAN NEW EMPLOYEE ADD        COMPANY, EMPLOYEE NO, CKDGT
_    TD1 DEDUCTIONS & CREDITS         COMPANY, EMPLOYEE
_    EMPLOYEE IDENTIFICATION          COMPANY, EMPLOYEE
_    JOB DESCRIPTIONS                 COMPANY, EMPLOYEE
_    SUPPLEMENTAL LABOR DISTRIBUTION  COMPANY, EMPLOYEE
_    STATUS                           COMPANY, EMPLOYEE
_    ADDITIONAL PAY RATES AND FACTORS COMPANY, EMPLOYEE
_    SICK AND VACATION PAY FACTORS    COMPANY, EMPLOYEE
_    EMPLOYEE SPECIAL PAYS            COMPANY, EMPLOYEE, PAY NUMBER
_    EMPLOYEE PROVINCIAL TAXES        COM,EMP,CNTRY,TUNIT,PROVINCE
_    TAX DATA                         COMPANY, EMPLOYEE
_    EMPLOYEE SALARY CHANGE           COMPANY, EMPLOYEE
_    USER DEFINABLE FIELDS            COMPANY, EMPLOYEE
_    EMPLOYEE LIST                    COMPANY


                              03/26/01  16:59:55   M4LL DEVA____
```

When you use menus, you are linking down a level each time you select an option from a menu and press **Enter**. Refer to the *Millennium Reference Manual* for a detailed discussion of link levels.

Menus are optional; you are not required to use them to access human resource records. When you are familiar with HCM:M, you will probably get records for display and update through the command line. Use the HCM:M menus when you are a new user or when performing new HCM:M tasks.

User-Defined Menus
You can create and use your own menus using Millennium's screen design and menu-building features. You might choose, for example, to set up menus to reflect the day-to-day tasks of your data entry clerks, or create a menu providing a walk-through of the HCM:M system to train new users.

PF Keys

Program Function, or PF keys, allow you to move around the HCM:M system with a mere keystroke. There are a total of thirteen PF keys on your terminal programmed to perform specific functions. You will use these PF keys repeatedly in the course of daily processing.

If your keyboard does not have PF keys, you can type the corresponding **PF*x*** code in the ACTION CODE field at the bottom right of your screen. (You must clear the ACTION CODE field when the operation is complete.)

Using Sticky Cursor
A special program function that can save you much time and effort is *sticky cursor*. The sticky cursor feature allows you to select data from one screen and insert it on another, without rekeying it. You accomplish this by completing the following steps:

Step	Action
1	Position your cursor over the field you wish to copy a value from.
2	Press **PF1/13** for Help, or **PF2/14** for user Help.
3	Find the value you want on the Help screen and position your cursor over it. Note, if the field you are interested in is a decoded field, you must put the cursor on the first position of the extended value.
4	Press **PF6/18**. You will be returned to your original screen with the chosen value copied into the correct field.

Subcommand Field

Every HCM:M screen contains one or more subcommand fields, in the upper left section of the screen, that allow you to insert, replace, or delete records without rekeying the command line. The type of subcommand field on each screen depends on whether you have accessed records for update or display.

Update Subcommand. Is used to insert, replace, move, or delete records. Refer to the introduction to each chapter for the update subcommand values you can enter for each screen.

Display Subcommand. Is used to link to other screens on a multiple-record screen. This is a 2-character field that appears next to each record listed on the multiple-record screen.

In addition to display and update subcommands, there are several query-related subcommands and quick commands.

Screen Pattern

Screen pattern allows you to link screens together so that when you finish entering information on one, the system automatically goes to the next screen in the pattern. For example; if you are adding a new employee to the system, you could put the H0BNF, H0BID, H0BBN, H0BAC, etc. in a pattern. Then each time you add a new employee, the system will automatically go to the next screen in the pattern.

Link Levels

Link levels allow you to access other screens within the Payroll system. Activate link levels by pressing the **PF4/16** key. A blank command line will display and the message **Link Level XX from *Screen ID***. To return to the original screen, press **PF3/15**.

You can also go to the command line of the screen you are working with and enter a new command line and press **PF4/16**. This will link you to that screen. To return to the original screen, press **PF3/15**.

Examples of when you might need to use this feature are presented throughout this manual.

Help

One of the most useful tools you have for learning to use the HCM:M system is the online Help documentation. Before you learn anything else, learn to use Help. We provide immediate, online help for every element in the HCM:M system, including fields on the command line, all HCM:M data fields, and system warning or error messages. Help is there to answer questions you may have as you use HCM:M, from "What code do I enter to signify that an employee is married?" to "Which database is employee skills information stored on?"

Each Help screen describes the field in question, provides coding values (if the Help is explaining an entry field) and lists the manual that will provide further information on the use of the field.

Getting Online Help

Access Help by positioning your cursor over the field in question and pressing the **PF1/13** key. This displays a screen containing Help, while holding your place at the screen you started with. When you've read the Help, press the **PF3/15** key to return to your original screen, or **PF6/18** to activate sticky cursor.

If your keyboard does not have PF keys, type **PF1** or **PF13** in the ACTION CODE field at the bottom right of your screen, position the cursor on the field in question, and press **Enter**. The appropriate Help screen will display.

Note: You must clear the ACTION CODE field when the operation is complete.

You can get Help on the command line when you leave the command line blank, or when you type in values. For example, if you press **PF1/13** when your cursor is over an empty DATABASE IDENTIFIER field, you'll get a general description of the DBID field and its uses. If you type in an HCM:M DBID - for example, **H0B** - and press the **Help** key, you'll see a detailed description of the Employee Master file.

Help for a field may be contained on a single screen or on multiple screens. If a Help screen indicates **CONTINUED** at the end of the text, press **Enter** to display the next page of the Help screen. Continue pressing **Enter** until an **END OF LIST** message displays, to read all the Help for the field in question.

If you are sitting at your terminal while reading this chapter, experiment with the Help keys until you feel comfortable using them. As you read more about HCM:M in the pages that follow, you can supplement what you learn by returning to your terminal and using the Help facility while looking at the HCM:M screens.

User Help

You have the ability to write your own Help for every level of detail in your system, to supplement the Help we provide. You might choose, for example, to write Help for HCM:M fields like COMPANY NUMBER, listing the valid companies and associated numbers you've already established in HCM:M. User Help works just like the Help we supply, except you use the **PF2/14** key to access it.

If you press **PF2/14** and there is no user-defined Help for that field, the system defaults to the delivered Help.

System Messages

System messages display, at the bottom of your screen, to indicate that a specific condition exists. Messages may display when an input error occurs, or simply to alert you to a condition that exists. The condition may relate to Millennium system software or to the human resource data you entered. HCM:M highlights all fields in error, when an error message appears.

A *fatal message* will not allow you to enter information into the system; while a *warning message* alerts you to the condition, but allows you to enter information.

A list of batch HCM:M error messages can be viewed with the H0GLS screen. Enter *GD* in the COMMAND field, an **asterisk** (*) in the COMMAND QUALIFIER, and **H0GLS** in the SCREEN ID field.

>GD_____*_____ON H0GLS

Error messages generated in the batch system are documented in the *Implementation Guide* and *System Reference* manual.

System Defaults

When you request a screen without entering a command qualifier on the command line, you will get a "mask" screen. On a mask screen, alphanumeric fields will contain spaces, and numeric fields will contain zeros.

When you request a screen with all or part of the key in the COMMAND QUALIFIER field, defaults, or actual values will be placed in some of the fields. When a field has a default value associated with it, that value is indicated by bold type under the field description.

File Maintenance

File maintenance is the process of keeping your company's data current. Millennium provides three ways of applying file maintenance through screens:

- Online, realtime

- Data entry, when processing large volumes of data

- Queries

Querying Payroll Information

Millennium's query feature allows you to select and display information from your HCM:M Payroll databases, based on criteria you specify. Each query, whether a standard HCM:M query or one you design yourself, is essentially a question that you ask of your HCM:M data, written in a simple, symbolic language. Use Millennium's control databases to design and store your own queries and to modify the ones provided with the system.

You use queries to answer questions like:

- Which employees belong to a certain union?

- Which employees in a particular company have annual salaries greater than a specific amount?

HCM:M Payroll Query Application

The following databases are used to query information stored in the HCM:M application files. These databases are discussed in detail in the *Implementation Guide and System Reference Manual*. They are mentioned here so you know which DBIDs you can query.

DBID	Application	Comments
H0B	Employee Master file	Realtime Access
H2R - HQQ	Facts DataFile	Realtime Access
H0H	Earnings History file	Realtime
HYA-HYZ, HY0-HY9	User-Defined Query file	Copy file; Defined by Report Writer reports

Payroll Stored Queries

The following are HCM:M stored queries:

Query Name	DBID	Description
ANSWER TO TARGET SCREEN	H0B	Lists employees with a specific status, division number, and an annual salary greater than a certain amount.
DIVISION/DEPT. WITHIN DIVISION	H0B	Lists employees within a specific division or department within division.
PERCENT INCREASE	H0B	Calculates a percentage salary and projected salary.
PROVINCE AND LOCAL SEARCH	H0B	Lists employees within a specific province and locality.
WORKER'S COMP SELECTION	H0B	Lists employees within a specific company, earning a specified salary.
EARNINGS SUMMARY	H0H	Displays summary records of employees on the Earnings History file.

Creating and Executing Queries

Detailed instructions for creating queries are covered in the *Millennium Reference Manual* and the *Implementation Guide and System Reference* manual. The following is a recap of the steps to follow when creating and executing HCM:M queries:

Step	Action
1	Determine what HCM:M data elements you want to search for, and what elements you want displayed in an answer set.
2	Make sure that CSF or SEARCH field records exist for the search elements you choose. An asterisk indicates which fields already have CSFs set up for them.
3	Decide whether you want a standard answer set to display, or whether you want your query results displayed on a target screen. Target screen display must be specified on the query definition itself.
4	Using the CQUBR screen, establish your query, including search and display elements and specify sort and summarize options. If you want to create a query question, you must add a CQQ record listing the questions of the query, and establish the query itself on the CQUBR screen. Always use the Millennium name when referencing HCM:M fields in queries.
5	Execute the query. HCM:M automatically edits your query upon execution. If error messages display, correct the CQUBR as indicated, and re-execute your query.

Executing Queries   To display a listing of the Payroll queries on the H0B database, type the following on
a command line and press **Enter**:

>GUH_____H0B_____ON CQULS

```
> C     H0B,SALARY,PERCENT INCREASE                               ON CQULS


                 ---- MILLENNIUM QUERY DIRECTORY ----


           DBID   -IDENTITY-   -----------QUERY NAME-------------
__          H0B    ANYONE      BY ORGCODE
__          H0B    BBS TEST    FOR LORD CORP
__          H0B    EMPLOYEE    ANSWER TO TARGET SCREEN
__          H0B    EMPLOYEE    DIVISION/DEPARTMENT WITHIN DIVISION
__          H0B    EMPLOYEE    QUALIFIED W4'S
__          H0B    EMPLOYEE    STATE AND LOCAL SEARCH
__          H0B    EMPLOYEE    WORKERS' COMP SELECTION
__          H0B    HRSHARP     REPORT FOR SHARP HEALTH CARE.
__          H0B    H0BDAPLIST  H0B DAP LIST
__          H0B    SALARY      PERCENT INCREASE







A205W-END OF LIST
                                  03/26/01  17:01:51   M4LL DEVA____
```

To browse or display a stored query, enter **BR** in the ADJACENT SUBCOMMAND
field and press **Enter**.

The CQUBR screen you are browsing will display with an **E** in the COMMAND field. Press **Enter** to execute the query, or enter a **C** in the COMMAND field and press **Enter** to return to the CQULS screen.

```
> E     H0B,EMPLOYEE,ANSWER TO TARGET SCREEN                    ON CQUBR

__  DBID, IDENT, QUERY NAME  H0B EMPLOYEE   ANSWER TO TARGET SCREEN

DISPLAY..
     AGENCY          CITY          PRICE         LOCATION        STYLE
     _____ _____ _____ _____ _____
SEARCHING ONLY
     _____ _____ _____ _____ _____
AND WHERE....
        EMPSTATUS EQ '1'
        AND (DIVISON BT '700' AND '710'
        OR DIVISON EQ 'XYZ')
        AND ANNSALARY GT 5000

        _____
        _____
        _____
        _____
SORT PRICE          _____ _____ _____ _____
A/D       _          _          _          _          _
CTL BRK   _          _          _          _          _
SUMMARIZE _ M:EDIT _  TARGET D/U  M: STATUS RANGE  _ _


                                  03/26/01  17:03:35   M4LL DEVA____
```

```
> _____ H0B,EMPLOYEE,ANSWER TO TARGET SCREEN                   ON CQUBR




              RECORDS SELECTED BY THIS QUERY-----      9

              ENTER GU, GD IN COMMAND TO REVIEW

              OR HIT ENTER TO CANCEL AND RE-DISPLAY QUERY




                                  03/26/01  17:12:19   M4LL DEVA____
```

Another CQUBR screen displays the number of records selected for the query. Enter **GD** and press **Enter**.

In this case, the H0BID screen displays for the employees selected.

```
> GU    _____  ON H0BID


                    ------BASIC EMPLOYEE IDENTIFICATION------


    COMPANY--> 00000 EMPLOYEE NUMBER--> 00000000000
 __ NAME> _____ _____ _____
    PO BOX/APT/SUITE--> _____
    STREET ADDRESS----> _____
    CITY STATE ZIP----> _____ _____ _____
    HOME PHONE--------> (000)000-0000      BUSINESS PHONE----> (000)000-0000
    PAY TYPE----------> 0                  SALARY OR RATE----> 00000.000000
    STANDARD HOURS----->    .00            STANDARD HOURS 2-->    .00
    TIME CARD STATUS--> NON AUTO           SOCIAL SECURITY---> 000-00-0000
    BIRTH DATE--------> 00/00/0000 0       PAY FREQUENCY-----> 00
    EMPLOYMENT DATE---> 00/00/0000         SEX--------------> NOT DEFINED
    ANNUAL SALARY-----> 000000000.00       AMT LAST PAY CHG--> 00000.000000
    ORGANIZATION------> _____        DATE LAST PAY CHG-> 00/00/0000
    SALARY GRADE------> __                 SALARY STEP-------> __
    MARITAL STATUS----> 0                  ADJUSTED EMP DATE-> 00/00/0000
    START PAY DATE----> 00/00/0000         START DAY OF WEEK-> 0
    WORK DAYS/WEEK----> 0                  STD HOURS/DAY----->   .0



                                   05/08/01  09:09:55 1 M3LL DEVK ____
```

In the case of Division/Department within Division, the answer set is on another
CQUBR screen, as shown below:

```
> E    H0B,EMPLOYEE,ANSWER TO TARGET SCREEN                    ON CQUBR

__ DBID, IDENT, QUERY NAME  H0B EMPLOYEE   ANSWER TO TARGET SCREEN

DISPLAY..
     AGENCY        CITY          PRICE         LOCATION       STYLE
   _____ _____ _____ _____ _____
SEARCHING ONLY
   _____ _____ _____ _____ _____
AND WHERE....
        EMPSTATUS EQ '1'
        AND (DIVISON BT '700' AND '710'
        OR DIVISON EQ 'XYZ')
        AND ANCILLARY GT 5000

        _____
        _____
        _____
        _____
SORT PRICE          _____ _____ _____ _____
A/D        _           _           _           _           _
CTL BRK    _           _           _           _           _
SUMMARIZE _ M:EDIT _  TARGET D/U  M: STATUS RANGE  _ _



                                   03/26/01  17:03:35   M4LL DEVA____
```

```
>          H0B,EMPLOYEE,DIVISION/DEPARTMENT WITHIN DIVIS              ON CQUBR
     CMP-NUM DIVISON DEPARTMENT      LAST-NAME      ANNUAL-SALARY
__    9991    300      500        GARNER             17,171.96
__    9991    500      700        FREEMAN            23,400.00
__    9991    600      800        EVANS              10,400.00
__    9991    500      700        BATTLE              9,100.00
__    9991    700      900        HALE                2,080.00
__    9991    710      910        AKERS               2,080.00
__    9991    710      910        WHITE               2,080.00
__    9991    400      600        WOODS              10,400.00
__    9991    500      700        TAYLOR             23,400.00
__    9991    600      800        VANDIVER           10,400.00
__    9991    300      500        POPE               17,171.96
__    9991    700      900        TILLIS              9,100.00
__    9991    700      900        SWAFFORD           10,400.00
__    9991    400      600        HUDSON             10,400.00
__    9991    700      900        LONG               10,400.00
__    9991    300      500        JONES              17,171.96
__    9991    700      900        HODGE               9,100.00
__    9991    700      900        JACKS               9,100.00
__    9991    710      910        WOODS               3,120.00
__    9991    710      910        PERRY               3,120.00
__    9991    700      900        MAYNARD             9,100.00
 RECORDS    1 TO    21 OF   114      03/26/01  17:15:19   M4LL DEVA____
```

HCM:M Tools

In addition to Millennium tools, there are HCM:M-specific features that will help you use the HCM:M Payroll system more efficiently.

Encode/Decode/Edit This tool allows you to either translate and edit, or edit only. Translate and edit provides a method for displaying a more meaningful value on the screen in place of the encoded value. It allows you to enter either the actual decoded or encoded value to update the field. The second option, edit only, allows you to specify criteria for editing the data entered in a field for validity. In this case, the decoded value will not display on the screen and you may not enter it. In many instances this option is more efficient and should be used when you do not want the decoded value to appear on the screen. Refer to the *Implementation Guide and System Reference Manual* for detailed information on this feature.

Monitor This is an efficient tool to consider when changing fields from and to files. A change to a *monitored* field will automatically cause an update to all other related components. The monitor feature saves you repetitious data entry and helps maintain consistent information within your system. Refer to the *Facts DataFile Manual* for detailed information on this feature.

Phonetic Name Access This tool helps you find employee records when all the information you have is the employee's last name, and you're not sure how it is spelled. Refer to the Special Employee Maintenance section in this manual for detailed information on this feature.

HCM:M References

There are three manuals that you will use to define special requirements for your company.

Payroll Sample Reports

The *Payroll Sample Reports* book contains examples and descriptions of the payroll reports supplied with the payroll system. Special considerations such as forms codes, sort sequences, and breaks are also explained in this manual.

Report Writer

Report Writer is used to define unique reports for your company when system-supplied reports are not specific enough. Refer to the *Report Writer Manual* for more information.

Decode

This is a feature that provides you with the capability to expand the coded value of a field into an extended, more meaningful value for reporting purposes. The process of setting up decode tables on the H1TZZ database is discussed in the *Report Writer Manual*.

Posting

This is a feature that allows values and calculation results to be updated directly to any display numeric or packed numeric field on any record in the Facts DataFile.

Facts DataFile

Facts DataFile is used to expand various tasks of the Payroll system. The Facts DataFile is an expandable database that consists of several predefined Geac applications, as well as an area reserved for you to define your own applications. Refer to the *Facts DataFile* manual for more documentation.

Entering Data Into the System

Information is entered into the system using online screens, data entry screens, and batch transactions. The basics of entering information using these input devices is explained here.

This manual contains detailed information on screens, and references the batch transactions associated with each screen.

Field descriptions are the same for batch transactions and screens alike.

Basic Features of an Online Screen

Online screens are used to enter and update file maintenance records on an immediate, real-time basis.

Command Line

Appears at the top of each screen and contains:

Command Field. Tells the system what you want to do.

Command Qualifier Field. Tells the system what data you want to retrieve.

DBID Field. Tells the system on what database the data is stored.

Screen ID Field. Tells the system on what screen the data is stored.

Update/Display Subcommand Field

Appears on the left-hand side of each screen, usually before the key fields. This field tells the system what you want to do with the information, insert, replace, delete, or move it, for update screens. For display screens, it tells the system what screen you want to link to.

Key Fields

Usually appear on the first line after the title of the screen and tell the system the address of the record on the database. Keys must be entered in the sequence in which they appear on the records in the database. If the key has more than one component, the components must be separated by a comma in the COMMAND QUALIFIER.

If you do not remember all the components of the key, you can use special characters to find the records you need. These characters are the greater-than symbol (>) and the asterisk (*).

Refer to the *Millennium Reference Manual* for more information on these functions.

Data Fields

Appear right after the screen literals (names of fields that appear on the screen) and are used to enter values into the system.

Basic Features of HTA01 - General Data Entry Screen

```
> GU    _____ ON HTA01

                    -----------GENERAL DATA ENTRY-----------

 _   COMPANY--> 00000 BATCH NUMBER--> 0000 PAGE NUMBER--> 00000

       1       TRN 2         3         4         5         6         7
   6789 123456 CDE  123456789 123456789 123456789 123456789 123456789 123456789
                    8         9        10        11        120
                    123456789 123456789 123456789 123456789
   _____ ___ _____
                  _____
   _____ ___ _____
                  _____
   _____ ___ _____
                  _____
   _____ ___ _____
                  _____
   _____ ___ _____
                  _____
   _____ ___ _____
                  _____

                              05/08/01  08:34:07 1 M3LL DEVK ____
```

Screen Description

The HTA01 screen is a general data entry screen that can be used to enter any valid HCM:M batch transaction online to be processed by the batch system when requested., except DAT/DAO, DEF, and LST transactions. Fields on the screen are discussed in the following paragraphs and DEX.

6-16   Enter either an employee number or a control number. Refer to the field descriptions for information needed to enter this data.

TRN CDE   Enter a valid 3-digit transaction code from the batch system.

20-120   Enter fields exactly as defined for the transaction code in the batch system. For example, in the batch system, transaction 020 prints a formatted report of the master files. Enter the Print Option in column 21.

Basic Features of a Batch Transaction

The following example shows you how to enter a batch transaction. Refer to the *Transmittal Reference Manual* for the batch transaction layout information that corresponds to each screen literal.

COMPANY NUMBER
This field is entered in positions 1 through 5 and contains the number you assigned to identify your company. This field is numeric and is right-justified.

EMPLOYEE NUMBER
Enter the employee number you have assigned to this employee in the first 10 positions of this field. Position 11 is the transpositional check digit (TCD).

TCD
The transpositional check digit (TCD) can be used as a system-generated safeguard. If TCDs are used, place an **X** in this field for an employee you are adding to the system for the first time. Once the system calculates the TCD (which is based on the employee's company number), you can enter either an **X** or the system-calculated TCD for future entries.

To use the TCD feature, enter an INT transaction into program PAY010, at the system level with the appropriate value for your system in the CHECK DIGIT field. If your cheque digit value is **1** or **2**, the TCD can be keyed as the last digit of the employee number, a zero (**0**), or an **X**, which will be converted to a zero. The TCD is entered in position 16 and only appears on transactions which use EMPLOYEE NUMBER as a key field.

Values for the cheque digit option on the H0I01 screen are discussed in the System Input Chapter 2 .

TRANSACTION CODE
This field contains a unique 3-character code located in positions 17-19 on every transaction. The code identifies the transaction to the HCM:M batch system.

EFFECT DATE
This field is used to enter the date the transaction will become effective. When this field is used, the information on the transaction is pended until the effective date is reached. This field precedes each employee level transaction.

CHANGE INDICATOR   This field is a 1-column field that indicates whether or not a change is to be made to the field(s) following it; and if so, the type of change to make. When adding a new record, the change indicators are not necessary, however, when changing existing records, it is essential that a value is entered in this field. We recommend that you always enter an **X** in this field whether you are adding or changing information. This way you will not forget to enter this field when entering a change in the following field.

Value	Description
X	Update the Master File with the contents of the field(s) following the CHANGE INDICATOR field.

The following values can also be entered in this field with packed numeric fields on transactions 210, 225, 235 270, 275, 300 through 399, and Facts DataFile transactions.

+	Increment the field by the value entered
–	Decrement the field by the value entered

On the salary field of the 210 transaction you can also use the **P** value:

P	Increase hourly rate or salary by the percent indicated.

The **M** value may only be used when the following criteria are met:

■   the field must be packed numeric

■   the acceptable transactions are 235, 300, through 399, L01 through L06, and Facts DataFile transactions

■   you must set the negative adjustment indicator to a value of **1** or **2** on the 108 transaction (H0CFL screen) in conjunction with the 300 through 385 transactions.

M	Replace the field with the value entered and the value is considered to be negative.

SEQ NO   This field occurs on transactions where you can enter non-historical information with multiple occurrences.

When you assign sequence numbers, remember that you must select the first record occurring in a stack or all the records in a stack. Once all the records are selected, however, you may select one or more of these records using the selection criteria (RP8) feature of Report Writer.

Refer to the *Report Writer Manual* for more information on record selection and the *Facts DataFile Manual* for information on edit types and record sequencing.

Data Fields

These fields can be alphanumeric or numeric and are used to enter values into the system. Alphanumeric values are entered left-justified and numeric values are entered right-justified. The floating decimal feature of the HCM:M system allows you to enter numeric values left-justified. For example; if you enter **40.** for 40 hours, the system will adjust the value in the field.

The floating decimal feature follows the rule that the RATE AMT field is a rate if hours are entered unless the AMT IND is a **1**. It does not know any special rules for calculating numbers that only allow an amount to be entered even if hours are entered (such as tips and third party).

Chapter Contents

Introduction

System information is common to the system as a whole and used by all companies processing within the HCM:M Payroll system. This information is stored on the Utility Master file and Facts DataFile.

Examples of system input include:

- Bank Transit Number

- Parameter Taxing

- System Control Information

Since information exists on the Utility Master file and Facts DataFile when you receive the system, you must enter a **0** in the COMMAND QUALIFIER field when requesting a system-level screen and an **R** in the UPDATE SUBCOMMAND field when performing file maintenance, except on the System Bank Information screen, H0001. On this screen, if you are entering a new bank into the system. Do not enter a qualifier. If you are updating information on a bank that already exists in the system, enter the transit number on the COMMAND QUALIFIER field.

System Information Screens

The following chart lists the section name and the screens contained in each.

Section	Screens
Basic System Information	H0001, H0K01, H0KDL, H0I01, HKV01, HKW01
System Tax Maintenance	HLS01, HLR01, HLQ02, HLT01, HLU01, HLU02, HLQ01, HTN*XX*

Basic System Information

This section tells you how to enter bank and system control information into the system.

Basic System Information Screens

The chart below lists the screens used in defining basic system input; the title for each; the maintenance allowed for each, which may be *I* (insert), *R* (replace), *D* (delete); and the transactions associated with each screen.

Screen	Screen Name	Maintenance	Transaction
H0001	System Bank Information	*I, R*	050, 052, 054
H0K01	System Control Information	*R*	073, 074
H0KDL	Delete Utility Record Type	*D*	DLU
HKV01	Country Codes	*I, R*	WBI
HKW01	Language Codes	*I, R*	WBK

H0001 - System Bank Information

```
> GU     _____ ON H0001

                      --------SYSTEM BANK INFORMATION--------

      TRANSIT NO.-->   000000000

  _   BANK NAME ----->  _____
      DEPARTMENT -->  _____
      STREET ADDRESS->  _____
      CITY----------->  _____
      STATE/PROVINCE->  _____
      ZIP/POSTAL----->  _____
      PRENOTE SWITCH-> 0




                                       05/08/01  11:36:01 1 M3LL DEVK _____
```

Screen Description

This screen allows you to enter and maintain information concerning the banks to be used in the HCM:M Payroll system. You must establish banks on the Utility Master file using this screen before using them at the company and employee level.

Banks established on this screen are used to :

■   Establish company bank numbers

■   Establish alternate pay to banks on the employee's cheque

■   Establish automatic deposits to employee chequing and savings accounts

■   Print bank addresses on employee payroll cheques

■   Create interface to other banking systems

Fields

TRANSIT NO.

Data Type: **Numeric**   Length: **8**   Field Type: **Key**

Enter the bank transit number assigned to the bank you are establishing. Enter a **0** in the first position of this right-justified field.

BANK NAME

Data Type: **Alphanumeric**   Length: **40**   Field Type: **Required**

Enter the name of the bank identified by the transit number. The bank transit record will not be established if left blank.

BANK DEPARTMENT

Data Type: **Alphanumeric**   Length: **60**   Field Type: **Optional**

Enter the name of a bank department you want to appear as part of the bank address.

STREET ADDRESS

Data Type: **Alphanumeric**   Length: **30**   Field Type: **Optional**

Enter the street address of the bank. This address is generally the mailing address of the bank.

CITY

Data Type: **Alphanumeric**   Length: **16**   Field Type: **Optional**

Enter the name of the city where the bank is located.

STATE/PROVINCE

Data Type: **Alphanumeric**   Length: **7**   Field Type: **Optional**

Enter the abbreviation for the province/territory in which the bank is located. A list of province/territory abbreviations is provided in Appendix A.

ZIP/POSTAL

Data Type: **Alphanumeric**   Length: **12**   Field Type: **Optional**

Enter the postal code for a Canadian bank address. For Canadian bank addresses, you may enter the space in the postal code at the appropriate place.

Note: If you want to have the bank address printed on employee payroll cheques, it is necessary to enter a complete bank address.

PRENOTE SWITCH   **Data Type: Numeric**   **Length: 1**   **Field Type: Optional**

Indicate whether the bank requires prenotification entries on new direct deposit account transactions. Acceptable values are:

Value	Description
0	No prenotification is required
1	Prenotification is required

Note: If a value of **1** is entered in this field, the system generates a record on the direct deposit tape that notifies the bank that the employee's payment will be added to the direct deposit tape. The system waits 10 days (system days, **not** DAT days) before including the actual payment on the direct deposit tape. This helps ensure that the necessary paperwork is complete and the account is open. During the prenote period, the employee will receive a cheque.

H0K01 - System Control Information

```
> GU  _____ ON H0K01


                     -------SYSTEM CONTROL INFORMATION-------

     COMPANY--> 00000
  _  SYSTEM NAME------>  _____
     ORIG TRANSIT NO--> 000000000      DEST TRANSIT NO--> 000000000
     ACH PRIORITY NO--> 00             MONITOR SWITCH---> 0
     ASSUMPTION SW----> 0              DDA FILE NUMBER-->  ____
     CHANGE SWITCH----> 0


               MODIFY ONLY IN ACCORDANCE WITH GEAC INSTRUCTIONS

     FUTA RATE-------->  .00000           FUTA LIMIT------->  000000000.00









                                  05/08/01  09:51:03 1 M3LL DEVK ____
```

Screen Description

This screen allows you to establish control and taxing rules to be followed by all companies processing within the HCM:M system.

Fields

SYSTEM NAME

Data Type: Alphanumeric   **Length: 18**   **Field Type: Optional**

Enter a default name for the system. The name entered in this field can be overridden at the company level on the H0CCN screen. If a name is not entered, the **system defaults to Geac HR:M**. This name will print on all reports produced by the HCM:M system.

ORIG TRANSIT NO

Data Type: Numeric   **Length: 9**   **Field Type: Optional**

Enter the transit number for the organization originating the direct deposit interface tape entries. This number must correspond to the format of the Canadian Payments Association. This number must have been previously established on the Utility Master file using the H0001 screen.

DEST TRANSIT NO

Data Type: Numeric   **Length: 9**   **Field Type: Optional**

Enter the transit number that identifies the bank or clearing center to which the direct deposit interface tape is to be delivered. This number must have been previously established on the Utility Master file using the H0001 screen.

ACH PRIORITY NO

Data Type: Numeric   **Length: 2**   **Field Type: Optional**

Indicate the priority code assigned to the direct deposit interface tape. Acceptable values are:

Value	Description
0	Do not generate a direct deposit tape
1	Must be entered if a direct deposit interface tape is being created

MONITOR SWITCH

Data Type: Numeric   **Length: 1**   **Field Type: Optional**

Indicate whether to use the monitor function to monitor changes to master files. To use monitor, it must be turned on at the company level using the H0CCS screen. Acceptable values are:

Value	Description
0	Do not monitor changes
1	Monitor changes to master files

Monitor allows any change in a specified field in a master record to automatically generate one or more transactions to update that record or other records that are affected by the changed field. For example, you can have the system monitor the PAY TYPE field, and when it changes, have the system create changes to ORG. CODE, PAY FREQUENCY, etc.

ASSUMPTION SW

Data Type: Numeric   **Length: 1**   **Field Type: Optional**

Indicate whether or not to display messages on the Employee Assumption Listing (Reports 1011 and 1012) Edit report. Report 1011 displays employee assumptions and Report 1012 displays company assumptions when batch or data entry input is entered. Assumptions are printed for all fields that are allowed to default. Acceptable values are:

Value	Description
0	Print assumption messages
1	Reserved
2	Reserved
3	Do not print assumption messages

CHANGE SWITCH   **Data Type: Numeric**   **Length: 1**   **Field Type: Optional**

Indicate whether file maintenance changes which are entered into the batch system will be flagged on the Payroll Change Listing (Report 1006) if the contents of the fields are not actually changed and Report 1010, HCM:M Change Listing by Type; for example, if PAY TYPE was changed from a value of **1** to a value of **2**. Acceptable values are:

Value	Description
0	Do not show file maintenance items on Reports 1006 and 1010 if no change was actually made
1	Show all file maintenance items on Reports 1006 and 1010 and flag those fields which did not actually change because the fields already contained the intended values

DDA FILE NUMBER   Ensures that all direct deposit fields created by the company are received and that none are processed twice. This field is incremented by one for each file created. This field rolls over to 0001 when it reaches 9999. A value of **1** is assumed if this field is not entered.

Unused Fields

- FUTA RATE
- FUTA LIMIT

These fields are not used by Canadian users.

H0KDL - Delete Utility Record Type

```
> GU    _____ ON H0KDL

                    ------DELETE UTILITY RECORD TYPE--------
      COMPANY--> 99999

      ENTER "D" TO THE LEFT OF THE UTILITY RECORD TYPE TO BE DELETED

      RECORD TYPE(S) TO            CONTROL
         BE DELETED               NUMBER

   _  TAXING UNIT              TAX UNIT----> ___
   _  HR:M REPORT WRITER       REPORT NO.--> ____
   _  FACTS RECORD TYPES       RECORD TYPE-> ___
   _  FACTS KEY DEFINITIONS    FILE TYPE---> ___
   _  MONITOR TABLES           TABLE NO.---> _____
   _  ALTERNATE BOND NAMES     EMP NO.-----> _____
   _  EMPLOYEE PAYMENT NAMES   EMP NO.-----> _____
   _  BANK TRANSIT RECORDS     BANK NO.----> _____
   _  MISCELLANOUS RECTYPE--> _ CONTROL NO.-> _____



                                05/08/01  09:51:40 1 M3LL DEVK ____
```

Screen Description

This screen is used to delete records from the Utility Master file. Beside each record type you want to delete, enter the control number indicated in batch. (It is recommended that you backup the master files before deleting them. Details on backing up files are in the *Implementation Guide and System Reference Manual*.)

Note: Use the H0KDL screen with caution as you will be deleting the records indicated.

Fields

TAXING UNIT

Enter a *D* in the UPDATE SUBCOMMAND field that appears right before the field and enter the tax unit number established for this company in the field following TAX UNIT. Taxing units are established using the H0101 screen. Deletes record types M, R, T, Y, 1, 2, 3, 6, 7, and 8 for a tax unit.

REPORT WRITER REPORTS

Enter a *D* in the UPDATE SUBCOMMAND field that appears right before the field and enter the Report Writer report number established for this company in the field following REPORT NO. Deletes record types G, H, I, and # for the report number entered.

FACTS RECORD TYPE DEFINITION

Enter a *D* in the UPDATE SUBCOMMAND field that appears right before the field and enter the record type definition to be deleted for this company in the field following RECORD TYPE. Deletes utility record types K, L, and O for the facts record type entered.

FACTS KEY DEFINITIONS	Enter a *D* in the UPDATE SUBCOMMAND field that appears right before the field and enter the file type established for this company in the field following FILE TYPE. Deletes record type W for the Facts DataFile file type entered.
MONITOR TABLES	Enter a *D* in the UPDATE SUBCOMMAND field that appears right before the field and enter the monitor table established for this company in the field following TABLE NUMBER. Deletes record type S.
ALTERNATE BOND NAMES	Enter a *D* in the UPDATE SUBCOMMAND field that appears right before the field and enter the employee number for the employee for whom you are deleting alternate bond names in the field following EMP NO. Alternate bond names are established and maintained using the H0401 screen. Deletes record type 4.
EMPLOYEE PAYMENT NAMES	Enter a *D* in the UPDATE SUBCOMMAND field that appears right before the field and enter the employee number for the employee for whom you are deleting alternate payment names in the field following EMP NO. Alternate pay names are established and maintained using the H0901 screen. Deletes record type 9.
BANK TRANSIT NUMBER	Enter a *D* in the UPDATE SUBCOMMAND field that appears right before the field and enter the bank transit number established for this company in the field following BANK NO. Bank transit numbers are established and maintained using the H0001 screen. Company number must be 0. Deletes record type 0.
MISCELLANEOUS RECTYPE	Enter a *D* in the UPDATE SUBCOMMAND field that appears right before the field and enter the control number for the record in the field following CONTROL NO. This number is usually shown by PAY170 at the top of the page. Deletes record types +, P, Q, and 5.

List of Record Types

Record Type	Definition	Control Number Contains
G	Company Report Writer	*Report No.*
K	System Facts DataFile Record Type Definitions	*Record Type*
L	System Facts DataFile Transaction Definitions	*Record Type*
O	System Facts DataFile Record Type Names	*Record Type*
P	Facts DataFile Report Tables	Blank
Q	Super Company Definition Tables	Blank

(continued)

Record Type	Definition	Control Number Contains
R	Company EI Rates	*Tax Unit*
S	Company Facts DataFile Monitor Tables	*Table No.*
T	Company EI Limits	*Tax Unit*
W	Company Facts DataFile Key Definitions	File Type
#	Company Report Writer Posting Tables	*Table No.* and *Record Type*; for example, 295901 for Posting Report 295 and Record Type 901
0	System Bank Transit Records	*Bank Transit No.*
1	Company Tax Unit Name	*Tax Unit*
2	Company Province Id No.	*Tax Unit*
3	Company EI Rates	*Tax Unit*
5	Company Statistical Counts	Zero
6	Misc Regulatory Reporting Data	*Tax Unit*
8	Company EI ID No.	*Tax Unit*
9	Employee Payment Names	*Employee No.*

HKV01 - Country Codes

```
> GU _____ ON HKV01

                       ------------COUNTRY CODES------------

 _   COMPANY--> 00000  COUNTRY CODE-----> 000


     TWO CHARACTER CODE---> __
     THREE CHARACTER CODE-> ___
     COUNTRY NAME--------> _____








                                      05/07/01  11:33:52 1 M3LL DEVK ____
```

Screen Description

Use this screen to enter the country name and assign a code to the country.

Fields

TWO CHARACTER CODE   **Data Type: Alphanumeric**   **Length: 2**   **Field Type: Optional**

Enter the two-character code for the country.

THREE CHARACTER CODE   **Data Type: Alphanumeric**   **Length: 3**   **Field Type: Optional**

Enter the three-character code for the country.

COUNTRY NAME   **Data Type: Alphanumeric**   **Length: 40**   **Field Type: Optional**

Enter the name of the country.

HKW01 - Language Codes

```
> GU  _____  ON HKW01

                    ------------LANGUAGE CODES------------

 _   COMPANY--> 00000   LANGUAGE CODE-------> __


     LANGUAGE NAME-----> _____




                                      05/07/01  11:33:53 1 M3LL DEVK _____
```

Screen Description

Use this screen to establish the name and code of the language used for reports. This screen is used in conjunction with the LANGUAGE CHOICE field on the H0BJO screen. Languages must be established for the system on this screen before they can be specified for an employee on the H0BJO screen.

Fields

LANGUAGE CODE   **Data Type: Alphanumeric**   **Length: 2**   **Field Type: Optional**

Enter the two character language code. HCM:M supplies these values:

Value	Description
01	English
02	French

Any value can be entered in this field. However, only the values listed above are currently used in the HCM:M system.

LANGUAGE NAME   **Data Type: Alphanumeric**   **Length: 20**   **Field Type: Optional**

Enter the name of the language.

Establishing a Direct Deposit Interface Tape (Report 25)

This example covers all aspects of setting up direct deposits, including company and employee level entries. The Payroll system produces a direct deposit interface tape for the direct deposit of employee's pay cheques in compliance with the Canadian Payments Association (CPA) standards. To produce this interface tape, you must follow these steps:

Step	Action
1	Establish each receiving bank on the H0001 screen, with a value in the ACCOUNT LENGTH field.
2	Enter the transit number for the bank originating the tape and the bank acting as the clearing center (dest transit no.) on the H0K01 screen. Also enter a **1** in the ACH PRIORITY NO field.
3	Establish company deductions for chequing, savings deductions, and loan payments on the H0VCD screen. Set up chequing on deduction number 70, savings on deduction number 69, and loan payments on 68. Set the G/N field to **2**, the SR field to 9, the MAND field to **0**, and the CALC field for chequing to **90**, savings to **91**, and loan payments to **94**.
4	Establish company bank number 2 on the H0CNN screen. This is used as the originating financial institution for direct deposit.
5	Establish the interface as Report 25 on the H0XCR screen in position 25 on the company header record. Enter **925** in the FORMS CD field, **00** in the FREQ field, valid sort sequence in SORT field, and values that meet your company's requirements in the BRK FLAGS field. Refer to the *Payroll Sample Reports Manual* for detailed information on this report. HOBB1 HOBB2
6	Establish employee bank and account numbers on the H0BBI screen. The banks entered on the H0BBI screen must be established at the system level (H0001 screen) before they can be entered here.
7	Establish employee deductions for chequing, savings deposits, or loan payments on the H0ZDC screen. Enter **09** in the FREQ field, an amount in the AMOUNT % field and use the UTILITY field to indicate (1) whether an amount will be withheld or an apply code will be used, and (2) the bank and account numbers.

Refer to the documentation for each screen or online Help for detailed information on the fields and acceptable values for each.

System Tax Maintenance

This section describes the parameter taxing feature of the HCM:M Payroll system and screens used to maintain taxes established at the system level.

Parameter Taxing

Parameter taxing was developed to accommodate the ever changing tax regulations at the federal and the provincial level. The fields on parameter taxing screens reflect information supplied to you on the installation tape and in subsequent tax bulletins. Modify these screens only in accordance with Geac instructions. Tax information is supplied with the tapes you receive with the HCM:M system. Updates to tax screens are sent to you on tax tapes and bulletins. Do not enter information into tax maintenance screens unless directed to by the tax bulletins sent to you.

Note: If changes other than those made according to Geac instructions are made, the parameter taxing feature may not calculate taxes properly.

Highlights of the parameter tax modification are:

- Organizes tax data to include tax rates, limits, deductions, names, calculations, and exemption amounts
- Brings data out of programs and into Millennium-accessible files.
- Simplifies tax maintenance
- Honors tax effective date

How Parameter Taxing Works

Parameter taxing is borderless and uses one program to calculate taxes. The information used to calculate taxes is contained in Millennium-accessible files that allow access to tax formulas, tax tables, tax rates, and other tax fields.

Maintenance   All tax rates, tables, and constants may be changed online. Most tax formula changes may be specified online by changing a calculation number or the sequence of calculation numbers.

Tax tables are keyed by date. You can enter the new rates weeks in advance. The tax routine will choose the rate table that is in effect on the payroll date.

The following taxes are affected by this modification. Changes are provided by tax bulletins:

Value	Description
FIT	Canadian Federal Income Tax
QIT	Quebec Income Tax
PIT	Provincial Income Tax
CPP/QPP	Canada/Provincial Pension Plans
EI	Employment Insurance
PIP	Parental Insurance Plan

The following taxes are already available on the Utility file and are updateable online. Changes are supplied through AnswerLink:

EI LIMIT - Canadian Employer EI Factors

Note: EI factor is entered on the H0301 screen. This factor will not be supplied by the system.

Canadian Employer PIP Rates

Note: The employer PIP rates are entered on the H1BC1 screen. These rates will not be supplied by the system.

Parameter Tax Updates Periodically, you will receive tax bulletins and/or tables. For detailed instructions for updating parameter tax information, refer to the *Implementation Guide and System Reference Manual*.

System Tax Maintenance Screens

The chart below lists the screens used in parameter taxing and tax maintenance; the screen titles; the maintenance allowed on each, *I* (insert), *R* (replace); and the transactions associated with each screen. These screens are described here for information purposes. Do not make any changes to these screens unless directed by Geac.

Screen	Title	Maint	Transactions
HLS01	System Tax Tables	*R*	TX7, TX8, TX9, TXC
HLR01	Tax Limits By Marital Status	*R*	TX5, TX6, TXB
HLQ02	System Tax Constants/Factors	*R*	TX1, TX2, TX3, TX4, TXA
HLT01	System Locality Data	*R*	TXH, TXI, TXK
HLU01	Tax Calculation Descriptions	*R*	TXD, TXG
HLU02	Tax Calculation Method Descriptions	*R*	TXD, TXG
HLQ01	System Tax Formula Definitions	*R*	TX0, TX1, TXA
HTN*XX*	Online Tax Checker	Display	

The TXA, TXB, TXC, TXG, and TXK transactions are used to delete the corresponding tax record. Delete these records by entering the following information in the appropriate transaction.

Field	Description
TAX TYPE	Position 20
COUNTRY	Positions 21-23
PROVINCE	Positions 24-25
LOCAL CODE	Positions 26-29
TABLE NUMBER	Positions 30-33
DATE TAX EFFECTIVE	Positions 34-41
CHANGE INDICATOR (X)	Position 42
STATUS OF 1 (DELETE)	Position 43

Key Fields

These fields contain values under which similar material is stored so it will be easier to find when you look for it. The key to the H1A01 and H0L01 screens is COMPANY NUMBER. The other key fields define the taxing locality for the parameter taxing screens.

To access a particular record within the payroll system, enter the key to that record in the COMMAND QUALIFIER field of the command line, along with the rest of the command line.

COMPANY

Data Type: Numeric   **Length: 5**   **Field Type: Required**

This field must always contain **zeros**. Enter **0** in the COMMAND QUALIFIER field to display information stored in the system.

TAX TYPE

Data Type: Alphanumeric   **Length: 1**   **Field Type: Key**

Indicate what type of tax record is being defined. Acceptable values are:

Value	Description
1	FIT (Federal Income Tax)
2	PIT (Provincial Income Tax)
3	EI (Employment Insurance)
4	Not used by Canadian users
5	Not used by Canadian users
6	CPP/QPP (Canada/Provincial Pension Plans)
7, 8	Reserved for future use
9	Not used by Canadian users

COUNTRY

Data Type: Numeric   **Length: 3**   **Field Type: Key**

Specify the country code for the tax record being defined. Acceptable values are:

Value	Description
001	United States
002	Canada
003	Puerto Rico
004	Virgin Islands
005	Guam

STATE/PROVINCE   **Data Type: Numeric**   **Length: 2**   **Field Type: Key**

Specify the numeric province code for the tax record being defined. If this field contains zeros, the system assumes this is federal tax data; otherwise, this tax record is for the province entered.

LOCAL   **Data Type: Numeric**   **Length: 4**   **Field Type: Key**

This field is not used by Canadian users.

TABLE NUMBER   **Data Type: Numeric**   **Length: 4**   **Field Type: Key**

If the tax formula requires more than one record, this field identifies each unique record.

TAX LOCALITY   **Data Type: Alphanumeric**   **Length: 10**   **Field Type: Optional**

Specify the name of the taxing locality (province) that is being defined. This field can only be changed on the HLQ01 screen but appears on all other screens to identify the taxing locality on payroll reports. This field is for information purposes only.

DATE TAX EFFECT   **Data Type: Valid Date**   **Length: 8**   **Field Type: Key**

Normal tax maintenance requires insertion of new records with an effective date of the tax. There may be multiple tax definitions with the different tax effective dates loaded into the system at one time. These new records will be used for all payrolls after the effective date is reached.

HLS01 - System Tax Tables

```
> GU  _____ ON HLS01

                      -------- SYSTEM TAX TABLES ----------

                 TAX TYPE---------> _     COUNTRY-----------> 000
                 STATE------------> 00    LOCAL-------------> 0000
                 TABLE NUMBER-----> 0000 TAX LOCALITY------>
                 DATE TAX EFFECT--> 01/01/1900

                 MODIFY ONLY IN ACCORDANCE WITH GEAC INSTRUCTIONS
                         LIMIT        RATE        AMOUNT
          _          000000000.00    .00000     0000000.00
                     000000000.00    .00000     0000000.00
                     000000000.00    .00000     0000000.00
                     000000000.00    .00000     0000000.00
                     000000000.00    .00000     0000000.00
                     000000000.00    .00000     0000000.00
                     000000000.00    .00000     0000000.00
                     000000000.00    .00000     0000000.00
                     000000000.00    .00000     0000000.00
                     000000000.00    .00000     0000000.00


                                  05/07/01  11:34:36 1 M3LL DEVK _____
```

Screen Description

This screen allows you to view and maintain limits, rates, and amounts set up for each marital status.

Fields

COMPANY

Data Type: **Numeric**   Length: **5**   Field Type: **Required**

This field must always contain **zeros**. Enter **0** in the COMMAND QUALIFIER field to display information stored in the system.

TAX TYPE

Data Type: **Alphanumeric**   Length: **1**   Field Type: **Key**

Indicate what type of tax record is being defined. Acceptable values are:

Value	Description
1	FIT (Federal Income Tax)
2	PIT (Provincial Income Tax)
3	EI (Employment Insurance)
4	Not used by Canadian users
5	Not used by Canadian users
6	CPP/QPP (Canada/Provincial Pension Plans)
7, 8	Reserved for future use
9	Not used by Canadian users

COUNTRY   **Data Type: Numeric**   **Length: 3**   **Field Type: Key**

Specify the country code for the tax record being defined. Acceptable values are:

Value	Description
001	United States
002	Canada
003	Puerto Rico
004	Virgin Islands
005	Guam

STATE/PROVINCE   **Data Type: Numeric**   **Length: 2**   **Field Type: Key**

Specify the numeric province code for the tax record being defined. If this field contains zeros, the system assumes this is federal tax data; otherwise, this tax record is for the province entered.

LOCAL   **Data Type: Numeric**   **Length: 4**   **Field Type: Key**

This field is not used by Canadian users.

TABLE NUMBER   **Data Type: Numeric**   **Length: 4**   **Field Type: Key**

If the tax formula requires more than one record, this field identifies each unique record.

TAX LOCALITY   **Data Type: Alphanumeric**   **Length: 10**   **Field Type: Optional**

Specify the name of the taxing locality (province) that is being defined. This field can only be changed on the HLQ01 screen but appears on all other screens to identify the taxing locality on payroll reports. This field is for information purposes only.

DATE TAX EFFECT   **Data Type: Valid Date**   **Length: 8**   **Field Type: Key**

Normal tax maintenance requires insertion of new records with an effective date of the tax. There may be multiple tax definitions with the different tax effective dates loaded into the system at one time. These new records will be used for all payrolls after the effective date is reached.

LIMIT   **Data Type: Numeric**   **Length: 12**   **Field Type: Optional**

Specify the tax base reference limits as required for this tax table. enter this field as a 2-decimal-place amount.

RATE   **Data Type: Numeric**   **Length: 5**   **Field Type: Optional**

Specify a tax rate as a five-decimal-place factor as required for this tax table.

AMOUNT   **Data Type: Numeric**   **Length: 9**   **Field Type: Optional**

Specify a tax amount as required for this tax table. Enter this field as a two-decimal-place amount.

HLR01 - Tax Limits by Marital Status

```
> GU  _____ ON HLR01

                        --------TAX LIMITS BY MARITAL STATUS-------

                TAX TYPE---------> _        COUNTRY-----------> 000
                STATE------------> 00       LOCAL-------------> 0000
                TABLE NUMBER-----> 0000   TAX LOCALITY------>
                        DATE TAX EFFECT--> 01/01/1900

                 MODIFY ONLY IN ACCORDANCE WITH GEAC INSTRUCTIONS
                                         LIMIT ONE        LIMIT TWO

 _              SINGLE------------------> 000000000.00    000000000.00
                MARRIED-----------------> 000000000.00    000000000.00
                HEAD OF HOUSEHOLD-------> 000000000.00    000000000.00
                MARRIED FILING SEPARATE-> 000000000.00    000000000.00
                MARRIED FILING JOINT----> 000000000.00    000000000.00




                                      05/07/01  11:34:34 1 M3LL DEVK ____
```

Screen Description

This screen allows you to view and maintain tax limits required by the tax calculation. Enter the values on this screen with 2-decimal-places.

Fields

COMPANY

Data Type: **Numeric**   Length: **5**   Field Type: **Required**

This field must always contain **zeros**. Enter **0** in the COMMAND QUALIFIER field to display information stored in the system.

TAX TYPE

Data Type: **Alphanumeric**   Length: **1**   Field Type: **Key**

Indicate what type of tax record is being defined. Acceptable values are:

Value	Description
1	FIT (Federal Income Tax)
2	PIT (Provincial Income Tax)
3	EI (Employment Insurance)
4	Not used by Canadian users
5	Not used by Canadian users
6	CPP/QPP (Canada/Provincial Pension Plans)
7, 8	Reserved for future use
9	Not used by Canadian users

COUNTRY

Data Type: Numeric   **Length: 3**   **Field Type: Key**

Specify the country code for the tax record being defined. Acceptable values are:

Value	Description
001	United States
002	Canada
003	Puerto Rico
004	Virgin Islands
005	Guam

STATE/PROVINCE

Data Type: Numeric   **Length: 2**   **Field Type: Key**

Specify the numeric province code for the tax record being defined. If this field contains zeros, the system assumes this is federal tax data; otherwise, this tax record is for the province entered.

LOCAL

Data Type: Numeric   **Length: 4**   **Field Type: Key**

This field is not used by Canadian users.

TABLE NUMBER

Data Type: Numeric   **Length: 4**   **Field Type: Key**

If the tax formula requires more than one record, this field identifies each unique record.

TAX LOCALITY

Data Type: Alphanumeric   **Length: 10**   **Field Type: Optional**

Specify the name of the taxing locality (province) that is being defined. This field can only be changed on the HLQ01 screen but appears on all other screens to identify the taxing locality on payroll reports. This field is for information purposes only.

DATE TAX EFFECT   **Data Type: Valid Date**   **Length: 8**   **Field Type: Key**

Normal tax maintenance requires insertion of new records with an effective date of the tax. There may be multiple tax definitions with the different tax effective dates loaded into the system at one time. These new records will be used for all payrolls after the effective date is reached.

LIMIT ONE   **Data Type: Numeric**   **Length: 11**   **Field Type: Optional**

Specify an amount, a deduction, or a limit as required by the tax calculations; for example, for Federal Income Tax, this could be the lower limit which must be reached before taxes will be withheld.

LIMIT TWO   **Data Type: Numeric**   **Length: 11**   **Field Type: Optional**

Specify a second amount, deduction, or limit as required by the tax calculations..

HLQ02 - System Tax Constants/Factors

```
> GU _____ ON HLQ02

                    ----SYSTEM TAX CONSTANTS/FACTORS------

         TAX TYPE --------->  _             COUNTRY-----------> 000
         STATE-------------> 00             LOCAL-------------> 0000
         TABLE NUMBER------> 0000     TAX LOCALITY------>
                      DATE TAX EFFECT---> 01/01/1900
              MODIFY ONLY IN ACCORDANCE WITH GEAC INSTRUCTIONS
   _  SELF ALLOWANCE----> 00000.00        SPOUSE ALLOWANCE---> 00000.00
      EXEMPT AMOUNT-----> 00000.00        CHILD ALLOWANCE----> 00000.00
      MAXIMUM M.S.------>  _              SUPPLEMENTAL RATE--> .00000
                                          RES LOCAL CREDIT %-> 0.0000


      CONSTANT 1--------> 000000000.00    FACTOR 1----------> 00.00000
      CONSTANT 2--------> 000000000.00    FACTOR 2----------> 00.00000
      CONSTANT 3--------> 000000000.00    FACTOR 3----------> 00.00000
      CONSTANT 4--------> 000000000.00    FACTOR 4----------> 00.00000
                                          FACTOR 5----------> 00.00000
                                401(K) FLAGS
                             401K-1    401K-2
                               _         _

                              05/07/01  11:34:32 1 M3LL DEVK ____
```

Screen Description

This screen allows you to view and maintain allowances, constants, and factors used by the system to calculate taxes defined by this record.

The field descriptions are the generic meanings of these fields. The values entered in key fields tell the system what tax record is being defined, which in turn determines the specific values that are entered in data fields. Report 5400 lists all the values by tax codes allowed in data fields.

Fields

COMPANY   Data Type: **Numeric**   Length: **5**   Field Type: **Required**

This field must always contain **zeros**. Enter **0** in the COMMAND QUALIFIER field to display information stored in the system.

TAX TYPE   Data Type: **Alphanumeric**   Length: **1**   Field Type: **Key**

Indicate what type of tax record is being defined. Acceptable values are:

Value	Description
1	FIT (Federal Income Tax)
2	PIT (Provincial Income Tax)
3	EI (Employment Insurance)
4	Not used by Canadian users
5	Not used by Canadian users
6	CPP/QPP (Canada/Provincial Pension Plans)
7, 8	Reserved for future use
9	Not used by Canadian users

COUNTRY   Data Type: **Numeric**   Length: **3**   Field Type: **Key**

Specify the country code for the tax record being defined. Acceptable values are:

Value	Description
001	United States
002	Canada
003	Puerto Rico
004	Virgin Islands
005	Guam

STATE/PROVINCE   Data Type: **Numeric**   Length: **2**   Field Type: **Key**

Specify the numeric province code for the tax record being defined. If this field contains zeros, the system assumes this is federal tax data; otherwise, this tax record is for the province entered.

LOCAL   Data Type: **Numeric**   Length: **4**   Field Type: **Key**

This field is not used by Canadian users.

TABLE NUMBER   Data Type: **Numeric**   Length: **4**   Field Type: **Key**

If the tax formula requires more than one record, this field identifies each unique record.

TAX LOCALITY   Data Type: **Alphanumeric**   Length: **10**   Field Type: **Optional**

Specify the name of the taxing locality (province) that is being defined. This field can only be changed on the HLQ01 screen but appears on all other screens to identify the taxing locality on payroll reports. This field is for information purposes only.

DATE TAX EFFECT   Data Type: **Valid Date**   Length: **8**   Field Type: **Key**

Normal tax maintenance requires insertion of new records with an effective date of the tax. There may be multiple tax definitions with the different tax effective dates loaded into the system at one time. These new records will be used for all payrolls after the effective date is reached.

SELF ALLOWANCE   Data Type: **Numeric**   Length: **7**   Field Type: **Optional**

Specify the tax base deduction amount for an employee as a 2-decimal-place amount.

SPOUSE ALLOWANCE   Data Type: **Numeric**   Length: **7**   Field Type: **Optional**

Specify the tax base deduction amount for the employee's spouse as a 2-decimal-place amount.

EXEMPT AMOUNT   Data Type: **Numeric**   Length: **7**   Field Type: **Optional**

Specify the tax base deduction exemption amount, if required by the calculations for this tax, as a 2-decimal-place amount.

CHILD ALLOWANCE   Data Type: **Numeric**   Length: **7**   Field Type: **Optional**

Specify the tax base deduction allowance amount for the employee's children or dependents as a 2-decimal-place amount.

MAXIMUM M.S.   Data Type: **Alphanumeric**   Length: **1**   Field Type: **Optional**

Specify the maximum value (from **1**-**5**) for the field MARITAL STATUS as defined by this locality's tax law.

SUPPLEMENTAL RATE   Data Type: **Numeric**   Length: **5**   Field Type: **Optional**

Specify the tax rate that this locality imposes on supplemental earnings as a 5-decimal-place factor.

CONSTANT 1 THROUGH 4   Data Type: **Numeric**   Length: **11**   Field Type: **Optional**

Specify a 2-decimal-place amount as defined in tax documentation for this locality.

FACTOR 1 THROUGH 5

Data Type: Numeric   **Length: 7**   **Field Type: Optional**

Specify a 5-decimal-place rate as defined in tax documentation for this locality.

401(k)-1

Data Type: Alphanumeric   **Length: 1**   **Field Type: Optional**

This field applies to deductions defined with calculation numbers 85 and 98 (pension deductions). It works in conjunction with values entered in the DEDUCTION UTILITY field on the H0ZDC screen. If the utility flag for a tax contains a **2**, tax routines will look at this screen to determine if the deduction is subject to or exempt from this tax.

Value	Description
N	Deduction exempt from this tax (may also be blank)
Y	Deduction subject to this tax

401(k)-2

Data Type: Alphanumeric   **Length: 1**   **Field Type: Optional**

This field is used only on tax type 2 (Provincial Income Tax) records. The indicator determines if deductions with calculation numbers 85 and 98 (pension deductions) are included in Quebec Health Insurance Plan (QHIP) earnings when the UTILITY field on the H0ZDC screen contains a **2**.

Value	Description
N	Deduction not included in QHIP (may also be blank)
Y	Deduction subject to QHIP

HLT01 - System Tax Locality Data

```
> GU _____ ON HLT01

                   --------SYSTEM TAX LOCALITY DATA------

           TAX TYPE--------->  _     COUNTRY-----------> 000
           STATE-----------> 00   LOCAL------------> 0000
           TABLE NUMBER-----> 0000 TAX LOCALITY------>
           DATE TAX EFFECT--> 01/01/1900

  _      LOCALITY ABBR---->  ___        USER DEFINED----->  _____
         SP PAY DATA------>  _____  TABLE DESC------->  _____












                                    05/07/01  11:34:37 1 M3LL DEVK ____
```

Screen Description

This screen allows you to establish abbreviated names for tax localities, user-defined data pertaining to tax localities, and future expansion to parameter taxing.

Fields

COMPANY

Data Type: Numeric   **Length: 5**   **Field Type: Required**

This field must always contain **zeros**. Enter **0** in the COMMAND QUALIFIER field to display information stored in the system.

TAX TYPE

Data Type: Alphanumeric   **Length: 1**   **Field Type: Key**

Indicate what type of tax record is being defined. Acceptable values are:

Value	Description
1	FIT (Federal Income Tax)
2	PIT (Provincial Income Tax)
3	EI (Employment Insurance)
4	Not used by Canadian users
5	Not used by Canadian users
6	CPP/QPP (Canada/Provincial Pension Plans)
7, 8	Reserved for future use
9	Not used by Canadian users

COUNTRY

Data Type: Numeric   **Length: 3**   **Field Type: Key**

Specify the country code for the tax record being defined. Acceptable values are:

Value	Description
001	United States
002	Canada
003	Puerto Rico
004	Virgin Islands
005	Guam

STATE/PROVINCE

Data Type: Numeric   **Length: 2**   **Field Type: Key**

Specify the numeric province code for the tax record being defined. If this field contains zeros, the system assumes this is federal tax data; otherwise, this tax record is for the province entered.

LOCAL

Data Type: Numeric   **Length: 4**   **Field Type: Key**

This field is not used by Canadian users.

TABLE NUMBER

Data Type: Numeric   **Length: 4**   **Field Type: Key**

If the tax formula requires more than one record, this field identifies each unique record.

TAX LOCALITY

Data Type: Alphanumeric   **Length: 10**   **Field Type: Optional**

Specify the name of the taxing locality (province) that is being defined. This field can only be changed on the HLQ01 screen but appears on all other screens to identify the taxing locality on payroll reports. This field is for information purposes only.

DATE TAX EFFECT

Data Type: Valid Date   **Length: 8**   **Field Type: Key**

Normal tax maintenance requires insertion of new records with an effective date of the tax. There may be multiple tax definitions with the different tax effective dates loaded into the system at one time. These new records will be used for all payrolls after the effective date is reached.

LOCALITY ABBR   **Data Type: Alphanumeric**   **Length: 3**   **Field Type: Optional**

Enter **CAN** as the abbreviation for Canada. This will display on reports that display an abbreviated locality name.

USER DEFINED   **Data Type: Alphanumeric**   **Length: 20**   **Field Type: Optional**

Use this field to define any data pertaining to the tax locality (province). This field is not edited by the HCM:M system.

SP PAY DATA   This field is reserved for future expansion.

TABLE DESC   This field identifies the table number in the key. This name appears on reports and is supplied by the system.

HLU01 - Tax Calculation Descriptions

```
> GU _____ ON HLU01

                       ----- TAX CALCULATION DESCRIPTIONS -----

       CALC NBR--->    0

               MODIFY ONLY IN ACCORDANCE WITH GEAC INSTRUCTIONS
               SEQ NBR    ---------------- TEXT ----------------
       _          0       _____
       _          0       _____
       _          0       _____
       _          0       _____
       _          0       _____
       _          0       _____
       _          0       _____
       _          0       _____
       _          0       _____
       _          0       _____
       _          0       _____
       _          0       _____
       _          0       _____
       _          0       _____

                                       05/07/01  11:34:37 1 M3LL DEVK ____
```

Screen Description

This screen is used to document how tax calculations work. It does not affect the way a calculation is performed.

Fields

CALC NBR **Data Type: Numeric** **Length: 3** **Field Type: Key**

This number identifies a tax calculation in the system.

SEQ NBR **Data Type: Numeric** **Length: 4** **Field Type: Required**

This number orders the following lines of text.

TEXT **Data Type: Alphanumeric** **Length: 40** **Field Type: Required**

This field describes how the system calculates the tax.

HLU02 - Tax Calculation Method Description

```
> GU  _____ ON HLU02

                    --- TAX CALCULATION METHOD DESCRIPTION ---

   CALC METHOD-->   0

              MODIFY ONLY IN ACCORDANCE WITH GEAC INSTRUCTIONS
              SEQ NBR    ---------------- TEXT ----------------
   _             0       _____
   _             0       _____
   _             0       _____
   _             0       _____
   _             0       _____
   _             0       _____
   _             0       _____
   _             0       _____
   _             0       _____
   _             0       _____
   _             0       _____
   _             0       _____
   _             0       _____
   _             0       _____

                                   05/07/01  11:34:38 1 M3LL DEVK ____
```

Screen Description

This screen is used to document how tax calculations work. It does not affect the way a calculation is performed.

Fields

CALC METHOD

Data Type: **Numeric**   Length: **3**   Field Type: **Key**

This is the number of the calculation method used by the system to take the result of a tax calculation number and perform an action.

SEQ NBR

Data Type: **Numeric**   Length: **4**   Field Type: **Required**

This number orders the following lines of text.

TEXT

Data Type: **Alphanumeric**   Length: **40**   Field Type: **Required**

This field describes the calculation method the system uses to calculate taxes.

HLQ01 - System Tax Formula Definitions

```
> GU  _____ ON HLQ01


                    ----SYSTEM TAX FORMULA DEFINITIONS----

 _         TAX TYPE--------->  _         COUNTRY-----------> 000
           STATE------------> 00         LOCAL-------------> 0000
           TABLE NUMBER-----> 0000       TAX LOCALITY------> _____
                        DATE TAX EFFECT--> 01/01/1900


              MODIFY ONLY IN ACCORDANCE WITH GEAC INSTRUCTIONS
           CALC NUMBER ------> 000        CALC METHOD ------> 00
           CALC NUMBER ------> 000        CALC METHOD ------> 00
           CALC NUMBER ------> 000        CALC METHOD ------> 00
           CALC NUMBER ------> 000        CALC METHOD ------> 00
           CALC NUMBER ------> 000        CALC METHOD ------> 00
           CALC NUMBER ------> 000        CALC METHOD ------> 00
           CALC NUMBER ------> 000        CALC METHOD ------> 00
           CALC NUMBER ------> 000        CALC METHOD ------> 00
           CALC NUMBER ------> 000        CALC METHOD ------> 00
           CALC NUMBER ------> 000        CALC METHOD ------> 00
           CALC NUMBER ------> 000        CALC METHOD ------> 00
           CALC NUMBER ------> 000        CALC METHOD ------> 00

                              05/07/01  11:34:32 1 M3LL DEVK ____
```

Screen Description

This screen displays the calculation methods and calculation numbers that are used to perform tax calculations as defined by the TAX TYPE field.

Fields

COMPANY

Data Type: **Numeric**   Length: **5**   Field Type: **Required**

This field must always contain **zeros**. Enter **0** in the COMMAND QUALIFIER field to display information stored in the system.

TAX TYPE

Data Type: **Alphanumeric**   Length: **1**   Field Type: **Key**

Indicate what type of tax record is being defined. Acceptable values are:

Value	Description
1	FIT (Federal Income Tax)
2	PIT (Provincial Income Tax)
3	EI (Employment Insurance)
4	Not used by Canadian users
5	Not used by Canadian users
6	CPP/QPP (Canada/Provincial Pension Plans)
7, 8	Reserved for future use
9	Not used by Canadian users

COUNTRY   **Data Type: Numeric**   **Length: 3**   **Field Type: Key**

Specify the country code for the tax record being defined. Acceptable values are:

Value	Description
001	United States
002	Canada
003	Puerto Rico
004	Virgin Islands
005	Guam

STATE/PROVINCE   **Data Type: Numeric**   **Length: 2**   **Field Type: Key**

Specify the numeric province code for the tax record being defined. If this field contains zeros, the system assumes this is federal tax data; otherwise, this tax record is for the province entered.

LOCAL   **Data Type: Numeric**   **Length: 4**   **Field Type: Key**

This field is not used by Canadian users.

TABLE NUMBER   **Data Type: Numeric**   **Length: 4**   **Field Type: Key**

If the tax formula requires more than one record, this field identifies each unique record.

TAX LOCALITY   **Data Type: Alphanumeric**   **Length: 10**   **Field Type: Optional**

Specify the name of the taxing locality (province) that is being defined. This field can only be changed on the HLQ01 screen but appears on all other screens to identify the taxing locality on payroll reports. This field is for information purposes only.

DATE TAX EFFECT   **Data Type: Valid Date**   **Length: 8**   **Field Type: Key**

Normal tax maintenance requires insertion of new records with an effective date of the tax. There may be multiple tax definitions with the different tax effective dates loaded into the system at one time. These new records will be used for all payrolls after the effective date is reached.

CALC METHOD   **Data Type: Numeric**   **Length: 2**   **Field Type: System Defined**

Specifies what action will take place after a tax calculation obtains a result. Calculation methods are defined on the HLU02 screen.

CALC NUMBER   **Data Type: Numeric**   **Length: 3**   **Field Type: System Defined**

Identifies the formula that is used to obtain a result. Calculation numbers are defined on the HLU01 screen.

HTN*XX* - Online Tax Checker

```
GD>                                                          ON   HTNXX
                            ONLINE TAX CHECKER


     COUNTRY--> 002     STATE------> 01   LOCAL-> 0000     EFF DATE-> 04/04/2001
     FED M/S--> 0       STATE:M/S--> 0    EXEMP-> 0000001 FICA STAT> 4
     EXEMP2---> 0000000    INCREMENT--> 0010 OCCURS-> 05 FREQUENCY> BI-WEEKLY
     BEGIN AMT. 000001050
      GROSS      CANADA            CPP/QPP                HI     ALBERTA
             E.I.                 LOCAL       SP LOCAL        NET












 0001I-VERIFY AGAINST TAX PUBLICATION    0002I-ENTER PF3 TO EXIT'
                                         07/24/01  17:59:45 1 M3LL DEVK ____
```

Screen Description

This screen allows you to view tax calculations within the system to determine:

- If taxes are current and correct

- If changes that have been entered are correct

- The specific federal and Provincial taxes

To display information on this screen, enter the following on a blank command line and press **Enter**:

> GU_____ ON   HTNXX

This causes the key to the first tax table to display. Ignore the warning message that appears at the bottom of the screen saying this is a display only screen.).

Note: When you are finished with this screen, you must press the **PF3/15** key to return to a blank command line.

Fields

The amounts that are displayed on this screen are based on the values you enter in the following fields. By changing one value, you can view different tax tables stored in the system. For example, if you want to know what the FIT and CPP, PIT, and EI will be for a range of salaries beginning with $1600 for married employees in the province of Quebec who get paid biweekly, you would enter:

Value	Field
002	COUNTRY
10	STATE/PROVINCE
0	FED M/S and STATE M/S
2	EXEMP
01/01/91	EFF DATE
01600	BEGIN AMT.
100	INCREMENT
10	OCCURS
Biweekly	FREQUENCY
2	EXEMP2

This will bring up the screen shown on the previous page. Acceptable values for each field on this screen are shown below.

COUNTRY

Data Type: Numeric   **Length: 3**   **Field Type: Required**

Enter a valid country code to display taxes for a specific country. Acceptable values are:

Value	Description
001	United States
002	Canada
003	Puerto Rico
004	Virgin Islands
005	Guam

STATE/PROVINCE   Data Type: **Numeric**   Length: **2**   Field Type: **Required**

Enter this field if you want to see taxes for a specific province. A list of provinces, the abbreviation and the numeric code for each is in Appendix A.

Note: A valid country and province code must be entered or a fatal error message will appear at the bottom of the screen.

LOCAL   Data Type: **Numeric**   Length: **4**   Field Type: **Optional**

Not used by Canadian users.

EFF DATE   Data Type: **Valid Date**   Length: **8**   Field Type: **Optional**

Enter a date that is to be used as a base for the tax calculation.

FED M/S   Data Type: **Numeric**   Length: **1**   Field Type: **Required**

Not used by Canadian users.

STATE M/S   Data Type: **Numeric**   Length: **1**   Field Type: **Optional**

Not used by Canadian users.

EXEMP   Data Type: **Numeric**   Length: **7**   Field Type: **Optional**

Enter the federal (TD1) or Provincial (TPDIV) exemption amount. Acceptable values are **0** to **9999999**.

FICA STAT   Data Type: **Numeric**   Length: **1**   Field Type: **Optional**

Not used by Canadian users.

Using the BEGIN AMT., INCREMENT, and OCCURS Fields

These three fields work together in the following manner:

- If you enter **1000** in the BEGIN AMT. field, **100** in the INCREMENT field, and **5** in the OCCURS field, tax information for 1000, 1100, 1200, 1300, and 1400 will display.

- If you enter **zeros** in the BEGIN field, a value greater than zero in the INCREMENT field, and zeros in the OCCURS field, nothing will display.

- If you enter **zeros** in the BEGIN AMT. and INCREMENT fields and **5** in the OCCURS field, zeros will display.

- If you enter a BEGIN AMT. and a value between **1** and **5** in the OCCURS field, the same amounts will display as many times as the value in the OCCURS field.

BEGIN AMT Data Type: **Numeric**   Length: **9**   Field Type: **Optional**

Enter an amount that gives the system a starting point of where to begin displaying information from the tax tables.

INCREMENT Data Type: **Numeric**   Length: **4**   Field Type: **Optional**

Enter a value from **0** to **9999** to display varying amounts of gross wages.

OCCURS Data Type: **Numeric**   Length: **2**   Field Type: **Required**

Enter a value from **1** to **5** to display up to 5 lines of tax information.

FREQUENCY Data Type: **Alphanumeric**   Length: **12**   Field Type: **Optional**

Enter one of the following to display tax information based on how often the employee receives gross wages.

Acceptable values are:

- **Annual**
- **Weekly**
- **Bi-Weekly**
- **Semi-Monthly**
- **Monthly**

Note: The system defaults to annual if a value is not entered or a value other than those listed is entered.

EXEMP2 Data Type: **Numeric**   Length: **7**   Field Type: **Optional**

Enter the provincial basic personal exemption amount. Acceptable values are **0** to **99999**.

3 Basic Company Information

Chapter Contents

Introduction

This chapter tells you how to load a company into the system, how to set up processing status and flags, and how to set up tax unit information.

Basic Company Information Screens

The chart below lists the screens used in defining basic company input; the screen title; the maintenance allowed for each, *I* (insert) or *R* (replace); and the batch transactions associated with each screen.

Screen	Title	Maintenance	Transactions
H0CNC	New Company Additions	*I*	100, 101, 102, 103, 104, 105, 108, 114
H0CCN	Company Name and Address	*R*	100, 101, 102, 103, 105, 114, 116
H0CCS	Company Processing Status	*R*	103, 104, 105, 108, 109
H0CFL	Company Flags	*R*	103, 104, 105, 109, 117
H0101	Tax Unit Federal Employer ID Data	*I, R*	156, 158, 160
H0DTU	Company Tax Unit Table	Display Only	
H0201	Tax Unit Provincial Identification Numbers	*I, R*	162
H0301	Tax Unit EI Factors	*I, R*	164
H0601	Misc Tax Reporting Data	*I, R*	157
H0CBS	Company Batch Processing Information	*I, R*	103, 114

This chapter also includes the 1CP transaction and HZZCOPCO online GEX procedure for copying a company.

Key Fields

These fields contain values under which similar material is stored so it will be easier to find when you look for it. The two key fields most common to company screens are COMPANY and TAX UNIT number. These are discussed here. Other key fields are discussed with the field descriptions of the screen.

COMPANY

Data Type: Numeric   Length: 5   Field Type: Required

Specify a company number between **1** and **99998**. Company 0 should be used when setting up a system-level processing company.

TAX UNIT

Data Type: Numeric   Length: 3   Field Type: Required

Specify a number between **001**-**250** that identifies the tax unit associated with the Revenue Canada Taxation (Business) number entered for a company. Use this number in the COMMAND QUALIFIER field of other company and employee screens to access all records established for this tax unit.

Establishing a Company

The HCM:M system is designed so that three company header records must be entered to establish the Employee Master file for a company. When company header records have been established, a new company is said to have been set up.

You need only enter information on two screens to establish a company. On the H0CNC, New Company Additions screen, you must enter the company name and number to establish the company. On the H0101 screen, Tax Unit Federal Employer Identification Data, you must enter the company name and tax unit number. At this point, you have established a company name and the tax unit associated with that company. It is now possible to enter employee information into the system and pay your employees.

There is much more, however, that you need to enter to set up an efficient company. The following chapters contain the information you need to set up an efficient company.

- Basic Company Information
- Company Pay Definitions
- Company Deduction Definitions
- Parameterized Taxability
- Labor Distribution
- Service Bureau
- Report Definitions

When setting up a new company, an *I* will automatically be displayed in the UPDATE SUBCOMMAND field of the H0CNC and you will need to enter an *I* in the UPDATE SUBCOMMAND field of the H0101 screen. Once a company is set up, use an *R* in the UPDATE SUBCOMMAND field of all company screens and enter all or part of the key in the COMMAND QUALIFIER field to access the company screen.

Before Establishing a Company

Before entering information into the system, gather all necessary information about the company.

- Company name or Federal Identification Name for tax reporting

- Company address

- Business number

- Provinces in which the company operates

- Provincial tax identification number (where applicable)

- Province Unemployment Insurance rate for each Business number

- Corporation name for payroll cheques

- Bank accounts to be debited (payroll, tax, fee)

- Types of special payments

    - Tax treatment of special payments

    - Separate printing of cheques

    - Acceptable 14-character abbreviation

- Voluntary deductions that company withholds

    - Acceptable 8-character abbreviation

- Company paid (memo) deductions

- Use of cash payments or automatic deposits

- Number of company payrolls

    - Frequency

    - Type of payment: weekly, bi-weekly, etc.

- Employee address for cheques

- Regular pay transactions

- Requirement of batch balancing

- Bank branch payroll should go to

- Special instructions for distribution of payroll

- Standard reports the company needs

- Cheque limits

- Shift rates of company

Employee Information   To pay employees, it is necessary to gather the following information:

- Company organizational information
- Voluntary deduction names
- Voluntary deduction and tax reporting criteria
- Voluntary deduction tax consideration
- Special payment names
- Special payment taxing criteria
- Constant rates, percentages, or amounts used in the calculation of pay
- Payroll cheque limits
- Payroll status information
- Report definition and set up
- Options for other special features.

Multi-company Reporting   For multi-company reporting on the system level, it is necessary to set up Company 0 and any other additional records required for reporting by entering the appropriate basic company input. Refer to the Company Input chapter in this manual for details on establishing Company 0 for reporting purposes.

Required Fields   All the screens discussed in this section require that a company number be entered in the COMPANY NUMBER field unless system-level reporting is being defined.

To display Canadian names of certain fields on company screens, you must enter a valid Canadian company number in the COMMAND QUALIFIER field, i.e., the country code for all tax units must be a **2**.

Do **not** enter an employee number for any company screen, even if space is provided.

Company Information Screens

Screens and transactions used to enter company-level information are found in several chapters. The following chart lists the chapter name and the screens contained in each.

Chapters	Screens and Transactions
Basic Company Information	H0CNC, H0CCN, H0CCS, H0CFL, H0101, H0DTU, H0201, H0301, H0601, H0CBS Also includes instructions on copying companies using the 1CP transaction and the online GEX procedure, HZZCOPCO.
Company Pay Definitions	H0CCH, H0DAC, H0DCF, H0WCP
Company Deduction Definitions	H0VCD, H0DCH
Parameterized Taxability	HLQ01, HLQ02, HLR01, HLS01, HLT01, HLU01, HLU02
Labour Distribution	H1O01, H1P01
Service Bureau	H0DBT, H0DCA, H0YCB, H0501, H0502, H0503, H0504
Report Definitions	H0XCR, H1301, H1201
Pay Transactions:	
▪ Retroactive Pay Generation topics	▪ HTZ01, HTZ02, RT1-RT5 transactions
▪ Canadian Workers Compensation topics	▪ HLA01, HLB01, HLB02
Mass Generation	GN1-GN9, GNC, GNE, GNF transactions

Copy Company - 1CP Transaction or HZZCOPCO GEX

When establishing new companies for processing within the HCM:M system, you may wish to copy company header records from an existing company, rather than re-entering company header records for the new companies.

This can be accomplished using either the 1CP batch transaction or the HZZCOPCO GEX online procedure.

Company header records are entered through the H0C, H0D, and H0X databases and are located on the Employee Master file. In addition to creating these records, you will want to create tax unit information which is stored on the Utility Master file. These records are entered on the H0101, H0201, and H0301 screens. If you are going to load employee information into the company you copy and want to pay them from that company, you must set up appropriate tax records.

Field Descriptions for the 1CP Transaction

NEW COMPANY NUMBER

Data Type: Numeric   **Positions: 5**   **Field Type: Required**

Specify the number of the company for which you are creating company header records.

EXISTING COMPANY NUMBER

Data Type: Numeric   **Positions: 5**   **Field Type: Required**

Specify the number of the company from which you wish to copy company header records. This company must already be established on the Employee Master file.

When you enter a 1CP transaction, you must follow it with a 100 transaction. Make sure that the 100 transaction does not have an **N** in the NEW COMPANY INDICATOR field. The NEW COMPANY INDICATOR field must be blank or the system will issue an error message. You must also enter the appropriate tax unit data for the new company using a 156 transaction (enter an **N** on the 156 transaction to indicate a new tax unit). You must enter the 156 transaction before employees can be loaded to the new company.

HZZCOPCO GEX Procedures

Use the HZZCOPCO GEX procedure to copy company header records for new companies. To initiate the GEX procedure, enter the following on a blank command line:

> **> GEX_ HZZCOPCO,*old co no.,new co no.,new co name* ___ ON___**

For example, suppose you wanted to copy Company 90004's header records for the new company, Company 90005, Racquet World, QU. You would enter the following on a blank command line and press **Enter**:

> **> GEX_ HZZCOPCO,90004,90005,RACQUET WORLD QU ____ ON___**

Do not use punctuation marks in the new company name; the system reads these as separators. Once you have copied the company header records, maintain company data on the H0CCN screen and set up a tax unit on the H0101 screen, if required. If you are going to pay employees from the copied company, you will need to set up other tax screens as required.

H0CNC - New Company Additions

```
> GU     _____ ON H0CNC

                   ----------NEW COMPANY ADDITIONS---------

  _   COMPANY--> 99999

      COMPANY NAME------> _____
      P O BOX/APT/SUITE-> _____
      STREET ADDRESS----> _____
      CITY-------------> _____
      STATE/PROVINCE----> _____
      ZIP/POSTAL--------> _____
      SHORT BREAK NAME 1> ___              LONG BREAK NAME 1 _____
      SHORT BREAK NAME 2> ___              LONG BREAK NAME 2 _____
      SHORT BREAK NAME 3> ___              LONG BREAK NAME 3 _____
      SHORT BREAK NAME 4> ___              LONG BREAK NAME 4 _____
      WEEKLY DEF HRS----->    .00          BIWEEK DEF HRS-->    .00
      SEMI-MONTH DEF HRS>    .00           MONTHLY DEF HRS->    .00
      FINAL TERM INTER>     0              CHANGE RPT SEQ--> 0
      EARN. HIST. RET.--> 0



                               05/08/01  09:42:23 1 M3LL DEVK ____
```

Screen Description

This screen allows you to enter the information required to add a new company to the HCM:M system. This screen is only used to add the new company to the company header records; the fields are manipulated on other screens as indicated in the field descriptions.

When this screen is accessed, an *I* will automatically appear in the UPDATE SUBCOMMAND field to facilitate entry of a new processing company. If you must leave the screen without adding a new company, the *I* must be erased.

Fields

COMPANY NAME   **Data Type: Alphanumeric**   **Length: 41**   **Field Type: Required**

Enter the name of the new company. The system will not accept the company into the system if this field is left blank. Maintain this field on the H0CCN screen. The name you enter in this field will be used on all standard payroll (non-government) reports.

P O BOX/APT/SUITE   **Data Type: Alphanumeric**   **Length: 30**   **Field Type: Optional**

Enter either the post office box, apartment number, or suite number of the company address. Maintain this field on the H0CCN screen. The name you enter in this field will be used on all standard payroll (non-government) reports.

STREET ADDRESS

Data Type: Alphanumeric   **Length: 30**   **Field Type: Optional**

Enter the street name of the address. Maintain this field on the H0CCN screen.

CITY

Data Type: Alphanumeric   **Length: 16**   **Field Type: Optional**

Enter the name of the city in which the company is located. Maintain this field on the H0CCN screen.

STATE/PROVINCE

Data Type: Alphanumeric   **Length: 7**   **Field Type: Optional**

Enter the abbreviation of the province/territory name of the company address. A list of province/territory, the numeric code of each, and the abbreviation of each is provided in Appendix A of this manual. Maintain this field on the H0CCN screen.

ZIP/POSTAL

Data Type: Alphanumeric   **Length: 12**   **Field Type: Optional**

Enter the postal code of the company address. Maintain this field on the H0CCN screen. You may enter the space in the postal code at the appropriate place.

The following two sets of fields are used for multi-level reporting within a company. The SHORT BREAK NAMES are used for report headings when organizational breaks are used. The LONG BREAK NAMES are displayed on total lines. Special considerations arise if you have purchased both Payroll and Personnel. Personnel applications also use organizational codes for reporting purposes and this should be considered when defining break names.

SHORT BREAK NAME 1 THRU 4

Data Type: Alphanumeric   **Length: 3**   **Field Type: Optional**

Specify the short name of the organizations that you want to appear on reports for Break Flags 1 through 4. Maintain these fields on the H0CCN screen. System defaults for these fields are:

Field	System Default
DIV	Break Flag 1
OFC	Break Flag 2
DPT	Break Flag 3
SEC	Break Flag 4

LONG BREAK 1 NAME THRU 4

Data Type: Alphanumeric   **Length: 10**   **Field Type: Optional**

Specify the long name of the organizations that you want to appear on reports for Break Flags 1 through 4. Maintain these fields on the H0CCN screen. System defaults for these fields are:

Fields	System Defaults
DIVISION	Break Flag 1
OFFICE	Break Flag 2
DEPARTMENT	Break Flag 3
SECTION	Break Flag 4

WEEKLY, BIWEEK, SEMI-MONTH, AND MONTHLY DEF HRS

Data Type: Numeric   **Length: 5**   **Field Type: Optional**

Specify the number of standard hours as a 2-decimal-place amount for each pay period. Maintain this field on the H0CCS screen. System defaults for each pay period are:

Pay Period	Default Hours
Weekly	40.00
Bi-Weekly	80.00
Semi-Monthly	86.67
Monthly	173.33

FINAL TERM INTER

Data Type: Numeric   **Length: 3**   **Field Type: Optional**

Specify the number of days between the termination date on which the employee status is changed to **3** and the date on which the employee is changed to a status of **7**, final terminated (H0BES screen). Up to 999 days may be entered; the system defaults to **25**.

The system automatically changes the employee's status from **3** to **7** during the first pay cycle for that employee's frequency for which the period ending date is greater than the termination date by the specified number of days.

Once the system changes an employee's status from **3** to **7**, you cannot pay the employee or maintain any information on this employee. However, name and address information can only be changed on the H0BNA screen. Depending on the way your company handles final pay, you need to allow enough time for this process to take place.

CHANGE RPT SEQ   **Data Type: Numeric**   **Length: 1**   **Field Type: Optional**

Indicate the sequence in which the change listing is produced. This feature is useful in the production of control totals for SALARY and other fields that are changed within the HCM:M system. Acceptable values are:

Value	Description
1	**Produce the HCM:M Change Listing (Report 1006) in a sequence of changed fields within employee. This sequence is the normal sequence for the production of the HCM:M Change Listing.**
2	Produce the HCM:M Change Listing by Type (Report 1010) in a sequence of employee within changed field. This sequence is required to produce totals by changes; however, totals will be produced for numeric items only.
3	Produce the HCM:M Change Listing (both Report 1006 and 1010) in the sequence of changed field within employee and employee within change (for numeric items only). Use of this indicator allows an audit trail to be generated for normal employee changes and totals to be generated for control of changes by company.

EARN. HIST. RET.   **Data Type: Numeric**   **Length: 1**   **Field Type: Optional**

Indicate the length of time earnings history records are to be retained for your company on the Earnings History table. Acceptable values are:

Value	Description
0	**No records are retained. In this case, payment reversals and the Earnings History Report are not allowed.**
1	Retain only the most recent payment.
2	Retain records when the current cheque date is less than or equal to 31 days (1 month) from the system as of date (DAT/DAO transaction).
3	Retain records when the current cheque date is less than or equal to 62 days (2 months) from the system as of date (DAT/DAO transaction).
4	Retain records when the current cheque date is less than or equal to 95 days (3 months) from the system as of date (DAT/DAO transaction).
5	Retain records when the current cheque date is less than or equal to 190 days (6 months) from the system as of date (DAT/DAO transaction).
6	Retain records when the current cheque date is less than or equal to 280 days (9 months) from the system as of date (DAT/DAO transaction).
7	Retain records when the current cheque date is less than or equal to 370 days (12 months) from the system as of date (DAT/DAO transaction).
8	Retain records when the current cheque date is less than or equal to 740 days (2 years) from the system as of date (DAT/DAO transaction).
9	Retain records indefinitely.

Note: Unless the flag is set to a value of **0** (Do not retain), any record with a cheque date greater than the current system date (DAT/DAO transaction) will be retained, since the cheque is in the future.

H0CCN - Company Name and Address

```
> GU    _____ ON H0CCN


                   --------COMPANY NAME AND ADDRESS--------


    COMPANY--> 00000

  _  COMPANY NAME------>  _____
     P O BOX/APT/SUITE->  _____
     STREET ADDRESS---->  _____
     CITY STATE ZIP---->  _____  _____  _____

     SHORT BREAK NAME 1>  ___              LONG BREAK NAME 1 _____
     SHORT BREAK NAME 2>  ___              LONG BREAK NAME 2 _____
     SHORT BREAK NAME 3>  ___              LONG BREAK NAME 3 _____
     SHORT BREAK NAME 4>  ___              LONG BREAK NAME 4 _____
     REPORTING DATE----> 00/00/0000        SYSTEM NAME-----> _____

     BANK NUMBER 1----->       0           ACCOUNT ONE-----> _____
     BANK NUMBER 2----->       0           ACCOUNT TWO-----> _____
     BANK NUMBER 3----->       0           ACCOUNT THREE---> _____



                                   05/08/01  09:40:43 1 M3LL DEVK _____
```

Screen Description

This screen allows you to enter company information such as banking transit and account numbers and to maintain company information previously established on company header records using the H0CNC screen.

When requesting this screen, enter the company number you established for this company on the H0CNC screen in the COMMAND QUALIFIER field and an *R* in the UPDATE SUBCOMMAND field.

Fields

The following fields were entered on the H0CNC screen and are maintained on this screen. Refer to the field descriptions under the H0CNC screen.

- COMPANY NAME

- P O BOX/APT/SUITE

- STREET ADDRESS

- CITY PROV POSTAL

- SHORT BREAK NAME 1-4

- LONG BREAK NAME 1-4

REPORTING DATE   This field is used by the system to temporarily store the current processing date for later use on reports. This field is automatically updated by the HCM:M system and should **not** be entered by the user.

SYSTEM NAME   **Data Type: Alphanumeric**   **Length: 18**   **Field Type: Optional**

Specify the system name you want to appear on payroll reports. System defaults to the name established on the Utility Master file using the H0K01 screen.

BANK NUMBER 1 THROUGH 3   **Data Type: Numeric**   **Length: 9**   **Field Type: Optional**

The BANK NUMBER 1 field is used to enter the bank transit number for the account you use to pay taxes. This field is used by Report 81 (Cheque Reconciliation).

The BANK NUMBER 2 field is used to enter the bank transit number for the account used in the payment of company payrolls.

The BANK NUMBER 3 field is not used for Canadian users.

Note: Banks must be established on the Utility Master file using the H0001 screen before entering them in these fields. If you get a fatal error message saying a bank is not set up in the system, use **PF4/16** to link to the H0001 screen. Enter the bank information and press **PF3/15** to return to the H0CCN screen.

ACCOUNT NUMBER 1 THROUGH 3   **Data Type: Alphanumeric**   **Length: 17**   **Field Type: Optional**

Enter the account numbers that correspond to the bank transit numbers entered in the BANK NUMBER fields.

ACCOUNT NUMBER 1 will be debited for company and employee taxes and is used in conjunction with the Statistics for Billing Report.

ACCOUNT NUMBER 2 will be debited for company payrolls and is used in conjunction with the Statistics for Billing Report, the direct deposit tape, and the Cheque Reconciliation program.

ACCOUNT NUMBER 3 is not used for Canadian users.

You can use either ACCOUNT NUMBERS 1 or 2 for the Cheque Reconciliation program.

H0CCS - Company Processing Status

```
> GU  _____  ON H0CCS

                    --------COMPANY PROCESSING STATUS-------

     COMPANY--> 00000

 _   CO EXCESS HOURS SW> 0                   CO EXCESS HOURS--->   0
     CO MIN RATE FLAG--> 0                   CO MIN RATE------->   .00
     CHECK ADDRESS-----> 0                   ST LIM LIABILITY--> _
     EARN. HIST. RET.--> 0                   LABOR DISTRIBUTION> 0
     CHANGE RPT SEQ----> 0                   AVG OVERTIME PER--> 0
     WEEKLY DEFAULT HRS>    .00              BI WEEK DEFAULT HRS    .00
     SEMI MONTH DEF HRS>    .00              MONTHLY DEFAULT HRS    .00
     MULTI-CHECK CTL---> 0                   RETRO PAY NUMBER-->   0
     TAX UNIT TRANSFER-> 0                   TRANSMITTER FLAG--> 0
     MONITOR SWITCH----> 0                   DATE ELIGBLE NAME 1 _____
     EMPLOYER TYPE CODE> _                   DATE ELIGBLE NAME 2 _____
     IMP LIFE SPEC PAY->   0                 DATE ELIGBLE NAME 3 _____




                                    05/08/01  09:40:44 1 M3LL DEVK _____
```

Screen Description

This screen allows you to enter information that establishes control, edit, and process options for a company.

When requesting this screen, enter the company number you established for this company on the H0CNC screen in the COMMAND QUALIFIER field and an *R* in the UPDATE SUBCOMMAND field.

Fields

CO EXCESS HOURS SW

Data Type: Numeric   **Length: 1**   **Field Type: Optional**

Indicate whether to perform edits on timecards entered that exceed the COMPANY EXCESS HOURS field. Acceptable values are:

Value	Description
0	Issue message if timecards exceed three times the standard hours (Transactions are rejected).
1	Issue message if timecard hours exceed STANDARD HOURS 1 established on the Employee Master file using the H0BNF screen.
2	Issue message if timecard hours exceed STANDARD HOURS 2 established on the Employee Master file using the H0BNF screen.
3	Issue message if timecard hours exceed the value in the CO EXCESS HOURS field on this screen.

This feature is also used in combination with the edit dates on the CTL transaction this is the transaction that must be entered to run a payroll) to provide excessive hours editing only for a specific range of dates. When the edit dates are entered on the CTL transaction, then only timecards having dates within the edit date range will have their hours included in the excessive hours editing. If no dates are entered on a timecard, then the regular pay period defined by the CTL transaction is used as the timecard date. If the edit dates are left blank on the CTL transaction, then all timecards are used for editing, regardless of date.

CO EXCESS HOURS

Data Type: Numeric   **Length: 3**   **Field Type: Optional**

Specify the maximum number of timecard hours allowed if a value of **3** is in the CO EXCESS HOURS SW field.

CO MIN RATE FLAG

Data Type: Numeric   **Length: 1**   **Field Type: Optional**

Indicate whether to perform edits on the initial loading of an employee's rate, maintain employee's rate, and override rate on a regular pay transaction. Acceptable values are:

Value	Description
0	No editing
1	Issue warning message if less than company minimum rate
2	Reject transaction if rate is less than company minimum rate

CO MIN RATE   **Data Type: Numeric**   **Length: 4**   **Field Type: Optional**

Specify the minimum rate allowed in edits performed when the CO MIN RATE FLAG is set to **1** or **2**. This minimum rate is also used by special pay calculation 21 as the minimum wage. Calculation 21 is used for employees who receive tips. Enter as a 2-decimal-place rate.

ST LIM LIABILITY   **Data Type: Alphanumeric**   **Length: 1**   **Field Type: Optional**

Not used by Canadian users.

CHEQUE ADDRESS   **Data Type: Numeric**   **Length: 1**   **Field Type: Optional**

Indicate whether employee addresses are to be printed on payroll cheques and advices of deposit.

Acceptable values are:

Value	Description
0	Do not print addresses
1	Print addresses
2	Print addresses and country

EARN. HIST. RET   This field was entered on the H0CNC screen and is maintained on this screen. Refer to online Help or the field descriptions under the H0CNC screen.

LABOUR DISTRIBUTION   **Data Type: Numeric**   **Length: 1**   **Field Type: Optional**

Indicate whether or not a company uses the labour distribution feature. Acceptable values are:

Value	Description
0	This company is not using the labour distribution feature.
1	When a *labour only* run is processed (PC field of **1** or **4** on HSCTM), the frequency, and employee pay amounts are converted to weekly frequencies. No labour is added to the Earnings History table although data may be posted to the Facts DataFile.
2	Labour distribution is to be run on a pay period basis for this company. This value should be used for weekly payrolls and whenever labour distribution is run on a pay period basis.

The company processes labour on a weekly basis for estimate reporting purposes and may also process labour along with pay on a pay period basis for posting of actuals.

Note: If you want to have individual rates displayed on pay cheques, advices of deposit, and payroll register reports for timecard-required employees, you must specify that labour distribution be produced using the RATE PRINT FLAG field on the H0CFL screen.

CHANGE RPT SEQ   This field was entered on the H0CNC screen and is maintained on this screen. Refer to online Help or the field descriptions under the H0CNC screen.

AVG OVERTIME PER   **Data Type: Alphanumeric   Length: 1   Field Type: Optional**

Indicate whether average rate overtime is calculated by pay period or by week for bi-weekly employees. Acceptable values are:

Value	Description
P	By Pay Period
Blank, 0	By Week

DEFAULT HOURS - WEEKLY, BI-WEEK, SEMI-MONTH, MONTHLY, MULTI CHEQUE CTL

Data Type: Numeric   Length: 1   Field Type: Optional

Indicate the number of cheques an employee can receive when regular and special pay transactions have been entered. This feature allows for daily time reporting by limiting an employee's cheques to only one for the current pay period unless a separate cheque has been requested by a special pay transaction. Acceptable values are:

Value	Description
0	Produce separate cheques if the dates entered on regular and special pay transactions are for different dates, or if the separate cheque indicator indicates this is a special pay transaction. If daily timecard entries are made, a separate cheque will be issued for each entry made. All timecards without dates or with the same date as the CTL period begin and end dates will be combined on one cheque.
1	Produce separate cheques only if the dates shown on regular and special pay input are outside the date range defined on the CTL transaction, or if a separate cheque is requested on a special pay transaction.
	Pay period dates will be printed on the cheque for all late transactions. All late transactions within the pay period will be combined unless a separate cheque is requested. If dates entered on the transaction are between two pay periods, actual dates entered on the transaction will print on the cheque.

Note: If the EI weekly calculation option (HK002) is being used, the MULTI-CHEQUE CTL switch must be set to **1**. This ensures that all applicable EI history records are considered when late pay transactions are processed.

RETRO PAY NUMBER   **Data Type: Numeric**   **Length: 3**   **Field Type: Optional**

Specify the special pay number (**001** through **250**) to be used for retroactive payments. Entry of a special pay number in this field will allow retroactive payments to be stored in the special pay number accumulator on the Employee Master file.

TAX UNIT TRANSFER   Not used at this time.

TRANSMITTER FLAG   **Data Type: Numeric**   **Length: 1**   **Field Type: Optional**

Indicate whether the company is an employer or service bureau. Acceptable values are:

Value	Description
1	Employer
2	Service Bureau; for example, a company that processes payrolls for other employers

DATE ELIGIBLE NAME 1 THROUGH 3   **Data Type: Alphanumeric**   **Length: 16**   **Field Type: Optional**

Specify names used with the employee master dates (entered on the H0BUD screen) for pension and profit sharing plans. These are user-defined fields that are not used or edited by HCM:M.

MONITOR SWITCH   **Data Type: Numeric**   **Length: 1**   **Field Type: Optional**

Indicate whether the *monitor* function will be turned on. Enter this field only if you turned the monitor switch on at the system level on the H0K01 screen. Monitor allows information that is entered into one record in the system to automatically generate changes or additions to another record in the system. This saves on duplication of information input and reduces errors. Acceptable values are:

Value	Description
0	Do not perform monitoring
1	Monitor only records changed due to file maintenance
2	Monitor new records added to the system, as well as records changed due to file maintenance

EMPLOYER TYPE CODE

Data Type: Alphanumeric   **Length: 1**   **Field Type: Optional**

Not used by Canadian users.

IMP LIFE SPEC PAY

Data Type: Numeric   **Length: 3**   **Field Type: Optional**

Specify the special pay number associated with calculation number 09 used for company-paid group term life insurance. Use this special pay number and a deduction number associated with calculation 99 to calculate the taxability of the employees' group term life insurance on a monthly basis. You must enter this field if you want company-paid life insurance included in the tax calculations each month.

You must first establish this special pay number on the H0WCP screen.

This field is not used in Canada.

H0CFL - Company Flags

```
> GU                                                        ON H0CFL

                    ------------ COMPANY FLAGS ------------

    COMPANY--> 00000

 __ PAY TRAN EDIT-----> 0              QHIP SR FLAG------> 0
    BATCH BALANCE SW--> 0
    CPP/QPP SR FLAG---> 0
    EI SR FLAG--------> 0
    CO NAME ON CHEQUE-> 0              SD LOC SR FLAG----> 0
    CO CPP/QPP SR FLAG> 0              EMPLOYEE PERS FLAG> 0
    FIN TERM INTERVAL->    0           TC MONITOR FLAG---> 0
    NEGATIVE ADJ IND--> 0              PER CHNG RPT FLAG-> 0
    1099R TRANS CODE--> _____         RATE PRINT FLAG---> 0
    VALIDATION FLAG---> 0              AUTO DEDUCT FLAG--> 0
    COMPANY HOLD SW---> 0              3211 PRINT SWITCH-> 0
    FIT SR FLAG-------> 0              LAST AUDIT DATE---> 00/00/0000
    PIT SR FLAG-------> 0              LAST AUDIT TIME---> 0000
    PRINT SSN SW------> _



                                 03/06/06  09:23:08 1 M3LL SUPD ____
```

Screen Description

This screen allows you to enter and maintain status indicators that the system will use to process information for this company.

When requesting this screen, enter the company number you established for this company on the H0CNC screen in the COMMAND QUALIFIER field and an R in the UPDATE SUBCOMMAND field.

Fields

PAY TRAN EDIT

Data Type: Numeric   **Length: 1**   **Field Type: Optional**

Indicate whether to issue an error message when a timecard is not submitted for a timecard-required employee for a pay period. Acceptable values are:

Value	Description
0	Print an error message if regular pay transactions are not entered for a timecard-required employee
1	Suppress the error message

This feature is also used in combination with the edit dates on the CTL transaction to provide missing timecard editing only for a specific range of dates. When the edit dates are entered on the CTL transaction, those employees who do not have at least one timecard which falls in the edit date range will have the timecard missing error message issued.

Timecards entered without dates will be considered for the regular pay period defined by the CTL transaction.

TAX SEPARATE REPORTING FLAGS

Data Type: Numeric   **Length: 1**   **Field Type: Optional**

Indicate whether groups of tax deductions are to be included or excluded on multiple deduction reports. This allows the various taxes calculated by the system to be treated as individual deductions for reporting purposes in the same manner as user-defined deductions.

US Flags	Canada Flags
FIT SR Flag	QHIP SR Flag
SUI SR Flag	FIT SR Flag
FICA SR Flag	CPP/QPP SR Flag
SIT SR Flag	PIT SR Flag
DI SR Flag	EI SR Flag
Co FICA SR Flag	Co CPP/QPP SR Flag

Acceptable values for these fields are:

Value	Description
0	Do not include this tax on any individual deduction report
1	Normally used to specify separate reporting
2-8	Used with Report Writer deduction reporting options

BATCH BALANCE   **Data Type: Numeric**   **Length: 1**   **Field Type: Optional**

Indicate whether IBC transactions (used to accumulate totals for timecard input) are required for company input during the batch balance phase of PAY020. In the online environment, use the HRSBB screen to enter the IBC and the HSCTM screen to enter the CTL. The system automatically sorts transactions in the online environment, so it does not matter which screen is entered first. In the batch environment, if an IBC transaction does not precede the CTL transaction, the CTL will be listed in Batch 0 and will be listed as out-of-balance. Acceptable values are:

Value	Description
0	IBC transactions are not required; however if IBC transactions are entered for this company, then batches will be balanced.
1	IBC transactions are required. If they are not entered, all batches will be out-of-balance and will be held by the calculation program, PAY040.
2	Do not perform batch balancing. Use of this value will ensure that a printout is not produced for this company by the batch balancing phase of PAY020 during processing. This phase executes even though a listing is not produced.

Note: The value entered in this field can be overridden on the HSCTM screen for any pay cycle.

CO NAME ON CHEQUE   **Data Type: Numeric**   **Length: 1**   **Field Type: Optional**

Indicate whether to print the company name and the literalization of the dollar amount on payroll cheques and advices of deposit. Acceptable values are:

Value	Description
0	Print the company name and the amount literalization.
1	Print the tax unit name in place of the normal company name and the amount literalization.
2	Print the amount literalization but not the company name.
3	Print the company name but not the amount literalization.
4	Print the tax unit name but not the amount literalization.
5	Do not print the company name or the amount literalization.

EMPLOYEE PERS FLAG

Data Type: Numeric   **Length: 1**   **Field Type: Optional**

Indicate whether to read the Employee Master file during the processing of personnel transactions in PAY020. During normal processing of personnel transactions, the Employee Master file is accessed to obtain the employee's last name and organization code. The last name and organization code appear on the HCM:M Change Listing (Report 1010) when any maintenance is done to the employee's personnel file records. Processing efficiency may be enhanced by eliminating access to the Employee Master file. If this option (**1**) is chosen, the employee's name and organization code will not appear on the HCM:M Change Listing. Acceptable values are:

Value	Description
0	Access the Employee Master file during personnel processing.
1	Do not access the Employee Master file during personnel processing.

TC MONITOR FLAG

Data Type: Numeric   **Length: 1**   **Field Type: Optional**

Indicate whether hours and pay entered on pay transactions will be monitored. Entering the appropriate (**1** or **2**) value will prevent an excessive number of monitor *trigger* records from being generated which could needlessly require additional computer resources. To use this feature, you will need to create your own application with Facts DataFile, so the information could be stored in the system. Acceptable values are:

Value	Description
0	Do not monitor timecard, manual pay, or one-time deduction transactions
1	Monitor regular, overtime, and shift hours and pay
2	Monitor special pay hours and pay, and one-time deductions
3	Monitor regular, overtime, shift, special pay hours and pays, and one-time deductions

PER CHNG RPT FLAG   **Data Type: Numeric**   **Length: 1**   **Field Type: Optional**

Indicate whether the HCM:M Change Listing will be printed for payroll and Facts DataFile changes combined, or whether the changes will be produced on separate HCM:M Change Listing reports.

Acceptable values are:

Value	Description
0	Combine payroll and Facts DataFile changes on the same report.
1	Produce one Payroll Change Listing for payroll changes and one for Facts DataFile changes.

FIN TERM INTERVAL   **Data Type: Numeric**   **Length: 3**   **Field Type: Optional**

This field allows you to enter the number of days between the termination date and the date on which an employee is changed to a status of 7, final terminated. A value of up to 999 days may be entered; if no entry is made, a value of 25 days is assumed.

The system changes the employee's status from 3 to 7 during the first pay cycle for that employee's frequency for which the period ending date is greater than the termination date by the specified number of days. The employee will receive an interim W-2 if report 8 has been set up and is requested.

Once the system changes the employee's status from 3 to 7, use the H0BNA screen to update name and address information for the employee.

RATE PRINT FLAG   **Data Type: Numeric**   **Length: 1**   **Field Type: Optional**

Indicate whether individual timecard rates are printed on an employee's cheque stub and on Report 10, Payroll Register. Normally the cheque displays one line per pay type. If this flag is on, then each unique rate entered on timecards is displayed on the cheque stub, advice of deposit, and the Payroll Register (Report 10) when payroll and labour processing takes place. Acceptable values are:

Value	Description
0	Normal Process; do not show individual rates If this value is chosen, an average rate will be shown.
1	Display Individual Rates; labour distribution must be requested to reflect different rates.

AUTO DEDUCT FLAG **Data Type: Numeric**   **Length: 1**   **Field Type: Optional**

Indicate whether a one-time deduction (801-870 transaction) may be processed without previously establishing that deduction for an employee. The deduction must still be established on the company header records. Acceptable values are:

Value	Description
0	Do not process the one-time deduction unless the deduction has been established previously for the employee on the H0ZDC screen.
1	Process one-time deductions regardless of whether the deduction has been established previously. If the deduction has not been previously set up for the employee, it will be set up automatically with a **9** in the DEDUCTION FREQUENCY (take each pay period), a deduction goal amount equal to the one-time amount to be withheld on the 801-870 transaction, and **0** in the DEDUCTION UTILITY field.

To override the DEDUCTION GOAL and UTILITY fields, the data must be entered in the appropriate fields on the 801-870 transaction.

1099R TRANS CODE **Data Type: Alphanumeric**   **Length: 5**   **Field Type: Optional**

Not used by Canadian users.

3211 PRINT SWITCH **Data Type: Numeric**   **Length: 1**   **Field Type: Optional**

Indicate the print format used for cheques and advices of deposit.

Acceptable values for Reports 80 and 90 are:

Value	Description
0	Use over/under format (cheque on bottom, stub on top)
1	Use side-by-side format (cheque on right, stub on left)
2	Use for C Fold Sealermate cheque or advice

VALIDATION FLAG **Data Type: Numeric** **Length: 1** **Field Type: Optional**

The value entered in this field is used in a batch-only environment. The Millennium SECURE feature provides online security. Indicate whether an employee transaction is validated against the employee name or the SECURITY CODE field on the H0CBS screen. To use this feature, the actual employee number must be less than or equal to eight digits, including the transpositional check digit.

Acceptable values are:

Value	Description
0	Do not perform validations.
1	Validate the first three positions entered in the EMPLOYEE NUMBER field against the first three positions of the employee's last name.
2	Validate the first three positions entered in the EMPLOYEE NUMBER field against the SECURITY CODE field.

LAST AUDIT DATE **Data Type: Valid Date** **Length: 8** **Field Type: Generated**

Specifies the date of the last online update which was processed by the batch system. This date will be updated automatically whenever a DEF transaction is entered, and the Audit Switch has a value of **2** or **4** to indicate that Audit file records processed will be effectively deleted. (A DEF transaction is used to specify whether or not the data entry and audit files are to be processed). This field should be entered only when you wish to reprocess the Audit file without entering dates with the DEF transaction.

COMPANY HOLD SW **Data Type: Numeric** **Length: 1** **Field Type: Optional**

This is a work field used by the system to determine whether batches that are out-of-balance are to be processed or retained on the Pending file. The value in this field is determined by the HS (hold switch) on the HSCTM and the BATCH BALANCE SW on this screen.

LAST AUDIT TIME **Data Type: Numeric** **Length: 4** **Field Type: Generated**

This field is system-generated whenever PAY010 is run and whenever records are released and deleted from the Audit file. You can reset the actual time associated with the last audit record processed if you are reprocessing the Audit file. Enter the time in a 24-hour clock format.

NEGATIVE ADJ IND   **Data Type: Numeric**   **Length: 1**   **Field Type: Optional**

Indicate whether your Master Files can be updated to reflect negative values.

Acceptable values are:

Value	Description
0	Negative fields are not allowed
1	Negative fields are allowed but issue a warning message
2	Negative fields are allowed; do not issue a warning message

PRINT SSN SW   **Data Type: Alphanumeric**   **Length: 1**   **Field Type: Optional**

Indicate whether to suppress printing of the Social Security Number on Report 80 (checks), Report 90 (advices), and online checks.

Acceptable values are:

Value	Description
Blank	Print the Social Security Number
1	Do not print the Social Security Number

H0101 - Tax Unit Federal Employer Identification Data

```
> GU    _____ ON H0101


                     TAX UNIT FEDERAL EMPLOYER IDENTIFICATION DATA


     COMPANY--> 00000  TAX UNIT-> 000


  _  COMPANY NAME---> _____
     DEPARTMENT-----> _____
     STREET ADDRESS-> _____
     CITY----------> _____
     STATE/PROVINCE-> _____
     ZIP/POSTAL-----> _____
     FED ID/RCT NO--> _____
     S.S.A. ACCOUNT-> _____
     COUNTRY CODE---> 0
     TAX FILING IND. _






                                   05/08/01  11:36:01 1 M3LL DEVK ____
```

Screen Description

This screen allows you to establish a tax unit for this company by entering the Revenue Canada Taxation (Business) number. Every company is required to have at least one tax unit which references the Business number or the Revenue Provincial Taxation (RQT) number, as well as the applicable Employment Insurance (EI) actors.

If you have several tax units for your company, you must enter the information for each tax unit on a separate H0101 screen. The company must be established on the company header record using the H0CNC screen before entering this screen.

If you plan on using multiple tax units for a company, do not use tax unit 000. You can transfer employees from tax unit 000 to other tax units, but cannot transfer employees into tax unit 000. If you use tax unit 000 and later find that you need to set up multiple tax units for a company, transfer employees from tax unit 000 to the new tax units.

For an employee to work simultaneously in two or more taxing units, that employee must be assigned two or more employee numbers and thus have two or more Employee Master records. This restriction is imposed because the Payroll system has provisions for only one Business/RQT number per tax unit. This further implies that a single tax unit must lie wholly within the bounds of a country.

If taxing unit data is on the system level, the company number may be omitted. These records will be used in producing payroll reports during a system-level run. If you are doing tax reporting at the system level, you must set up all tax units for all companies.

If you will be producing consolidated tax reports at the system or the super company level, the following points should be considered:

- You must establish the same tax units for the reporting company (company 0 or the super company number) as you set up for your individual processing companies.

- Tax usage should be consistent between companies that have the same tax information. For example, two companies can use tax number 001, if both companies use the same business and province numbers.

Fields

COMPANY NAME

Data Type: Alphanumeric   **Length: 40**   **Field Type: Required**

Enter the legal name that is to appear on all tax reports for this tax unit.

DEPARTMENT

Data Type: Alphanumeric   **Length: 30**   **Field Type: Optional**

Enter a department name if it is to appear on tax reports for this tax unit.

STREET ADDRESS

Data Type: Alphanumeric   **Length: 30**   **Field Type: Optional**

Enter the second line of the company's address.

CITY

Data Type: Alphanumeric   **Length: 16**   **Field Type: Required**

Enter the name of the city in which the tax unit is located.

STATE/PROVINCE

Data Type: Alphanumeric   **Length: 7**   **Field Type: Optional**

Enter the abbreviated name of the province/territory in which this tax unit is located. A list of province/territory abbreviations and numeric codes is included in Appendix A of this manual.

ZIP/POSTAL

Data Type: Alphanumeric   **Length: 12**   **Field Type: Optional**

Enter the postal code associated with the address entered. You may enter the space in the postal code at the appropriate place.

FED ID/Business NO   **Data Type: Alphanumeric**   **Length: 15**   **Field Type: Required**

Enter the Revenue Canada Taxation or the Provincial Taxation business number of this tax unit. If this field is not entered, the tax reports for this tax unit will not be correct and employee transfers will cause unpredictable results.

S.S.A. ACCOUNT   **Data Type: Alphanumeric**   **Length: 9**   **Field Type: Optional**

Not used by Canadian users.

COUNTRY CODE   **Data Type: Numeric**   **Length: 3**   **Field Type: Optional**

Enter the country code where the tax unit is located. Acceptable values are:

Value	Description
001	United States of America
002	Canada
003	Puerto Rico
004	Virgin Islands
005	Guam

Note: All tax units within a company must have the same country code.

TAX FILING IND.   **Data Type: Numeric**   **Length: 1**   **Field Type: Optional**

Indicate whether this tax unit is using a tax filing service. Acceptable values are:

Value	Description
0	Not using a tax filing service
1	Using a tax filing service

H0DT1, H0DT2 - Company Tax Unit Table

```
> GD  _____  ON H0DT1

                    ---------COMPANY TAX UNIT TABLE---------

      COMPANY--> 00000

                         0    1    2    3    4    5    6    7    8    9
            00-09 --->    -    -    -    -    -    -    -    -    -    -
            10-19 --->    -    -    -    -    -    -    -    -    -    -
            20-29 --->    -    -    -    -    -    -    -    -    -    -
            30-39 --->    -    -    -    -    -    -    -    -    -    -
            40-49 --->    -    -    -    -    -    -    -    -    -    -
            50-59 --->    -    -    -    -    -    -    -    -    -    -
            60-69 --->    -    -    -    -    -    -    -    -    -    -
            70-79 --->    -    -    -    -    -    -    -    -    -    -
            80-89 --->    -    -    -    -    -    -    -    -    -    -
            90-99 --->    -    -    -    -    -    -    -    -    -    -
           100-109 -->    -    -    -    -    -    -    -    -    -    -
           110-119 -->    -    -    -    -    -    -    -    -    -    -
           120-129 -->    -    -    -    -    -    -    -    -    -    -
           130-139 -->    -    -    -    -    -    -    -    -    -    -
           140-149 -->    -    -    -    -    -    -    -    -    -    -

                                    05/08/01  09:43:22 1 M3LL DEVK ____
```

```
> GD  _____  ON H0DT2

                    ---------COMPANY TAX UNIT TABLE---------

      COMPANY--> 00000

                         0    1    2    3    4    5    6    7    8    9
           150-159 -->    -    -    -    -    -    -    -    -    -    -
           160-169 -->    -    -    -    -    -    -    -    -    -    -
           170-179 -->    -    -    -    -    -    -    -    -    -    -
           180-189 -->    -    -    -    -    -    -    -    -    -    -
           190-199 -->    -    -    -    -    -    -    -    -    -    -
           200-209 -->    -    -    -    -    -    -    -    -    -    -
           210-219 -->    -    -    -    -    -    -    -    -    -    -
           220-229 -->    -    -    -    -    -    -    -    -    -    -
           230-239 -->    -    -    -    -    -    -    -    -    -    -
           240-249 -->    -    -    -    -    -    -    -    -    -    -




    A211W-GU INVALID FOR THIS SCREEN DBID
                                    05/08/01  09:43:22 1 M3LL DEVK ____
```

Screen Description

This screen displays the tax units, up to 149, that you established for this company on the H0101 screen. The H0DT2 displays tax units 150 - 249 that you established for this company on the H0101 screen. To read the table, substitute the number across the top of the table with the second number of the numbers in the column. For example, **0** becomes 00, 10, 20, 30, 40, 50, 60, 70, 80, 90; **3** becomes 03, 13, 23, 33, 43, 53, 63, 73, 83, 93; and **7** becomes 07, 17, 27, 37, 47, 57, 67, 77, 87, 97.

The value in each field is the country code in which the tax unit is established. A list of country codes is included in Appendix A of this manual.

This screen reflects any maintenance performed on the H0101 screen.

H0201 - Tax Unit Provincial Identification Numbers

```
> GU                                                            ON H0201

                      -TAX UNIT STATE IDENTIFICATION NUMBERS-

    COMPANY--> 00000 TAX UNIT--> 000 SEQ--> 000

  _ ALBERTA-------->  _____
    BRIT COLUMBIA-->  _____
    MANITOBA------->  _____
    NEW BRUNSWICK-->  _____
    NEWFOUNDLAND--->  _____
    NW TERRITORIES->  _____
    NOVA SCOTIA---->  _____
    ONTARIO-------->  _____
    PRINCE EDWARD-->  _____
    QUEBEC--------->  _____




                                    07/24/01  18:04:36 1 M3LL DEVK _____
```

Screen Description

This screen allows you to enter and maintain provincial identification numbers for a tax unit. Currently, only the province of Quebec requires its provincial taxes to be remitted directly to Revenue Provincial.

To display the different provinces/territories, you must enter the company number, tax unit number, and sequence number in the COMMAND QUALIFIER field of the command line. The sequence numbers and the provinces/territories listed under each number are:

Value	Description
0	Alberta, British Columbia, Manitoba, New Brunswick, Newfoundland, Northwest Territories, Nova Scotia, Ontario, Prince Edward Island, Quebec
1	Saskatchewan, Yukon, Outside Canada

Fields

PROVINCIAL IDENTIFICATION NUMBER

Data Type: Alphanumeric   **Length: 15**   **Field Type: Optional**

Enter the Revenue Provincial registration number assigned to this tax unit if your company pays taxes in Quebec. This number is required for proper reporting of Quebec provincial income tax information in Quebec.

H0301 - Tax Unit EI Factor

```
> GU  _____  ON H0301

                  ---------TAX UNIT S.U.I. RATES---------

     COMPANY--> 00000 TAX UNIT--> 000

     STATE                            STATE

  _  AL   .00000   AK   .00000   AZ   .00000   AR   .00000
     CA   .00000   CO   .00000   CT   .00000   DE   .00000
     DC   .00000   FL   .00000   GA   .00000   HI   .00000
     ID   .00000   IL   .00000   IN   .00000   IA   .00000
     KS   .00000   KY   .00000   LA   .00000   ME   .00000
     MD   .00000   MA   .00000   MI   .00000   MN   .00000
     MS   .00000   MO   .00000   MT   .00000   NE   .00000
     NV   .00000   NH   .00000   NJ   .00000   NM   .00000
     NY   .00000   NC   .00000   ND   .00000   OH   .00000
     OK   .00000   OR   .00000   PA   .00000   RI   .00000
     SC   .00000   SD   .00000   TN   .00000   TX   .00000
     UT   .00000   VT   .00000   VA   .00000   WA   .00000
     WV   .00000   WI   .00000   WY   .00000

                              05/08/01  11:36:03 1 M3LL DEVK _____
```

Screen Description

This screen is used to enter the Employment Insurance (EI) factors associated with a particular tax unit. The factor on this screen is used in the calculation of company-paid EI and must be entered for company Employment Insurance premiums to be calculated. If this factor is entered incorrectly, company EI will not be calculated correctly. The system generates changes for all thirteen provinces/territories within the tax unit when the factor is changed.

Fields

PROVINCE

Displays the abbreviation for each province/territory in Canada. A list of all the provinces/territories, their abbreviations, and the numeric code for each is included as Appendix A of this manual.

FACTOR

Data Type: Numeric   **Length: 5**   **Field Type: Optional**

Enter the factor which is used to calculate EI rates for a company. It is entered as a 4-decimal-place factor; for example, a EI employer rate of 1.4 is entered as **1.4000**. This factor will be applied to all provinces for this tax unit.

H1BC1 - Tax Unit Employer PIP Rates

```
> GU    99600,           1                                      ON H1BC1

                   ------TAX UNIT EMPLOYER PIP RATES-------

    COMPANY--> 99600 TAX UNIT--> 001

          PIP RATE        PIP RATE        PIP RATE        PIP RATE

  __  AL 0000.00000  BC 0000.00000  MB 0000.00000  NB 0000.00000

      NL 0000.00000  NT 0000.00000  NS 0000.00000  ON 0000.00000

      PE 0000.00000  QC 0000.00583  SK 0000.00000  YT 0000.00000

      ZZ 0000.00000  NU 0000.00000




                                   12/01/05  11:59:36 1 M3LL SUPD ____
```

Screen Description

This screen is used to enter the Employer Parental Insurance rates associated with a particular tax unit and province. The rates on this screen are used in the calculation of company paid PIP and must be entered for a company's Parental Insurance Premiums to be calculated. If this rate is entered incorrectly, the company PIP will not be calculated correctly.

The province code abbreviation displays for each province/territory in Canada. A list of all the provinces/territories, their abbreviations, and the numeric code for each is included in Appendix A of this manual.

Fields

RATE

Data Type: Numeric   **Length: 9**   **Field Type: Optional**

Enter the rate which is used to calculate PIP for a company. It is entered as a 5-decimal rate; for example, employer PIP rate of .583% would be entered as 0000.00583.

H0CBS - Company Batch Processing Information

```
> GU    _____ ON H0CBS

                    ----COMPANY BATCH PROCESSING INFORMATION----

    COMPANY--> 00000

 _  CO ORG CODE DESC--> 00000000000

    SECURITY CODE-----> ___







                                      05/08/01  09:40:42 1 M3LL DEVK ____
```

Screen Description

This screen allows you to change the defaults for the CO ORG CODE DESCRIPTIONS and establish a SECURITY CODE which to be used only in batch processing.

Fields

CO ORG CODE DESC   **Data Type: Numeric**   **Length: 11**   **Field Type: Optional**

Specify the lengths of the employee organizational code components. The default lengths of the organizational code are **3**, **3**, **3**, and **2**. This field is used in conjunction with the employee screens which specify the organizational code to which the employee is assigned. Organization codes are used for identification and reporting purposes.

Long and short break names are used in payroll reports to describe these organization breaks. The following rules govern the entry of this field:

- Each entry must be **1**, **2**, **3**, and **4** corresponding to organizational fields 1, 2, 3, and 4.

- Organizational levels of **1**, **2**, **3**, and **4** must be entered in ascending numerical sequence.

- Each digit must be repeated for each character in that organization level; for example, if the second level break is three positions long, it would be entered as **222**.

- All reports are not sensitive variable length organization codes. Care should be taken when redefining the length of these fields.

- Each organization level must be entered. Blanks and zeroes are invalid. If less than 11 positions of organizations are being defined, the undefined positions must be indicated by an unused level of value **1**-**4**; for example, if nine positions are defined with three breaks of three characters, the field would be entered as **11122233344** (with **44** being unused).

If you are establishing a company for system-level or super company reporting, care should be taken to ensure that the last five positions of this field contain **4**s. For example, **11223344444**. Otherwise, the reports may break improperly.

In order to have the ability to override an employee's primary organizational code on any pay transaction, define this field according to the following rules:

- If the total length of organization codes **3** and **4** is greater than 5, only organization code **4** may be overridden; for example, organization code description is **1122334444**. Since organization codes **3** and **4** equal 7, only organization code **4** can be overridden.

- Organization code **4** cannot be greater than 5 positions in length; for example, company organization description **11223444444** is unacceptable.

- Organization codes being overridden must be left-justified. If organization codes **3** and **4** can be overridden, then *both* must be entered if an override of *either* one is desired. For example, company organization code description is **11222333444**, only organization code **4** can be overridden. It must be entered as **444**. The system will use only the first three positions in this field when determining the override value.

SECURITY CODE   **Data Type: Alphabetic**   **Length: 3**   **Field Type: Optional**

The value entered in this field is used in a batch-only environment and must contain characters **A-Z** only. The Millennium SECURE feature provides online security. Specify a security code you have established to provide security protection for changes to employee master records and pay transactions. If you enter a security code, the VALIDATION FLAG field on the H0CFL screen must be set to **2** and this code must be entered on any employee pay or file maintenance transaction or a fatal error message will appear causing the transaction to be rejected.

Chapter Contents

Introduction

This chapter contains the information required to establish pay information for a company.

Establishing Pay and Accrual Information for a Company

The Establishing Pay and Accrual Information section of this chapter describes the way overtime, shift differential, vacation accrual, and sick leave accrual are defined for the company. See the Basic Employee Information chapter for information on establishing pay and tax information for an individual employee.

Establishing Special Payments for a Company

The Establishing Special Payments for a Company section of this chapter provides information on setting up special payment definitions for a company. It also describes how to set up a company to pay employees who are paid tips. See the Employee Information chapter for information on establishing special payments for an individual employee.

Company Pay Definition Screens

The chart below lists the screens used in defining pay definitions for a company for a company: the screen title for each; the maintenance allowed for each, which may be *I* (insert), *R* (replace), *D* (delete); and the transactions associated with each screen.

Screen	Title	Maintenance	Transactions
H0CCH	Shift Differential Rates/Factors	*R*	110, 112
H0DAC	Company Accruals	*R*	135, 136, 138, 139
H0DCF	Company Factors	*R*	122, 123, 124
H0WCP	Company Special Pays	*I*, *R*	120

Key Fields

These fields contain values under which similar material is stored so it will be easier to find when you look for it. Key fields common to all screens will be discussed here. Other key fields are discussed with the field descriptions of the screen.

To access a particular record within the system, enter the key to that record in the COMMAND QUALIFIER field of the command line, along with the rest of the command line.

COMPANY NUMBER

Data Type: Numeric   **Length: 5**   **Field Type: Required**

Specify the company number between **1** and **99998** that you established on the H0CNC screen for the company for which you are performing file maintenance.

Establishing Pay and Accrual Information for a Company

As part of setting up a company, you must define a company's shift differential rates, vacation and sick leave accruals, and other company pay information.

Shift Rates

Establish shift rates for companies that have a set of standard shift differential rates on the Shift Differential Rates/Factors screen (H0CCH).

If rates or factors vary from employee to employee, the rates and factors can be established at the employee level on the H0BBN screen.

Vacation and Sick Leave Accruals

Establish and maintain the rates at which employees will accrue sick leave and vacation, the cut-off and base amount of accruals, and the method that the company will use for sick leave and vacation accruals on the Company Accruals screen (H0DAC).

Miscellaneous Pay Information

Limits on Payroll Checks   Establish limits on payroll checks in order to track employees whose pay has exceeded company standards. Limits are used to produce the Check Limit Exceeded Report (Report 59) and to flag excessive checks on the Payroll Register (Report 6). Define these limits on the Company Factors screen (H0DCF).

Other Pay Information   HCM:M provides a method for you to record miscellaneous pay information for a company. For example, you may want to store data that is unique to an individual company or to provide certain general ledger information. Define this data on the Company Factors screen (H0DCF), using the PAY CONSTANT fields.

Overtime Average Rate Method

SPI and SPJ transactions are used to describe the company level information for average rate overtime. Information on these transactions is only available in batch. Refer to the topic on H0BBN in the Employee Information chapter for a description of using average rate overtime. See the *Transmittal Reference Guide* for descriptions of these transactions.

H0CCH - Shift Differential Rates/Factors

```
> GU _____ ON H0CCH


              --------SHIFT DIFFERENTIAL RATES/FACTORS--------

     COMPANY--> 00000

                   1       2       3       4       5       6       7       8

  _   SECOND-->  .000    .000    .000    .000    .000    .000    .000    .000
      THIRD--->  .000    .000    .000    .000    .000    .000    .000    .000










                                   05/08/01  09:40:43 1 M3LL DEVK _____
```

Screen Description

This screen allows you to establish eight company second- and third-shift differential rates and/or factors.

The shift rates established on this screen are for companies that have a set of standard shift differential rates. If rates or factors vary from employee to employee, the rates and factors can be established at the employee level on the H0BBN screen.

Fields

SHIFT RATES 1 THROUGH 8

Shift differential rates and/or factors are designated by a value of **1** through **8** in the Employee Master file by the value entered on the H0BBN screen. If the numbers entered in this field are indicated to be a 2-decimal-place rate, they are multiplied by the employee's shift hours to calculate shift differential pay. (If your company needs to use a 3-decimal-place-rate, the information can be established on the Employee Master file on the H0BBN screen.)

If, however, these numbers are considered to be a 3-decimal-place factor, they are treated as a percentage of employee pay and the percentage are multiplied by the employee's pay to calculate the employee's shift differential pay. For example, a 25-cent shift rate or a 2.5 percent shift factor is entered as **.250**. A 25 percent shift factor is entered as **.025**.

H0DAC - Company Accruals

```
> GU   _____ ON H0DAC

                  -----------COMPANY ACCRUALS-----------

   COMPANY--> 00000

 _
                          VACATION ACCRUAL
     METHOD    ----1---  ----2---  ----3---  ----4---  ----5---  ----6---
   BASE AMOUNT     .000      .000      .000      .000      .000      .000
   CUT OFF AMT     .000      .000      .000      .000      .000      .000
   INCREMENT AMT   .000      .000      .000      .000      .000      .000
   ACCRUAL METHOD----> _              ACCRUAL SWITCH----> _

                         SICK LEAVE ACCRUAL
     METHOD    ----1---  ----2---  ----3---  ----4---  ----5---  ----6---
   BASE AMOUNT     .000      .000      .000      .000      .000      .000
   CUT OFF AMT     .000      .000      .000      .000      .000      .000
   INCREMENT AMT   .000      .000      .000      .000      .000      .000
   ACCRUAL METHOD----> _              ACCRUAL SWITCH----> _



                            05/08/01  09:43:17 1 M3LL DEVK ____
```

Screen Description

This screen allows you to enter and maintain the rates at which employees will accrue sick leave and vacation, the cut-off and base amount of accruals, and the method that the company will use for sick leave and vacation accruals.

When requesting this screen, enter the company number you established for this company on the H0CNC screen in the COMMAND QUALIFIER field.

Fields

BASE AMOUNT

Data Type: Numeric   **Length: 7**   **Field Type: Optional**

Specify the number of units of vacation or sick leave an employee is allowed to accumulate in one year of time (yearly limit). Enter with 3-decimal-places.

CUT OFF AMOUNT

Data Type: Numeric   **Length: 7**   **Field Type: Optional**

Specify the maximum number of units of vacation or sick leave an employee may accumulate (life time limit). Enter with 3-decimal-places.

INCREMENT AMOUNT

Data Type: Numeric   **Length: 5**   **Field Type: Optional**

Specify the amount of vacation or sick leave to be added to the total accumulated for an employee each time vacation or sick leave is accrued. Enter with 3-decimal-places.

ACCRUAL SWITCH

Data Type: Numeric   **Length: 1**   **Field Type: Optional**

Indicate whether an employee may be paid vacation/sick pay in excess of his/her accrued amount. Acceptable values are:

Value	Description
0	Vacation/sick leave may be paid in any amount. If any amount taken exceeds the balance accrued, the accrual balance becomes negative.
1	Vacation/sick leave may be paid only to the amount accrued. If pay exceeds the accrual balance, delete the pay transaction.

ACCRUAL METHOD (VACATION)

Data Type: Alphanumeric   **Length: 1**   **Field Type: Optional**

Indicate a code that defines vacation accrual programs, units, frequency of accrual, and default vacation rate of pay. Programs, units, frequency, and rates are described following the code definitions.

Value	Meaning			
	Program	**Units**	**Frequency**	**Rate**
Blank, 0	PAYVAC01	Hours	Pay Period	STD
1	PAYCPVAC	Hours	Pay Period	STD
2	PAYCPVAC	Days	Pay Period	STD
3	PAYCHVAC	Hours	Hours Worked	STD
4	PAYCHVAC	Days	Hours Worked	STD
5	PAYCHVAC	Earnings	Hours Worked	STD
6	PAYCHVAC	Hours and Earnings	Hours Worked	STD
7	PAYCHVAC	Days and Earnings	Hours Worked	STD
8	PAYCHVAC	Hours and Earnings	Hours Worked	Accrued
9	PAYCHVAC	Days and Earnings	Hours Worked	Accrued
A	PAYVAC01	Days	Pay Period	STD
B	PAYVAC01	Hours	Hours Worked	STD
C	PAYVAC01	Days	Hours Worked	STD

PROGRAM

User. If the standard methods do not meet company requirements, refer to the *User Called Routines Course Manual* for additional methods.

Std. The vacation accrual programs are the standard supplied modules.

Earnings. Vacation earnings are accrued as the sum of all pays that are accrued as vacation earnings. The determination of whether a pay is included in vacation earnings is made based upon percentage deduction indicators from an accrual table in the COBOL module PAYVCTBL. (Refer to the *User Called Routines Course Manual* for more information on this module.) One of the 30 tables is selected for an employee using the field accrual table on the H0BAC screen. (Tables 1-13 refer to province and tables 14-30 are user-defined). The table number, if 0, defaults to the employee's work province. Vacation pay can be calculated as a percentage of vacation earnings. The percentage is also defined in PAYVCTBL and is based on length of service.

UNITS

Hours. Vacation is accrued and paid in units of hours.

Days. Vacation is accrued and paid in units of days.

FREQUENCY

Pay Period. Vacation is accrued once per pay period.

Hours Worked. Vacation is accrued based on a sum of hours paid. The Accrual table on the H0BAC screen specifies an employee's table of percentage deduction indicators in copy member PAYVCTBL. Hours for which percentage deduction indicators are set will be summed and multiplied by the increment amount entered on this screen. This product of hours **X** increment is the amount accrued. Any pay (or reversal) will accrue (or reverse accrual) if its corresponding percentage deduction indicators is set in PAYVCTBL. The PAY TABLE field on the H0BAC screen points to percentage deduction indicators in copy member PAYVCTBL.

RATE

Std. The hourly rate applied to hours entered on the 760, 960, and 980 transactions (vacation special pays) will be the employee's standard rate, if not specified.

Accr. The hourly rate on the 760, 960, and 980 transactions will be a calculated rate based on hours and earnings accrued, if not specified.

ACCRUAL METHOD (SICK)

Data Type: Numeric   **Length: 1**   **Field Type: Optional**

Indicate how sick leave will be accrued and paid.

Acceptable values are:

Value	Description
0	Sick leave is accrued and paid in hours
1	Sick leave is accrued and paid in days

Note: When sick leave is entered on a pay transaction, it is entered in the units chosen here. For example, if you enter **0** in this field, you must enter **0800** in the HOURS field on the PAY transaction. If you enter **1** in this field, you must enter **0100** in the HOURS field on the PAY transaction. This example is for an 8-hour day.

H0DCF - Company Factors

```
> GU _____ ON H0DCF


                    ------------COMPANY FACTORS-------------


     COMPANY--> 00000


  _  WEEKLY LIMIT------>        .000       BI WEEKLY LIMIT--->        .000
     SEMI MO LIMIT----->        .000       MONTHLY LIMIT----->        .000
     PAY CONSTANT 1---->         .00       PAY CONSTANT 2---->         .00
     PAY CONSTANT 3---->         .00       PAY CONSTANT 4---->         .00
     PAY CONSTANT 5---->         .00       PAY CONSTANT 6---->         .00
     PAY CONSTANT 7---->         .00       PAY CONSTANT 8---->         .00
     PAY CONSTANT 9---->         .00       PAY CONSTANT 10--->         .00
     PAY CONSTANT 11--->         .00       PAY CONSTANT 12--->         .00
     PAY CONSTANT 13--->         .00       PAY CONSTANT 14--->         .00
     PAY CONSTANT 15--->         .00       PAY CONSTANT 16--->         .00
     PAY CONSTANT 17--->         .00       PAY CONSTANT 18--->         .00
     PAY CONSTANT 19--->         .00       PAY CONSTANT 20--->         .00




                                           05/08/01  09:43:20 1 M3LL DEVK ____
```

Screen Description

This screen is used to store user-defined numeric data and set limits on payroll cheques. These limits are used to produce the Cheque Limit Exceeded report (Report 59) and to flag excessive cheques on the Payroll Register (Report 6).

The PAY CONSTANT fields on this screen may be used in any way desired. For example, you may want to store data that is unique to an individual company or to provide certain General Ledger information.

Fields

WEEKLY, BI-WEEKLY, SEMI-MO, MONTHLY LIMIT

Data Type: **Numeric**　　　　Length: **9**　　　　Field Type: **Optional**

Specify a percentage of regular pay for each pay period. Employees who exceed this limit will be listed on Report 59 and flagged on the Payroll Register. System default is **2.000** (200%).

PAY CONSTANT 1 THROUGH 20

Data Type: **Numeric**　　　　Length: **11**　　　　Field Type: **Optional**

Use these fields to define any 2-decimal-place values you need for processing a payroll.

H0WCP - Company Special Pays

```
> GU  _____  ON H0WCP

                     ----------COMPANY SPECIAL PAYS----------

      COMPANY--> 00000
                                TAX    AVG   -PERCENTAGE DEDUCTION INDICATORS-
        NO.     NAME       CALC  FLAGS  OT  1   2   3   4   5   6   7   8   9

    _    0   _____   00  000000000 _   _   _   _   _   _   _   _   _   _

    _    0   _____   00  000000000 _   _   _   _   _   _   _   _   _   _

    _    0   _____   00  000000000 _   _   _   _   _   _   _   _   _   _

    _    0   _____   00  000000000 _   _   _   _   _   _   _   _   _   _

    _    0   _____   00  000000000 _   _   _   _   _   _   _   _   _   _

    _    0   _____   00  000000000 _   _   _   _   _   _   _   _   _   _

    _    0   _____   00  000000000 _   _   _   _   _   _   _   _   _   _


                                 05/08/01  11:35:57 1 M3LL DEVK ____
```

Screen Description

This screen allows you to define up to 250 special pays. For each special pay, you can determine how it will be taxed, the calculation method to be used, and if the special pay will be associated with a percentage deduction.

The HCM:M Payroll system includes special pays for sick, vacation, termination, leave of absence, and bonus pay. You do not need to define these on this screen.

Note: Special pay numbers 40 and 41 cannot be entered on this screen or corresponding transactions

System Defined Special Pays 50, 52, 60, 70 and 80: To include or exclude system defined special pays from the calculation of average rate overtime, enter the special pay number of the system defined special pay and the average rate overtime indicator. System defined special pays 40 and 41 should not be entered. These pays are paid as regular and are already included in the calculation of average rate overtime. Enter the special pay name. This field is for information only and if not entered, the system will default the name to the system name for system defined special pays. The calculation number should not be entered. It will automatically default to the special pay number. Tax flags and deduction percentage indicators should not be entered. The H0DCH screen should be used to specify deduction percentage indicators for system defined special pays.

Fields

NO.   **Data Type: Numeric**   **Length: 3**   **Field Type: Key**

Is used to identify the special pays in company header records.

NAME   **Data Type: Alphanumeric**   **Length: 14**   **Field Type: Required**

Specify a name for the special pays that will identify them on payroll reports.

CALC   **Data Type: Numeric**   **Length: 2**   **Field Type: Required**

Indicate the type of calculation to be performed for each special pay being set up.

Acceptable values are:

Value	Description
01	Denotes tips that are reported to an employer by an employee. Taxes are collected if they are requested by the tax flags. However, the employee is not actually paid. Hours may not be entered on a special pay transaction using this calculation.
02	Denotes the standard special pay calculation routine. It multiplies rate times hours and adds the result to gross pay. If the HOURS field is **0**, the RATE/AMOUNT field on the special pay transaction is assumed to contain a 2-decimal-place amount. If the AMT field is set to **1**, the RATE/AMOUNT field is assumed to contain a 2-decimal-place amount even though hours are also provided. If both hours and rates are provided and the AMT field is not set to a **1**, the rate/amount is assumed to contain a 6-decimal-place rate. If neither hours or rate/amount is entered, the standard hours 1 and salary or rate from the Employee Master file are assumed.
03	Is used for tips collected by the employer and paid to an employee. Hours may not be entered on a special pay transaction using this calculation.
04	Is used for taxable benefits such as personal use of company car that are taxed but <u>not</u> <u>paid</u> to an employee. Hours may not be entered on special pay transactions when using this calculation number.
05	Is used for taxable benefits such as meals and lodging *that may or may not be paid* to an employee depending on the value entered in the AI field of a 9*XX* transaction (HUE02 screen). Hours may not be entered on special pay transactions when using this calculation number.

(continued)

Value	Description
06	Is used for tax sheltered annuities and is not paid to an employee. Hours may not be entered on special pay transactions using this calculation number.
07	Docks an employee's regular pay by the number of hours and/or the amount of pay entered. For employees with timecard status of **1** (no-timecard-required on H0BID), it will dock an equal number of shift pay hours when no timecard transaction is entered. A separate cheque may not be issued. This calculation subtracts amount docked from gross pay. Set tax **flags to zeros**.
08	Docks an employee's pay by the number of hours and/or the amount of pay entered. For employees with timecard status of **1**, it will dock an equal number of shift pay hours when no timecard transaction is entered. A separate cheque may not be issued. This calculation subtracts amount docked from gross pay, but does not track hours for this calculation. Set tax **flags to zeros**.
10	Issues an advance and makes arrangements for its repayment. Tax flags must be set to **0**. A deduction using calculation number 97 should be set up having the same deduction number as the special pay number.
11	Is used to track unpaid absences. A deduction, using calculation number 97, should be set up having the same deduction number as the special pay number. Tax flags must be set to **zeros**. This calculation does not pay the employee. **Note:** Calculation numbers 7, 8, and 11 are not included in gross or net pay.

(continued)

Value	Description
14	Not used at this time
16	Is used to set up a sales person's draw. This special pay should be set up as an automatic special pay for the employee receiving the draw. Tax flags must be set to **ones**. A deduction using calculation 97 should be set up having the same deduction number as the special pay number.
23	Defines a special pay in which an amount is added to an employee's net pay and gross pay, but taxable and non-taxable fields are not updated. Tax flags should all be **0**. Hours may not be entered.
27	Defines a special pay which is used to pay an employee a non-taxable spending account benefit up to the amount specified in spending account amount of an employee's record (H0BES screen). The employee will not be taxed on this amount. Gross pay is not updated. Editing against the spending account balance is controlled by the use of the AU (amount indicator) field. A **1** in this field will allow the distribution to be processed regardless of the FSA balance. Set tax flags to **0** when using this calculation number. If you use this calculation number, set the special pay up as number 15 or change Report 623 to use your special pay number.
28	Defines a special pay which is used to pay an employee a taxable benefit to the amount specified in the FLEX SPENDING AMT field of an employee's record (H0BES screen). The employee will be taxed for this benefit depending on the setting of the tax flags on the company's special pay number for this calculation. Gross pay is updated. Set tax flags to **1** when using this calculation number. If you use this calculation number, set the special pay up as number 16 or change Report 624 to use your special pay number.
	Note: Special pays using calculation 27 and 28 can be an amount or an hourly rate. If hours are entered without a rate or amount, the employee's standard rate is assumed. If neither hours nor rate is entered, the employee's standard hours and rate will be assumed.
29	Defines a special payment to be taxed using the bonus taxing formula. These special payments **must not** contain a cheque descriptor of **0**.

If both the HOURS field and the RATE/AMT field are left **blank** or **0**, the system will default to the employee's standard hours and rate or salary for the following special pay calculations: 02, 07, 08, 10, 11, 15, 16, 27, and 28, and for the following system-defined special pays: 40, 41, 50, 52, 60, and 80.

TAX FLAGS

Data Type: Numeric   **Length: 8**   **Field Type: Optional**

Indicate if and how taxes are to be withheld from special pays. Each position in this field represents a different tax as indicated below.

Field	Position
FEDERAL INCOME TAX (FIT)	Position 1
C/QPP TAX	Position 2
QUEBEC INCOME TAX (QIT)	Position 3
QHIP	Position 4
Must contain a **zero**	Position 5
EI	Position 6
Must contain a **zero**	Position 7
Must contain a **zero**	Position 8
Must contain a **zero**	Position 9

Acceptable values for each position are:

Value	Description
0	This special pay is exempt from tax.
1	Withhold this tax from this special pay if the employee receiving this special pay is not otherwise exempt.
2	Withhold this tax from this special pay regardless of the tax status of the employee.
	When option 1 or 2 is used, taxes will be calculated at supplemental rates if no regular, vacation, or sick pay is being included in the calculation. To obtain tax table taxing in this case, the special pay can be paid on a 7*XX*, or a value of **5** can be used in the tax descriptor on the 9*XX* transaction.
3	Tax Flag value of "3" is not valid for Canada. If entered, the special pay will be taxed like regular.
4	This code may only be used with the FIT and QIT tax descriptors. The employee's tax status codes are not considered. Withhold income tax at a rate of **X** percent of this special pay. The value of **X** represents the percentage shown on the H0BBN screen (FIT % and QIT %) and must be entered for an individual employee. This code may be used only for income taxes.

Tax flags for Special Pay Calculation Numbers 7, 8, 10, 11, 23, and 27 should be set to **zeros**. Tax flags for calculation number 16 should be set to **1**s**.**

AVG OT

Data Type: Alphanumeric   **Length: 1**   **Field Type: Optional**

Determines whether the special pay is included in the calculation of average rate overtime. Acceptable values are:

Value	Description
0, blank	**Do not include this special pay**
1	Include both hours and pay
2	Include pay only, no hours
3	Include hours only, no pay

PERCENTAGE DEDUCTION INDICATORS

Percentage deduction indicators are a group of flags that specify the types of pay used in calculating a percentage deduction. Percentage deductions are deductions that withhold a percentage from a specific pay or a combination of pays. You can establish up to nine percentage deduction indicator sets for each company. A percentage deduction indicator set includes the special and regular pay types from which the deduction needs to be withheld. Each set can include a combination of the 259 pay types available (regular, shift, special pays, etc.) and net pay.

To withhold a percentage of pay from a special pay, establish a percentage deduction indicator set at the company level on the H0WCP or the H0DCH screens. These screens are used together to identify the types of pay a percentage deduction will be withheld from. Percentage deduction indicators for special pay are established on the H0WCP screen. To establish percentage deduction indicators for regular, overtime 1 and 2, shift 2 and 3, vacation, sick, bonus, pension and net pay, use the H0DCH screen.

To include a special pay in a percentage deduction indicator set, enter a **1** in the PERCENTAGE DEDUCTION INDICATOR flag for that set number. Acceptable values are:

Value	Description
Blank	Not included in this set
1	Include this pay in this percentage deduction indicator set

Note: When a percentage deduction is required for an employee, establish the appropriate percentage deduction indicator set number in the first position of the UTILITY field on the H0ZDC screen. Also, set up the percent for calculating the deduction in the AMT/PCT field for the employee on this screen.

Example of Percentage Deduction Indicators

An employee wants a percentage of his regular, overtime 1, and special pay 01 withheld as a savings deduction. You have chosen percentage deduction indicator set 2 for the savings deduction.

1. On the H0WCP screen, place a value of **1** in column 2 of the PERCENTAGE DEDUCTION INDICATOR field to indicate that the savings deduction be withheld from special pay 1.

2. On the H0DCH screen, place a value of **1** in column 2 of the PERCENTAGE DEDUCTION INDICATOR field for regular and overtime 1 pays.

3. Set up the employee deduction on the H0ZDC screen. In position 1 of the UTILITY field, place a value of **2**. This indicates which percentage deduction indicator set was established on the H0WCP and the H0DCH screens to use in calculating the deduction. In the AMT/PCT field on the H0ZDC screen, indicate the percentage to be withheld for this employee.

For additional examples, see the discussion of percentage deduction indicators for the H0DCH and the H0ZDC screens.

Establishing Special Payments for a Company

In HCM:M, a special payment can be any type of payment other than regular, overtime, or shift pay. HCM:M further classifies special payments as system-defined or user-defined.

System-Defined Special Pays

The following system-defined special payments are available for your use when you receive HCM:M:

- 040 - Termination Pay

- 041 - Leave of Absence Pay

- 050 - Exempt Sick Pay

- 052 - Fully-Taxed Sick Pay

- 060 - Vacation Pay

- 070 - Bonus Pay

- 080 - Pay Total Vacation Accrued

You do not have to set up these system-defined special payments for the company.

User-Defined Special Pays

You can establish an additional 243 special payments at the company-level. For each special pay, you can determine how it will be taxed, what calculation method to use, and whether the special pay will be associated with a percentage deduction using the Company Special Pays screen (H0WCP). After you establish company-level special payments, you can also establish special payments at the employee level. For information about establishing employee-level special payments, see the Employee Information chapter of this guide.

Common user-defined special payments that require special considerations when being established are described in topics in this chapter. The examples in these topics are intended as guidelines on entering each screen to establish the special pay. For detailed information on each screen, refer to the topics on each screen in this guide and to online Help. The following topics discuss these user-defined special pays:

- Setting Up to Pay Dock Pay for Automatically-Paid Employees

- Setting Up General Non-Cash Taxable Benefits

- Setting Up Advances

- Setting Up to Track Unpaid Absences

- Setting Up Sales Person's Draw

- Setting Up to Pay Commission

Establishing Automatic Special Pays

Use automatic special pays to pay most user-defined special pay on a regular basis. You cannot pay any user-defined special pays automatically using calculation numbers 21, 22, 24, 26, or 29. Establish the special pay on the Company Special Pays screen (H0WCP). Then use the Employee Special Payments screen (H10AS) to set up the automatic special payment at the employee level.

Paying Employees Using Special Pays

Procedures for using the special payments to pay employees are provided in the Pay Transactions chapter of this guide.

Setting Up to Pay Dock Pay for Automatically-Paid Employees

Follow these procedures to set up a special payment to pay dock pay to automatically paid employees.

Company Level

Enter the special pay at the company level on the H0WCP screen (120 transaction) using the following values:

- NO.: Enter a number not currently in use.

- NAME: Enter a name that reflects the special pay used.

- CALC: **07** or **08**. Calculation 8 does not store the total number of hours docked on the Employee Master file, while Calculation 7 does.

- TAX FLAGS: **0**

Entering the Pay Transactions for an Employee

Use the HUE02 screen (9*XX* transaction) to enter the special payment set up for dock pay.

See the Paying Dock Pay for Automatically Paid Employees (9XX Transaction on HUE02) topic in the Pay Transactions chapter of this guide for detailed information.

Setting Up General Non-Cash Taxable Benefits

Follow these instructions to set up general non-cash taxable benefits (such as meals and lodging).

General Non-Cash Taxable Benefits

To set up general non-cash taxable benefits (such as meals and lodging), establish the special pay at both the company level and the employee level.

Company Level

Enter the special pay at the company level on the H0WCP screen (120 transaction) using the following values:

- NO.: Enter a number not currently in use

- NAME: Enter a name that reflects the special pay used

- CALC: **04** or **05**

- TAX FLAGS: Enter the tax flags as described in the field description under the H0WCP screen

Enter the Pay Transactions for an Employee

To accrue the non-cash taxable benefit, set up an automatic special pay using the H10AS screen or enter a *9XX* transaction on the HUE02 screen or in batch.

See the Setting Up Automatic Special Payments for an Employee topic in the Employee Information chapter of this guide for information on the H10AS screen or the Paying Non-Cash Taxable Benefits topic in the Pay Transactions chapter of this guide for detailed information on the HUE02 screen (9*XX* transaction).

Reporting Non-Cash Taxable Benefits

To generate reports on non-cash taxable benefits, complete the following procedures:

Step	Action
1	Set up Reports 68 and 417 on the Company Header Record using the H0XCR screens.
2	Request the reports as required on the HSRPT screen. Box 16 on Report 68 contains an employee's total for non-cash taxable benefits along with other things. Because this amount is a total, each taxable benefit will be itemized by employee. The Schedule of Taxable Benefits (Report 417) will list the itemized total amount of taxable benefits paid to an employee during the year. This report is printed on request.

Setting Up Advances

To pay a salary advance and create a deduction to repay this advance, you must set up a special payment at the company level and set up the deduction at both the company and the employee level.

Company Level   **Set Up the Special Pay**

Enter the special pay at the company level on the H0WCP screen (120 transaction) using the following values:

- NO.: Enter a number not currently in use

- NAME: Enter a name that reflects the special pay used

- CALC: **10**

- TAX FLAGS: **0**

Set Up the Deduction

Set up the advance repayment company deduction on the H0VCDscreen. See the Setting Up Advance Repayment Deductions topic in the Company Deduction Definitions chapter of this guide.

Employee Level   **Set Up the Deduction**

Set up the employee repayment deduction on the H0ZDC screen. See the Withholding Advance Repayment Deductions topic in the Employee Deductions chapter of this guide.

Entering the Pay Transctions for an Employee

Use the HUE02 screen (9XX transaction) to enter the special payment set up for advances.

See the Paying Advance To Be Repaid (9XX Transaction on HUE02) topic in the Pay Transactions chapter of this guide for detailed information.

Setting Up to Track Unpaid Absences

These steps describe how to set up a special payment to track unpaid absences. Use this procedure for tracking amounts that you have paid to an employee who has not worked for that amount.

Company Level

Set Up the Special Pay

Enter the special pay at the company level on the H0WCP screen (120 transaction) using the following values:

- NO.: Enter a number not currently in use

- NAME: Enter a name that reflects the special pay used

- CALC: **11**

- TAX FLAGS: **0**

Set Up the Deduction

If the employee must repay the amount, set up an unpaid absence company deduction on the H0VCDscreen. See the Setting Up Unpaid Absence Repayment Deductions topic in the Company Deduction Definitions chapter of this guide.

If the deduction is to be calculated as a percentage, set up the appropriate percentage deduction indicator set on the H0DCH and the H0WCP screen.

Employee Level

Set Up the Deduction

Set up the employee repayment deduction on the H0ZDC screen. See the Withholding Unpaid Absence Repayment Deductions topic in the Employee Deductions chapter of this guide.

Entering the Pay Transctions for an Employee

Use the HUE02 screen (9XX transaction) to enter the special payment set up for unpaid absences.

See the Paying Unpaid Absence To Be Repaid (9XX Transaction on HUE02) topic in the Pay Transactions chapter of this guide for detailed information.

Setting Up Sales Person's Draw

To pay a draw to a sales person and create a deduction to repay this draw, you must set up a special payment definition for the draw and for the commission at the company level, set up a special payment for the draw and enter a 9xx transaction for the commission at the employee level, and set up the deduction at both the company and employee level.

Company Level

Set Up the Special Pay for the Draw

Enter the special pay at the company level on the H0WCP screen (120 transaction) using the following values:

- NO.: Enter a number not currently in use

- NAME: Enter a name that reflects the special pay used

- CALC: **16**

- TAX FLAGS: **1s**

If the deduction is to be calculated as a percentage, set up the appropriate percentage deduction indicator set on the H0DCH and/or the H0WCP screens.

Set Up the Special Pay for the Commission

Enter the special pay at the company level on the H0WCP screen (120 transaction) using the following values:

- NO.: **1-99**

- NAME: Enter a name that reflects the special pay used

- CALC: **2**

- TAX FLAGS: **1s**

- CHECK IND: **3**

Set Up the Deduction

Set up the sales draw repayment company deduction on the H0VCDscreen. See the Setting Up Sales Draw Repayment Deductions topic in the Company Deduction Definitions chapter of this guide.

Employee Level   **Set Up the Deduction**

Set up the employee draw repayment deduction on the H0ZDC screen. See the Withholding Sales Draw Repayment Deductions topic in the Employee Deductions chapter of this guide.

Entering the Pay Transctions for an Employee

To accrue the non-cash taxable benefit, set up an automatic special pay for the sales draw using the H10AS screen and enter a 9XX transaction for the commission on the HUE02 screen or in batch.

See the Setting Up Automatic Special Payments for an Employee topic in the Basic Employee Information chapter of this guide for information on the H10AS screen and the Paying Sales Person's Draw (9XX Transaction on HUE02) topic in the Pay Transactions chapter of this guide for detailed information on the HUE02 screen (9xx transaction).

Setting Up to Pay Commission

Employees can be set up to be paid salary plus commission or to be paid only on commission. The commission pay is paid using a special payment established for that purpose at the company level.

Company Level

Enter the special pay at the company level on the H0WCP screen (120 transaction) using the following values:

- NO.: **1-99**
- NAME: Enter a name that reflects the special pay used
- CALC: **2**
- TAX FLAGS: **1s**

Entering the Pay Transactions for an Employee

Salary Plus Commission employee

Employees who are paid salary plus commission must be set up as salaried and automatically paid employees.

Each pay period, the employee will automatically receive the salary amount indicated on the H0BID screen. To pay the employee's commission, use the HUE02 screen (a 9*XX* transaction) to enter the special payment set up for commissions. See the Paying Salary Plus Commission Employees (9XX Transaction on HUE02) topic in the Pay Transactions chapter of this guide for detailed information.

Commission Only

Employees who are paid strictly on a commission basis must be set up as salaried, **not** automatically paid, employees. The commission amount is entered on the HUC02 screen (7XX transaction). See the Paying Commission Only Employees topic in the Pay Transactions chapter of this guide for detailed information.

Chapter Contents

Introduction

This chapter describes the way company-level deductions are defined in the HCM:M Payroll system. You can establish up to 250 deductions for each processing company.

You can also establish 250 deductions for each employee. For information on establishing deductions at the employee level, see the Employee Deductions chapter of this guide.

Company Deduction Definitions Screens

The chart below lists the screens used in defining deduction definitions for a company: the screen title for each; the maintenance allowed for each, which may be *I* (insert), *R* (replace), *D* (delete); and the transactions associated with each screen.

Screen	Title	Maintenance	Transactions
H0VCD	Company Deductions 1	*I, R*	106
H0DCH	Company Percentage Deduction Indicators	*R*	119,120

Key Fields

These fields contain values under which similar material is stored so it will be easier to find when you look for it. Key fields common to all screens will be discussed here. Other key fields are discussed with the field descriptions of the screen.

To access a particular record within the system, enter the key to that record in the COMMAND QUALIFIER field of the command line, along with the rest of the command line.

COMPANY NUMBER

Data Type: Numeric   **Length: 5**   **Field Type: Required**

Specify the company number between **1** and **99998** that you established on the H0CNC screen for the company for which you are performing file maintenance.

Establishing and Withholding Deductions

A payroll deduction normally is money subtracted from an employee's gross or net pay for a voluntary contribution. However, a deduction can also be company-paid. In this instance, it will not be used to reduce the employee's pay, but will be tracked in the employee's record. Examples of common voluntary deductions are:

▪ Charitable contributions

▪ Automatic deposits to checking or savings accounts

▪ Pension plan contributions

▪ Wage assignments or garnishments

You can set up to 250 deductions for each processing company and 250 deductions for each employee. If you withhold a deduction for any employee, it must be set up at the company level first.

Procedure to Set Up and Withhold Deductions

Follow these steps when establishing and withholding deductions. In addition, there are guidelines for setting up and withholding various types of deductions. These guidelines include setting up and withholding deductions at both the company and employee level.

Step	Action
1	Does your company want to allow for one-time deductions without being established at the employee level first? If so, set the AUTO DEDUCT flag on the H0CFL screen according to your company's policy.
	See the Basic Company Information chapter of this guide for more information.
2	You can specify deduction priority at the company level on the H0VCD screen, or at the individual emloyee level on the H0ZDC if the Priority Indicator is Yes on the H0BES. If the employee priority switch is turned on, the priorities set at the employee level will be used for that employee. Otherwise the company level priority numbers will be used.
	If no deduction priorities are established, deductions will be taken in deduction number order. Keeping this in mind, you might want to reserve deduction 250 for checking and 249 for savings.
3	Define what pays will be used to comprise gross pay, net pay, special pay, etc. Then set up the appropriate percentage deduction indicator set on the H0DCH and H0WCP screen.
	For information on the H0WCP screen, see the Company Pay Definitions chapter of this guide.
4	Establish up to 250 deductions for each employee on the H0ZDC screen. Depending on the way you define the FREQ field, the deductions will be automatically withheld from the employee's pay.
	See the Employee Deductions chapter of this guide for more information

Step	Action
5	To establish the deduction for the employee at the time it is to be withheld, enter an 8*XX* transaction (HUD02) screen. The AUTO DEDUCT FLAG field on the H0CFL screen must be set to **1**, and the deduction must be set up at the company level (H0VCD). See the Pay Transactions chapter of this guide for more information.

H0VCD - Company Deductions

```
> GU    _____   ON H0VCD

                  -----------COMPANY DEDUCTIONS----------

       COMPANY--> 00000
                                                                DED
         NO.      NAME          G/N      S R     MAND    CALC   PRTY
    _      0   _____    0        0       0       00    000
    _      0   _____    0        0       0       00    000
    _      0   _____    0        0       0       00    000
    _      0   _____    0        0       0       00    000
    _      0   _____    0        0       0       00    000
    _      0   _____    0        0       0       00    000
    _      0   _____    0        0       0       00    000
    _      0   _____    0        0       0       00    000
    _      0   _____    0        0       0       00    000
    _      0   _____    0        0       0       00    000
    _      0   _____    0        0       0       00    000
    _      0   _____    0        0       0       00    000
    _      0   _____    0        0       0       00    000
    _      0   _____    0        0       0       00    000
    _      0   _____    0        0       0       00    000

                                 05/08/01  11:35:57 1 M3LL DEVK ____
```

Screen Description

This screen allows you to define up to 250 voluntary deductions for a company.

Fields

NO.   **Data Type: Numeric**   **Length: 2**   **Field Type: Key**

Helps to determine an employee's deduction priority, in addition to identifying the company-defined deduction. The deduction number is the order in which the deduction is to be withheld from an employee's net or gross pay if no deduction priorities are established at the employee or company level or if two deductions have the same priority level. Deduction number 1 has the highest priority and will be withheld first; deduction number 250 has the lowest priority and will be the last deduction withheld from the employee's pay. The deduction number and priority is meaningful when banking deduction and tax levies are to be withheld.

NAME   **Data Type: Alphanumeric**   **Length: 14**   **Field Type: Required**

Specify the name of the deduction that you want to appear on the employee's cheque stub (advice of deposit) and on company deduction reports.   These deductions are in addition to tax deductions which are withheld automatically without special input.

G/N   **Data Type: Numeric**   **Length: 1**   **Field Type: Optional**

Indicate whether this deduction is withheld from an employee's pay before taxes, after taxes, or not at all. This field must be set to a value of **2** when used with calculation number 97.

Acceptable values are:

Value	Description
0	Do not withhold this deduction from employee's pay. This code may be used to stop the withholding of this deduction from all employees in a company having this deduction.
1	Withhold this deduction from an employee's pay before taxes (gross pay).
	When this value is entered, the amount of the deduction may be exempt from taxing. If the deduction uses calculation numbers 85 or 98, tax from which this deduction is exempt is specified on the employee level. If any other calculation number is used, the deduction is exempt from all taxes and all taxable fields will be reduced by the amount of the deduction.
2	Withhold this deduction from an employee's pay after taxes (net pay). This code is most commonly used since employee deductions are normally withheld after taxes.
3	Withhold from gross, selective taxability. When this value is used, the DEDUCTION UTILITY field will be used to control taxability, exactly as in calculation 85 or 98. This value can only be used for deductions that use a user-called routine with a calculation number of **1** through **39**.

S R   **Data Type: Numeric**   **Length: 1**   **Field Type: Optional**

Indicate whether groups of deductions are to be reported individually.

Acceptable values are:

Value	Description
0	Do not include this deduction in any individual deduction report.
1	Normally used to specify separate reporting.
2-8	Used with Report Writer options.
9	Include this banking or memo deduction on the direct deposit interface tape. A value of **9** is used only with calculation numbers of less than 70 or 90, 91, and 94.

MAND   **Data Type: Numeric**   **Length: 1**   **Field Type: Optional**

Indicate whether this is a mandatory deduction or memo (company-paid). A mandatory deduction must be withheld from an employee's pay.

Acceptable values are:

Value	Description
0	Not a mandatory deduction and will not be recycled by the system. If it cannot be withheld in its entirety, withhold the amount available and do not recycle.
1	Memo deduction (company-paid). If the employee is not paid when the deduction is scheduled, recycle the deduction. The recycled amount will be added to scheduled amounts when the employee is paid.
2	Mandatory deduction. If whole amount cannot be withheld, the remaining amount will be automatically withheld by the system either on this or a subsequent pay period, using the priority established for the deduction. This deduction will be recycled.
4	Memo deduction (company-paid). Calculate the deduction each time it is scheduled for employees scheduled to be paid, even if the employees are not paid. The deduction will be posted to YTD accumulators and will appear on deduction reports for all employees scheduled to be paid.
6	Not a mandatory deduction. If it cannot be withheld in its entirety, do not withhold it at all and do not recycle it.
8	Mandatory deduction. If it cannot be withheld in its entirety, recycle the whole amount.

Note: The MANDATORY DEDUCTION flag may not equal **1** or **4** if the calculation number equals **90**, **92**, or **94**.

CALC   Data Type: Numeric   Length: 2   Field Type: Required

Indicate the type of calculation to be performed when this deduction is withheld. It is used in conjunction with the DEDUCTIONS AMOUNT or PERCENT field on the H0ZDC screen.

Acceptable values are:

Value	Description
43	The five-place percentage from the AMT/PCT field on the H0ZDC screen is multiplied by the employee's current gross pay.
44	A 5-place percentage from the AMT/PCT field on the H0ZDC screen is multiplied by the employee's current net pay.
45	The rate from the AMT/PCT field on the H0ZDC screen is multiplied by the employee's current regular hours. This deduction constant is entered as a 5-decimal place factor.
46	The rate from the AMT/PCT field on the H0ZDC screen is multiplied by the sum of the employee's regular and overtime hours. This deduction constant is entered as a 5-decimal place factor.
	Calculation numbers 43-46 are included in the sample user-called deduction routines provided with the system.
	Note: When using calculation numbers 43, 44, 45, and 46, the first position of the UTILITY field does *not* indicate to the system that an amount has been entered in the RATE/AMOUNT field.
76	Specifies that this deduction is to use the standard calculation. Additionally, position 6-7 of the EMPLOYEE DEDUCTION UTILITY field may contain a 2-position numeric *sub-deduction number* which will be treated by the Employees Within Deduction Register (Report 21) as a separate deduction. The report will be sorted on this sub-deduction number following the deduction number, and it will appear in the heading title for each deduction.
80	Withhold an amount from the AMT/PCT field on the H0ZDC screen.
85	Specifies a deduction for a defined benefit or a defined contribution plan. This deduction must be withheld from gross pay to be effective by setting the GROSS/NET flag to a value of **1**. Taxes from which this deduction is exempt are specified at the employee level.

(continued)

Value	Description
86	Used as an employee's DEDUCTION LIMIT or GUARANTEED NET field. This deduction specifies the minimum amount of net pay that the employee is to receive. This deduction must be set up with a higher priority than the garnishment or wage assignment deduction.
90	Specifies that a deposit is to be made to the employee's chequing account. This amount is shown in the employee's net pay but not included in net cheque amount.
91	Specifies that a deposit be made to the employee's savings account.
92	Cash is to be paid to the employee. This amount is shown in the employee's net pay but not included in net cheque amount.
94	An employee's personal loan payment is to be withheld and included as an entry on the direct deposit interface tape.
95	An employee's net pay is to be garnished. (May also use calculation 86 in conjunction with calculation 96.)
96	Specifies that this deduction is to use the standard calculation which can be an amount or percent and can use several options as specified in the UTILITY field of the H0ZDC screen.
97	Specifies this deduction is either a payment advance, repayment deduction, or an unpaid absence repayment deduction. The G/N flag must be a **2** to cause this deduction to be withheld from net pay to withhold correct taxes when used as a repayment deduction.
98	Specifies this deduction is for pension plan contributions. This deduction must be withheld from gross pay to be effective; set the G/N flag to **1**. Taxes from which this calculation is exempt are specified on the employee level.

PRIORITY

Data Type: Numeric **Length: 3** **Field Type: Optional**

Helps to determine an employee's deduction priority. The deduction priority number is the order in which the deduction is to be withheld from an employee's gross or net pay. If deductions have the same priority number, the deduction with the lowest deduction number is taken out first. Priority zero has the highest priority and will be withheld first; Priority 250 has the lowest priority and will be the last deduction withheld from the employee's pay. Priority levels established for an employee on the H0ZDC screen will be used if the Employee Priority Indicator is **Yes** on the H0BES screen.

Special Considerations for Setting Up Deductions

Deductions that require special considerations when being set up are discussed in the following topics, which include the valid values to use. These examples are intended as guidelines, not detailed instructions on entering each screen. For detailed information about the values used for each field, see the documentation on each screen.

Setting Up a Chequing and Savings Deductions (Calculations 90, 91)

When you establish banking deductions using these calculations, HCM:M includes them on Report 26 (Direct Deposit Transmission Report). Steps to establish direct deposits are in the System Information chapter of this guide.

Setting Up a Chequing Deduction

Use calculation 90 to specify a deposit to a chequing account. For an entire net deposit of employee pay to a chequing account to be calculated correctly, the deduction priorities must be arranged so this deduction is withheld last and the percentage must be 100 percent (**1.00000**). To calculate and deposit an employee's entire net pay to a chequing account, we suggest these field entries:

- H0VCD (Company Deduction) screen: **250** in the NO. field.
- H0ZDC (Employee Deductions) screen: **0100.000** in the PERCENT field.

These entries tell HCM:M to calculate this deduction last at a percentage of 100 percent.

Follow these steps to establish the chequing deduction.

Step	Action
1	Set up the bank information on the H0001 screen if it has not already been set up.
2	Set up the company deduction on the H0VCD screen using the following values: ■ DEDUCTION NUMBER - **250** (recommended) ■ G/N - **2** ■ SR - **9** ■ MAND - **2**, **6**, or **8** ■ CALC - **90**
3	If the deduction is to be calculated as a percentage, set up the appropriate percentage deduction indicator set on the H0DCH and/or the H0WCP screens.
4	Set up Report 25 on the company header record using the H0XCR screen. Report 25 is the Direct Deposit Interface Tape. See the Establishing a Direct Deposit Interface Tape topic in the System Information chapter of this guide.
5	Set up the employee deduction on the H0ZDC screen. See the Withholding Chequing and Savings Deductions topic in the Employee Deductions chapter of this guide.

Setting Up a Savings Deduction

Use calculation 91 to specify a deposit to a savings account. We suggest that for this deduction you enter **249** in the NO. field on the H0VCD screen. This allows you to establish the last deduction as a checking deduction (if necessary).

Follow these steps to establish a savings deductions:

Step	Action
1	Set up the bank information on the H0001 screen, if it has not already been set up.
2	Set up the company deduction on the H0VCD screen using the following values: ■ DEDUCTION NUMBER - **249** (recommended) ■ G/N - **2** ■ SR - **9** ■ MAND - **0**, **2**, **6**, or **8** ■ CALC - **91**
3	If the deduction is to be calculated as a percentage, set up the appropriate percentage deduction indicators on the H0DCH and/or the H0WCP screens to be used by this deduction.
4	Set up Report 25 on the company header record using the H0XCR screen. Report 25 is the Direct Deposit Interface Tape. See the Establishing a Direct Deposit Interface Tape topic in the System Information chapter of this guide.
5	Set up the employee deduction on the H0ZDC screen. See the Withholding Chequing and Savings Deductions topic in the Employee Deductions chapter of this guide.

Setting Up Cash Payments (Calculation 92)

These steps describe how to establish a deduction for cash payments. To pay an employee's entire net wages as cash, enter this deduction with the highest number possible. In addition, establish the deduction as 100 percent of the employee's net pay (0100.00 0 in the PERCENT field on the H0ZDC screen).

Follow these steps to establish a cash payment deduction:

Step	Action
1	Set up the company deduction on the H0VCD screen using the following values: ■ DEDUCTION NUMBER - **1** - **250** ■ G/N - **2** ■ SR - **0 - 8** ■ MAND - valid value other than **1** or **4** ■ CALC - **92**
2	If the deduction is to be calculated as a percentage, set up the appropriate percentage deduction indicators on the H0DCH and/or the H0WCP screens.
3	Set up the employee deduction on the H0ZDC screen. See the Withholding Cash Payment Deductions topic in the Employee Deductions chapter of this guide.

Setting Up Installment Loan Deductions (Calculation 94)

Use calculation 94 to set up a company deduction definition for an installment loan deduction.

Step	Action
1	Set up the bank information on the H0001 screen, if it has not already been set up.
2	Set up the company deduction on the H0VCD screen using the following values: ■ DEDUCTION NUMBER - **1** - **250** ■ G/N - **2** ■ SR - **9** ■ MAND - any valid value except **1** and **4** ■ CALC - **94**
3	Set up the deduction on the H0ZDC screen. See the Withholding Installment Loan Deductions topic in the Employee Deductions chapter of this guide.

Setting Up Garnishments (Calculations 95, 96)

There are currently two methods used to garnish an employee's wages and allow for a *guaranteed net*. The first uses calculation 95 and the other uses calculation 96.

- Calculation 95 allows a maximum of $999999 as the guaranteed net pay for the employee.

- Calculation 96 requires that another deduction (using calculation 86) be set up for guaranteed net.

Use these calculations to set up company-level deduction definitions for garnishments.

Method One - Guaranteed Net of up to 999999 (Calculation 95)

Follow these steps to establish the garnishment deduction definition using calculation 95:

Step	Action
1	Set up the company guaranteed net garnishment deduction on the H0VCD screen using the following values: ■ DEDUCTION NUMBER - **1** - **250** (since wage garnishment may be the result of legal action, this deduction is normally given a high priority by establishing it as a low deduction number) ■ G/N - **2** ■ SR - **0** - **9** ■ MAND - any valid value except **1** ■ CALC - **95**
2	If the deduction is to be calculated as a percentage, set up the appropriate percentage deduction indicators on the H0DCH and/or the H0WCP screens.
3	Set up the employee guaranteed net garnishment deduction on the H0ZDC screen. See the Withholding Garnishments topic in the Employee Deductions chapter of this guide.

Method Two - Guaranteed Net Using a Deduction (Calculations 96 and 86)

Use calculation 96 to specify a garnishment to an employee's pay. You can also establish calculation 86 if you want to guarantee a minimum amount of net pay to the employee. Calculation 86 specifies to HCM:M that an amount or percentage of net pay is exempt from any voluntary deductions **with a higher deduction number or priority number**. HCM:M deducts this amount or percentage for the employee's net pay before it takes voluntary deductions. After HCM:M subtracts all deductions, it adds any remaining amount tot he guaranteed amount to produce the employee's net pay. You can override the guaranteed net deduction.

Follow these steps to establish the garnishment deduction definitions using calculations 96 and 86:

Step	Action
1	Set up the company **garnishment** deduction definition on the H0VCD screen as follows:
	■ DEDUCTION NUMBER - **1** - **250** (since wage garnishment may be the result of legal action, this deduction is normally given a high priority by establishing it as a low deduction number)
	■ G/N - **2**
	■ SR - **0** - **9**
	■ MAND - **2**
	■ CALC - **96**
2	Set up the company **guaranteed net** deduction on the H0VCD screen as follows:
	■ DEDUCTION NUMBER - **1** - **250** (deduction **01** is recommended so that the amount guaranteed to the employee is reserved before any other deductions are withheld)
	■ G/N - **2**
	■ SR - **0** - **9**
	■ MAND - **2**
	■ CALC - **86**
3	If the deduction is to be calculated as a percentage, set up the appropriate percentage deduction indicators on the H0DCH and/or the H0WCP screens.
4	Set up the employee **garnishment** deduction on the H0ZDC screen. See the Withholding Garnishments topic in the Employee Deductions chapter of this guide.

(continued)

Step	Action
5	To issue a separate cheque for the amount of the garnishment, the name and address of the recipient must be established using the H0901 screen. The address should be entered as it is to appear on the cheque. The ADDRESS NUMBER field contains a value of **1** through **9** that is used in position 17 of the UTILITY field of the H0ZDC screen. See the Withholding Garnishments topic in the Employee Deductions chapter of this guide.
6	Set up the employee **guaranteed net** deduction on the H0ZDC screen. See the Withholding Garnishments topic in the Employee Deductions chapter of this guide.

Setting Up Standard Deductions (Calculations 96, 76)

HCM:M uses the following calculation methods for standard deductions for the majority of employee deductions:

- Calculation 96 - most commonly used calculation method

- Calculation 76 - used primarily when you want to allow a multiple occurring deduction to be reported as a single deduction

Use these calculations to set up company-level standard deduction definitions.

Standard Deduction (Calculation 96)

Use calculation 96 to calculate an amount or percent from an employee's pay. HCM:M uses this calculation method for the majority of employee deductions. Using calculation 96, you may enter these fields on the H0ZDC screen to set up the employee deduction:

- GOAL AMT

- START DATE or NO. DAYS

- END DATA

You can produce a third party check (for a garnishment, for example).

Follow these steps to establish the standard company deduction definition using calculation 96:

Step	Action
1	Set up the company deduction on the H0VCD screen as follows: ■ DEDUCTION NUMBER - **1** - **250** ■ G/N - **2** ■ SR - **0** - **9** ■ MAND - valid value ■ CALC - **96**

(continued)

Step	Action
2	If the deduction is to be calculated as a percentage, set up the appropriate percentage deduction indicator set on the H0DCH and/or the H0WCP screens.
3	Set up the employee deduction on the H0ZDC screen. See the Withholding Standard Deductions topic in the Employee Deductions chapter of this guide.
4	**To issue a separate cheque for the amount of the garnishment,** the name and address of the recipient must be established using the H0901 screen. The address should be entered as it is to appear on the cheque. The ADDRESS NUMBER field contains a value of **1** through **9** that is used in the last position of the UTILITY field of the H0ZDC screen. See the Withholding Standard Deductions topic in the Employee Deductions chapter of this guide.

Alternate Method of Setting Up Miscellaneous Deductions (Calculation 76)

Use calculation number 76 as an alternate method of setting up miscellaneous deductions. Use this deduction calculation method when you want to use a sub-deduction number, allowing a multiple occurring deduction for a company to be reported as a single deduction. This allows a company to set up a single deduction number that can be reported separately up to 100 different ways, thereby reserving the other 249 deductions for other purposes. These sub-deduction numbers will be reported separately on the Employees Within Deduction Register (Report 21). This is useful when a company has a deduction such as union dues and wishes to specify the union as sub-deductions of this deduction.

You may use the GOAL AMT field on the H0ZDC screen when setting up the employee deduction. You cannot establish an H0901 (Deduction Payment Name & Address) screen for third party checks using calculation 76.

Follow these steps to establish a standard company deduction definition using calculation 76:

Step	Action
1	Set up the company deduction on the H0VCD screen as follows:
	■ DEDUCTION NUMBER - **1** - **250**
	■ G/N - **2**
	■ SR - **0** - **9**
	■ MAND - valid value
	■ CALC - **76**
2	If the deduction is to be calculated as a percentage, set up the appropriate percentage deduction indicator set on the H0DCH and/or the H0WCP screens.
3	Set up the employee deduction on the H0ZDC screen. See the Withholding Standard Deductions topic in the Employee Deductions chapter of this guide.

Setting up Pension Plan Deductions (Calculations 85, 98)

HCM:M uses calculation numbers 85 and 98 to report pension plan deductions.

HCM:M allows special taxing on the AMT/PCT field of the H0ZDC (Employee Deductions) screen. To obtain special taxing, these deductions must be withheld from gross pay on the H0VCD screen with a value of 1 in the G/N field (calculation gross pay).

Follow these steps to establish a deduction for a pension plan using calculations 85 or 98:

Step	Action
1	Set up the company deduction on the H0VCD screen using the following values: ■ DEDUCTION NUMBER - **1** - **250** ■ G/N - **1** ■ SR - **0** - **9** ■ MAND - valid value ■ CALC - **85** or **98**
2	If the deduction is to be calculated as a percentage, set up the appropriate percentage deduction indicators on the H0DCH and/or the H0WCP screens.
3	Set up the deduction on the H0ZDC screen. See the Withholding Pension Plan Deductions topic in the Employee Deductions chapter of this guide.

Setting Up Advance Repayment Deductions (Calculation 97)

You must use calculation 97 for repayment of an advance. The advance must use pay calculation 10. The amount to be withheld is determined by the amount of the advance paid to the employee using an advance special pay transaction (9xx transaction). Establish this advance repayment deduction before you enter the 9xx transaction.

Setting Up Advance Repayment Deduction

Follow these steps to establish a deduction for the repayment of advances using calculation 97:

Step	Action
1	Set up the advance special pay on H0WCP. See the Setting Up Advances topic in the Company Pay Definitions chapter of this guide.
2	Set up the company deduction on the H0VCD screens using the following values: ■ DEDUCTION NUMBER - Same as that established for the advance special pay on the H0WCP screen. ■ G/N - **2** (net) ■ SR - valid value ■ MAND - valid value other than **1** or **4** ■ CALC - **97** **Note:** Refer to advance repayments using calculation number 97 in the employee deduction information section when using UTILITY fields.
3	If the deduction is to be calculated as a percentage, establish the percentage deduction indicator set on the H0DCH and/or the H0WCP screens.
4	Set up the employee deduction on the H0ZDC screen. See the Withholding Advance Repayment Deductions topic in the Employee Deductions chapter of this guide.

Automatic Advance Repayment Deduction Setup for Employee When Paying Advance

When you pay an employee an advance using special pay calculation 10, you have two options for automating the advance repayment deduction at the employee level:

- Use the advance amount for a goal

- Establish a "pay back" amount

See the Withholding Advance Repayment Deductions topic in the Employee Deductions chapter and the Paying Advance To Be Repaid (9XX Transaction on HUE02) topic in the Pay Transactions chapter of this guide.

Setting Up Unpaid Absence Repayment Deduction (Calculation 97)

You must use calculation 97 for a repayment of an unpaid absence. The amount to be withheld is determined by the amount of the absence paid to the employee using an unpaid absence special pay transaction (9xx transaction). Establish this unpaid absence repayment deduction before you enter the 9xx transaction.

Follow these steps to establish a deduction for repayment of an absence using calculation 97:

Step	Action
1	Set up special pay for tracking unpaid absences on the H0WCP (Company Special Pays) screen. See the Setting Up to Track Unpaid Absences in the Company Pay Definitions chapter of this guide.
2	Set up the company deduction on the H0VCD screen using the following values: ■ NUMBER - Same as the special pay number for unpaid absences established on the H0WCP screen. ■ G/N - **2** (net) ■ SR - valid value ■ MAND - valid value other than **1** or **4** ■ CALC - **97**
3	If the deduction is to be calculated as a percentage, set up the appropriate percentage deduction indicator set on the H0DCH and/or the H0WCP screens.
4	Set up the employee deduction on the H0ZDC screen. See the Withholding Unpaid Absences Repayment Deductions in the Employee Deductions chapter of this guide.

Setting Up Sales Draw Repayment Deduction (Calculation 97)

You must use calculation 97 for repayment of a sales person's draw. The amount to be withheld is determined by the amount of the draw paid to the employee using a sales person's draw special pay transaction (9xx transaction on the HUE02 screen). Establish this sales draw repayment deduction at the company and employee level before you enter the 9xx transaction for the employee's draw.

Follow these steps to establish a deduction definition for a sales repayment draw using calculation 97:

Step	Action
1	Set up special pays for a sales person's draw and for commissions on the H0WCP (Company Special Pays) screen. See the Setting Up Sale Person's Draw topic in the Company Pay Definitions chapter of this guide.
2	Set up the company deduction on the H0VCD screen using the following values: ■ NUMBER - Same as the special pay number for a draw established on the H0WCP screen. ■ G/N - **1** (gross) ■ SR - Valid value ■ MAND - Valid value other than **1** or **4** ■ CALC - **97**
3	If the deduction is to be calculated as a percentage, set up the appropriate percentage deduction indicator set on the H0DCH and/or the H0WCP screens.
4	Set up the employee deduction for the repayment of the draw on the H0ZDC screen. See the Withholding Sales Draw Repayment Deductions in the Employee Deductions chapter of this guide
5	Set up an automatic special payment for the draw at the employee level using the H10AS screen. See the Setting Up Automatic Special Payments topic in the Basic Employee Information chapter of this guide.
6	Enter a 9*XX* transaction (HUE02 screen) to pay commission pay . See the Paying Sales Person's Draw topic in the Pay Transactions chapter of this guide.

Changing the Established Deduction Processing for a Company

During the processing of a payroll, it may be desirable at times to change the normal processing of deductions. It is possible at anytime to decrease the standard amount of a deduction, to increase the amount, to have an entirely different amount withheld, to stop a deduction permanently or to stop a deduction for only one pay period.

The screens to be used will depend upon whether the changes to deduction processing are to be temporary or permanent. In the case of permanently changing a deduction or any information regarding a deduction, change the appropriate field(s) on the H0VCD or the H0ZDC screens.

Suppressing Deductions for a Company

- To permanently stop a deduction, change the G/N field to **0** for the deduction on the company header record using the H0VCD screen.

- To stop the deduction for one pay period, use the CTD transaction on the HSCTM screen. A maximum of 32 deductions may be suppressed in this manner.

Changing Deductions for Specific Employees

At the employee level, you use different screens to change deductions for an employee by suppressing or deleting deductions or changing deduction amounts. See the Changing the Established Deductions for an Employee in the Employee Deductions chapter of this guide.

H0DCH - Company Percentage Deduction Indicators

```
> GU                                                                ON H0DCH

                    -COMPANY PERCENTAGE DEDUCTION INDICATORS-

   COMPANY--> 00000
                    ---------PERCENTAGE DEDUCTION INDICATORS---------
 _   ---CATEGORY---   1     2     3     4     5     6     7     8     9

     REGULAR PAY      _     _     _     _     _     _     _     _     _
     OVERTIME 1 PAY   _     _     _     _     _     _     _     _     _
     OVERTIME 2 PAY   _     _     _     _     _     _     _     _     _
     SHIFT 2 PAY      _     _     _     _     _     _     _     _     _
     SHIFT 3 PAY      _     _     _     _     _     _     _     _     _
     VACATION PAY     _     _     _     _     _     _     _     _     _
     SICK PAY         _     _     _     _     _     _     _     _     _
     BONUS PAY        _     _     _     _     _     _     _     _     _
     PENSION PAY      _     _     _     _     _     _     _     _     _
     NET PAY          _     _     _     _     _     _     _     _     _




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```

Screen Description

Percentage deduction indicators are a group of flags that specify the types of pay used in calculating a percentage deduction. Percentage deductions are deductions that withhold a percentage from a specific pay or a combination of pays. You can establish up to nine percentage deduction indicator sets for each company. A percentage deduction indicator set includes the regular and special pay types from which the deduction needs to be withheld. Each set can include a combination of the 259 pay types available (regular, shift, special pays, etc.) and net pay.

To withhold a percentage from a pay, establish a percentage deduction indicator set at the company level on this screen. The H0WCP screen is used to include special pays in a percentage deduction indicator set. These screens are used together to identify the types of pays which will be used to calculate a percentage deduction.

Note: When a percentage deduction is required for an employee, establish the appropriate percentage deduction indicator set number in the first position of the UTILITY field on the H0ZDC screen. Also set up the percentage for calculating the deduction in the AMT/PCT field for the employee on this screen.

Fields

CATEGORY   This field displays the pays for which you can establish percentage deduction indicators.

PERCENTAGE DEDUCTION INDICATORS   Enter a **1** in the PERCENTAGE DEDUCTION INDICATOR flag for that set number to include a pay in a percentage deduction indicator set. Acceptable values are:

Value	Description
Blank	Not included in this set
1	Include this pay in this percentage deduction indicator set

Example of Percentage Deduction Indicators

Your company offers a pension savings plan for employees. This plan will require a percentage deduction which will be withheld from all pays except net pay. This percentage deduction example will use percentage deduction indicator 3.

Step	Action
1	On the H0DCH screen, enter a **1** in column 3 for all pays except net pay.

(continued)

```
> GU    _____ ON H0DCH


                  -COMPANY PERCENTAGE DEDUCTION INDICATORS-

    COMPANY--> 00000
                       --------PERCENTAGE DEDUCTION INDICATORS---------
  _   ---CATEGORY---   1    2    3    4    5    6    7    8    9

      REGULAR PAY      _    _    _    _    _    _    _    _    _
      OVERTIME 1 PAY   _    _    _    _    _    _    _    _    _
      OVERTIME 2 PAY   _    _    _    _    _    _    _    _    _
      SHIFT 2 PAY      _    _    _    _    _    _    _    _    _
      SHIFT 3 PAY      _    _    _    _    _    _    _    _    _
      VACATION PAY     _    _    _    _    _    _    _    _    _
      SICK PAY         _    _    _    _    _    _    _    _    _
      BONUS PAY        _    _    _    _    _    _    _    _    _
      PENSION PAY      _    _    _    _    _    _    _    _    _
      NET PAY          _    _    _    _    _    _    _    _    _




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```

Step	Action
2	On the H0WCP screen, enter a **1** in column 3 of the PERCENTAGE DEDUCTION INDICATOR field for any special pays your company has established.

(continued)

```
> GU    _____  ON H0WCP

                   ----------COMPANY SPECIAL PAYS----------

      COMPANY--> 00000
                              TAX    AVG   -PERCENTAGE DEDUCTION INDICATORS-
      NO.     NAME      CALC  FLAGS   OT  1   2   3   4   5   6   7   8   9

  _      0   _____  00  000000000 _   _   _   _   _   _   _   _   _   _

  _      0   _____  00  000000000 _   _   _   _   _   _   _   _   _   _

  _      0   _____  00  000000000 _   _   _   _   _   _   _   _   _   _

  _      0   _____  00  000000000 _   _   _   _   _   _   _   _   _   _

  _      0   _____  00  000000000 _   _   _   _   _   _   _   _   _   _

  _      0   _____  00  000000000 _   _   _   _   _   _   _   _   _   _

  _      0   _____  00  000000000 _   _   _   _   _   _   _   _   _   _


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```

Step	Action
3	On the H0ZDC screen, enter a **3** in the first position of the UTILITY field to indicate this percentage deduction is to be withheld for all employees participating in the pension plan.
	Enter the percentage of the deduction for each employee in the AMT/PCT field on this screen.

(continued)

```
> GU    _____ ON H0ZDC

                      ---------EMPLOYEE DEDUCTIONS------------

  COMPANY--> 00000   EMPLOYEE NUMBER---> 00000000000
  NAME----->

   NO      NAME            AMT/PCT          GOAL          UTILITY
     CALC GN FR   PRTY START DATE      END DATE        DED MTD         DED YTD

_     0                 _____           .00  _____
      00   0 00   000  00/00/0000    00/00/0000             .00             .00

_     0                 _____           .00  _____
      00   0 00   000  00/00/0000    00/00/0000             .00             .00

_     0                 _____           .00  _____
      00   0 00   000  00/00/0000    00/00/0000             .00             .00

_     0                 _____           .00  _____
      00   0 00   000  00/00/0000    00/00/0000             .00             .00


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```

Note: For additional examples, see the discussion on percentage deduction indicators for the H0WCP and the H0ZDC screens.

6 Labour Distribution

Chapter Contents

Introduction

This chapter tells you how to establish and maintain a company's labor distribution posting records.

Labour Distribution Screens

The chart below lists the screens used in defining labour records; the screen title; the maintenance allowed for each, *I* (insert), *R* (replace); and the transactions associated with each screen.

Screen	Title	Maintenance	Transactions
H1O01	Labour Distribution Constant Data	*I, R*	L01, L02, L03, L04
H1P01	Labour Distribution Pay Data	*R*	L05, L06

Use the HS7CL screen to correct department, section, or labour code entries on an employee's labour distribution record on the Earnings Hsitory file without affecting pay. See the HS7CL - Labour Adjustment topic in the Manual Pay Updates and Adjustments chapter in this guide.

Key Fields

These fields contain values under which similar material is stored so it will be easier to find when you look for it. Key fields common to all screens will be discussed here. Other key fields are discussed with the field descriptions of the screen.

COMPANY

Data Type: Numeric   **Length: 5**   **Field Type: Required**

Enter the company number for which you are creating or maintaining labour distribution records.

DIVISION

Data Type: Alphanumeric   **Length: 3**   **Field Type: Required**

Enter the division for which you are creating or maintaining labour distribution records.

OFFICE

Data Type: Alphanumeric   **Length: 3**   **Field Type: Required**

Enter the office for which you are creating or maintaining labour distribution records.

DEPARTMENT

Data Type: Alphanumeric   **Length: 3**   **Field Type: Required**

Enter the department for which you are creating or maintaining labour distribution records.

SECTION

Data Type: Alphanumeric   **Length: 2**   **Field Type: Required**

Enter the section for which you are creating or maintaining labour distribution records.

Note: Division and office are taken from the Employee Master file and may not be overridden by pay transactions. Department and section are taken from the Employee Master file, but may be overridden on a pay transaction by entering a valid department and section in the DEPT/SEC field.

LABOR DIST CODE

Data Type: Alphanumeric   **Length: 22**   **Field Type: Required**

Enter a user-defined code to identify the labour distribution records you are creating or maintaining.

EXT

Data Type: Alphanumeric   **Length: 4**   **Field Type: Optional**

This field is used if you need more space to identify labour distribution records.

Establishing and Maintaining Labour Distribution Information

The HCM:M system has a predefined Facts file type (0) which may be used to establish and maintain labour information, post current data, and validate organizational codes and labour code input. Any or all of these capabilities may be used. If this file type contains any records, then the online system assumes that the organizational code and labour code information entered on file maintenance or data entry screens should be validated against the records on the file.

Report 201 should be set up on company header records using the H0XCR screens and requested each time labour is processed, if posting of the period-to-date and month-to-date information is required. Reports 602 and 603 display the posted information.

The file type can be implemented just for the validation of input if the user has a separate labour system, or if user-defined posting records are needed because the contents of these records do not meet your company's needs. The format of these records cannot be changed.

This chapter tells you how to establish and maintain labour distribution posting records. These records are used primarily to store month-to-date and project-to-date data.

Editing Labor Distribution Data

Before the system will perform edits on labour distribution data, you must first establish predefined labour records using the H1O01 screen. After you have established predefined labour records, messages appear when you set up or maintain invalid data on employee records or enter information using regular pay transactions on the Employee Master file. These are warning messages and will not stop processing. You must either correct the problem at this time or make a note of it and correct it later.

To ensure that all fields with errors are corrected, enter *GUH* on the command line and *R* in the UPDATE SUBCOMMAND field. Fields that contain errors are highlighted.

When you enter a 700, 7*XX*, or 900 series (pay) transaction, the system takes the department number, section number, and labour distribution code from the timecard, and division, office, and labour code extension from the Employee Master file and builds a key to the labour record. If this information is not on the timecard, the system takes all the information from the Employee Master file. If there is a discrepancy between the key built by the system and the key to the labour record, an error message will appear. Again, these are warning messages and will not stop processing.

Deleting Labour Project Record - LDL Transaction

The LDL transaction is used to delete project labour records stored on the Facts DataFile. Enter the LDL transaction when the indicated project has been completed, and you no longer need to retain the project records.

Use the HTA01 (General Data Entry) screen to enter the LDL transaction. For more information on the HTA01 screen, see the Basic Features of a Data Entry Screen topic of the Using the System chapter of this guide.

H1O01 - Labour Distribution Constant Data

```
> GU _____ ON H1OO1

                    ----LABOR DISTRIBUTION CONSTANT DATA----


     CO. NO. DIVISION OFFICE DEPARTMENT SECTION     LABOR DIST CODE    EXT
  _      0     ____      ____    ____       __      _____ ____

     PERCENT COMPLETE    0           TITLE           _____
     UNIT OF MEASURE    ____         UNIT COST                        .00
     MTD BUDGET AMOUNT            .00    PTD BUDGET AMOUNT            .00
     MTD MATERIAL COST            .00    PTD MATERIAL COST            .00
     MTD NUMBER OF UNITS          .00    PTD NUMBER OF UNITS          .00
     MTD REGULAR HOURS            .00    PTD REGULAR HOURS            .00
     MTD OVERTIME HOURS           .00    PTD OVERTIME HOURS           .00
     MTD SHIFT HOURS              .00    PTD SHIFT HOURS              .00





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```

Screen Description

This screen is used to define a title for a particular labour distribution record and to enter and maintain data pertaining to budget and material costs, units produced, and hours expended in the production of an item.

Fields

PERCENT COMPLETE   **Data Type: Numeric**   **Length: 3**   **Field Type: Optional**

Enter a 2-decimal-place percent that indicates the ratio of total labour dollars to total project-to-date budget for this item.

TITLE   **Data Type: Alphanumeric**   **Length: 20**   **Field Type: Optional**

Enter the title to be associated with this labour distribution record.

UNIT OF MEASURE   **Data Type: Alphanumeric**   **Length: 4**   **Field Type: Optional**

Enter the name of the units used to measure quantities of items produced that are associated with this particular record.

UNIT COST

Data Type: Numeric   **Length: 11**   **Field Type: Optional**

Specify a 2-decimal-place amount that indicates the cost of each unit produced that is associated with this particular record.

MTD BUDGET AMOUNT

Data Type: Numeric   **Length: 11**   **Field Type: Optional**

Enter a 2-decimal-place amount to indicate the month-to-date budget for this record.

PTD BUDGET AMOUNT

Data Type: Numeric   **Length: 11**   **Field Type: Optional**

Enter a 2-decimal-place amount to indicate the project-to-date budget for this record.

MTD MATERIAL COST

Data Type: Numeric   **Length: 11**   **Field Type: Optional**

Enter a 2-decimal-place amount to indicate the month-to-date total material cost for this record.

PTD MATERIAL COST

Data Type: Numeric   **Length: 11**   **Field Type: Optional**

Enter a 2-decimal-place amount to indicate the project-to-date total material cost for this record.

MTD NUMBER OF UNITS

Data Type: Numeric   **Length: 11**   **Field Type: Optional**

Enter a 2-decimal-place amount to indicate the month-to-date total number of units produced for this record.

PTD NUMER OF UNITS

Data Type: Numeric   **Length: 11**   **Field Type: Optional**

Enter a 2-decimal-place amount to indicate the project-to-date total number of units produced for this record.

MTD REGULAR HOURS

Data Type: Numeric   **Length: 7**   **Field Type: Optional**

Enter a 2-decimal-place amount to indicate the month-to-date total number of regular labour hours expended on this item for this record.

PTD REGULAR HOURS

Data Type: Numeric   **Length: 9**   **Field Type: Optional**

Enter a 2-decimal-place amount to indicate the project-to-date total number of regular labour hours expended on this item for this record.

MTD OVERTIME HOURS	**Data Type: Numeric**	**Length: 7**	**Field Type: Optional**

Enter a 2-decimal-place amount to indicate the month-to-date total number of overtime labour hours expended on this item for this record.

PTD OVERTIME HOURS	**Data Type: Numeric**	**Length: 9**	**Field Type: Optional**

Enter a 2-decimal-place amount to indicate the project-to-date total number of overtime labour hours expended on this item for this record.

MTD SHIFT HOURS	**Data Type: Numeric**	**Length: 7**	**Field Type: Optional**

Enter a 2-decimal-place amount to indicate the month-to-date shift hours expended on this item for this record.

PTD SHIFT HOURS	**Data Type: Numeric**	**Length: 9**	**Field Type: Optional**

Enter a 2-decimal-place amount to indicate the project-to-date shift hours expended on this item for this record.

H1P01 - Labour Distribution Pay Data

```
> GU  _____  ON H1P01

                    ------ LABOR DISTRIBUTION PAY DATA------


    CO. NO. DIVISION OFFICE DEPARTMENT SECTION    LABOR DIST CODE    EXT
 _      0      ___     ___    ___       __    _____ ____

    MTD REGULAR PAY              .00    PTD REGULAR PAY              .00
    MTD OVERTIME ONE PAY         .00    PTD OVERTIME ONE PAY         .00
    MTD OVERTIME TWO PAY         .00    PTD OVERTIME TWO PAY         .00
    MTD SHIFT PREMIUM PAY        .00    PTD SHIFT PREMIUM PAY        .00

    CO. NO. DIVISION OFFICE DEPARTMENT SECTION    LABOR DIST CODE    EXT
 _      0      ___     ___    ___       __    _____ ____

    MTD REGULAR PAY              .00    PTD REGULAR PAY              .00
    MTD OVERTIME ONE PAY         .00    PTD OVERTIME ONE PAY         .00
    MTD OVERTIME TWO PAY         .00    PTD OVERTIME TWO PAY         .00
    MTD SHIFT PREMIUM PAY        .00    PTD SHIFT PREMIUM PAY        .00



                          05/08/01  11:36:16 1 M3LL DEVK ____
```

Screen Description

This screen is used to enter regular, shift, and overtime pay for a labour distribution record. You can enter two records on this screen.

Fields

MTD REGULAR PAY **Data Type: Numeric**   **Length: 11**   **Field Type: Optional**

Enter a 2-decimal-place amount to indicate the month-to-date regular pay for this item for this record.

PTD REGULAR PAY **Data Type: Numeric**   **Length: 11**   **Field Type: Optional**

Enter a 2-decimal-place amount to indicate the project-to-date regular pay for this item for this record.

MTD OVERTIME ONE PAY **Data Type: Numeric**   **Length: 11**   **Field Type: Optional**

Enter a 2-decimal-place amount to indicate the month-to-date total overtime one pay for this item for this record.

PTD OVERTIME ONE PAY **Data Type: Numeric**   **Length: 11**   **Field Type: Optional**

Enter a 2-decimal-place amount to indicate the project-to-date overtime one pay for this item for this record.

MTD OVERTIME TWO PAY

Data Type: Numeric   **Length: 11**   **Field Type: Optional**

Enter a 2-decimal-place amount to indicate the month-to-date overtime two pay for this item for this record.

PTD OVERTIME TWO PAY

Data Type: Numeric   **Length: 11**   **Field Type: Optional**

Enter a 2-decimal-place amount to indicate the project-to-date overtime two pay for this item for this record.

MTD SHIFT PREMIUM PAY

Data Type: Numeric   **Length: 11**   **Field Type: Optional**

Enter a 2-decimal-place amount to indicate the month-to-date shift premium pay for this item for this record.

PTD SHIFT PREMIUM PAY

Data Type: Numeric   **Length: 11**   **Field Type: Optional**

Enter a 2-decimal-place amount to indicate the project-to-date shift premium pay for this item for this record.

Chapter Contents

Introduction

This chapter tells you how to, as a service bureau, establish information needed to process payrolls for other companies.

Service Bureau Screens

The chart below lists the screens used in defining payroll information for companies you will be processing; the screen title; the maintenance allowed for each, *I* (insert), *R* (replace); and the transactions associated with each screen.

Screen	Title	Maintenance	Transactions
H0DBT	Company Transaction Billing	*R*	140
H0DCA	Company Service Bureau Data	*R*	124, 126, 128, 130, 132, 143
H0YCB	Company Report Billing	*R*	134, 170
H0501	Current Statistics for Billing	*R*	168
H0502	Monthly Statistics for Billing	*R*	168
H0503	Quarterly Statistics for Billing	*R*	168
H0504	Annual Statistics for Billing	*R*	168

Key Fields

These fields contain values under which similar material is stored so it will be easier to find when you look for it. Key fields common to all screens will be discussed here. Other key fields are discussed with the field descriptions of the screen.

COMPANY

Data Type: Numeric   **Length: 5**   **Field Type: Required**

Enter the company number for which you will be processing payrolls.

H0DBT - Company Transaction Billing

```
> GU  _____  ON H0DBT

                    ------COMPANY TRANSACTION BILLING-------

   COMPANY--> 00000

 _                    RATE  COUNT  AMT.                 RATE  COUNT  AMT.

    NEW EMPLOYEES-->   .000    0    .00  ACTIVE EMPLOYEE>  .000    0    .00
    ON LEAVE EMP--->   .000    0    .00  TERMINATED EMP->  .000    0    .00
    EMPLOYEES PAID->   .000    0    .00  PRODUCTION RUNS>  .000    0    .00
    SPECIAL PAY RUN>   .000    0    .00  REGULAR PAY TR.>  .000    0    .00
    ONE TIME DED.-->   .000    0    .00  SPECIAL PAY TR.>  .000    0    .00
    ADJ TRANSACTION>   .000    0    .00  FIELDS CHANGED->  .000    0    .00
    TAX RECORDS PRE>   .000    0    .00  NOT USED------->  .000    0    .00
    EMP NOT PAID--->   .000    0    .00  UPDATE TRANS--->  .000    0    .00
    DIAGNOTICS GEN->   .000    0    .00




                                       05/08/01  09:43:18 1 M3LL DEVK ____
```

Screen Description

This screen allows you to establish billing rates, counts, and amounts used to charge other establishments for whom you process payrolls.

Fields

RATE

Data Type: Numeric   **Length: 5**   **Field Type: Optional**

Specify an amount that, when multiplied by the result of the COUNT field, results in the statistical billing charge. This field contains dollars, cents, and tenths of cents as a 3-decimal-place amount.

COUNT

Data Type: Numeric   **Length: 5**   **Field Type: Optional**

Specify a number that, when divided into the statistical quantity, determines the number of times the rate is to be billed. Any remaining amount less than the count is charged at the full rate.

AMOUNT

Data Type: Numeric   **Length: 5**   **Field Type: Optional**

Specify an amount, in addition to that calculated using the rate and count, to be billed each cycle.

NEW EMPLOYEES	Number of new employees added to the system this pay cycle.
ACTIVE EMPLOYEE	Total number of active employees scheduled to be paid during this pay cycle.
ON LEAVE EMP	Total number of on-leave employees in the payrolls that were scheduled to be paid during this pay cycle.
TERMINATED EMP	Total number of terminated employees in the payrolls that were scheduled to be paid during this pay cycle.
EMPLOYEES PAID	Number of employees paid during this pay cycle.
PRODUCTION RUNS	Number of production runs made during this pay cycle (each payroll number paid constitutes a run).
SPECIAL PAY RUN	Number of special pay runs made this cycle (for bonus, vacation, etc.).
REGULAR PAY TR.	Number of regular pay transactions entered during this pay cycle.
ONE TIME DED.	Number of one-time deduction transactions processed in this pay cycle.
SPECIAL PAY TR.	Number of special pay transactions processed during this pay cycle.
ADJ TRANSACTION	Number of adjustment transactions processed during this pay cycle, i.e., plus or minus entries.
FIELDS CHANGED	Number of fields changed since the last pay cycle.
TAX RECORDS PRE	Number of Tax Master records processed during this pay cycle.
NOT USED	Not used.
EMP NOT PAID	Number of employees that were "Not Paid" by the use of No-Pay transactions during this pay cycle.
UPDATE TRANS	Number of update transactions processed during this pay cycle.
DIAGNOTICS GEN	Number of diagnostics generated since the last pay cycle.

H0DCA - Company Service Bureau Data

```
> GU    _____ ON H0DCA

                      ------COMPANY SERVICE BUREAU DATA-------

      COMPANY--> 00000

   _  ACCT REP NAME-----> _____
      ACCT REP TEL NO---> 000 0000000 EXT. 00000
      SALESMAN NAME-----> _____
      CUST CONTACT NM---> _____
      CUST CONTACT TEL NO 000 0000000 EXT. 00000
      SALE DATE---------> 00/00/0000        START UP DATE-----> 00/00/0000
      EXPENSE CODE------>   0               REGION CENTER NO-->     0
      FLAT PROC FEE----->      .00          DATE LAST PAID----> 00/00/0000
      SPECIAL INSTR. _____
                     _____




                                    05/08/01  09:43:19 1 M3LL DEVK ____
```

Screen Description

This screen is used to enter service bureau information service bureau information for companies who process payrolls for other establishments.

Fields

ACCT REP NAME   **Data Type: Alphanumeric**   **Length: 20**   **Field Type: Optional**

Enter the name of the service representative assigned to this account.

ACCT REP TEL NO   **Data Type: Numeric**   **Length: 15**   **Field Type: Optional**

Enter the service representative's telephone number. If any part of the telephone number is entered or changed, the entire number must be entered. Enter the 3-position area code, a 7-position number, and a 5-position extension.

SALESMAN NAME   **Data Type: Alphanumeric**   **Length: 20**   **Field Type: Optional**

Enter the name of the salesman who is responsible for this account.

CUST CONTACT NM   **Data Type: Alphanumeric**   **Length: 20**   **Field Type: Optional**

Enter the name of the person at the company's site who is to be contacted regarding this payroll.

CUST CONTACT TEL NO

Data Type: Numeric   **Length: 15**   **Field Type: Optional**

Enter the telephone number of the customer contact. If any part of the telephone number is entered or changed, the entire number must be entered. Enter a 3-position area code, a 7-position number, and a 5-position extension.

SALE DATE

Data Type: Valid Date   **Length: 8**   **Field Type: Optional**

Enter the date (MMDDCCYY) the account was sold the services of the company.

START UP DATE

Data Type: Valid Date   **Length: 8**   **Field Type: Optional**

Enter the date (MMDDCCYY) the customer will submit its first payroll.

EXPENSE CODE

Data Type: Numeric   **Length: 3**   **Field Type: Optional**

Enter the code used to charge this payroll to a regional center for internal accounting purposes.

REGION CENTER NO

Data Type: Numeric   **Length: 5**   **Field Type: Optional**

Enter the regional center number to which the payroll will be credited for accounting. This number is assigned by the processing center.

FLAT PROC FEE

Data Type: Numeric   **Length: 7**   **Field Type: Optional**

Enter the minimum amount as a 2-decimal-place amount that this company will be charged each pay cycle for processing.

DATE LAST PAID

Data Type: Valid Date   **Length: 8**   **Field Type: System Generated**

The date displayed in this field reflects the date on the last pay cheques issued for this company.

SPECIAL INSTR.

Data Type: Alphanumeric   **Length: 60**   **Field Type: Optional**

Enter up to two lines of special handling instructions, including any free-form data that will aid computer operations in processing and delivery of this payroll. These instructions are displayed on various reports such as the Statistics for Billing report.

Note: The Survey of Employment report (Report 82) shows these two lines as comments

H0YCB - Company Report Billing

```
> GU  _____ ON H0YCB

                    ---------COMPANY REPORT BILLING---------

      COMPANY--> 00000

      POS     RATE      COUNT        AMOUNT
  _   000     .000        0            .00
  _   000     .000        0            .00
  _   000     .000        0            .00
  _   000     .000        0            .00
  _   000     .000        0            .00
  _   000     .000        0            .00
  _   000     .000        0            .00
  _   000     .000        0            .00
  _   000     .000        0            .00
  _   000     .000        0            .00
  _   000     .000        0            .00
  _   000     .000        0            .00
  _   000     .000        0            .00
  _   000     .000        0            .00
  _   000     .000        0            .00

                            05/08/01  11:35:59 1 M3LL DEVK _____
```

Screen Description

This screen is used to enter and maintain billing rates, counts, and amounts used to charge other establishments for producing payroll reports payroll reporting.

The report must be set up on the H0XCR before you enter information on the H0YCB screen. The position number entered on the H0YCB screen should correspond to the report position number entered on the H0XCR screen.

Fields

RATE

Data Type: Numeric **Length: 5** **Field Type: Optional**

Specify an amount that, when multiplied by the result of the COUNT field, results in the statistical billing charge. This field contains dollars, cents, and tenths of cents as a 3-decimal-place amount.

COUNT   **Data Type: Numeric**   **Length: 5**   **Field Type: Optional**

Specify a number that, when divided into the statistical quantity, determines the number of times the rate is to be billed. Any remaining amount less than the count is charged at the full rate.

AMOUNT   **Data Type: Numeric**   **Length: 5**   **Field Type: Optional**

Specify an amount, in addition to that calculated using the rate and count, to be billed each cycle.

H0501 - Current Statistics For Billing

```
> GU   _____  ON H0501

                       -----CURRENT STATISTICS FOR BILLING-----

     COMPANY--> 00000 TYPE-->

                                  QUANTITY    AMOUNT
                                       0         .00
     _                                 0         .00
                                       0         .00
                                       0         .00
                                       0         .00
                                       0         .00
                                       0         .00
                                       0         .00
                                       0         .00
                                       0         .00
                                       0         .00
                                       0         .00
                                       0         .00
                                       0         .00

                                05/08/01  11:36:04 1 M3LL DEVK _____
```

Screen Description

This screen provides a means to change current billing statistics that concern payrolls processed by service bureaus or any other HCM:M users who must bill companies for processing their payrolls.

The information on this screen is updated by the system every time a payroll is processed. This information cannot be entered through the batch system (168 transaction).

Fields

QUANTITY　　　　　**Data Type: Numeric**　　　　**Length: 9**　　　　**Field Type: Generated**

Enter the statistical count of this quantity.

AMOUNT　　　　　**Data Type: Numeric**　　　　**Length: 9**　　　　**Field Type: Generated**

Enter the 2-decimal-place amount associated with the appropriate automatic billing code.

H0502 - Monthly Statistics For Billing

```
> GU                                                                 ON H0502


                      -----MONTHLY STATISTICS FOR BILLING-----

    COMPANY--> 00000 TYPE-->


                                  QUANTITY     AMOUNT
                                      0          .00
  _                                   0          .00
                                      0          .00
                                      0          .00
                                      0          .00
                                      0          .00
                                      0          .00
                                      0          .00
                                      0          .00
                                      0          .00
                                      0          .00
                                      0          .00
                                      0          .00
                                      0          .00

                                05/08/01  11:36:05 1 M3LL DEVK _____
```

Screen Description

This screen provides a means to change monthly billing statistics that concern payrolls processed by service bureaus or any other HCM:M users who must bill companies for processing their payrolls.

The information on this screen is updated by the system every time a payroll is processed. This information cannot be entered through the batch system (168 transaction).

Fields

QUANTITY   **Data Type: Numeric**   **Length: 9**   **Field Type: Generated**

Enter the statistical count of this quantity.

AMOUNT   **Data Type: Numeric**   **Length: 9**   **Field Type: Generated**

Enter the 2-decimal-place amount associated with the appropriate automatic billing code.

H0503 - Quarterly Statistics For Billing

```
> GU  _____  ON H0503

                    ----QUARTERLY STATISTICS FOR BILLING----

    COMPANY--> 00000 TYPE-->

                                   QUANTITY      AMOUNT
                                       0          .00
   _                                   0          .00
                                       0          .00
                                       0          .00
                                       0          .00
                                       0          .00
                                       0          .00
                                       0          .00
                                       0          .00
                                       0          .00
                                       0          .00
                                       0          .00
                                       0          .00
                                       0          .00
                                       0          .00

                               05/08/01  11:36:06 1 M3LL DEVK _____
```

Screen Description

This screen provides a means to change quarterly billing statistics that concern payrolls processed by service bureaus or any other HCM:M users who must bill companies for processing their payrolls.

The information on this screen is updated by the system every time a payroll is processed. This information cannot be entered through the batch system (168 transaction).

Fields

QUANTITY
    Data Type: Numeric   **Length: 9**   **Field Type: Generated**

Enter the statistical count of this quantity.

AMOUNT
    Data Type: Numeric   **Length: 9**   **Field Type: Generated**

Enter the 2-decimal-place amount associated with the appropriate automatic billing code.

H0504 - Annual Statistics For Billing

```
> GU  _____  ON H0504

                        -----ANNUAL STATISTICS FOR BILLING-----

     COMPANY--> 00000 TYPE-->

                                      QUANTITY    AMOUNT
                                          0         .00
  _                                       0         .00
                                          0         .00
                                          0         .00
                                          0         .00
                                          0         .00
                                          0         .00
                                          0         .00
                                          0         .00
                                          0         .00
                                          0         .00
                                          0         .00
                                          0         .00
                                          0         .00
                                          0         .00

                                  05/08/01  11:36:07 1 M3LL DEVK _____
```

Screen Description

This screen provides a means to change annual billing statistics that concern payrolls processed by service bureaus or any other HCM:M users who must bill companies for processing their payrolls.

The information on this screen is updated by the system every time a payroll is processed. This information cannot be entered through the batch system (168 transaction).

Fields

QUANTITY   **Data Type: Numeric**   **Length: 9**   **Field Type: Generated**

Enter the statistical count of this quantity.

AMOUNT   **Data Type: Numeric**   **Length: 9**   **Field Type: Generated**

Enter the 2-decimal-place amount associated with the appropriate automatic billing code.

Chapter Contents

Introduction

This chapter describes how reports are set up on the company header record and how to specify how often they will be printed.

Special Terminology for Reporting

Intermediate Company. Defines companies to which processing companies are assigned. An intermediate company can have employees assigned to it, and can also be a super company. Intermediate companies are subordinate to a super company.

Processing Company. Defines companies to which employees are assigned and are subordinate to intermediate companies. If you do not have intermediate companies, the processing company is subordinate to the super company.

Super Company. Defines a company to which several other companies report. These companies may include intermediate and processing companies. A super company is set up for reporting purposes only. You cannot pay employees or run posting reports at the super company level.

Super Company reports include information from all companies within the super company structure defined on the H1301 screen.

System Level. Defines Company 0. A system level report includes all companies processing within the HCM:M system and is requested using the HSRPT and HSRPP screens for Company number 0.

When using system-level reporting, a *system company* must be established under Company number 0 and include those company parameters which will be used for each system-level report; for example, special pay and deductions, taxing unit information, etc. Note that during system-level reporting, all companies will be combined and the output will only reflect information from the "system company." However, HCM:M Report Writer reports which have been established to use processing company records (CO-HDR-SW equal to **2**) will still use company information from the actual company records.

Report Definitions Screens

The chart below lists the screens used in defining report definitions for a company; the title for each; the maintenance allowed for each, which may be *I* (insert) or *R* (replace); and the transactions associated with each screen.

Screen	Title	Maintenance	Transactions
H0XCR	Company Report Set Ups	*R*	148
H1301	Consolidated Reporting (Super Company)	*I, R*	190
H1201	Facts Report Table	*I, R*	150, 151

Key Fields

These fields contain values under which similar material is stored so it will be easier to find. Key fields common to all screens will be discussed here. Other key fields are discussed with the field descriptions of the screen.

To access a particular record within the Payroll system, enter the key to that record in the COMMAND QUALIFIER field of the command line, along with the rest of the command line.

COMPANY NUMBER

Data Type: Numeric   **Length: 5**   **Field Type: Required**

Specify the company number between **1** and **99998** that you entered on the H0CNC screen for the company for which you are establishing reports.

Setting Up Reports

In addition to setting up reports on company header records, there are several switches on company and employee screens that affect the way reports are produced. The field names and screen IDs are listed here. Refer to the field descriptions for each screen or online Help for more information on these fields.

Report	Screen	Field and Flag
All Reports	H0CCN	SHORT and LONG BREAK NAMES, SYSTEM NAME
	H0BID	ORGANIZATION CODE
Cheques and Advices of Deposit - Reports 80 and 90	H0CCS	CHEQUE ADDRESS and MULTI-CHEQUE CONTROL
	H0CFL	RATE PRINT FLAG and CO NAME ON CHEQUE
	H0BBI	MAIL CHEQUE IND
	HSCTM	CK1-CK2 transaction - LOW CHEQUE NUMBER
Deduction Reports	H0CFL	TAX SEPARATE REPORTING FLAGS
	H0VCD	SEPARATE REPORTING INDICATOR (SR) field
Report 33 - Exempt Payroll List	H0BJO	EXEMPT CODE field
	H0BES	REASON LAST PAY CHG field
Report 1006 - HCM:M Change Listing	H0CCS	CHANGE RPT SEQ field

Setting Up Super Company Reporting

The term *Super Company* is used to indicate the consolidation of multiple companies under one company number. A super company may have up to 39 subordinate companies under it.

As an example of a simple hierarchy, Company 90003 is defined as a super company. Companies 90004 and 90005 are to be consolidated under Company 90003 for reporting purposes. A super company hierarchy would be drawn as follows:

Company 90003	
Company 90004	Company 90005

Set up a super company by designating a group of companies as a single entity or consolidated company. The super company feature provides a very powerful reporting method with several possible uses.

- Distribution of a company's reports to various teleprocessing locations based on organizational code (referenced as the company number) along with consolidated reporting for the company.

- Tax reporting for a multi-level conglomerate with many different payroll offices (tax units may not normally be used in this case).

- Consolidated company reporting for all of the companies that a service bureau processes to obtain statistics or other information by company.

You may also choose to combine employee organizational codes into a single larger organization for reporting purposes. This feature is available with selected reports in the Payroll system that reference employee organizational codes.

Setting Up a Super Company

This example covers the steps for setting up a super company.

Step	Action
1	Define your organization. The multi-company organization has two non-processing companies and five processing companies. The reporting structure is set up as follows: ▪ Companies 200 and 300 report to Company 100 ▪ Companies 201, 202, and 203 report to Company 200 ▪ Companies 301 and 302 report to Company 300
2	Enter H0CNC screens for each company in the organization. Define the organization code length so that **44444** is contained in the last five positions. If individual company totals are desired, enter **company** and **COM** as the long and short break names for level 4.
3	Enter a H1301 screen listing companies 200 and 300 under company 100 as subordinate super companies (a value of **1** in the IND field).
4	Enter an H1301 screen listing companies 201, 202, and 203 under company 200 as processing companies (a value of **0** in the IND field).
5	Enter an H1301 screen listing companies 301 and 302 under company 300 as processing companies (a value of **0** in the IND field).
6	Establish reports on the H0XCR screen for company 100. Use a sort sequence higher than 300.
7	Request the reports using an HSRPS screen.

Note: If your super company has employees assigned to it, it must be set up as a subordinate to itself. For example, you are setting up Company 100 as a super company which has employees assigned. In the first SUBORDINATE COMPANY field, enter **100**. In the IND field, enter a **0**. Any other companies subordinate to 100 would be set up as described in the example above.

Requesting Super Company Reports

Super company reports are requested with the HSRPS screen and must not be entered in the same run with process company reports. Reports are not produced automatically for super company processing. You can either produce or suppress a specified report using the HSRPS screen.

Reporting Individual Company Totals

The following rules apply if it is necessary to produce individual company totals within a super company report:

- The organization code set up on the H0CNC screen must contain **44444** in the last five positions. The first six positions may contain a combination of ones, twos, or threes.

- During super company processing, the actual company number will be placed in the fourth organizational code, right-justified. Any high-order positions may be lost if that organizational code was defined with less than five positions.

- The sort sequence on the H0XCR screen for each report must be greater than 300.

- The break flags must indicate a break on the last organizational code (BREAK FLAG 4).

Reporting by Super Company Tax Unit

For those reports which require tax unit data, it is necessary to establish the location of the tax identification data.

If Super Company tax unit data is to be used, request the reports with an RPS (HSRPS) transaction. Enter a **1** in BREAK FLAG 4 of that report.

If subordinate company tax unit data (company of a super company) is to be used, enter a **0** for BREAK FLAG 4 of that report.

Reports to Use for Super Company Reporting

Consider using the following reports for Super Company reporting:

Report	Definition
Report 604	T4 Form
Report 606	T4A Form
Report 608	Releve I Form
Report 610	Releve II Form
Report 84	T4 Mag Tape

It is possible to obtain organizational breaks during the super company reporting cycle for those reports which ordinarily process organizational breaks. These breaks are limited, however, to three organizational breaks and a company break.

To set up subordinate company breaks for the super company, it will be necessary to enter a one in BREAK FLAG 4, and enter appropriate names for BREAK LEVEL 4 on the H0CNC screen. Further organizational breaks may be obtained by entering the appropriate values for BREAK FLAGs 1, 2, and 3. During super company processing, the actual company number will be placed in the fourth organizational code. Any high-order positions may be lost if ORG CODE 4 is defined with less than five positions.

Reports Not Intended for Super Company Reporting

The following reports are *not* intended for super company processing:

Report	Definition
Report 63	Current Statistics for Billing report
Report 86	Monthly Statistics for Billing report
Report 87	Quarterly Statistics for Billing report
Report 88	Annual Statistics for Billing report

Prior Pay Period Reporting

This reporting method is available as a part of super company reporting. It is not necessary to establish a super company hierarchy to use this method.

When reports are requested with the HSRPQ screen, payroll information is obtained from the Earnings History file instead of the Current Pay and Current Labour files. Therefore, payroll reports may be produced at any time after a payroll cycle is run, assuming that the retention period for the Earnings History file (H0CFL screen) indicates that the information is available. There is no restriction on the date range entered on the HSRPQ screen, except that they must be cheque dates which actually exist on the Earnings History file. Reports may be produced for one pay period or multiple pay periods.

You can also specify that reports be produced for individual employees using the HSRPQ screen.

Setting Up System-Level Reporting

If reports are to be produced on a system level (i.e., produce reports for all companies in the HCM:M system), Company number 0 must be established using the H0CNC screen. The requested reports should be set up using the H0XCR screens. Any information normally extracted from the company headers must also be established for Company number 0, such as tax unit information.

The reports produced will be sorted by the forms code and sort sequence specified. Since all reports will be produced for Company number 0, the employee's actual company numbers will not be used in the sort unless a special sort sequence is specified, such as number 004. Additionally, these reports will not display the true company numbers unless it is extracted as a separate item. Company information including tax unit data, pay names, and deduction names will also come from Company 0.

Setting Up Report-Only Runs

Report-only runs allow you to gather information in a reporting mode, without updating files or paying employees. The non-update edit/report feature allows the batch system to execute without altering the Employee Master files. This feature allows one or more simultaneous batch sessions to execute while the online files remain open for update. You can execute:

- Non-posting reports

- Master file reports

- Facts DataFile reports

- Edit reports

- Testing of payroll calculations

With this feature, you can verify that all input transactions are error free prior to the update session. You can produce the desired reports on demand rather than waiting until the files are closed and a batch update session is run . You can execute payroll calculations without actually paying the employees within a company to determine the impact of special pays on your payroll. Maintenance changes can be tested prior to executing a live payroll run.

The non-update edit/report feature is activated by entering a value from **1**-**3** in the PROCESSING MODE field of the DAT/DAO transaction. A blank or **0** will execute a normal update run. If a value other than **0**-**3** is entered, the processing mode switch will default to **1**. See the section on the DAT/DAO transaction in the System Control Transactions chapter of this book and the *Implementation Guide and System Reference* for more information.

Processing Month End Labour Distribution

Labour Distribution processing is an automatic and integral part of the HCM:M Payroll system. The Labour Distribution file contains the prorated pay, taxes, and deductions for the current period. To request labour distribution processing, you will use the HSCTM and H0CCS screens.

The labour distribution flag on the H0CCS screen specifies the reporting period for labour distribution. If labour distribution is to be processed on a pay period basis, enter a value of **2.** If it is to be processed on a weekly basis, without regard to pay period, enter a value of **1**.

The CTL transaction on the HSCTM screen controls labour distribution processing. For labour only processing, enter a value of **1** for prorated rates, or a value of **4** for standard rates in the PT field.

Reports 600, 601, 602, and 603 should be established on the company header record using the H0XCR screen. Establish Report 89 if you have a user-defined labour distribution system requiring an interface from the Payroll system. Remember to use a frequency of **0** to produce these reports automatically, or a **9** for on call.

To correctly produce end of month labour reports, it is necessary to post hours and pay for the unpaid portion of the month to the proper files. To process a labour run for the unpaid portion of the month only, enter a **1** or **4** in the PT field of the CTL transaction (HSCTM screen). A value of **1** in the RI field causes timecards to be placed on the Pending file after processing so that they may be paid in a subsequent pay and labour run. On the H0CCS screen, the LABOUR DISTRIBUTION field should contain a value of **1**, indicating labour can be run on a weekly basis.

Posting reports as well as month-to-date labour reports should be requested.

To correctly post the labour distribution for the next month, this CTL transaction contains the first date of the second month in the LABOUR POST DATE field and the RI field contains a **0**. All normal pay period reports should be requested.

In the exercises of the case company for employee input, you will learn how to set up labour distribution account numbers for the employee using the H0BJO screen for primary codes and HL001 screen for additional labour account numbers, and allocating a percentage of time to each account number.

Report Number Table

Report Number	Report Description	Forms Req.	Special Sort	Break Allowed	Freq.*
3	Payroll Deduction Register	NO	NO	YES	C
7	CHQ DDDD Deposit Letter	NO	NOTE 2	YES	C
10	Payroll and Deduction Register	NO	NO	YES	C
12	Manual Cheque Issued Register	NO	NO	YES	C
13	Adjustment Register	NO	NO	YES	C
14	Deduction not taken Register	NO	NO	YES	C
15	Cheque Issued Register	NO	NO	YES	C
18	Current Deposit Letter	NO	NO	NO	C
20	Payroll Deduction Recap Report	NO	NOTE 1	YES	C
21	Employees Within Deduction	NO	NOTE 1	YES	C
22	Monthly Deduction Recap Report	NO	NOTE 1	YES	M
23	Pay Distribution Report	NO	NO	YES	C
25	Direct Deposit Interface Tape	925	NOTE 1	NOTE 3	C
32	Master Employee List	NO	NO	YES	A
34	Service Eligibility Report	NO	NO	YES	A
37	One Year Anniversary Listing	NO	NO	YES	C
38	List of Full Time Employees Hired the Previous Month	NO	NO	NO	M

(continued)

Report Number	Report Description	Forms Req.	Special Sort	Break Allowed	Freq.*
39	Monthly Labour Statistics	NO	NO	YES	M
42	Upcoming Retirements Listing	NO	42	YES	CA
46	Update Register	NO	NO	YES	C
55	Monthly Taxable Gross Report	NO	55	NO	M
59	Gross Pay Limit Exceeded	NO	NO	YES	C
62	Payroll Summary Report	NO	62	NO	C
63	Current Statistics For Billing	963	NO	NO	C
73	Employee Earnings History Report	873	001	NO	A
75	Gross To Net Summary	NO	023	YES	C
78	Sick and Vac. Leave Accrual Report	NO	NO	YES	C
80	Standard Payroll Cheque	NOTE 3	NO	NOTE 3	C
81	Cheque Reconciliation Register	981	NO	NOTE 3	C
82	Survey of Employment	981	NO	NOTE 3	C
84	T4 Magnetic Tape Summary	NO	NO	YES	A
86	Monthly Statistics for Billing	NO	NO	NO	M
87	Quarterly Statistics for Billing	NO	NO	NO	Q
88	Yearly Statistics for Billing	NO	NO	NO	Y
89	Labour Distribution Interface	989	NO	NO	C
90	Advice of Deposit	NOTE 3	NO	NOTE 3	C

(continued)

Report Number	Report Description	Forms Req.	Special Sort	Break Allowed	Freq.*
101	General Ledger 3.0 Interface	NO	401	NO	A
102	General Ledger 2.03 Interface	NO	402	NO	A
105	General Ledger Interface Detail	456	4	NO	A
140	R.O.E. Insurable Earnings Update	840	1	NO	A
142	Releve Magnetic Tape Summary	942	342	YES	Y
150	Pod Posting Report	850	5	NO	Y
201	Labour Distribution Posting to Predefined Labour Master	201	NOTE 3	NO	A
202-999	Report Writer Reports	NO	NO	NOTE 5	A
213	Detailed Workers' Compensation Posting I	NO	NO	NO	C
214	Detailed Workers' Compensation Posting II	NO	NO	NO	C
215	Year-End Clearing	NO	NO	NOTE 5	Y
271	Workers' Compensation Posting Report III	NOTE 3	NO	NOTE 5	A
400	Province, Workers' Compensation Code Employee Record Deletion	NO	NO	NO	A
604	T4	NO	NO	NOTE 5	Y
605	T4 Audit Report	NO	NO	NOTE 5	Y
606	T4A	NO	NO	NOTE 5	Y
607	T4A Audit Report	NO	NO	NOTE 5	Y
608	Releve 1	NO	NO	NOTE 5	Y
609	Releve 1 Audit Report	NO	NO	NOTE 5	Y
610	Releve 2	NO	NO	NOTE 5	Y
611	Releve 2 Audit Report	NO	NO	NOTE 5	Y
612	Payroll Canadian Pension Plan Register	NO	NO	NOTE 5	C
613	Payroll Quebec Pension Plan Register	NO	NO	NOTE 5	C
615	Employer's Tax Distribution Summary	NO	NO	NOTE 5	C

(continued)

Report Number	Report Description	Forms Req.	Special Sort	Break Allowed	Freq.*
616	Record of Employment	NO	NO	NOTE 5	C
617	Record of Employment Daily Register	NO	NO	NOTE 5	C
618	Record of Employment Historical Register	NO	NO	NOTE 5	C
621	Payroll EI Register	NO	NO	NOTE 5	C
635	Quebec Levy	NO	NO	NOTE 5	Y
636	Manitoba Levy	NO	NO	NOTE 5	M
649	Tax Credit and Deduction Report	NO	NO	NOTE 5	A
679	Worker's Compensation Annual Report	NO	NO	NOTE 5	Y
691	Pod File-Employee Master File Out of Balance	NO	NO	NOTE 5	Y
752	C/QPP and EI Premium Audit Report	NO	NO	NOTE 5	Y
753	TD1 Indexation Report	NOTE 3	NO	NOTE 5	Y

Note	Description
*	See Note 5
Note 1	These reports are automatically sorted by deduction number prior to the sort sequence specified.
Note 2	These reports are sorted by bank number and account number prior to the sort sequence specified.
Note 3	Refer to the detailed discussion on these reports in the *Payroll Sample Reports* guide.
Note 4	The values suggested for frequency are:

Value	Description
A	As required
C	Current pay period
CA	Current pay period, as required
M	Monthly
Q	Quarterly
QA	Quarterly, as required
Y	Yearly

Note 5	All HR Report Writer reports should have break flags set to **1111.**

Sort Sequence Table

Sequence	Sort Sequence Number
Cheque Date	026
Company Number, Employee Number	004
Company Number, Pod Tax Unit, Pod Local, Employee Number	342
Country Work Code, Employee Number	002
Current Organizational Code Three, Current Organizational Code Four, Current Labour Code	381
Department, Employee Number	093
Department, Last Name, First Name	083
Department, Section	350
Department, Section, Birth Date	334
Department, Section, Division, Birth Date	335
Department, Section, Division, Employee Number	311
Department, Section, Division, Last Name, First Name	301
Department, Section, Division, Office	363
Department, Section, Division, Office, Birth Date	337
Department, Section, Division, Office, Employee Number	312
Department, Section, Division, Office, Job Class	369
Department, Section, Division, Office, Last Name, First Name	302
Department, Section, Division, Social Security Number	331
Department, Section, Employee Master Tax Unit	379
Department, Section, Employee Number	094
Department, Section, Employee Number, Tax Unit, Country Code, Province Code, Local Code	397

(continued)

Sequence	Sort Sequence Number
Department, Section, Employee Number, Province Code, Local Name, Local Code	358
Department, Section, Employment Date, Division, Office, Employee Number	365
Department, Section, Employment Date, Division, Office, Last Name	366
Department, Section, Establishment, Province Code, Plant Location	345
Department, Section, Frequency, Cheque Date	349
Department, Section, Last Name	066
Department, Section, Last Name, First Name	084
Department, Section, Office, Birth Date	336
Department, Section, Office, Employee Number	313
Department, Section, Office, Last Name, First Name	303
Department, Section, Office, Social Security Number	332
Department, Section, Social Security Number	330
Department, Section, Social Security Number, Division, Office	333
Department, Section, Province Code 1, Reason for Termination	367
Department, Section, Province Code, Establishment, Last Name, First Name	347
Department, Section, Province Code, Local Name, Local Code, Employee Number	355
Department, Section, Province Code, Local Name, Local Code, Establishment	356
Department, Section, Province Code, Local Name, Local Code, Establishment, Division, Office	348

(continued)

Sequence	Sort Sequence Number
Department, Section, Province Code, Local Name, Local Code, Establishment, Employee Number	352
Department, Section, Province Code, Local Name, Local Code, Frequency	359
Department, Section, Province Code, Office	328
Department, Section, SUI Province Code	354
Department, Section, Tax Unit, Establishment, Employee Number, Province Code, Local Code	327
Department, Section, Tax Unit, Province Code, Establishment, Last Name	380
Division, Employee Number	003
Division, Last Name, First Name	076
Division, Office, Birth Date	042
Division, Office, Department	022
Division, Office, Department, Employee Number	088
Division, Office, Department, Last Name, First Name	078
Division, Office, Department, Section, Employee Number	006
Division, Office, Department, Section, Job Class	043
Division, Office, Department, Section, Labour Code (Labour Posting Report Number 201)	201
Division, Office, Department, Section, Last Name	007
Division, Office, Department, Section, Last Name, First Name	103
Division, Office, Department, Section, Social Security Number	030
Division, Office, Employee Number	018
Division, Office, Last Name, First Name	077

(continued)

Sequence	Sort Sequence Number
Division, Section, Office, Department, Employee Number	008
Employee Number	001
Employee Number	019
Employment Date, Division, Office, Department, Section, Last Name	034
Employee Number	075
EEO Establishment Code, Job Class	099
Frequency, Department, Employee Number	143
Frequency, Department, Last Name, First Name	133
Frequency, Department, Section, Employee Number	144
Frequency, Department, Section, Last Name, First Name	134
Frequency, Division, Employee Number	136
Frequency, Division, Last Name, First Name	126
Frequency, Division, Office, Department, Employee Number	138
Frequency, Division, Office, Department, Last Name, First Name	128
Frequency, Division, Office, Department, Section, Employee Number	023
Frequency, Division, Office, Department, Section, Last Name, First Name	129
Frequency, Division, Office, Employee Number	137
Frequency, Division, Office, Last Name, First Name	127
Frequency, Employee Number	125
Frequency, Last Name, First Name	124
Frequency, Office, Department, Employee Number	141
Frequency, Office, Department, Last Name, First Name	131

(continued)

Sequence	Sort Sequence Number
Frequency, Office, Department, Section, Last Name, First Name	132
Frequency, Office, Employee Number	140
Frequency, Office, Last Name, First Name	130
Frequency, Section, Employee Number	145
Frequency, Section, Last Name, First Name	135
Last Name	011
Last Name	060
Last Name, First Name	074
Last Name, First Name, Middle Initial	010
Office, Department	020
Office, Department, Employee Number	091
Office, Department, Employee Number, Last Name	032
Office, Department, Last Name, First Name	081
Office, Department, Section, Employee Number	092
Office, Department, Section, Employee Number, Frequency	142
Office, Department, Section, Last Name, First Name	082
Office, Employee Number	039
Office, Last Name	021
Office, Last Name	037
Office, Last Name, First Name	104
Office, Province Code 1, Reason for Termination	040
Period Ending Date, Division, Office, Department, Section, Employee Number	009
Section, Employee Number	095
Section, Last Name, First Name	109
Social Security Number	035

(continued)

Sequence	Sort Sequence Number
Province Code, Local Name, Local Code, Establishment, Division, Office	048
Province Code, Office, Department	028
Tax Unit	050
Tax Unit	062
Tax Unit, Cheque Date, Department	223
Tax Unit, Cheque Date, Department, Section	225
Tax Unit, Cheque Date, Division	221
Tax Unit, Cheque Date, Office	222
Tax Unit, Cheque Date, Section	224
Tax Unit, Department	096
Tax Unit, Division, Office, Department, Section, Employee Number	071
Tax Unit, Division, Office, Department, Section, Job Class, Employee Number	041
Tax Unit, Division, Office, Department, Section, Social Security Number	072
Tax Unit, Employee Number, Province Code, Local Code	058
Tax Unit, Employee Number, Province Code, Local Name, Local Code	068
Tax Unit, Establishment, Employee Number, Province Code, Local Code	027
Tax Unit, Establishment, Province Code, Plant Location	045
Tax Unit, Frequency, Cheque Date	049
Tax Unit, Social Security Number	073
Tax Unit, Social Security Number, Province Code	227
Tax Unit, Province Code, County Code	029
Tax Unit, Province Code, Establishment, Last Name	047
Tax Unit, Province Code, Local Code, Frequency	080

(continued)

Sequence	Sort Sequence Number
Tax Unit, Province Code, Local Name, Local Code, Employee Number	055
Tax Unit, Province Code, Local Name, Local Code, Establishment	056
Tax Unit, Province Code, Local Name, Local Code, Establishment, Employee Number	052
Tax Unit, Province Code, Local Name, Local Code, Frequency	059
Zip Code, Last Name, First Name, Middle Initial	382

H0XCR - Company Report Set Ups

```
> GU _____ ON H0XCR

                      --------COMPANY REPORT SET UPS----------

      COMPANY--> 00000

      POS  RPT NO.  BRK FLAGS  FORMS CD  SORT SEQ   COPIES   FREQ   COUNTRY
   _    0   0000     0000       000       000        0        0      000
   _    0   0000     0000       000       000        0        0      000
   _    0   0000     0000       000       000        0        0      000
   _    0   0000     0000       000       000        0        0      000
   _    0   0000     0000       000       000        0        0      000
   _    0   0000     0000       000       000        0        0      000
   _    0   0000     0000       000       000        0        0      000
   _    0   0000     0000       000       000        0        0      000
   _    0   0000     0000       000       000        0        0      000
   _    0   0000     0000       000       000        0        0      000
   _    0   0000     0000       000       000        0        0      000
   _    0   0000     0000       000       000        0        0      000
   _    0   0000     0000       000       000        0        0      000
   _    0   0000     0000       000       000        0        0      000
   _    0   0000     0000       000       000        0        0      000

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```

Screen Description

These screens allow you to establish up to 500 reports on company header records for each company operating within the HCM:M system.

The H0XCR screen is used to set up report positions 001 through 500. Use this screen to set up reports which do not access the Facts DataFile, or reports which only reference the Facts DataFile by table access. Any report other than cheques may be set up more than once, as long as a unique forms code or break flag is used for each request.

Note: There are no edit cheques on the report numbers entered, and if duplicate reports are established, it is the responsibility of the user to ensure their correctness.

Fields

POS

Data Type: Numeric   Length: 3   Field Type: Key

This number determines the position of the report on company header records. If you match report numbers to position numbers as much as possible, it will make it easier to find the report on company header records.

RPT NO.

Data Type: Numeric   Length: 4   Field Type: Required

Specify the number of the report you want to set up. Each report that can be produced by the Report Print program has been assigned a three digit number.

Acceptable values are:

Value	Description
0001-0150	HCM:M Reports (COBOL)
0151-0199	User-Written Reports (COBOL)
0201	Predefined Labour Distribution Posting
0202-0599	Report Writer Reports
0600-0603	Predefined Labour Distribution Reports
0604-0999	Report Writer Reports
1100-1500	User-Written Reports (COBOL)

BRK FLAGS

Data Type: Numeric   Length: 4   Field Type: Optional

Controls totaling and page ejection for many reports. Available report breaks are:

Report Break	Description
1	First Employee organizational level
2	Second Employee organizational level
3	Third Employee organizational level
4	Fourth Employee organizational level

The most commonly used values for reports that are not Report Writer reports are:

Value	Description
1234	Totals only, no page ejection
5678	Totals and page ejection on each organizational level
0000	Do not print employee organizational code and do not break
9999	Print EMPLOYEE ORGANIZATIONAL CODE; if you use this value, all positions in this field must contain a **9**. Any other case will cause an error.

The page eject value is four higher than the total only value; for example, to change break indicators **1234** to also page eject on breaks one and two, the NEW BREAK field would be **5634**.

It is also possible to combine breaks together for reporting purposes. This is accomplished by placing the same number in different break indicators. For example, to report break 1 and 3 together, the BREAK fields could be set up as **1213**. This may also be used in conjunction with page ejects. For example, to combine breaks 1 and 3 and eject on those breaks, the BREAK fields **1213** would be changed to **5253**.

Each of the four break positions must correspond to the sort sequence. For example, the first position is the major, the second the next major, the third the next major, and the fourth the minor position of the sort. By placing one of the above numbers (**1** through **8**) in a break position, any of the organizational levels may be totaled in a desired position. A break indicator must be paired with corresponding sort sequence. Sort sequences are discussed in this section.

As an example of setting break indicators, assume:

- Break 1 = Division (DIV)

- Break 2 = Office (OFF)

- Break 3 = Department (DEPT)

- Break 4 = Section (SECT).

The following table shows possible combinations:

	BREAKS			
Levels Desired	Div.	Off.	Dept.	Sect.
Div., Office, Dept., Sec.	1	2	3	4
Div., Office, Dept.	1	2	3	0
Div., Office	1	2	0	0
Div., Dept.	1	0	2	0
Div.	1	0	0	0
Office, Dept.	0	1	2	0
Dept.	0	0	1	0
Dept., Section	0	0	1	2
Section	0	0	0	1
No Breaks	0	0	0	0

Note: Some HCM:M system reports that do not use organizational breaks use break flags to control various options. If a report has SPECIAL BREAKS, refer to the *Payroll Sample Reports* guide for an example of how the break flags are used. Refer to the Report Number table in this section to see which reports use SPECIAL BREAKS. If you enter a value in this field, all four positions must be entered, even if the value is **0**.

This field is also used by Report Writer reports that sort and break on the fields ORG 1, ORG 2, ORG 3, ORG 4, ORG A, ORG B, ORG C, ORG D, DIVISION, OFFICE, DEPARTMENT, or SECTION. The Report Writer report will honor the break value on the report definition only if the corresponding break flag contains a value other than 0.

FORMS CD   Data Type: Numeric   Length: 3   Field Type: Required

References the data definition JCL statement which prints the report. In this manner, any type of special paper may be used to produce a report and in addition, operating systems forms changing capabilities may be used for such reports as the Payroll Register, Cheques, Worksheets, etc.

Note: Refer to the Print Considerations appendix of the *Implementation Guide and System Reference* for additional technical considerations.

This FORMS CODE may be assigned arbitrarily; however, in selected cases, a forms code beginning with either 200, 800, or 900 is required. The reports requiring these forms codes are indicated on the list of reports in the Report Number table. These special forms codes are required because of output or input files in the report program.

For VSE systems, enter a FORMS CODE corresponding to the required preprinted form, as follows:

Forms Code	Form
001	Cheques
002	Advice of Deposit
011	Report 604 T4
012	Report 606 T4A
013	Report 608 Releve 1
014	Report 610 Releve 2
015	Report 616 Record for Employment

If a FORMS CODE greater than 15 is used, then you must make a corresponding change to the PAYPRINT module.

SORT SEQ   **Data Type: Numeric**   **Length: 3**   **Field Type: Optional**

Determines report sequence (i.e., by employee number, employee name, etc.). A list of sort sequences is provided after the Report Number table in this section. Reports that use special sort sequences are identified in the Report Number table in this section.

If Labour Distribution Posting Report 201 is used, a sort sequence of 201 must be used.

For Report Writer reports, leave sort sequence **blank**. For report numbers less than 202, a non-zero sort sequence is required.

COPIES   **Data Type: Numeric**   **Length: 1**   **Field Type: Optional**

Specify the number of copies you want produced automatically. Acceptable values are:

Value	Description
0	Produce one copy.
1	Produce one copy with system control of all form changes. This code requires operator response.
2-9	Produce two through nine copies of this report.

For report 201, always use a value of **0**.

FREQ   **Data Type: Numeric**   **Length: 1**   **Field Type: Optional**

Specify when you want the report to be produced. Acceptable values are:

Value	Description
0	Pay period reports, automatically produced when a payroll is processed
9	On call, must be requested

COUNTRY   Limits a report to a single country. If a value of all **zeros** is entered for this field, the report will be produced for all countries. Acceptable values are:

Value	Description
001	Report will be produced for U.S. companies only
002	Report will be produced for Canadian companies only

H1301 - Consolidated Reporting (Super Company)

```
> GU _____ ON H1301

                     -CONSOLIDATED REPORTING (SUPER COMPANY)-

    COMPANY--> 00000

                  SUBORDINATE         SUBORDINATE         SUBORDINATE         SUBORDINATE
     POSITION     COMPANY    IND      COMPANY    IND      COMPANY    IND      COMPANY    IND

 _    01-04       00000       0       00000       0       00000       0       00000       0
      05-08       00000       0       00000       0       00000       0       00000       0
      09-12       00000       0       00000       0       00000       0       00000       0
      13-16       00000       0       00000       0       00000       0       00000       0
      17-20       00000       0       00000       0       00000       0       00000       0
      21-24       00000       0       00000       0       00000       0       00000       0
      25-28       00000       0       00000       0       00000       0       00000       0
      29-32       00000       0       00000       0       00000       0       00000       0
      33-36       00000       0       00000       0       00000       0       00000       0
      37-39       00000       0       00000       0       00000       0




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```

Screen Description

This screen allows you to create and change super company control records in the Utility Master file.

Fields

POSITION

Data Type: Numeric   **Length: 4**   **Field Type: Hard Coded**

Specifies the position number that the company entered in the SUBORDINATE COMPANY field occupies on the super company control record in the Utility Master file. There are four position numbers on each line, the first occurrence is 01,05,etc., and the last occurrence is 04,08,etc.

SUBORDINATE COMPANY

Data Type: Numeric   **Length: 5**   **Field Type: Optional**

Specify the company number to be placed in the control record. This number cannot be **99999**.

IND   **Data Type: Numeric**   **Length: 1**   **Field Type: Optional**

Indicate whether or not the company entered in the SUBORDINATE COMPANY field is a processing company (i.e., contains employees) or an intermediate super company (i.e., contains two or more processing companies).

Acceptable values are:

Value	Description
0	Processing company
1	Intermediate super company, may also be a processing company

Note: If you change the subordinate company to **0**, the system will set the IND field to **0** regardless of the value entered.

H1201 - Facts Report Table

```
> GU  _____ ON H1201

                   -----------FACTS REPORT TABLE-----------

      COMPANY-->     0 SEQ-->     0

                    DEFINITIONS FROM BATCH TRANSACTION 150

      POS    REPORT    BREAKS    FORM    SEQ.    HISTORY    COPY    FREQ.

  _    1        0       0000       0      000       0         0        0
       2        0       0000       0      000       0         0        0
       3        0       0000       0      000       0         0        0
       4        0       0000       0      000       0         0        0
       5        0       0000       0      000       0         0        0
       6        0       0000       0      000       0         0        0
       7        0       0000       0      000       0         0        0
       8        0       0000       0      000       0         0        0
       9        0       0000       0      000       0         0        0




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```

Screen Description

The H1201 screen allows you to establish Report Writer reports that access the Facts DataFile but do not use the system-supplied defaults listed below:

Field	Default
FORMS CODE	**900**
BREAKS	**1111**
HISTORY PRINT	**0**
NUMBER OF COPIES	**0 (0** = 1 copy, no additional copies)
FREQUENCY	**9** (By Request Only)

Up to 170 reports may be specified for a company and any report may be specified more than once as long as a unique forms code is used for each specification. More than 170 reports may be used if the report default characters noted above are used.

Note: There are no edit cheques on the actual numbers of the reports entered; therefore, if duplicate reports are entered, you must cheque for their accuracy.

Refer to the *Report Writer* guide for instructions on setting up Report Writer reports that access the Facts DataFile. Refer to the *Personnel Product Guide* or online Help for detailed instructions on using this screen.

9 Basic Employee Information

Chapter Contents

Introduction

This chapter describes how to establish a new employee, enter basic employee identification, and enter an employee's job description and status. It also provides an overview of the entire process of employee data.

Basic Employee Information Screens

The chart below lists the screens used in defining employee information; the screen title; the maintenance allowed for each, *I* (insert) or *R* (replace); and the transactions associated with each screen.

Screen	Title	Maintenance	Transactions
H0BNF	New Employee Add	*I*	200, 201, 205, 210, 215, 230, 255
H0BID	Basic Employee Identification	*R*	200, 201, 205, 210, 220, 230, 235, 240, 260, 265
H0BJO	Employee Job Description	*R*	230, 235, 236, 240, 241, 260, 265
HLO01	Supplemental Labor Distribution Data	*R*	**WLB**
H0BES	Employee Status Information	*R*	210, 230, 231, 235, 236 240, 241, 265, 277,315
H0BBN	Additional Pay Rates and Factors	*R*	211, 220, 223
H0BAC	Sick and Vacation Pay Factors	*R*	220, 223, 230, 231, 350, 353
H0A01	Employee Province and Local Tax Status	*R*	215
H0B01	Employee Automatic Taxing Info	*R*	200, 201, 210, 230, 255
H4Q01	TD1 Deductions and Credits	*I, R*	TD1,TD2
H0BC1/ H0BC2	Employee User-Defined Data	*R*	265, 270, 275, 285
H0BSC	Salary Change	*R*	200, 201, 210, 220, 235, 240, 265
H0BED	Employee Directory	Display	
H0BLS	Employee List	Display	
HK002	EI Option Records	*I, R*	WCT
HK802	EI Weekly History Record	*I, R*	WH1, WH2
H10AS	Employee Automatic Special Pay	*R*	280

Key Fields

These fields contain values under which similar material is stored so it will be easier to find when you look for it. The two key fields most common to employee screens are COMPANY and EMPLOYEE NUMBER. These are discussed here. Other key fields are discussed with the field descriptions of the screen.

COMPANY   **Data Type: Numeric**   **Length: 5**   **Field Type: Required**

Specify a company number between **1** and **99998** to which you are assigning the employee.

EMPLOYEE NUMBER   **Data Type: Numeric**   **Length: 11**   **Field Type: Required**

Enter the employee number you have assigned to this employee in the first 10 positions of this field. Position 11 is the transpositional check digit (TCD). The TCD can be used as a system-generated safeguard. If the TCD field is used, place an **X** in this field for employees you are adding to the system for the first time. Once the system calculates the TCD (which is based on the employee's company number), you can enter either an **X** or the system-calculated TCD for future entries.

To use the TCD feature, enter an INTO transaction at the system level with the appropriate value for your system in the CHECK DIGIT field. If your cheque digit value is **1** or **2**, the TCD can be keyed as the last digit of the employee number, a zero, or an **X**, which will be converted to a zero. The TCD is entered in position 16 on batch transactions and only appears on transactions which use EMPLOYEE NUMBER as a key field.

Values for the cheque digit option are discussed in Chapter 2 - Basic System Input, on the H0I01 screen.

Adding an Employee

Introduction

The HCM:M Payroll system is extremely flexible in processing employees. It is the responsibility of the processing center to determine the extent to which a company will be standardized.

To set up and maintain an employee's information, use the following general procedure:

Step	Action
1	Set up the employee on the Employee Master file using the H0BNF screen. The PAY TYPE, SALARY or RATE, PAY FREQUENCY, START PAY DATE (for new hires only), STANDARD HOURS 1 AND 2, and TIMECARD STATUS fields affect the way an employee is paid.
2	Maintain these fields on the H0BID screen.
4	The H0BES screen contains the employee's employment status. The status determines whether or not the employee is to be paid.
5	Enter employee banking information on the H0BB1 and H0BB2 screens.
6	Enter sick and vacation accrual information on the H0BAC screen.
7	Enter automatic special pays for the employee on the H10AS screen.
8	Enter job description information on the H0BJO screen.

Establishing an Employee

To establish an employee into the system, you must assign the employee an employee number. If you are using the transpositional check digit (TCD) feature, place an **X** in the TCD field when adding new employees. The TCD can be used as a system-generated safeguard to verify that you are updating the right record.

Entering Personnel Management Information

The Payroll system provides for the entry of personnel management information. These fields are entered on various employee screens and are identified under the field descriptions. Entries made to these fields allow generation of the personnel management reports described in the *Payroll Sample Reports* guide*.*

It should be noted that certain personnel dates and amounts are automatically maintained, but these fields can be modified. Such maintenance may be necessary when converting an existing company to the Payroll system or if a date other than that provided by the system is required. These fields are:

- TERMINATION DATE (when a 940 transaction is entered)

- EMPLOYMENT DATE (when an employee is loaded)

- DATE OF LAST SALARY CHANGE

- DATE OF LAST CHANGE

- AMOUNT OF LAST SALARY CHANGE

- DATE OF LAST SCHEDULED CHECK

- START LEAVE DATE

- RETURN FROM LEAVE DATE

Should an error be created when entering dates on personnel transactions, the CONTENTS field on the Employee Diagnostic Listing (Report 1009) will display the date in the system's internal form of DDDDD (Days Since 1900) rather than in the form actually entered. All dates stored in the Payroll Master files are converted to Days Since 1900 by the system to conserve space and increase efficiency when comparing dates. These dates are normally reconverted prior to being printed on any payroll reports so that the date is easier to read.

Employee Information Screens

This chapter and the following chapters contain the screens used to enter employee information. The chart lists the chapter name and the screens contained in each.

Chapter	Screens
Basic Employee Information	H0BNF, H0BLS, H0BID, H0BJO, HLO01, H0BES, H0BBN, H0BAC, H10AS, H0BC1, H0BC2, H0BSC, H0A01, H0B01, H4Q01, H0BED
Pay and Tax Accumulations	H0BPA, H10SA, H0A02, H0A03, H0A04, H0B02, H0BHA
Special Employee Maintenance	HS2TF, HS2DL, H0BNA, HM6EN, HM601, HM7NM, HM7*XX*, HM701

H0BNF - New Employee Add

```
> GU     _____  ON H0BNF


                     -----------NEW EMPLOYEE ADD-----------

 I  COMPANY--> 99999 EMPLOYEE NUMBER--> 9999999999 X
    EMPLOYEE NAME FIRST/MIDDLE--> _____ _____
    EMPLOYEE NAME LAST --------> _____
    PO BOX/APT/SUITE--> _____
    STREET ADDRESS----> _____
    CITY PROV POSTAL--> _____ _____ _____
    SOCIAL INSURANCE--> 000-000-000      EMPLOYMENT DATE---> 00/00/0000
    BIRTH DATE--------> 00/00/0000       SALARY OR RATE----> 0
    TIME CARD STATUS--> 0   PAY TYPE--> 1   PAY FREQUENCY-----> 01
    STAND HRS 1 AND 2-> .00       .00    START PAY DATE----> 00/00/0000
       TD1     FIT     EXTRA           C/QPP        QHIP       TAX
      EXEMP   STATUS   AMT/%           STATUS      STATUS      UNIT
     0000000    4        0               4           4         000
     ORG CODES CNTRY PV   MAR  PIT  PIT   PIT                  EI  PIP
     _____ CD   CD     ST  ST  EXEMP AMT/%               ST  ST
    WORK----->  000   00     1   4    0     0                   4   0
    RESIDENT->        00     0   4    0     0                   4   0
 6058W-DONT FORGET TO CHANGE KEY       6059W-NEW EMPLOYEE TO BE ADDED
  6180I-ZIP CODE PRINTS AS ENTERED
                                    12/01/05  09:48:52 1 M3LL SUPD ____
```

Screen Description

This screen allows you to establish new employees to the HCM:M Payroll system.

Guidelines for Adding New Employees

1. There are fields that must be entered when adding a new employee, as well as fields that will default if not entered.

   The following fields are required to add an employee:
   COMPANY
   EMPLOYEE NUMBER
   LAST NAME
   WORK PV CODE
   TAX UNIT
   SALARY or RATE

   A fatal error message will be displayed when you press **Enter** if any required field is left blank.

2. If a COMMAND QUALIFIER is not entered on the command line when requesting the H0BNF screen, a mask screen with the system defaults will appear.

3. Any field that is left blank and has a default value will be displayed when you press **Enter** along with a warning message and the values that have been assumed. You may then enter the correct value if the system default is incorrect for the employee.

If you have already loaded employees into a company, you can enter the COMPANY NUMBER and EMPLOYEE NUMBER in the COMMAND QUALIFIER when requesting the H0BNF screen. Certain values entered for the previous employee will display for the new employee. This technique shortens the number of messages that appear at the bottom of the screen and the number of entries that must be made.

For example, if you wanted to add a group of employees who are hourly, timecard-required, in the same pay frequency, and have the same standard hours, enter the first employee in this group into the system. Then enter the company number and employee number on the command line as stated above. You will not have to re-enter these fields until you reach the next group of employees you are entering.

Fields

COMPANY

Data Type: Numeric   **Length: 5**   **Field Type: Required**

Enter the company number to which you have assigned this employee.

EMPLOYEE NUMBER

Data Type: Numeric   **Length: 11**   **Field Type: Required**

Enter the employee number you have assigned to this employee in the first 10 positions of this field. Position 11 is the transpositional check digit (TCD). The TCD can be used as a system-generated safeguard. If the TCD field is used, place an **X** in this field for employees you are adding to the system for the first time. Once the system calculates the TCD (which is based on the employee's company number), you can enter either an **X** or the system-calculated TCD for future entries.

To use the TCD feature, enter an INT0 transaction at the system level with the appropriate value for your company in the CHEQUE DIGIT field. If your cheque digit value is **1** or **2**, the TCD can be keyed as the last digit of the employee number, a **0**, or an **X**, which will be converted to a **0**. The TCD is entered in position 16 and only appears on transactions which use EMPLOYEE NUMBER as a key field.

Values for the cheque digit option are discussed in Chapter 2 - Basic System Input, on the H0I01 screen.

EMPLOYEE NAME FIRST/MIDDLE

Data Type: Alphanumeric   **Length: 40**   **Field Type: Optional**

Enter the employee's first name in positions 1 through 20. Enter the employee's middle name in positions 21 through 40.

EMPLOYEE LAST NAME

Data Type: Alphanumeric   **Length: 25**   **Field Type: Required**

Enter the employee's last name in positions 41 through 64.

PO BOX/APT/SUITE

Data Type: Alphanumeric   **Length: 30**   **Field Type: Optional**

Specify the first address line for an employee.

STREET ADDRESS

Data Type: **Alphanumeric**   Length: **30**   Field Type: **Optional**

Specify the second address line for an employee.

CITY PROV POSTAL

Data Type: **Alphanumeric**   Length: **35**   Field Type: **Optional**

Enter the name of the city in which the employee resides in positions 1 through 16. Enter the abbreviation for the province in which the employee resides in positions 17 through 23. Enter the postal code for this address in positions 24 through 35. You may enter the space in the postal code at the appropriate place.

SOCIAL INSURANCE

Data Type: **Numeric**   Length: **10**   Field Type: **Optional**

Enter the employee's Social Insurance number for tax reporting purposes. This field must be entered to provide correct tax reports. The Social Insurance number cheque digit will be validated by the system.

EMPLOYMENT DATE

Data Type: **Valid Date**   Length: **8**   Field Type: **Optional**

Specify the date the employee was hired. The system defaults to the current processing date established through the DAT transaction.

BIRTH DATE

Data Type: **Valid Date**   Length: **8**   Field Type: **Required**

Enter the date the employee was born.

SALARY OR RATE

Data Type: **Numeric**   Length: **11**   Field Type: **Required**

Enter a 2-decimal-place pay period amount if pay type is coded as salaried (2), variable (3), or pension (5); for example, enter $600.00 as **600**. Enter an hourly rate (up to 6 decimal places) if pay type is coded as hourly (1), part-time (4), limited hourly (6), or piece rate (7); for example, enter $7.50/hour as **7.50**. You do not need to enter the decimal place unless the salary or rate is less than a whole dollar amount. The system will add the leading and trailing zeros based on the value in the PAY TYPE field.

TIME CARD STATUS

Data Type: **Numeric**   Length: **1**   Field Type: **Optional**

Specify whether an employee requires a regular pay transaction to be paid. Acceptable values are:

Value	Description
0	A regular pay transaction is required. If the employee is hourly, the employee is paid the number of hours entered on the transaction; however, if the employee is salaried, he is paid his entire salary regardless of how many hours are entered on a regular pay transaction. If an invalid value or no value is entered, the system defaults to **0**.
1	A regular pay transaction is not required. An hourly employee is paid his hourly rate times the standard hours per pay period, while a salaried employee is paid the salary entered on this screen.

PAY TYPE

Data Type: Numeric   **Length: 1**   **Field Type: Required**

Indicate the way an employee's pay is calculated. Acceptable values are:

Value	Description
1	Hourly
2	Salaried
3	Variable (guaranteed amount)
4	Part-time
5	Pensioner
6	Limited Hourly
7	Piece Rate

Part-time employees are paid only for hours entered and must be set up as timecard-required. Taxes are calculated for part-time pay according to the number of days represented by the pay transaction.

Pensioners are paid a salary. Salary received and taxes withheld will be reported on a T4A instead of a T4 at year end.

Limited hourly employees are not paid for any regular hours reported that exceed standard hours 1.

Piece rate employees that are coded as timecard-required are paid the greater amount: number of pieces times piece rate (entered on timecards) or regular hours times hourly rate (from Employee Master file).

PAY FREQUENCY

Data Type: Numeric   **Length: 2**   **Field Type: Required**

Specify the payroll to which the employee is assigned. This determines how often an employee is paid. Acceptable values are:

Value	Description
01-39	Weekly (System defaults to 01)
40-69	Bi-Weekly
70-89	Semi-Monthly
90-99	Monthly

STAND HRS 1 AND 2

Data Type: Numeric   **Length: 5**   **Field Type: Optional**

Specify the number of hours the employee is scheduled to work each pay period. System defaults to company hours entered on the H0CNC screen for STANDARD HOURS 1 and **999.99** for STANDARD HOURS 2.

Standard hours is used in the calculation of:

- The employee's pay or standard labour distribution rates.

- Hourly and limited hourly employees' pay when hours are not supplied on a regular pay transaction or when the employee does not require a timecard.

- Overtime for employees who will receive overtime pay for any hours that exceed their standard hours. Refer to the OVERTIME STATUS field on the H0BBN screen.

START PAY DATE

Data Type: Valid Date   **Length 8:**   **Field Type: Optional**

Specify the date a new employee will begin being paid. The employee will automatically be paid from this date through the end of the current pay period even if the date is prior to the beginning of the pay period and the employee is coded as no timecard required and no timecard is entered.

When the employee's start pay date is in the middle of the current pay period, pay is calculated as follows (unless overridden with a regular pay transaction):

- Salaried = No. of days worked/No. of working days in pay period * salary

- Hourly = No. of days worked * Standard hours per day * hourly rate

Note: Enter this field for new automatically-paid hires only. If the EI weekly calculation option on the HK002 screen is being used, this field should only be used for start dates within the current pay period. Late pay transactions must be used for periods prior to the current pay period in order to ensure that EI is properly allocated and premiums correctly calculated.

TD1 EXEMP

Data Type: Numeric   **Length: 7**   **Field Type: Optional**

The meaning of this field is determined by the value entered in the FIT STATUS field. Acceptable values are:

Value	Description
1	Not used
2	3-decimal-place factor
3	Whole dollar tax amount
4	TD1 exemption amount

Note: See TD1 Deductions and Credits section for information on indexing TD1 exemption amounts.

FIT STATUS **Data Type: Numeric**   **Length: 1**   **Field Type: Optional**

Indicate the method to be used in the calculation of FIT withholding for the employee.

Acceptable values are:

Value	Description
1	This employee is exempt from FIT; do not withhold FIT. Wages will be accumulated in FIT-NON-TAXABLE and will not be available for tax reporting..
2	Use the percentage provided in the TD1 EXEMP field.
3	Withhold the amount provided in the TD1 EXEMP field.
4	**Withhold the amount of FIT calculated by withholding tables based on the employee's TD1 exempt amount.**
5	**Withhold the amount of FIT calculated as 4 above and withhold the additional percent of tax specified in the EXTRA AMT/% FIELD.**
6	Withhold the amount of tax calculated as 4 above and add an additional amount taken from the EXTRA AMT/% FIELD.

Enter a value of **A** in this field if you do not want FIT withheld but want wages reported as Taxable.

EXTRA AMT/% **Data Type: Numeric**   **Length: 5**   **Field Type: Optional**

If the FIT STATUS field contains a **6**, enter an additional amount as whole dollars. If the FIT STATUS field contains a **5**, enter a percent with 3 decimal places.

C/QPP STATUS **Data Type: Numeric**   **Length: 1**   **Field Type: Optional**

Indicate whether CPP/QPP tax will be withheld for this employee.

Acceptable values are:

Value	Description
1	Exempt from tax
4	**Calculate this tax**

QHIP ST   **Data Type: Numeric**   **Length: 1**   **Field Type: Optional**

Indicate whether to calculate Quebec Health Insurance Plan (QHIP) for the company on this employee's earnings. This tax is paid by employers but is calculated on an employee basis for flexibility of reporting. Acceptable values are:

Value	Description
1	Exempt from tax
4	**Calculate tax**

TAX UNIT   **Data Type: Numeric**   **Length: 3**   **Field Type: Required**

Specify the tax unit to which an employee is assigned. All employees must be assigned to a tax unit. A company must have at least one tax unit established; but can have up to 250, if required.

It is recommended that you use tax units **001** to **250**, excluding **000**. This will make it easier if you decide to add another tax unit or transfer employees. System default is **000**.

If an employee tax unit is changed to a value different from that originally assigned, a new tax master record will be created and subsequent earnings will be recorded and reported in the new tax unit.

ORG CODES   **Data Type: Alphanumeric**   **Length: 11**   **Field Type: Optional**

Specify the organizational code to which you have assigned this employee. This data is required for each employee if organizational break totals are required for reports. The only requirement is that each employee be coded consistently with the numbering scheme established for a company on the H0CCN screen.

Work and Resident Tax Information Fields

The following fields are used to enter information on either the employee's work tax record or the resident tax record in the Tax Master file. The system defaults to the value entered in the work tax record if you do not enter a value in a RESIDENT TAX field.

CNTRY CD

Data Type: Numeric	**Length: 3**	**Field Type: Optional**

Enter the country code (002 for Canada) in which an employee is presently working. This field defaults to the country code entered on the H0101 screen.

PV CD

Data Type: Numeric	**Length: 2**	**Field Type: Required**

Enter the province/territory code of the employee's primary work location. The province/territory code may not be changed to zero. The province/territory code is used to determine how an employee's Federal tax is calculated. See Appendix A for a list of province/territory codes.

MAR ST

Data Type: Numeric	**Length: 1**	**Field Type: Optional**

Indicate the employee's marital status. This is an informational field only and does not affect taxation.

Acceptable values are:

Value	Description
1	Single
2	Married
3	Head of Household

Note: System defaults to the value entered in the FIT M STATUS field.

PIT ST

Data Type: Numeric   **Length: 1**   **Field Type: Optional**

Indicate the method to be used in the calculation of Provincial income tax (PIT) withholdings. Acceptable values are:

Acceptable values are:

Value	Description
1	Exempt from PIT.
2	Tax is a percentage of taxable income. Percentage is entered as a 3-decimal-place amount in the PIT EXEMP field.
3	Tax is a constant amount. Constant tax amount per cheque is entered in the PIT EXEMP field as a whole dollar amount.
4	**Calculate the tax using a standard formula. PIT EXEMP field contains the exemption amount.**
5	Calculate PIT as in 4 above and in addition add a percentage of taxable income tax. The percentage is in the PIT AMT/% field.
6	Calculate PIT as in 4 above and in addition add the amount provided in the PIT AMT/% field.

PIT EXEMP

Data Type: Numeric   **Length: 5**   **Field Type: Optional**

The meaning of this field is determined by the value entered in the PIT STATUS field.

Acceptable values are:

PIT Status	Meaning of PIT Exemption
1	Not used
2	3-decimal-place factor
3	Whole dollar amount
4	Basic personal exemption amount
5	Basic personal exemption amount
6	Basic personal exemption amount

PIT AMT/%   Data Type: **Numeric**   Length: **5**   Field Type: **Optional**

The meaning of this field is determined by the value entered in the PIT STATUS field.

PIT Status	Meaning of PIT Amt %
1 - 4	Not used
5	3-decimal-place factor
6	Whole dollar amount for additional tax

EI ST   Data Type: **Numeric**   Length: **1**   Field Type: **Optional**

Indicate whether to withhold Employment Insurance Compensation (EI).

Acceptable values are:

Values	Description
1	Exempt
4	**Calculate and withhold based upon a tax calculation routine.**

Note: When a status of **4** is used, the system will cheque the employee's age (based on birth date). If the employee is less than 18, a EI premium will not be withheld.

PIP ST   Data Type: **Numeric**   Length: **1**   Field Type: **Optional**

Enter the code which indicates the employee's Parental Insurance status. The following values are acceptable:

Values	Description
1	The employee is exempt from Parental Insurance Premiums.
4	**Calculate and withhold Parental Insurance Premiums.**

H0BID - Basic Employee Identification

```
> GU   _____ ON H0BID

                    ------BASIC EMPLOYEE IDENTIFICATION------

    COMPANY--> 00000 EMPLOYEE NUMBER--> 00000000000
 __ NAME> _____ _____ _____   0
      PO BOX/APT/SUITE--> _____
      STREET ADDRESS----> _____
      CITY STATE ZIP----> _____ _____ _____
      HOME PHONE--------> (000)000-0000      BUSINESS PHONE----> (000)000-0000
      PAY TYPE----------> 0                  SALARY OR RATE----> 00000.000000
      STANDARD HOURS----->    .00            STANDARD HOURS 2-->    .00
      TIME CARD STATUS--> NON AUTO           SOCIAL SECURITY---> 000-00-0000
      BIRTH DATE--------> 00/00/0000 0       PAY FREQUENCY-----> 00
      EMPLOYMENT DATE---> 00/00/0000         SEX--------------> NOT DEFINED
      ANNUAL SALARY-----> 000000000.00       AMT LAST PAY CHG--> 00000.000000
      ORGANIZATION------> _____         DATE LAST PAY CHG-> 00/00/0000
      SALARY GRADE------> __                 SALARY STEP-------> __
      MARITAL STATUS----> 0                  ADJUSTED EMP DATE-> 00/00/0000
      START PAY DATE----> 00/00/0000         START DAY OF WEEK-> 0
      WORK DAYS/WEEK----> 0                  STD HOURS/DAY------>    .0


                                   05/08/01  09:09:55 1 M3LL DEVK ____
```

Screen Description

This screen allows you to maintain employee identification information. When requesting this screen, enter the company number and employee number assigned to the employee for whom you are performing file maintenance. Information already established on the Employee Master file will be displayed.

Since an employee must be entered into the system using the H0BNF screen, you must use an *R* in the UPDATE SUBCOMMAND field when using this screen.

Fields

Information in the following fields was entered on the H0BNF screen.

- EMPLOYEE NAME
- STANDARD HOURS 2
- PO BOX/APT/SUITE
- TIME CARD STATUS
- STREET ADDRESS
- SOCIAL INSURANCE
- CITY PROV POSTAL
- PAY FREQUENCY
- PAY TYPE
- EMPLOYMENT DATE
- SALARY OR RATE
- ORGANIZATION
- STANDARD HOURS
- START PAY DATE
- BIRTHDATE

HOME PHONE   Data Type: **Numeric**   Length: **10**   Field Type: **Optional**

Enter the area code and phone number of the employee's home phone; for example, area code 416, phone number 555-1959 would be entered as **416 555-1959**.

BUSINESS PHONE   Data Type: **Numeric**   Length: **10**   Field Type: **Optional**

Enter the area code and telephone number of the employee's business phone.

BIRTH DATE   Data Type: **Valid Date**   Length: **8**   Field Type: **Optional**

Enter the date the employee was born.

SEX **Data Type: Alphanumeric** **Length: 1** **Field Type: Optional**

Indicate whether the employee is a male or female. This information is required on an increasing number of government reports.

Acceptable values are:

Value	Description
F	Female
M	Male
Blank	Non-defined

ANNUAL SALARY This field displays the employees annual salary based on Pay Type, Salary/Rate and Frequency. It is updated by the system. You can also modify this field on the H0BSC screen.

If you enter a value in this field, the system will recalculate the Salary/Rate and Amount of Last Pay Change.

AMT LAST PAY CHG This field displays the amount of the employee's last pay change. It is updated by the system automatically when you enter Annual Salary or Salary/Rate field. If you enter this field, do not enter a value in the Annual Salary or Salary/Rate field. You can also modify this field on the H0BSC screen.

DATE LAST PAY CHG **Data Type: Valid Date** **Length: 8** **Field Type: Optional**

Enter the date on which the employee's salary change is effective. If a date is not entered, the system automatically records the date as the current system date.

Note: The AMT LAST PAY CHG and DATE LAST PAY CHG DATE fields are used in automatic pay adjustments whenever the last increase date is within or after the pay period being paid. If incorrect information is entered in these fields, the employee's pay will be incorrect.

SALARY GRADE **Data Type: Alphanumeric** **Length: 2** **Field Type: Optional**

User-defined code which is used to signify the employee's salary grade.

SALARY STEP   Data Type: **Alphanumeric**   Length: **2**   Field Type: **Optional**

User-defined code which is used to signify the employee's pay step within the salary grade entered above.

MARITAL STATUS   Data Type: **Numeric**   Length: **1**   Field Type: **Optional**

Identify an employee's marital status for benefit purposes. This information is used for reporting only. Acceptable values are:

Value	Description
0	Not Coded
1	Single
2	Married
3	Separated
4	Divorced
5	Widowed

ADJUSTED EMP DATE   Data Type: **Valid Date**   Length: **8**   Field Type: **Optional**

Enter the date that a former employee was re-employed.

Note: This date is not calculated or used by the HCM:M Payroll system, except for Report 34 which uses this date instead of the employment date if the adjusted employment date has been entered.

START PAY DATE   Data Type: **Valid Date**   Length: **8**   Field Type: **Optional**

Indicate the day of the week an employee started working for the company. The start pay date may be any date in the current or previous year. The employee is automatically paid from this date through the end of the current pay period even if the date is prior to the beginning of the pay period.

When an employee's start pay date is in the middle of the current pay period, pay is calculated as follows (unless overridden by pay transactions):

If Salary:

(Number of Days Worked/Number of Working Days in Pay Period) * Salary

If Hourly:

Number of Days Worked * Standard Hours/Day * Hourly Rate

START DAY OF WEEK   **Data Type: Numeric**   **Length: 1**   **Field Type: Optional**

Specify the first day of the employee's normal work week. This field is used for automatic salary adjustments for new hires, terminated employees, or increases. It is assumed that the employee works consecutively the number of days indicated in the WORK DAYS/WEEK field. Acceptable values are:

Value	Description
1	Sunday
2	**Monday**
3	Tuesday
4	Wednesday
5	Thursday
6	Friday
7	Saturday

WORK DAYS/WEEK   **Data Type: Numeric**   **Length: 1**   **Field Type: Optional**

Indicate the number of days from **1** to **7** that the employee is scheduled to work per week. This field is used for automatic salary adjustments for new hires and terminated employees. System default is **5**.

STD HOURS/DAY   **Data Type: Numeric**   **Length: 3**   **Field Type: Optional**

Specify the standard hours per day as a 1-decimal-place amount that the employee is schedule to work. This value is used in the calculation of automatic salary adjustments for employees who start to work or are terminated in the middle of a pay period. The maximum number of hours accepted by the system is **17**. System default is **8.0**.

H0BJO - Employee Job Description

```
 > GU    _____ ON H0BJO


                      --------EMPLOYEE JOB DESCRIPTION--------

    COMPANY--> 00000 EMPLOYEE NUMBER--> 00000000000
    NAME>


 _  PRIM LABOR CDE/EXT> _____ ____
    PRIMARY LABOR %---> .000               MILITARY STATUS---> __
    JOB TYPE---------> __                  JOB CLASS---------> _____
    ESTABLISHMENT CODE> _____              TRAINEE STATUS----> 0
    EXEMPT CODE------> 0                   PENSION PLAN------> 0
    JOB DESCRIPTION---> _____ DIST CAT PART ONE-> _
    UNION CODE--------> ___                PROVIDES EQUIPMENT> NOT DEFINED
    FLAG F-----------> _                   WORKER'S COMP CODE> _____
    WAGE PLAN CODE----> _                  TRANSFER FLAG-----> 0
    PLANT LOCATION----> _____             PQ WAGE PLAN CODE-> _
    CREDIT ASSOCIATION> 000                LANGUAGE CHOICE---> __
    FLAG S-----------> 0                   CODE FOR DATE B---> __




                                07/23/01  09:45:22 1 M3LL DEVK ____
```

Screen Description

This screen allows you to enter descriptive information about an employee's job.

Fields

PRIM LABOUR CDE/EXT

Data Type: Alphanumeric   **Length: 26**   **Field Type: Optional**

Use the first 22 positions to define the primary labour distribution code for an employee. This code is associated with the employee's normal pay and is used if a labour distribution code is not entered on a pay transaction or if the employee is paid without a pay transaction. Use the last 4 positions to further define your labour distribution codes.

If you want to automatically split an employee's time between multiple labour codes, use the HLO01 screen. You may establish up to 99 additional labour codes and the percent allocated to each.

PRIMARY LABOUR %

Data Type: Numeric   **Length: 3**   **Field Type: Optional**

Specify the percentage of the employee's time allocated to the primary labour code. System default is **.999** (100%). Use the HLO01 screen to establish percentages to allocate to supplemental labour codes.

MILITARY STATUS

Data Type: Alphanumeric   **Length: 2**   **Field Type: Optional**

Specify the user-defined code to identify the military status of the employee.

JOB TYPE   **Data Type: Alphanumeric**   **Length: 2**   **Field Type: Optional**

Enter a user-defined code that represents an employee's job description.

JOB CLASS   **Data Type: Alphanumeric**   **Length: 4**   **Field Type: Optional**

Enter a user-defined code that represents the employee's job classification.

ESTABLISHMENT CODE   **Data Type: Alphanumeric**   **Length: 4**   **Field Type: Optional**

Enter a user-defined establishment code.

TRAINEE STATUS   **Data Type: Numeric**   **Length: 1**   **Field Type: Optional**

Indicate whether the employee is a trainee.

Acceptable values are:

Value	Description
0	Employee is not a trainee
1	Employee is a white collar trainee
2	Employee is a production trainee

EXEMPT CODE   **Data Type: Numeric**   **Length: 1**   **Field Type: Optional**

Indicate whether the employee is exempt from being paid for overtime.

Acceptable values are:

Value	Description
0	Non-Exempt
1	Exempt

PENSION PLAN   **Data Type: Numeric**   **Length: 1**   **Field Type: Optional**

Indicate whether the employee is covered by a qualified pension plan.

Acceptable values are:

Value	Description
0	Not covered by a plan
1	Company Plan
2	RRSP (Registered Retirement Savings Plan)

FLAG-S

Data Type: Numeric   **Length: 1**   **Field Type: Optional**

Reserved for future use.

DISABILITY RETIREE

Data Type: Numeric   **Length: 1**   **Field Type: Optional**

Indicate whether this employee is a pensioner who is also a disabled retiree.

Acceptable values are:

Value	Description
0	Employee is not a disabled retiree
1	Employee is a disabled retiree

JOB DESCRIPTION

Data Type: Alphanumeric   **Length: 20**   **Field Type: Optional**

Enter a brief description of the employee's job.

PROVIDES EQUIPMENT

Data Type: Alphanumeric   **Length: 1**   **Field Type: Optional**

Enter the value to indicate the type of equipment the employee provides for his job.

Acceptable values are:

Value	Description
Blank	Not Defined
E	Electronic
H	Hand tools
O	Other equipment
P	Power saw
S	Safety
U	Uniforms
V	Vehicles

UNION CODE

Data Type: Alphanumeric   **Length: 3**   **Field Type: Optional**

Specify a user-defined code representing the employee's union.

WORKERS COMP CODE

Data Type: Alphanumeric   **Length: 4**   **Field Type: Optional**

Specify a user-defined Worker's Compensation code.

FLAG F　　　　　　This flag will control the order in which taxes are taken for employees working in Quebec.

　　　　　　　　　　Enter a value of **T** or blank for taxes to be taken in the following order: EI, FIT, QPP, QPIP, QIT.

　　　　　　　　　　Enter a value of **R** for tipped employees. If **R** is entered, taxes will be taken in the same order as defined for a value of **T**, but they will not be recycled.

TRANSFER FLAG　　This flag is set by the system when certain employee transfer conditions occur. It is used to show the transferred employee will be sensitive to cutoffs for CPP/QPP and Company CPP/QPP taxing. This field cannot be entered by the user.

WAGE PLAN CODE　　**Data Type: Alphanumeric**　　　　**Length: 1**　　　　**Field Type: Optional**

　　　　　　　　　　Identifies the type of Disability Insurance and/or Employment Insurance plan that covers an employee. There are no specific values for this field required for Canadian payroll processing or reporting. User-defined codes may used if desired.

PQ WAGE PLAN CODE　**Data Type: Alphanumeric**　　　　**Length: 1**　　　　**Field Type: Optional**

　　　　　　　　　　Identifies the type of Disability Insurance and/or Employment Insurance plan that covers an employee. There are no specific values for this field required for Canadian payroll processing or reporting. User-defined codes may be used if desired.

PLANT LOCATION　　**Data Type: Alphanumeric**　　　　**Length: 5**　　　　**Field Type: Optional**

　　　　　　　　　　This is a user-defined used to show plant location.

LANGUAGE CHOICE　**Data Type: Alphanumeric**　　　　**Length: 2**　　　　**Field Type: Optional**

　　　　　　　　　　Enter the code to indicate the employee's language of choice on T4's, T4A's, Releve1's and Releve2's. Acceptable values are:

Value	Description
EN	**English**
FR	French

CREDIT ASSOCIATION　**Data Type: Numeric**　　　　**Length: 3**　　　　**Field Type: Optional**

　　　　　　　　　　Identifies the employee's credit association.

CODE FOR DATE B　　Reserved for future use.

HLO01 - Supplemental Labor Distribution Data

```
> GU  _____  ON HLO01

                     ---SUPPLEMENTAL LABOR DISTRIBUTION DATA----

    COMPANY--> 00000  EMPLOYEE NUMBER--> 00000000000
    NAME>

    CODE  ------------ORG CODES--------------
    NO    DIV     OFC     DPT     SEC         LABOR CODE          EXT   PCT
 __ 00 ...     ...     ...     ..      _____ ____  .000
 __ 00 ...     ...     ...     ..      _____ ____  .000
 __ 00 ...     ...     ...     ..      _____ ____  .000
 __ 00 ...     ...     ...     ..      _____ ____  .000
 __ 00 ...     ...     ...     ..      _____ ____  .000
 __ 00 ...     ...     ...     ..      _____ ____  .000
 __ 00 ...     ...     ...     ..      _____ ____  .000
 __ 00 ...     ...     ...     ..      _____ ____  .000
 __ 00 ...     ...     ...     ..      _____ ____  .000
 __ 00 ...     ...     ...     ..      _____ ____  .000
 __ 00 ...     ...     ...     ..      _____ ____  .000
 __ 00 ...     ...     ...     ..      _____ ____  .000
 __ 00 ...     ...     ...     ..      _____ ____  .000

                              05/07/01  11:34:31 1 M3LL DEVK ____
```

Screen Description

This screen is used to define an employee's additional labor distribution code. You cannot enter data on this screen unless you have previously entered the employee's primary labor distribution code on the H0BJO screen. You can set up 13 additional labor distribution codes on each HLO01 screen and a total of 99 for each employee.

Organization Code Fields

These fields identify the organization the employee works for when charging time to the labor distribution code entered in the LABOR CODE field. The organization code length is maintained at the company level using the H0CBS screen.

CODE NO.

Enter a number between 01 and 99.

DIV

Data Type: Alphanumeric   **Length: 3**   **Field Type: Optional**

Enter the division for this labor distribution code.

Note: If an * is entered in the first position of the DIV field, the system defaults to the value for the field established on the Employee Master file using the H0BNE or H0BID screens.

OFF

Data Type: Alphanumeric   **Length: 3**   **Field Type: Optional**

Enter the office for this labor distribution code.

DPT   **Data Type: Alphanumeric**   **Length: 3**   **Field Type: Optional**

Enter the department for this labor distribution code.

SEC   **Data Type: Alphanumeric**   **Length: 2**   **Field Type: Optional**

Enter the section for this labor distribution code.

Labour Code Fields

LABOR CODE   **Data Type: Alphanumeric**   **Length: 22**   **Field Type: Optional**

Specify the labor distribution number associated with this employee's normal pay. It is used if a labor distribution number, department, or section is not entered on a regular pay transaction or special pay transaction (700, 7*XX*, and 9*XX*), or if the employee does not require a timecard. The employee's pay is distributed among the various labor distribution codes established here along with the Primary Labor Code established on the H0BJO.

EXT   **Data Type: Alphanumeric**   **Length: 4**   **Field Type: Optional**

Allows you to enter four additional values to the labor distribution code, if needed.

PCT   **Data Type: Numeric**   **Length: 3**   **Field Type: Optional**

Enter a 3-decimal-place amount that specifies the percentage of the employee's pay to be distributed to the labor distribution code entered in the LABOR CODE field. Five percent would be entered as .**050**. If a single labor code is used, enter .**999** (100%) in this field on the H0BJO screen

You can disable a labor code by entering **zeros** in this field. Use the LDL transaction to delete a labor code

H0BES - Employee Status Information

```
> GU  _____ ON H0BES


                      -------EMPLOYEE STATUS INFORMATION------

   COMPANY--> 00000 EMPLOYEE NUMBER--> 00000000000
   NAME>

__ EMPLOYMENT STATUS-----> 0            TERMINATION CODE----> __
   TERMINATION DATE------> 00/00/0000    RETIREMENT DATE-----> 00/00/0000
   START LEAVE DATE------> 00/00/0000    RETURN LEAVE DATE---> 00/00/0000
   CONT SERVICE DATE-----> 00/00/0000    DT LAST STATUS CHG--> 00/00/0000
   DATE OF LAST CHANGE---> 00/00/0000    DATE LAST PAY CHG---> 00/00/0000
   DATE OF LAST REVIEW---> 00/00/0000    LAST CHECK DATE-----> 00/00/0000
   PREVIOUS W-2 ISSUED---> 0            REASON LAST PAY CHG-> _
   COMP HOURS TO DATE----> 00000.00      COMP HOURS YTD------> 00000.00
   INCOME OUT OF CNTRY--->         .00  DAYS OUT OF CNTRY---> 000
   FLEX SPENDING AMT----->        .00   FLEX NON TAXABLE---->        .00
   TOTAL 401K AMT-------->        .00   DED PRIORITY SW-----> _
   YTD SUPPL WAGES------->         .00  ADVICE SWITCH-------> _
   CHECK SWITCH----------> _            FIT-LOCK - MS ------> _
                                        FIT-LOCK - EXMPTS --> 000


                                    07/08/08  16:08:09 1 M3LL SUPD ____
```

Screen Description

This screen is used to enter employee status information, dates pertaining to an employee's leave, status change, etc. The information entered on this screen is normally used in conjunction with Personnel reporting.

Fields

EMPLOYMENT STATUS

Data Type: Numeric	**Length: 1**	**Field Type: Optional**

Indicate the employee's status for payment or non-payment.

Acceptable values are:

Value	Description
1	Active (paid).
2	On leave (paid if payment dated prior to leave date).
3	Terminated (paid through termination date); checking deduction is automatically turned off. Payment can be made after termination date with a **T** in the adjustment indicator on 9*XX* transaction for special pays and a **T** in the adjustment indicator on 940 transaction for regular pay.

(continued)

Value	Description
5	Vacation (not paid automatically, changed to active when a pay transaction is entered). This status is automatically set when a no-timecard-required employee is given vacation pay on a separate cheque.
7	Final termination (not paid). This code cannot be entered, it is system-generated using the termination date and the number of days for final termination specified on the H0CNC or H0CFL screen.
8	Deleted when employee has been flagged for deletion or has been transferred. This value is system-generated and cannot be entered by the user.

TERMINATION CODE **Data Type: Alphanumeric**   **Length: 2**   **Field Type: Optional**

Indicate the reason the employee was terminated. Codes may be user-defined. This code will be reported on the terminating employee's Record of Employment (R.O.E.) unless the R.O.E. termination code is changed on the HLY01 screen before the R.O.E. is printed. See the chapter on Record of Employment in this guide.

Possible acceptable values are (place a space after each letter when entering this code):

Value	Description
A	Shortage of Work
B	Strike or Lockout
C	Return to School
D	Illness or Injury
E	Quit
F	Pregnancy
G	Retired
H	Work Sharing
J	Apprentice Training
K	Other

TERMINATION DATE   **Data Type: Valid Date**   **Length: 8**   **Field Type: Optional**

Enter the date the employee was terminated. The employee will be paid through this date. The system uses this date and the number of days established for final termination interval to determine when to change the employee status to **7**.

Note: This date can be entered only if the EMPLOYMENT STATUS field is changed to **3**. If a date is not entered, the system defaults to the current processing date (entered on the DAT transaction) when the EMPLOYMENT STATUS field is changed to **3**.

RETIREMENT DATE   **Data Type: Valid Date**   **Length: 8**   **Field Type: Optional**

Enter the date the employee retired.

START LEAVE DATE   **Data Type: Valid Date**   **Length: 8**   **Field Type: Optional**

Enter the date the employee will start his leave. The employee will not be paid for the start leave date.

RETURN LEAVE DATE   **Data Type: Valid Date**   **Length: 8**   **Field Type: Optional**

Enter the date the employee will return from leave. If a date is not entered for start leave date or return leave date, the system sets the date to the current processing date (entered on the DAT transaction) when the employee status changed. If this date is within the current pay period, the system automatically adjusts the pay of a no-timecard-required employee or a salaried-timecard-required employee with only hours entered.

CONT SERVICE DATE   **Data Type: Valid Date**   **Length: 8**   **Field Type: Optional**

Enter the date the employee was re-employed if there has been a break in service. For example, if an employee is eligible for vesting after any five years of service.

DT LAST STATUS CHANGE   **Data Type: Valid Date**   **Length: 8**   **Field Type: Optional**

Enter the date on which an employee's status changes. If this field is not entered, the system sets the date to the current processing date (entered on the DAT transaction) when the status is changed.

DATE OF LAST CHANGE   **Data Type: Valid Date**   **Length: 8**   **Field Type: Generated**

Displays the date on which the last employee maintenance change was applied. This field is identified as DATE-C on the Employee Master file.

DATE LAST PAY CHG   **Data Type: Valid Date**   **Length: 8**   **Field Type: Optional**

Displays the date on which the employee last received a pay change. If a date is not entered, the system will automatically record the date the change occurred. If this date is in the current period the system will automatically adjust an employee's pay using the AMT LAST PAY CHG field so the employee is paid correctly.

DATE OF LAST REVIEW   **Data Type: Valid Date**   **Length: 8**   **Field Type: Optional**

Enter the date on which the employee was last reviewed.

LAST CHEQUE DATE   **Data Type: Valid Date**   **Length: 8**   **Field Type: Generated**

Displays the date on which the employee received his last payroll cheque. It is used by the system to ensure that an employee is not issued two cheques on the same day.

REASON LAST PAY CHG   **Data Type: Numeric**   **Length: 1**   **Field Type: Optional**

Indicate the reason for an employee's salary change. This information is used for reporting purposes only.

Acceptable values are:

Value	Description
0	No increase
1	Promotion increase
2	Merit increase
3	Termination
4	New hire
5	Transferred within the company
6	Retirement
7	Leave of absence
8	Deceased

COMP HOURS TO DATE   **Data Type: Numeric**   **Length: 7**   **Field Type: Optional**

Specify the number of hours of compensatory time received by the employee to date. This field is not used by the system at this time.

COMP HOURS YTD   **Data Type: Numeric**   **Length: 7**   **Field Type: Optional**

Specify the number of hours of compensatory time used by the employee for the year-to-date. This field is not used by the system at this time.

| INCOME OUT OF THE COUNTRY | **Data Type: Numeric** | **Length: 11** | **Field Type: Optional** |

Enter the amount of income the employee earned while working outside the country. This amount will be footnoted on T4's as "INCOME OUTSIDE CANADA".

| DAYS OUT OF THE COUNTRY | **Data Type: Numeric** | **Length: 3** | **Field Type: Optional** |

Enter the number of days the employee worked outside the country. This amount will be footnoted on T4's as "DAYS OUTSIDE CANADA".

| FLEX SPENDING AMT | **Data Type: Numeric** | **Length: 9** | **Field Type: Optional** |

Specify a 2-decimal-place amount upon which the flexible spending account special pay is drawn. These payments decrement this amount and will pay until this field is **0**. When setting this up as a special pay on the H0DCP screen, use calculation number 27 and special pay number 15 for non-taxable pay, or calculation 28 and special pay number 16 when subject to normal processing via the tax flags set for the special pay. You must enter a value not to exceed **$9,999,999.99** in this field before attempting to pay either of these payments.

| FLEX NON TAXABLE | **Data Type: Numeric** | **Length: 9** | **Field Type: Optional** |

Displays a 2-decimal-place amount that indicates all money paid out using a special pay set up with calculation number 27. These funds are added only to net pay and are not reflected on any tax report. This field is incremented any time a flexible benefit payment is made. This field is a TO-DATE field and does not clear automatically at year end and quarterly processing. To clear these fields, enter **0** or a 277 transaction.

| TOTAL 401K AMT | **Data Type: Numeric** | **Length: 9** | **Field Type: Optional** |

This field is not used by Canadian users.

| DED PRIORITY SW | **Data Type: Alphanumeric** | **Length: 1** | **Field Type: Optional** |

Activates the employee-level deduction priorities set up on the H0ZDC screen. If not activated, company-level deduction priorities established on the H0VCD screen are used. Valid values are:

Value	Description
blank, 0	**Use company-level deduction priorities**
1	Use employee-level deduction priorities

| FIT LOCK - MS | **Data Type: Numeric** | **Length: 1** | **Field Type: Optional** |

This field is for U.S. tax use only.

| FIT LOCK - EXMPTS | **Data Type: Numeric** | **Length: 3** | **Field Type: Optional** |

This field is for U.S. tax use only.

H0BBN - Additional Pay Rates and Factors

```
> GU _____ ON H0BBN

                      --- ADDITIONAL PAY RATES AND FACTORS ---

      COMPANY--> 00000 EMPLOYEE NUMBER--> 00000000000
      NAME>

  _   OVERTIME STATUS---> 0                   OVERTIME TYPE-----> 0
      OT 1 PREMIUM------>      .000000         OT 2 PREMIUM------>      .000000

      SHIFT------------> 0                     SHIFT LOCATION----> 0
      SHIFT RATE/FAC CTL> 0                    SHIFT 2 PREMIUM--->   .000
      SHIFT 3 PREMIUM--->   .000

      ADD. RATE 1------->      .000000         ADD. RATE 2------->      .000000
      ADD. RATE 3------->      .000000         ADD. RATE 4------->      .000000


      FIT TAX %--------->   .000               PIT TAX %--------->   .000
      LOC TAX %--------->   .000



                                   05/08/01  09:09:47 1 M3LL DEVK ____
```

Screen Description

This screen allows you to establish how employees are to be paid for overtime or shifts. You may also enter information to identify four additional rates of pay per hour.

Fields

OVERTIME STATUS

Data Type: Numeric   **Length: 1**   **Field Type: Optional**

Indicate how overtime is reported for this employee. Acceptable values are:

Value	Description
1	Exempt, no overtime allowed.
2	All Over Standard method. All regular hours greater than the employee's STANDARD HOURS field entry and less than or equal to the STANDARD HOURS 2 field entry on the H0BID screen are treated as overtime one, and all hours greater than STANDARD HOURS 2 are treated as overtime 2. This code is not allowed for limited hourly or variable employees.
3	Overtime Hours Reported method. Overtime is calculated based on the overtime hours specified on a regular pay transaction.

(continued)

Value	Description
5	Average Rate method. Overtime hours reported on a regular pay transaction are paid at the regular rate plus a calculated overtime premium. The overtime premium is calculated as: Average Rate * (OT factor - 1.0)

Average rate is calculated from regular pay and 7*XX* and 9*XX* transactions may be included or excluded depending on special pay average rate overtime indicator values:

Value	Description
0	Do not include special pay or hours
1	Include special pay and hours
2	Include special pay only (no hours)
3	Include hours (no pay)

These values are loaded on the Facts DataFile using the SPI transaction.

Average rate is calculated as:

$$\frac{\text{Total regular, shift, and straight OT pay (and any 7XX and 9XX data)}}{\text{Total regular and OT hours}}$$

Note: Average rate overtime only applies to weekly or bi-weekly employees. The overtime type must be **3**.

OVERTIME TYPE   **Data Type: Numeric**   **Length: 1**   **Field Type: Optional**

Indicate the method to be used for overtime calculation.

Acceptable values are:

Value	Description
1	Calculate overtime using the rates provided in the OVERTIME 1 and 2 PREMIUM fields.
2	Calculate overtime using the "Government" method of overtime calculation. The OVERTIME STATUS field must contain a **2** and the PAY TYPE field must contain a **2**. Only regular hours may be entered on the regular pay transaction.
3	Calculate overtime using the factors provided in the OVERTIME 1 and 2 PREMIUM fields.

OT 1 PREMIUM

Data Type: Numeric   **Length: 11**   **Field Type: Optional**

Specify either a 6-decimal-place rate or factor used in the calculation of overtime. A combination of the overtime status and overtime type codes provide the requirements for this field. Only the following combinations are permitted:

Overtime Status	Overtime Type	Overtime 1 Premium
1	0	Blank
2	1	Dollar Rate
2	3	Factor
3	1	Dollar Rate
2	2	Blank
3	3	Factor
5	3	Factor

OT 2 PREMIUM

Data Type: Numeric   **Length: 11**   **Field Type: Optional**

Specify an additional overtime premium used in the same manner as overtime 1 rate or factor. This rate or factor is normally used to specify double time calculations, but may contain any value allowed in OVERTIME 1 PREMIUM field.

SHIFT

Data Type: Numeric   **Length: 1**   **Field Type: Optional**

Identify the shift to which the employee is permanently assigned.

Acceptable values are:

Value	Description
1	First shift
2	Second shift
3	Third shift
4	No permanent shift

An employee assigned to first shift cannot receive shift pay even though a pay transaction is entered with a second or third shift code. If it is desired for an employee to receive second or third shift pay, the employee must be coded as either second shift, third shift, or no permanent shift.

A second or third shift employee will receive shift pay automatically but may be assigned temporarily to first shift and receive no shift pay when regular pay transactions are entered with a shift code of **1**.

The primary use of the no permanent shift assignment is for employees who are not to be paid shift pay automatically, but who are to receive shift pay when a pay transaction specifying either second or third shift is entered. To illustrate this, assume that an employee is not permanent shift and that four regular pay transactions are entered with the following values. This employee would receive the following shift differential pay:

Regular Pay Shift Code	Shift Differential Paid
0 or Blank	None
1	None
2	Second Shift
3	Third Shift

SHIFT LOCATION   **Data Type: Numeric**   **Length: 1**   **Field Type: Optional**

Indicate the location of the amount per hour/factor of shift pay to be paid to this employee.

Acceptable values are:

Value	Description
1-8	Use one of the eight company shift differential rates/factors in the calculation of shift pay. These rates must be set up in the company header record using the H0CCH screen. Default is **1.**
9	Use the shift differential rate or factor specified in the Employee Master file in the calculation of shift pay.

SHIFT RATE/FAC CTL   **Data Type: Numeric**   **Length: 1**   **Field Type: Optional**

Identify the shift rate indicated by shift location as either a 2-decimal-place amount or 3-decimal-place percent and indicate whether shift pay is to be allowed on overtime.

Acceptable values are:

Value	Description
1	SHIFT fields contain a 2-decimal-place amount per hour that is to be paid, the employee and shift pay is allowed only on regular pay.
2	SHIFT fields contain a 3-decimal-place factor and shift pay is allowed only on regular pay.

(continued)

Value	Description
3	SHIFT fields contain a 3-decimal-place factor and shift pay is allowed on overtime in addition to regular pay.
4	SHIFT fields contain a 2-decimal-place amount per hour and shift pay is allowed on overtime in addition to regular pay.

Shift on overtime is multiplied by the overtime factor, if OVERTIME TYPE contains a **3**.

SHIFT 2 PREMIUM   **Data Type: Numeric**   **Length: 5**   **Field Type: Optional**

Specify a shift 2 rate or factor as defined in the SHIFT LOCATION field. This field must be entered if SHIFT RATE/FAC CTL contains a **9**. Use the chart to assist in determining acceptable values. Enter either a 3-decimal-place rate or a 3-decimal-place factor; for example, 10 cents is entered as **.100** and 10 percent is entered as **.100**.

Shift	Shift Location	Shift Rate/Fac Ctl	Shift 2 Premium
1	0	0	-
2, 3, 4	1-8	1-4	-
2, 3, 4	9	1	Amount Per Hour
2, 3, 4	9	2	Factor
2, 3, 4	9	3	Factor
2, 3, 4	9	4	Amount Per Hour

SHIFT 3 PREMIUM   **Data Type: Numeric**   **Length: 5**   **Field Type: Optional**

Specify the 3-decimal-place rate or factor for shift 3 to be paid to this employee when working on shift 3. This field must be entered if SHIFT LOCATION contains a **9** and SHIFT is **3** or **4**.

ADD. RATE 1 THROUGH 4   **Data Type: Numeric**   **Length: 11**   **Field Type: Optional**

Specify up to four additional 6-decimal-place hourly pay rates for this employee. These rates may override the standard rate and can be selected by entering a 701, 702, 703, or 704 pay transaction.

FIT TAX %   **Data Type: Numeric**   **Length: 3**   **Field Type: Optional**

Specify the percentages used for the calculation of FIT on special pay when the special pay tax status indicates that the percentages are to be taken from the Employee Master file. Enter as a 3-decimal-place percent.

PIT TAX %   **Data Type: Numeric**   **Length: 3**   **Field Type: Optional**

Specify the percentages used for the calculation of PIT on special pay when the special pay tax status indicates that the percentages are to be taken from the Employee Master file. Enter as a 3-decimal-place percent.

H0BAC - Sick and Vacation Pay Factors

```
> GU _____  ON H0BAC


                    ----- SICK AND VACATION PAY FACTORS ----

    COMPANY--> 00000 EMPLOYEE NUMBER--> 00000000000
    NAME>

    * * * * * * * * * * * * * * *  VACATION  * * * * * * * * * * * * * * *
  _ ACCRUAL STATUS----> 0                 VACATION TABLE----> 0
    PAY TABLE---------> 00

    USED YTD---------->      .00         ACCRUED YTD------->           .00
    BALANCE----------->      .00         PAY BALANCE------->           .00


    * * * * * * * * * * * * * *   SICK   * * * * * * * * * * * * * * *
    ACCRUAL STATUS----> 0                 SICK TABLE--------> 0

    USED YTD---------->      .00         ACCRUED YTD------->           .00
    BALANCE----------->      .00


                                   05/08/01  09:09:45 1 M3LL DEVK ____
```

Screen Description

This screen allows you to enter information on the accrual status, pay table, and factor for sick and vacation pays. This screen displays the year-to-date sick or vacation pay used and the balance of sick or vacation pay.

Vacation Pay Fields

ACCRUAL STATUS

Data Type: Numeric   **Length: 1**   **Field Type: Optional**

Indicate whether or not vacation will be accrued for this employee.

Acceptable values are:

Value	Description
0	Do not accrue vacation
1	Accrue vacation

If...	Then...
A value of **0** is used	Vacation will not accrue.
	Vacation balances may be manually entered.
	Balances will be updated when vacation is updated with 450, 460, 660, or 960 transactions.
	Balances will not be decremented to negative values. If hours or days paid exceed the balance, the balance will be set to **0**.
	If it is necessary to allow negative balances without performing accruals, use a value of **1** in the ACCRUAL STATUS field and in the VACATION TABLE field indicate a vacation accrual table with a zero increment amount.

VACATION TABLE

Data Type: Numeric   **Length: 1**   **Field Type: Optional**

Specify a value from **1** to **6** to indicate which of the six company vacation accrual tables established on company header records using the H0DAC screen is to be used for this employee.

PAY TABLE

Data Type: Numeric   **Length: 2**   **Field Type: Optional**

Indicate a 2-digit vacation accrual table number from **01-30**. These tables are located in copy member PAYVCTBL and are used if your company accrues vacation based on hours worked or pay earned.

If this field is not entered or a value of **0** is entered, vacation accruals based on hours worked will not accrue.

USED YTD

Data Type: Numeric   **Length: 7**   **Field Type: Generated**

Displays the amount of vacation hours used by the employee for the current year through the current processing date.

ACCRUED YTD

Data Type: Numeric   **Length: 9**   **Field Type: Generated**

Displays the accumulated earnings for vacation earned but not taken or paid for the current year through the current processing date. Vacation pay is typically a percentage of this field.

BALANCE

Data Type: Numeric   **Length: 7**   **Field Type: Generated**

Displays the difference between the USED YTD and ACCRUED YTD fields.

PAY BALANCE

Data Type: Numeric   **Length: 11**   **Field Type: Generated**

Displays the dollar amount of vacation accrued to date.

Sick Pay Fields

ACCRUAL STATUS

Data Type: Numeric   **Length: 1**   **Field Type: Optional**

Specify whether or not sick leave is accrued for this employee.

Acceptable values:

Value	Description
0	Do not accrue sick leave
1	Accrue sick leave

If...	Then...
A value of **0** is used:	Sick leave will not accrue.
	Sick leave balances may be manually entered.
	Balances will be updated when sick leave is updated with 450, 460, 650, 652, 950, or 952 transactions.
	Balances will not be decremented to negative values. If hours or days paid exceed the balance, the balance will be set to **0**.
	If it is necessary to allow negative balances without performing accruals, use a value of **1** in the ACCRUAL STATUS field and in the SICK TABLE field indicate a sick leave accrual table with a zero increment amount.

SICK TABLE

Data Type: Numeric   **Length: 1**   **Field Type: Optional**

Specify a value from **1** to **6** to indicate which of the six company sick leave accrual tables is to be used for this employee.

USED YTD

Data Type: Numeric   **Length: 7**   **Field Type: Generated**

Displays the amount of sick leave this employee used for the current year through the current processing date.

ACCRUED YTD

Data Type: Numeric   **Length: 9**   **Field Type: Generated**

Displays the amount of sick leave this employee has accrued for the current year through the current processing date as a dollar amount.

BALANCE

Data Type: Numeric   **Length: 7**   **Field Type: Generated**

Displays the difference between the USED YTD and ACCRUED YTD fields.

H0A01 - Employee Province and Local Tax Status

```
> GU    99600,        1232,  2, 22, 8                              ON H0A01

                        -EMPLOYEE PROVINCE AND LOCAL TAX STATUS-
 __
    COMPANY--> 99600 EMPLOYEE NUMBER--> 00000001232 COUNTRY CODE--> 002
    TAX UNIT--> 022  PROVINCE CODE--> 08            LOCAL CODE----> 0000
    NAME> SUCCESSSION         _____ LOUIS LEPAGE

    PIT STATUS-------->     4            EI STATUS--------->    4
    PIT EXEMPTION AMT->  7595            PIP STATUS-------->    4
    PIT ADD AMOUNT/%-->     0
    PIT MARITAL STATUS>     1




                                     12/01/05  09:31:55 1 M3LL SUPD ____
```

Screen Description

This screen is used to enter and maintain the employee's PIT, EI and PIP tax status information.

The information on this screen is initially loaded into the system using the H0BNF screen. For field descriptions, refer to online Help or the documentation in this guide on the H0BNF screen.

If you need to create additional tax records, use a *I* in the UPDATE SUBCOMMAND field and enter the new key values. For example, if you enter an *I* in the UPDATE SUBCOMMAND field and a new province or tax unit, this will create a new tax record.

H0B01 - Employee Automatic Taxing Information

```
> GU  _____  ON H0B01


                        --EMPLOYEE AUTOMATIC TAXING INFORMATION-

    COMPANY--> 00000 EMPLOYEE NUMBER--> 00000000000
    NAME>

 _  MARITAL STATUS----> 0              TD1 EXEMPTION AMT-> 0000000
    FIT EXTRA AMT/%--->      0         FED/PROV STATUS---> _
    CPP/QPP STATUS----> 0              QHIP STATUS-------> 0
    RESIDENT COUNTRY--> 000            RESIDENT PROVINCE-> 00
    WORK COUNTRY------> 000            WORK PROVINCE-----> 00
    TAX UNIT----------> 000            COUNTY CODE-------> 000







                                  05/08/01  09:40:40 1 M3LL DEVK ____
```

Screen Description

This screen allows you to enter and maintain information that causes the employee's pay to be taxed automatically.

Fields

The following fields were entered on the H0BNF screen and are maintained on this screen. Field description information can be found with the H0BNF screen in this chapter.

- MARITAL STATUS

- TD1 EXEMPTION AMT

- FIT EXTRA AMT/%

- FED/PROV STATUS

- CPP/QPP STATUS

- QHIP STATUS

- WORK/RESIDENT COUNTRY

- WORK/RESIDENT PROVINCE

- TAX UNIT

Note: Tax Unit must be changed through data entry by entering the 201 transaction on the HTA01 or batch input of the 201 transaction. You must create the tax record on the H0A01 before changing the Tax Unit with the 201 transaction.

The TD1 EXEMPTION AMT field, which is used to report the TD1 credit amount, can be automatically indexed each year by requesting Report 753. This report generates transactions to increase the credit amount by a specified percentage.

H4Q01 - Canadian TD1 Deductions and Credits

```
> GU   _____  ON H4Q01

                     --CANADIAN TD1 DEDUCTIONS AND CREDITS--

 _    COMPANY--> 00000 EMPLOYEE NO-------> 00000000000
      NAME->

      DTO AUTH DEDUCT---> 000000000          DTO TAX CREDIT----> 000000000

      PRES AREA DEDUCT--> 000000000          PENS/TUIT DEDUCT--> 000000000

      QUE OTHER DEDUCT--> 000000000          UNION DUES CREDIT-> 000000000.00

      APPROVED SHARES---> 000000000.00

      QUE DED NO1-------> 000                QUE AMT NO1-------> 000000000.00

      QUE DED NO2-------> 000                QUE AMT NO2-------> 000000000.00

      QUE DED NO3-------> 000                QUE AMT NO3-------> 000000000.00



                                   05/08/01  11:51:10 1 M3LL DEVK ____
```

Screen Description

This screen allows you to enter annual deduction and credit information from the employee's Personal Tax Credit Return (TD1) form.

Fields

DTO AUTH DEDUCT   **Data Type: Numeric**   **Length: 5**   **Field Type: Optional**

Enter any Federal deductions such as child care expenses, alimony payments, and maintenance payments requested by the employee and authorized by the District Taxation Office.

DTO TAX CREDIT   **Data Type: Numeric**   **Length: 5**   **Field Type: Optional**

Enter any Federal tax credits such as medical expenses and charitable donations requested by the employee and authorized by the District Taxation Office.

PRES AREA DEDUCT   **Data Type: Numeric**   **Length: 5**   **Field Type: Optional**

Enter the amount on form line 19 of the employee's TD1 form.

PENS/TUIT DEDUCT   **Data Type: Numeric**   **Length: 5**   **Field Type: Optional**

Enter the sum of the amounts on lines 6 and 9 of the employee's TD1 form. For tax calculation purposes, this amount will be added to the amount entered in the TD1 EXEMP field on the H0BNF screen.

QUE OTHER DEDUCT   **Data Type: Numeric**   **Length: 5**   **Field Type: Optional**

Enter the amount from line 17 of the employee's Quebec Source Deductions Return form.

Enter the total annual amount equal to 100%, 125%, or 150% of the amount withheld for acquisition of shares.

Enter the total annual portion of the remuneration entitling the employee to the deduction for foreign specialists or the deduction for employees of an IFC.

DTO LCF CREDIT   **Data Type: Numeric**   **Length: 5**   **Field Type: Optional**

Enter any Federal tax credits such as medical expenses and charitable donations requested by the employee and authorized by the District Taxation Office.

UNION DUES CREDIT   **Data Type: Numeric**   **Length: 9**   **Field Type: Optional**

Enter the pay period total of all union due deduction amounts. A percentage of the annualized amount will be used as a tax credit in the calculation of PIT tax.

APPROVED SHARES   **Data Type: Numeric**   **Length: 9**   **Field Type: Optional**

Enter the total cost of approved shares for the purchase of Capital Stock of a prescribed Labour-sponsored Venture Capital Corporations. A percentage of this amount will be compared to a maximum Labour-sponsored Funds Federal Tax Credit to determine the actual credit used in the calculation of FIT tax.

PIT DED NO1   **Data Type: Numeric**   **Length: 3**   **Field Type: Optional**

Enter the deduction number of the deduction that will be used for the purchase of Class A shares in Provincial. This deduction must be set up at the employee level (H0ZDC) and at the company level (H0VCD).

PIT AMT NO1   **Data Type: Numeric**   **Length: 11**   **Field Type: Optional**

Enter the pay period deduction amount that corresponds to the deduction entered in the PIT DED NO1 field. This amount is the amount withheld for the pay period for the purchase of Class A shares in Provincial. This amount does not have to be entered if the deduction is set up at the company level with a gross net flag of '1'. This amount must be entered if the deduction is set up at the company level with a gross net flag of '2'.

PIT DED NO2   **Data Type: Numeric**   **Length: 3**   **Field Type: Optional**

Enter the deduction number of the deduction that will be used for the purchase of Class A shares in Provincial. This deduction must be set up at the employee level (H0ZDC) and at the company level (H0VCD).

PIT AMT NO2   **Data Type: Numeric**   **Length: 11**   **Field Type: Optional**

Enter the pay period deduction amount that corresponds to the deduction entered in the PIT DED NO2 field. This amount is the amount withheld for the pay period for the purchase of Class A shares in Provincial. This amount does not have to be entered if the deduction is set up at the company level with a gross net flag of '1'. This amount must be entered if the deduction is set up at the company level with a gross net flag of '2'.

PIT DED NO3   **Data Type: Numeric**   **Length: 3**   **Field Type: Optional**

Enter the deduction number of the deduction that will be used for the purchase of Class A shares in Provincial. This deduction must be set up at the employee level (H0ZDC) and at the company level (H0VCD).

PIT AMT NO3   **Data Type: Numeric**   **Length: 11**   **Field Type: Optional**

Enter the pay period deduction amount that corresponds to the deduction entered in the PIT DED NO2 field. This amount is the amount withheld for the pay period for the purchase of Class A shares in Provincial. This amount does not have to be entered if the deduction is set up at the company level with a gross net flag of '1'. This amount must be entered if the deduction is set up at the company level with a gross net flag of '2'.

Note: If you enter PIT DED NO1, PIT DED NO2, or PIT DED NO3 with a deduction number that is set up at the company level with a gross net flag of '1' (pretax deduction), a credit will be given when calculating Quebec tax for a deduction that has already reduced QIT taxable.

HK801 - Provincial TD1 Deductions and Credits

```
> GU  _____  ON HK801

                    -PROVINCIAL TD1 DEDUCTIONS AND CREDITS-

 _   COMPANY--> 00000 EMPLOYEE NO-------> 00000000000 PROVINCE CODE-----> 00

     NAME----->


     AUTH DEDUCT-------> 00000          TAX CREDIT--------> 00000

     PRES AREA DEDUCT--> 00000          PENS/TUIT DEDUCT--> 00000

     APPROVED SHARES---> 0000000.00     DEPENDANT AMTS----> 00000




                                        05/07/01  11:33:58 1 M3LL DEVK ____
```

Screen Description

This screen allows you to enter annual deduction and credit information from the employee's provincial Personal Tax Credit (TD1) form.

Fields

AUTH DEDUCT   **Data Type: Numeric**   **Length: 5**   **Field Type: Optional**

Enter any provincial deductions such as child care expenses, alimony payments, and maintenance payments requested by the employee and authorized by the District Taxation Office.

TAX CREDIT   **Data Type: Numeric**   **Length: 5**   **Field Type: Optional**

Enter any provincial tax credits such as medical expenses, and charitable donations requested by the employee and authorized by the District Taxation Office.

PRES AREA DEDUCT   **Data Type: Numeric**   **Length: 5**   **Field Type: Optional**

Enter any provincial tax credits for living in a prescribed zone.

PENS/TUIT DEDUCT   **Data Type: Numeric**   **Length: 5**   **Field Type: Optional**

Enter any pension income amounts, tuition fees, and education amounts.

APPROVED SHARES   **Data Type: Numeric**   **Length: 9**   **Field Type: Optional**

Enter the total cost of approved shares for the purchase of capital stock of a prescribed labour-sponsored Venture Capital Corporation.

DEPENDANT AMOUNTS

Data Type: Numeric   **Length: 5**   **Field Type: Optional**

Enter any amounts for spouse or equivalent to spouse amounts, age amounts, amounts for an employee or pensioner with a disability, amounts for each dependant with a disability, tax reduction amounts for families, and amounts for mental or physical impairment.

H0BSC - Employee Salary Change

```
> GU    _____ ON H0BSC

                     -------EMPLOYEE SALARY CHANGE-----------

  _   COMPANY--> 00000 EMPLOYEE NUMBER--> 00000000000
      NAME>

      PAY TYPE-------------> 0              SALARY---------------> 00000.000000
      STANDARD HOURS-------->    .00        STANDARD HOURS 2------>    .00
      FREQUENCY------------> 00             ANNUAL SALARY--------> 000000000.00
      DATE LAST PAY CHANGE--> 00/00/0000    AMT LAST PAY CHANGE--->        .00
      LAST PROMOTION DATE---> 00/00/0000
      ORGANIZATION---------> _____    SHIFT----------------> 0
      SHIFT LOCATION--------> 0             SHIFT RATE/FACT CTL---> 0
      SHIFT 2 PREMIUM-------->    .000      SHIFT 3 PREMIUM------->    .000
      OVERTIME STATUS-------> 0             OVERTIME TYPE--------> 0
      OVERTIME 1 PREMIUM---->      .000000  OVERTIME 2 PREMIUM---->      .000000

      REASON FOR CHANGE-----> _             DATE OF REVIEW-------> 00/00/0000
      SALARY GRADE---------> __             SALARY STEP----------> __
      JOB CLASS CODE-------> ____           JOB CLASS TYPE-------> __


                              05/08/01  09:40:37 1 M3LL DEVK ____
```

Screen Description

This screen allows you to change an employee's salary. It contains fields from the H0BID, H0BBN, H0BJO, and H0BES screens. When a field is entered here, the system will update the corresponding field on the H0BID, H0BBN, H0BJO, or H0BES screen. Except for ANNUAL SALARY and AMT LAST PAY CHANGE, the fields can be modified on either screen on which they appear.

Guidelines for Using the H0BSC Screen

You may enter only one of the following whenever you make a change to this screen:

- ANNUAL SALARY

- RATE or SALARY

- AMT LAST PAY CHANGE

Whenever a change is made to one of the fields listed below, it may alter the RATE or SALARY, ANNUAL SALARY, and AMT OF LAST PAY CHANGE fields:

- PAY TYPE

- FREQUENCY

- STANDARD HOURS 1

- RATE or SALARY

- ANNUAL SALARY

If you enter the RATE or SALARY field, the system calculates the ANNUAL SALARY and AMT LAST PAY CHANGE.

If you enter the ANNUAL SALARY field, the system calculates the RATE or SALARY and AMT LAST PAY CHANGE.

If you enter the AMT LAST PAY CHANGE field, the system does no calculations.

If the AMT LAST PAY CHANGE has been calculated and does not fall within the given ranges, an error message will be displayed. Be sure to note the correct amount of last pay change. If this amount is used in calculating payroll, the results will be wrong.

Within the salaried type, if you enter one of the following fields, the system calculates RATE or SALARY and AMT LAST PAY CHANGE:

- PAY TYPE

- FREQUENCY

- STANDARD HOURS

Within the hourly pay type, if you enter one of the following fields, the system calculates ANNUAL SALARY and AMT LAST PAY CHANGE.

- PAY TYPE

- FREQUENCY

- STANDARD HOURS

If you change pay type from salaried to hourly and enter one of the following fields, the system calculates RATE or SALARY and AMT LAST PAY CHANGE.

- PAY TYPE

- FREQUENCY

- STANDARD HOURS

If you change pay type from hourly to salaried and enter one of the following fields, the system calculates RATE or SALARY and AMT LAST PAY CHANGE.

- PAY TYPE

- FREQUENCY

- STANDARD HOURS

Fields

PAY TYPE

Data Type: Numeric **Length: 1** **Field Type: Optional**

Indicates the way an employee's pay is calculated. Acceptable values are:

Value	Description
1	**Hourly**
2	Salaried
3	Variable (guaranteed amount)
4	Part-time
5	Pensioner
6	Limited Hourly
7	Piece Rate

Part-time employees are paid only for hours entered and must be set up as timecard-required. Taxes are calculated for part-time pay according to the number of days represented by the pay transaction.

Pensioners are paid a salary and receive a T4A instead of a T4 at year end.

Limited hourly employees are paid for any regular hours reported that exceed STANDARD HOURS 1.

Piece rate employees that are coded as timecard-required are paid the greater amount: number of pieces times piece rate (entered on timecards) or regular hours times hourly rate (from Employee Master file).

RATE or SALARY **Data Type: Numeric**   **Length: 11**   **Field Type: Optional**

This field will display the screen literal **RATE** if the PAY TYPE field contains a **1**, **4**, **6**, or **7**. This field will display the screen literal **SALARY** if the PAY TYPE field contains a **2**, **3**, or **5**. Enter a 2-decimal-place amount if PAY TYPE is coded as salaried (**2**), variable (**3**), or pension (**5**); for example, enter $600.00 as **600**. Enter up to a 6-decimal-place rate if pay type is coded as hourly (**1**), part-time (**4**), limited hourly (**6**), or piece rate (**7**); for example, enter $7.50/hour as **7.50**. You do not have to enter the decimal unless you are entering less than a whole dollar amount. If you enter a value in this field, do not enter the ANNUAL SALARY and AMT LAST PAY CHANGE fields.

For salaried employees, the maximum **annual** salary is $999,999,999.99, so you should calculate the maximum per pay period based on the hours worked and frequency of pay.

STANDARD HOURS 1, **Data Type: Numeric**   **Length: 5**   **Field Type: Optional**
STANDARD HOURS 2
Specify the number of hours the employee is scheduled to work each pay period. System defaults to company hours entered on the H0CNC screen for STANDARD HOURS 1 and **999.99** for STANDARD HOURS 2.

Standard hours is used in the calculation of:

■   The employee's pay or standard labour distribution rates

■   Hourly and limited hourly employee's pay when hours are not supplied on a regular pay transaction or when the employee does not require a timecard

■   Overtime for employees who will receive overtime pay for any hours that exceed their standard hours. Refer to the OVERTIME STATUS field on the H0BBN screen.

FREQUENCY **Data Type: Numeric**   **Length: 2**   **Field Type: Optional**

Specify the payroll to which the employee is assigned. This determines how often an employee is paid.

Acceptable values are:

Value	Description
01-39	Weekly (System defaults to 01)
40-69	Bi-Weekly
70-89	Semi-Monthly
90-99	Monthly

ANNUAL SALARY

Data Type: Numeric   **Length: 11**   **Field Type: Optional**

Displays the amount of annual pay an employee receives based on pay type, salary/rate, and pay frequency. If you enter a value in this field, it will affect the RATE or SALARY and AMT LAST PAY CHANGE fields. If you enter a value in this field, do not enter the RATE or SALARY and AMT LAST PAY CHANGE fields.

For salaried employees, the maximum annual salary is $999,999,999.99

DATE LAST PAY CHANGE

Data Type: Valid Date   **Length: 8**   **Field Type: Optional**

Displays the date on which the employee's salary was last changed. If a date is not entered, the system will automatically record the date this change was made. If this date is in the current period, the system will automatically adjust an employee's pay using the AMT LAST PAY CHANGE field so the employee is paid correctly.

AMT LAST PAY CHANGE

Data Type: Numeric   **Length: 11**   **Field Type: Optional**

Specify the amount of the employee's last salary/rate change. The system automatically calculates the amount when the annual salary or the hourly/salary rate is entered. If you enter this field, do not enter a value in the ANNUAL SALARY or RATE or SALARY field. The value range for an hourly employee is **plus or minus 99999.999999**, and the value range for a salaried employee is **plus or minus 999999999.99**.

LAST PROMOTION DATE

Data Type: Date   **Length: 8**   **Field Type: Optional**

Enter the date of the employee's last promotion.

ORGANIZATION

Data Type: Alphanumeric   **Length: 11**   **Field Type: Optional**

Specify the organization code to which this employee has been assigned. This data is required for each employee if organizational break totals are required for reports. The only requirement is that each employee be coded consistently with the numbering scheme established for a company.

SHIFT

Data Type: Numeric   **Length: 1**   **Field Type: Optional**

Identify the shift to which the employee is permanently assigned.

Acceptable values are:

Value	Description
1	**First shift**
2	Second shift
3	Third shift
4	No permanent shift

An employee assigned to first shift cannot receive shift pay even though a pay transaction is entered with a second or third shift code. If it is desired for an employee to receive second or third shift pay, the employee must be coded as either second shift, third shift, or no permanent shift.

A second or third shift employee will receive shift pay automatically but may be assigned temporarily to first shift and receive no shift pay when regular pay transactions are entered with a shift code of **1**.

The primary use of the no permanent shift assignment is for employees who are not to be paid shift pay automatically, but who are to receive shift pay when a pay transaction specifying either second or third shift is entered. To illustrate this, assume that an employee is no permanent shift and that four regular pay transactions are entered with the following values. This employee would receive the following shift differential pay:

Regular Pay Shift Code	Shift Differential Paid
0 or Blank	None
1	None
2	Second Shift
3	Third Shift

SHIFT LOCATION

Data Type: Numeric   **Length: 1**   **Field Type: Optional**

Indicate the location of the amount per hour/factor of shift pay to be paid to this employee.

Acceptable values are:

Value	Description
1-8	Use one of the eight company shift differential rates/factors in the calculation of shift pay. These rates must be set up in the company header record using the H0CCH screen. Default is **1**.
9	Use the shift differential rate or factor specified in the Employee Master file in the calculation of shift pay.

SHIFT RATE/FACT CTL **Data Type: Numeric**   **Length: 1**   **Field Type: Optional**

Identify the shift rate indicated by shift location as either a 3-decimal-place amount or percent and indicate whether shift pay is to be allowed on overtime.

Acceptable values are:

Value	Description
1	SHIFT fields contain a 2-decimal-place amount per hour that is to be paid the employee and shift pay is allowed only on regular pay.
2	SHIFT fields contain a 3-decimal-place factor and shift pay is allowed only on regular pay.
3	SHIFT fields contain a 3-decimal-place factor and shift pay is allowed on overtime in addition to regular pay.
4	SHIFT fields contain a 2-decimal-place amount and shift pay is allowed on overtime in addition to regular pay.
	Shift on overtime is multiplied by the overtime factor, if OVERTIME TYPE contains a **3**. Shift on overtime is included in the shift pay and hours accumulators.

SHIFT 2 PREMIUM **Data Type: Numeric**   **Length: 5**   **Field Type: Optional**

Specify a shift 2 rate or factor as defined in the SHIFT RATE/FAC CTL field. This field must be entered if SHIFT LOCATION contains a **9**. Use the chart to assist in determining acceptable values. Enter either a 3-decimal-place rate or a 3-decimal-place factor; for example, 10 cents is entered as **.100** and 10 percent is entered as **.010**.

Shift Code	Shift Location	Shift Rate/Fac Ctl	Shift 2 or 3 Premium
1	0	0	-
2, 3, 4	1-8	All	-
2, 3, 4	9	1	Amount Per Hour
2, 3, 4	9	2	Factor
2, 3, 4	9	3	Factor
2, 3, 4	9	4	Amount Per Hour

SHIFT 3 PREMIUM **Data Type: Numeric**   **Length: 5**   **Field Type: Optional**

Specify the 3-decimal-place rate or factor for shift 3 to be paid to this employee when working on shift 3. This field must be entered if SHIFT LOCATION contains a **9** and SHIFT is **2** or **3**.

OVERTIME STATUS   **Data Type: Numeric**   **Length: 1**   **Field Type: Optional**

Indicate how overtime is calculated for this employee.

Acceptable values are:

Value	Description
1	Exempt, no overtime allowed.
2	All Over Standard method. All regular hours greater than the employee's STANDARD HOURS field entry and less than or equal to STANDARD HOURS TWO field entry on the H0BID screen are treated as overtime one, and all hours greater than STANDARD HOURS TWO are treated as overtime two. This code is not allowed for limited hourly employees.
3	Overtime Hours Reported method. Overtime is calculated based on the overtime hours specified on a regular pay transaction.
4	Not used at this time.
5	Average Rate method. Overtime hours reported on a regular pay transaction are paid at the employee's regular rate plus a calculated overtime premium. The overtime premium is calculated as: **Average Rate * (OT factor -1)** Average rate is calculated from all 700 and 7*XX* transactions as: Total regular, shift, and straight OT pay - Total regular and OT hours

OVERTIME TYPE   **Data Type: Numeric**   **Length: 1**   **Field Type: Optional**

Indicate the method to be used for overtime calculation. Acceptable values are:

Value	Description
1	Calculate overtime using the rates provided in the OVERTIME 1 and 2 PREMIUM fields.
2	Calculate overtime using the government method of overtime calculation. The OVERTIME STATUS field must contain a **2** and the PAY TYPE field must contain a **2**. Only regular hours may be entered on the regular pay transaction.
3	Calculate overtime using the factors provided in the OVERTIME 1 and 2 PREMIUM fields.

OVERTIME 1 PREMIUM   **Data Type: Numeric**   **Length: 11**   **Field Type: Optional**

Specify either a 6-decimal-place rate or factor used in the calculation of overtime. A combination of the overtime status and overtime type codes provide the requirements for this field. Only the following combinations are permitted:

Overtime Status	Overtime Type	Overtime 1 Premium
1	0	Blank
2	1	Dollar Rate
2	3	Factor
3	1	Dollar Rate
2	2	Blank
3	3	Factor
5	3	Factor

OVERTIME 2 PREMIUM   **Data Type: Numeric**   **Length: 11**   **Field Type: Optional**

Specify an additional 6-decimal-place overtime rate or factor used in the same manner as OVERTIME 1 PREMIUM. This rate or factor is normally used to specify double time calculations, but may contain any value allowed in the OVERTIME 1 PREMIUM field.

REASON FOR CHANGE   **Data Type: Numeric**   **Length: 1**   **Field Type: Optional**

Indicate the reason for an employee's salary change. This information is used for reporting purposes only.

Acceptable values are:

Value	Description
0	No increase
1	Promotion increase
2	Merit increase
3	Termination
4	New hire
5	Transferred within the company
6	Retirement
7	Leave of absence
8	Deceased

DATE OF REVIEW   **Data Type: Valid Date**   **Length: 8**   **Field Type: Optional**

Enter the date on which the employee was last reviewed.

SALARY GRADE   **Data Type: Alphanumeric**   **Length: 2**   **Field Type: Optional**

User-defined code used to signify the employee's salary grade.

SALARY STEP   **Data Type: Alphanumeric**   **Length: 2**   **Field Type: Optional**

User-defined code used to signify the employee's pay step within the salary grade entered above.

JOB CLASS CODE   **Data Type: Alphanumeric**   **Length: 4**   **Field Type: Optional**

Enter a user-defined code that represents the employee's job classification.

JOB CLASS TYPE   **Data Type: Alphanumeric**   **Length: 2**   **Field Type: Optional**

Enter a user-defined code that represents an employee's job description.

H0BC1 - Employee User-Defined Data 1

```
> GU  _____ ON H0BC1

                   -------EMPLOYEE USER-DEFINED DATA I------

     COMPANY--> 00000 EMPLOYEE NUMBER--> 00000000000
     NAME>


  _  FLAG A------------> _                    FLAG B------------> _
     FLAG C------------> _                    FLAG D------------> _
     FLAG E------------> _                    DATE ELIGIBLE 1---> 00/00/0000
     DATE ELIGIBLE 2---> 00/00/0000           DATE ELIGIBLE 3---> 00/00/0000
     USER-FLAG-1-------> _                    USER-FLAG-5-------> _
     USER-FLAG-2-------> _                    USER-FLAG-6-------> _
     USER-FLAG-3-------> _                    USER-FLAG-7-------> _
     USER-FLAG-4-------> _                    USER-FLAG-8-------> _






                                  05/08/01  09:09:50 1 M3LL DEVK ____
```

Screen Description

This screen allows you to define miscellaneous information not otherwise covered in the HCM:M system. Since all values on this screen are user-defined, only a brief description of the field is supplied.

Fields

FLAGS A THROUGH E   **Data Type: Alphanumeric**   **Length: 1**   **Field Type: Optional**

Define values to meet your company's specific requirements. For example, your company may want to know if the employee is handicapped, insured by the company, or travels on a regular basis for the company.

Note: Flag B is a user-defined field unless your company is using the Benefits Administration system. Flag B is used with Monitor Table 146 in the Benefits system. If this flag is needed, you can change Monitor Table 146 to point to another user-defined flag.

DATE ELIGIBLE 1 THROUGH 3

Data Type: Valid Date   **Length: 8**   **Field Type: Optional**

Define any miscellaneous dates not covered by HCM:M. The actual names can be defined on the H0CCS screen.

FLAGS 1 THROUGH 8

Data Type: Alphanumeric   **Length: 1**   **Field Type: Optional**

Additional flags that can be used to define your company's specific requirements.

H0BC2 - Employee User-Defined Data 2

```
 > GU    _____  ON H0BC2


                        -----EMPLOYEE USER DEFINED DATA II------

     COMPANY--> 00000 EMPLOYEE NUMBER--> 00000000000
     NAME>

  _  PAY CONSTANT 1---->           .00       PAY CONSTANT 2---->          .00
     PAY CONSTANT 3---->           .00       PAY CONSTANT 4---->          .00
     PAY CONSTANT 5---->           .00       PAY CONSTANT 6---->          .00
     PAY CONSTANT 7---->           .00       PAY CONSTANT 8---->          .00
     PAY CONSTANT 9---->           .00       PAY CONSTANT 10--->          .00
     PAY CONSTANT 11--->           .00       PAY CONSTANT 12--->          .00
     PAY CONSTANT 13--->           .00       PAY CONSTANT 14--->          .00
     PAY CONSTANT 15--->           .00       PAY CONSTANT 16--->          .00
     PAY CONSTANT 17--->           .00       PAY CONSTANT 18--->          .00
     PAY CONSTANT 19--->           .00       PAY CONSTANT 20--->          .00
     PERSONNEL CONST 1-> _____            PERSONNEL CONST 2-> _____
     PERSONNEL CONST 3-> _____            PERSONNEL CONST 4-> _____
     PERSONNEL CONST 5-> _____            PERSONNEL CONST 6-> _____
     PERSONNEL CONST 7-> _____            PERSONNEL CONST 8-> _____
     PERSONNEL CONST 9-> _____            PERSONNEL CONST 10> _____

                                    05/08/01  09:09:50 1 M3LL DEVK ____
```

Screen Description

This screen allows you to define miscellaneous information not otherwise covered in the HCM:M System. Since all values on this screen are user-defined, only a brief description of the field is supplied.

PAY CONSTANT 1 THROUGH 20

Data Type: Numeric	**Length: 11**	**Field Type: Optional**

Define any 2-decimal-place value needed for your company's specific requirements.

PERSONNEL CONST 1 THROUGH 10

Data Type: Alphanumeric	**Length: 8**	**Field Type: Optional**

Define in any way necessary to meet your company's specific requirements.

H0BLS - Employee List

```
> GD    _____ ON H0BLS

                   ------------ EMPLOYEE LIST -------------

                    (ENTER SCREEN ID FOR EMPLOYEE RECORD TO BE SELECTED)

      COMPANY    EMPLOYEE   PT FR  ST
                                        EMPLOYEE NAME
   __  00000   00000000000  0 00   0
                _____                    _____
   __  00000   00000000000  0 00   0
                _____                    _____
   __  00000   00000000000  0 00   0
                _____                    _____
   __  00000   00000000000  0 00   0
                _____                    _____
   __  00000   00000000000  0 00   0
                _____                    _____
   __  00000   00000000000  0 00   0
                _____                    _____
   __  00000   00000000000  0 00   0
                _____                    _____

                                  05/08/01  09:09:56 1 M3LL DEVK ____
```

Screen Description

This screen displays a list of employees by company. You can access other employee screens in the H0B database by entering the screen ID in the SUBCOMMAND field preceding the employee name.

Since you cannot look at a new employee's record on the H0BNF screen after you have entered data for that employee, you can call up this screen to view information you have entered. This eliminates the need to call up other employee screens to view information on the employee's pay type, frequency, and status.

This screen is also useful if you cannot remember an employee number. Scroll through the list of employees by pressing **enter** until you find the employee you are seeking.

H0BED - Employee Directory

```
> GD   99500,     3213                                          ON H0BED


     ----------- EMPLOYEE DIRECTORY--------------
__  EEEEEE       B LABOR.001          (404)123-4567          10
__  RHODE        T LABOR.500          (000)000-0000          29
__  DAVID        A LABOR.001SAME      (000)000-0000          38
__  DAVID        A .49=H0BJO          (404)239-3313          47
__  JOHN         R GREGG              (000)000-0000          56
__  TEST           EMPLOYEE           (000)000-0000          65
__  DAVID7       A PELL7              (000)000-0000          74
__  EX=6           TEST AZ            (000)000-0000         109
__  KIRBIE         PRINKERT           (000)000-0000         207
__  POSITION       SECOND             (000)000-0000        1046
__  TEST         A ADD                (000)000-0000        1117
__  PA DI          PA DI              (000)000-0000        1233
__  ************   CARTER             (000)000-0000        1242
__  DIFFERENT      RATES              (000)000-0000        1313
__  TEST           H6301              (000)000-0000        2072
__  PUERTO RICO    EMP3               (000)000-0000        2223
__  TRANSX2        BURRELL            (000)000-0000        2573
__  ANOTHER        TEST               (000)000-0000        3008
__  EVELYN         STRUCK             (000)000-0000        3213

                            08/15/02  08:41:07 1 M4LL SUPY ____
```

Screen Description

This screen displays a list of employees by company. You can access other employee screens in the H0B database by entering the screen ID in the SUBCOMMAND field preceding the employee name.

This screen is also useful if you cannot remember an employee number. Scroll through the list of employees by pressing **enter** until you find the employee you are seeking.

H10AS - Employee Automatic Special Pay

```
> GU  _____  ON H10AS

                     -----EMPLOYEE AUTOMATIC SPECIAL PAY-----

   COMPANY--> 00000   EMPLOYEE NUMBER---> 00000000000
   NAME>

     NO    NAME         CALC HOURS    CHK TAX DED  RATE/AMT     FREQ LAB CD
   _  000                00   .00      0   0   0          .00    00    00
   _  000                00   .00      0   0   0          .00    00    00
   _  000                00   .00      0   0   0          .00    00    00
   _  000                00   .00      0   0   0          .00    00    00
   _  000                00   .00      0   0   0          .00    00    00
   _  000                00   .00      0   0   0          .00    00    00
   _  000                00   .00      0   0   0          .00    00    00
   _  000                00   .00      0   0   0          .00    00    00
   _  000                00   .00      0   0   0          .00    00    00
   _  000                00   .00      0   0   0          .00    00    00
   _  000                00   .00      0   0   0          .00    00    00
   _  000                00   .00      0   0   0          .00    00    00
   _  000                00   .00      0   0   0          .00    00    00
   _  000                00   .00      0   0   0          .00    00    00

                              05/08/01  11:36:24 1 M3LL DEVK ____
```

Screen Description

This screen is used to set up to 243 special pays to be automatically paid to this employee whenever the employee is paid in a regular pay cycle according to the frequency entered. The special pay must first be established at the company level on the H0WCP screen.

Note: Special pay numbers 40, 41, 50, 52, 60, 70, and 80 may not be used for automatic special pays and cannot be entered on this screen or on corresponding transactions.

Fields

NO   **Data Type: Numeric**   **Length: 3**   **Field Type: Required**

Specify a value from **1** to **250** that corresponds to the special pay number established on the company header record you want to be paid.

NAME   Displays the name of the corresponding special pay number from the H0WCP screen. This is for information only and cannot be updated from this screen.

CALC
Displays the calculation number of the corresponding special pay from the H0WCP screen. This is for information only and cannot be updated on the screen.

HOURS
Data Type: Numeric   **Length: 5**   **Field Type: Optional**

Specify the number of hours to be added to the special pay accumulator whenever this special pay is paid. It is entered as a 2-decimal-place number; for example, 3 hours is **300**.

CHK
Data Type: Numeric   **Length: 1**   **Field Type: Optional**

Indicates whether you want a separate cheque produced for this special pay. If this field is not entered or contains a value of **0**, taxes will not be calculated separately. Acceptable values are:

Value	Description
0	Tax in conjunction with regular payments and do not produce a separate cheque.
1	Separate taxing is to be performed and a separate cheque is not produced.
2	Produce a separate cheque but not a regular cheque or advice of deposit on this cycle.
	Note: A value of **2** prevents an automatically-paid employee from getting regular pay. This is not a valid value for a timecard-required employee.
3	Produce a separate cheque in addition to other regular or special pay cheques and advices.
	Note: If a value of **3** is used, then no regular pay transaction, one-time deduction, or special payments having a cheque descriptor other than **3** should be entered. Also, all other automatic special pays set up must have a cheque descriptor of **3**.

TAX   **Data Type: Numeric**   **Length: 1**   **Field Type: Optional**

Indicates the way taxes should be calculated for this special pay. Acceptable values are:

Value	Description
0	Deduct taxes as specified by the tax flags established on the H0WCP.
1	Do not use this code.
2	Do not deduct income taxes on the amount paid but add the amounts paid to all the employee's taxable fields. C/QPP and EI will be withheld if the employee is not exempt.
3	Do not deduct taxes on the amount paid but add the amounts paid to all non-taxable fields.
4	Reduce the employee's regular pay by the amount specified on this screen prior to the calculation of taxes (a separate cheque cannot be issued for this value).
5	Deduct taxes on this special pay using the standard withholding formula.

DED

Data Type: **Numeric**   Length: **1**   Field Type: **Numeric**

Indicate whether deductions will be calculated from this special pay. Acceptable values are:

Value	Description
0	Withhold normal deductions from the special pay. Default is **0**.
1	Withhold deductions scheduled for the first pay period of the month.
2	Withhold deductions scheduled for the second pay period of the month.
3	Withhold deductions scheduled for the third pay period of the month.
4	Withhold deductions scheduled for the fourth pay period of the month.
5	Withhold deductions scheduled for the fifth pay period of the month
7	Withhold percentage deductions only from this pay. This is used with separate taxing and the CHQ field must contain a **1**, **2**, or **3**.
8	Do not withhold any deductions from the entire amount if this value is entered on any pay transaction. This is used with separate taxing and the CHQ field must contain a **1**, **2**, or **3**.
	Note: If using system-defined special pays, you can set the DED DESC to **7**, **8**, or **9** and the CHQ DESC to a **0**. However, this will turn off the deductions for the entire pay.
9	No deductions are to be withheld from this special pay except banking deductions if this value is entered on the pay transactions. This is used with separate taxing and the CHQ field must contain a **1**, **2**, or **3**.

RATE/AMT

Data Type: **Numeric**   Length: **11**   Field Type: **Optional**

Specify either a 2-decimal-place amount to be paid or a 6-decimal-place rate to be applied to the number of hours entered on a regular pay transaction to determine an employee's pay. Whether a rate or an amount is entered depends on the special pay calculation routine selected for this special pay on the H0WCP screen.

FREQ **Data Type: Numeric**   **Length: 2**   **Field Type: Optional**

Specify the code that identifies the pay frequency on which this employee is to be paid by this special payment. Acceptable values are:

Value	Description
00	Do not pay
01	First pay period of month
02	Second pay period of month
03	Third pay period of month
04	Fourth pay period of month
05	First and third pay periods of month
06	Second and fourth pay periods of month
07	First, second, third, and fourth pay periods of month
08	First and second pay periods of month
09	Every pay period
10	First and fourth pay periods of month
11	Second and third pay periods of month
12	Third and fourth pay periods of month
13	First, second, and third pay periods of month
14	First, second, and fourth pay periods of month
15	Second, third, and fourth pay periods of month
16	First, third, and fourth pay periods of month
17	Fifth pay period of month when it occurs
99	Delete the automatic special pay for the employee

Note: A value of **99** is only valid if entered on batch transaction 280. Use a *D* in the UPDATE SUBCOMMAND to delete the pay.

LAB CD

Data Type: Numeric   **Length: 2**   **Field Type: Optional**

Enter the number of the employee labour code for this special pay. Valid values are:

Value	Description
blank, 00	**Assign the special pay the default labour codes for this employee**
01	Assign the special pay to the employee's primary labour code
02 - 99	Assign the special pay to the indicated alternate labour code for this employee established on the HLO01 screen

Setting Up Automatic Special Pays

Automatic special pays are used when a special pay is to be paid on a regular basis, such as a uniform allowance that is paid monthly. Most special pays may be set up to be paid automatically. Only special pays using calculation number 29, and special pay numbers 40, 41, 50, 52, 60, 70 and 80 are excluded from being paid automatically.

Step	Action
1	Set up a user-defined special pay on the H0WCP screen.
2	Set up the automatic special pay (using the same number as in Step 1) on the H10AS screen.
3	To adjust the amount of an automatic special pay for the current pay period, enter a 9*XX* transaction.
4	To permanently change the amount of an automatic special pay, enter the changed amount in the HOURS field of the H10AS screen.
5	To stop the automatic special pay, change the FREQ field on the H10AS screen to **00**.

Pays requiring special consideration are discussed in the following paragraphs.

Setting Up General Non-Cash Taxable Benefits

To accrue the non-cash taxable benefit, you can either enter the special pay at the employee level using either the HUE02 screen (a 9XX transaction) or set up an automatic special pay for the employee.

For information on paying the employee using the HUE02 screen, see the Paying General Non-Cash Taxable Benefits (9XX Transaction on HUE02) topic in the Pay Transactions chapter of this guide.

Using an Automatic Special Pay (H10AS

Set up an automatic special pay on the H10AS screen (280 transaction). This automatic special pay will be added to the employee's taxable pay accumulators in every pay cycle in which the employee is paid a regular pay, according to the frequency specified on the H10AS screen.

Enter the following values on the H10AS screen:

- NO.: Enter the same number used at the company level

- CHECK IND: **0**

- RATE/AMT: Enter the amount of the special pay

Enter all other values as described under the field descriptions of the H10AS screen.

Setting Up Sales Person's Draw

Set up special pay for a sales person's draw on the H0WCP screen using calculation number 16. Set TAX FLAGS to **1**'s.

Set up the special pay from Step 1 on the H10AS screen for the employee using the following values:

- NO - Must be same as special pay number in Step 1

- HOURS - Do not enter

- CHEQUE IND - Valid value

- FREQ - Valid value

- TAX DESC - **0**

- DED DESC - Valid value

- RATE/AMT - Amount of draw

For information on paying the employee using the HUE02 screen, see the Paying Sales Person's Draw (9Xx Transaction on HUE02) in the Pay Transactions chapter of this guide.

Setting Up Employees With Different Pay Types

Hourly Employees - Pay Type 1

Hourly employees are paid according to the number of hours worked during a pay period. Enter a 700 transaction with the number of hours the employee is to be paid for this pay period. The rate will be the rate entered in the SALARY or RATE field on the H0BNF or H0BID screen. You can override this rate by entering a different rate on the 700 transaction. You can also pay an amount and report hours by entering a **1** in the AMT field, hours in the REG HOURS field, and an amount in the RATE/AMT field on the 700 transaction. Or you can pay an amount by entering an amount in the RATE/AMT field on the 700 transaction.

Salaried Employees - Pay Type 2

Salaried employees are paid the same amount of regular pay each pay period regardless of the number of hours worked that pay period.

If the salaried employee is timecard-required (**0** in TIME CARD STATUS field on the H0BNF or H0BID screen), a 700 transaction must be entered with a number of hours, a rate, or a combination of these. The employee will always receive the salary per pay period as coded on the H0BNF or H0BID screen when hours only are entered. Regular pay equals the salary in the Employee Master file.

Note: Regardless of the number of hours entered, the result will always be the same when the 700 transactions are entered in this format. Hours will be used for labour proration and reporting purposes.

If a salaried employee is to receive an amount different from that established in the Employee Master file, the information to override the master file must be entered on a 700 transaction. Regular pay equals salary entered.

A salaried employee's pay may be based upon the number of hours worked and also a rate by which pay is to be calculated. Regular pay equals hours entered times rate entered.

A salaried employee may have a salary adjustment by entering the number of hours to be docked or to be paid in addition to regular salary along with the appropriate adjustment indicator (plus or minus) and a **2** in the amount indicator (AMT) field. Regular pay equals standard hours minus hours to be docked times hourly rate (salary amount/standard hours).

See the Paying Salaried Employees - Pay Type 2 topic and the Paying Dock Pay for Automatically-Paid Employees topic in the Pay Transactions chapter of this guide for additional information.

Variable Employees - Pay Type 3

Variable employees' hours may vary but are guaranteed a set amount of regular pay. A 700 transaction must be entered to pay a variable coded employee.

When hours are entered on the pay transaction, the system calculates an hourly rate (salary/standard hours) to be multiplied by the hours entered on the pay transaction. If this amount is greater than the guaranteed salary (set on the H0BNF or H0BID screen in the SALARY or RATE field), the guaranteed salary will be paid as regular pay. If the amount is entered on the pay transaction, the amount will be paid only if it is greater than the guaranteed salary for the employee.

See the Paying Variable Pay Employees - Pay Type 3 in the Pay Transactions chapter of this guide for additional information.

Part-Time Employees - Pay Type 4

Part-time employees work less than the standard hours per pay period for a company.

Part-time employees are required to have a timecard in order to be paid (Set TIME CARD STATUS on H0BNF or H0BID screen to **0**). Tax calculation is based on the number of days worked.

The number of days worked is entered in the RATE AMT OT field on the 700 transaction (HUA01). The OT field must contain an **8**.

If you do not enter the number of days worked, taxes are calculated on an annual basis.

- Pay equals hours entered on a 700 transaction times Employee Master file rate.

- Pay equals hours times rate entered on the 700 transaction.

- Pay equals amount entered on the 700 transaction and hours entered are used as report hours.

- Pay equals amount entered on 700 transaction.

See the Paying Part-Time Employees - Pay Type 4 topic in the Pay Transactions chapter of this guide for additional information.

Pensioners - Pay Type 5

Pensioners are paid according to the amount entered in the SALARY or RATE field on the H0BNF or H0BID screen. The pensioner may be set up to be paid automatically by setting the TIME CARD STATUS to **1** on the H0BNF or H0BID screen. To change the amount of pension for a specific pay period, enter a 700 transaction with the total amount to be paid entered in the REG RATE/AMT field. The amount of pension is stored in the Employee Master file in the PENSION field as well as GROSS PAY.

See the Paying Pensioners - Pay Type 5 topic in the Pay Transactions chapter of this guide for additional information.

Limited Hourly Employees - Pay Type 6

In the HCM:M Payroll system a limited hourly employee is defined as an employee who will have his pay limited to a set number of hours.

In order to pay limited hourly employees, it is necessary that the employee's Rate and STANDARD HOURS fields first be entered using the H0BID screen. Limited hourly employees may then be paid either with or without a regular pay transaction.

A limited hourly person may be paid in any of the following ways:

- An employee will only be paid for the hours that do not exceed the hour limit (standard hours on the H0BNF or H0BID screen), regardless of the number of hours entered on the 700 transaction. The number of hours will be passed to labour distribution. Pay equals hours times Employee Master file rate.

- If a rate and hours are entered on the 700 transaction, pay equals hours times the rate entered on the 700 transaction.

See the Paying Limited Hourly Employees - Pay Type 6 in the Pay Transactions chapter of this guide for additional information.

Piece Rate Employees - Pay Type 7

Piece rate employees receive an amount of regular pay based on either a number of pieces multiplied by a piece rate or a number of hours worked to be multiplied by an hourly rate.

Enter a 700 transaction containing hours worked, number of pieces produced, and the rate per piece. If hours are not entered, the transaction will be deleted. The number of pieces is multiplied by the piece rate and the number of hours is multiplied by the hourly rate from the H0BNF or H0BID screen and the employee is paid the greater of the two.

See the Paying Piece Rate Employees - Pay Type 7 topic and the Paying Piece Rate Employees Based on Hourly Rate topic in the Pay Transactions chapter of this guide for additional information.

Setting Up Overtime Pay

Setting up Standard Overtime

Step	Action
1	Enter standard hours 1 and 2 on the H0BNF or H0BID screen.
	Set up the employee as eligible for overtime on the H0BBN screen. Set up the rate or factor for OVERTIME 1 and OVERTIME 2.
2	If an employee's OVERTIME STATUS is **3**, regular hours and overtime hours must be specified on the pay transaction. Overtime 2 hours are specified as a separate 700 transaction, if they are paid in addition to overtime 1. Enter a regular pay transaction with the overtime hours only if the employee is eligible for overtime as established on the H0BBN screen. If a 700 transaction is entered for an employee who is ineligible for overtime, the transaction will be deleted.
3	For example, an employee is established with STANDARD HOURS 1 of **40** hours and STANDARD HOURS 2 of **55** hours and has an OVERTIME STATUS of **2** on the H0BBN screen. A pay transaction is entered with 60 hours, the employee will be paid 40 hours at the regular rate, 15 hours at the overtime 1 rate, and 5 hours at the overtime 2 rate.

Setting Up to Use Government Overtime

Enter a **2** in the OVERTIME TYPE field when using the government method. This method may only be used for salaried employees (pay type of **2** on the H0BID screen) whose OVERTIME STATUS (**2** on the H0BBN screen) denotes overtime is to be calculated on all hours over STANDARD HOURS 1 (H0BID screen).

The formula for government overtime is:

$$\frac{\text{Pay Period Salary}}{\text{No. hours worked in pay period}} = \text{Effective straight time rate for pay period}$$

- If effective straight time rate for pay period is less than minimum wage, set effective straight time equal to minimum wage and re-compute. Regular pay equals hours times minimum wage.

- Premium rate equals one-half times the rate (minimum wage or effective straight time rate, whichever is greater).

- Premium rate times number hours worked over standard equals overtime pay.

When a pay transaction is entered, regular hours must contain the total number of hours worked. Hours in excess of STANDARD HOURS 1 will be treated as overtime hours. As an example, an employee worked 56 hours this pay period. His salary per pay period is $500.00 and standard hours is 40. His regular and overtime pay would be calculated as follows:

$$\frac{\$500}{56 \text{ hours}} = 8.93 \text{ (straight time rate)}$$

- $8.93 is greater than minimum wage, so regular pay equals 56 hours times 8.93 which equals $500.00.

- Premium rate equals 1/2 times $8.93, which equals 4.46.

- Overtime pay equals 4.46 times (56 minus 40) which equals 71.44. (Employee worked 56 hours minus standard hours of 40 times premium rate figured above.)

- Regular pay plus overtime pay equals total pay; 500.00 plus 71.44 equals $571.44.

As with regular pay, overtime pay may be overridden by entering information in the appropriate fields on a pay transaction.

Setting Up to Use Average Rate Overtime

Using this overtime calculation, straight time overtime is paid at the same rate as regular pay, entered on the 700 transaction or defaulting to the employee standard rate. The premium portion of overtime is calculated as follows:

Step	Action
1	Overtime, shift pay, and special pays indicated on HHG01 screen (refer to Company Section).
2	Calculate the total of regular hours, overtime hours, special hours indicated on HHG01 screen(refer to Company Section).
3	The average rate is the total pay (1) divided by the total hours (2).
4	Multiply the average rate by the overtime premium factor. The premium factor is the premium entered on this screen minus 1.0. (If the premium is 1.5, the premium factor is .5). This gives the rate for the premium amount of overtime.
5	Multiply the premium rate for overtime by the overtime hours and add this amount to the straight time overtime pay to produce total overtime pay. An example of this calculation:

Example.

Assume special pay 02 is included in the calculation:

Regular Hours:	40.00	Regular Rate:	10.00000
OT Hours:	5	OT Premium	1.5

Special Pay 02: - $80.00
Average Overtime calculation:

1., 2.	Regular pay	400.00	Hours: 40.00
	Straight OT Pay	50.00	5.00
	Special Pay	80.00	0.00
	Total Straight Pay	530.00	45.00

3.	530.00/45 = 11.77778 (Avg. rate)
4.	11.77778 * .5 = 5.88889 (Prem. Rate)
5.	5.88889 * 5 (OT Hrs) = 29.44 (Prem. OT Pay)
	29.44 + 50.00 (Str. OT Pay) = $79.44 (Total OT Pay)
	5.88889 (Prem. Rate) + 10.00000 = 15.88889 (Avg. OT Rate)

To use this method the following must be done first:

Step	Action
1	Set the OVERTIME STATUS to **5** on the H0BBN screen.
2	Set the OVERTIME TYPE to **3** on the H0BBN screen. If you attempt to use a value other than **3** in this field, a message will appear on Report 1011, Employee Assumptions Listing. Check the H0BBN screen to make sure the status was coded correctly.
3	Enter the OT 1 and OT 2 PREMIUM fields on the H0BBN screen. If only one of these field is entered, that value will be assumed for the other. If neither field is entered, the employee is assumed to receive no overtime pay.

For hourly biweekly employees, overtime may be calculated on a weekly basis if the indicator on the company HHG01 screen is other than a **P**. The weekly calculation is recommended since it is the calculation described by FLSA. If this option is used, then all pay transactions for affected employees must have dates entered, and the dates may not span multiple weeks. The system will calculate premium portion of overtime for each week separately, using the pays and hours for that week, and combine them for total overtime pay.

Semimonthly, monthly, and salaried employees may be set up for average rate overtime, but the calculation will be done on a pay period basis, and results may not meet FLSA guidelines. For this reason, warning messages are issued when an employee is set up under these conditions, both in batch and online. Care should be taken when paying these employees to ensure that minimum overtime guidelines are met.

Setting Up Shift Differential Pay

Payment of shift differential for non-automatic paid employees is based upon information entered on the H0BBN screen. This screen contains the shift and shift premium to be used in the calculation of shift pay for the employee.

When a timecard is entered for an employee eligible for shift pay, the appropriate shift code must be entered if the employee was coded with a shift code of **4**. Otherwise, the system will default to the shift on the Employee Master file.

To adjust the amount of shift differential paid, enter a 700 or 7*XX* transaction with the appropriate shift code.

The adjustment indicator should contain a **plus** or **minus**. Shift differential may be adjusted by the number of hours entered or by the amount entered.

- To adjust both hours and pay, both fields must be entered on the 700 or 7*XX* transaction.

- If no rate is entered on the 700 or the 7*XX* transaction, the employee's standard rate will be used.

- If a shift code of **2** or **3** is entered on the 700 or the 7*XX* transaction, regular hours and pay will update the shift hours and pay.

- The OVERTIME HOURS and OVERTIME AMOUNT fields will update overtime hours and overtime amount, regardless of the shift code.

- If no overtime rate or amount is entered, overtime amounts will not be calculated.

Setting Up Automatic Shift Pay

If the employee is assigned a shift (SHIFT field contains a **2** or **3**) on the H0BBN screen, the employee will be paid shift pay automatically based on the STANDARD HOURS 1 field on the H0BID screen. Enter CA value of **4** if the employee does not have a permanent shift but is eligible for shift pay when working shift **2** or **3**. The amount of shift pay is governed by the shift differential tables set up on the H0CCH screen or the SHIFT PREMIUM and SHIFT RATE/FAC CTL fields on the H0BBN screen.

To make adjustments to the shift differential pay, enter a 700 (HUA02 screen) transaction with the appropriate shift code indicated. The adjustment indicator (**+-**) field should contain a **plus** or **minus** depending on the type of adjustment. Shift differential may be adjusted by the number of hours entered or by the amount entered. To adjust both hours and pay, both fields must be entered on the 700 or 7*XX* transaction.

Setting Up Commissioned Employees Who Complete a TDX1

Employees who incur expenses while earning commission income have the option of claiming these expenses when they file their income tax returns, or through reduced payroll deductions. To reduce their tax deductions at source, employees must complete a Revenue Canada Plan Form TDX1 by January 31st, or within one month of commencing employment with a new employer. The completed TDX1 form shows the employee's estimated annual remuneration and revised expense amount, and is used to determine the percentage of tax using Table 5 of the Revenue Canada Taxation Income Tax Deduction at Source booklet. This tax percentage is applied to the employee's total income for the year, e.g. salary, commission, taxable benefits, and any special pays.

When setting up an employee who completes a TDX1, the percentage of tax established by the TDX1 and Table 5 is entered as a 3-decimal-place factor in the TD1 EXEMPTION field, e.g., 35.0% would be entered as **00350**. The FIT STATUS would be set up as a **2** to indicate that the TD1 EXEMPTION field contains a percentage.

Maintenance on these fields can be performed on the H0B01 screen.

Indexing TD1 Credit Amounts

The TD1 credit amount, as reported in the TD1 EXEMPTION AMT field on the H0B01, can be automatically indexed each year by requesting Report 753. Report 753 calculates the new credit amount (based on the percentage established by the Federal government) and produces a file of 210 transactions to update the Employee Master file with the new TD1 credit amount.

Step	Action
1	Load Report 753 from the Utility Master file to the Data Entry file using the H0QLS screen. Follow the directions provided on this screen to load the report definitions to the Data Entry file.
2	Change the index factor for TD1 (Federal) based on the percent established by the Federal government.
	The indexing percentage (WORK-10 for Federal) must be in decimal format. For example, enter 5% as **.05**
3	Release the Data Entry file into a payroll processing run to update the report definitions on the Utility file.
4	Request Report 753 to create a file for 210 transactions. Report 753 generates two kinds of output:
	■ Print Output - a report showing indexed and non-indexed amounts before and after the percentage is applied to the amount being indexed.
	■ Punched Output - the generated transactions. Ensure that sufficient file space is allocated for the generated 80-byte fixed length transaction records (one record is generated for each employee).
	Steps 3 and 4 can be completed in the same payroll processing run. Step 6 (and optionally Step 5) will require a separate payroll processing run.
5	This is an optional step. To verify the transactions generated by Report 753, print the contents of the file or process the file in SYS007 input in an edit-only run.
6	Process the file created by Report 753 by specifying it as input to PAY010 in SYS007.

In order to use this process to automatically index TD1 exemption amounts, ensure that only the indexable portions of the exemptions are entered in the TD1 EXEMPTION AMOUNT field.

For Federal tax, the total on line 15 of the TD1 form less lines 6 and 9 (pension and tuition amounts) is considered indexable. This amount should be entered in the TD1 EXEMPTION AMOUNT field on the H0B01 screen, and the total of lines 6 and 9 should be entered in the PENS/TUIT field on the H4Q01 screen.

Maintaining Terminated Employees

Once an employee's status is changed to **7** (final termination), use the H0BNA screen to change an employee's last name or address. This is the only screen that can be used to update this information. The system will update the H0BID screen with this information. You cannot update the H0BID screen when the employee's status is **7**.

Shown below are the two methods for terminating an employee. The first method is for employees who are timecard-required. The second method is for employees who are automatically paid.

Terminate an Employee with Special Pay 40

Use this method when the timecard-required employee is to be paid his last pay cheque and any unused vacation pay.

Enter a 9*XX* transaction with **40** in the PAY NO field, the number of hours the employee is to be paid in the HOURS field, and the number of vacation hours the employee is to be paid in the first WORK field. The TAX and CHQ fields must contain **zeros**. The system automatically changes the employee status to a **3** in the Employee Master file (H0BES screen), and sets the termination date to the TO DATE on the 940.

Terminating an Employee by Changing the EMPLOYEE STATUS Field on the H0BES Screen

Use this method to terminate an employee who is a no-timecard-required, timecard status of **1** (H0BID screen) or for an employee who will not be receiving a final pay cheque. For example, an employee who quits while on vacation and has already received vacation pay.

Change the EMPLOYMENT STATUS field on the H0BES screen to **3** and enter a valid date in the TERMINATION DATE field. If the employee is a no-timecard-required employee, he/she will be paid from the beginning date of the payroll period (as entered on the CTL transaction) through the date entered in the TERMINATION DATE field. if the remaining vacation is to be paid, enter a 980 transaction and the system will pay the employee for the balance of vacation.

H4701 - Employee General Data

```
> GU   99500.  1000                                                ON H4701


                      ------EMPLOYEE GENERAL DATA------

     COMPANY--> 99500     EMPLOYEE NUMBER--> 00000001000
     NAME> _____ _____ _____
     FAMILIAR NAME--> _____
     CITY OF BIRTH----> _____     STATE OF BIRTH--→ __
     COUNTRY OF CITZN → ____
     EMAIL ADDRESS -→ _____




                                  04/26/01  12:31:40 1 M3LL DEVK ____
```

Screen Description

This screen allows you to enter an employee's email address. When requesting this screen, enter the company number and employee number assigned to the employee for whom you are performing file maintenance. Information already established on the Employee Master file will be displayed.

COMPANY

Data Type: Numeric	Length: 5	Field Type: Required

Specify a company number between **1** and **99998** to which you are assigning the employee.

EMPLOYEE NUMBER

Data Type: Numeric	Length: 11	Field Type: Required

Enter the employee number you have assigned to this employee in the first 10 positions of this field. Position 11 is the TRANSPOSITIONAL CHECK DIGIT (TCD). The TRANSPOSITIONAL CHECK DIGIT (TCD) can be used as a system-generated safeguard. If the TCD field is used, place an **X** in this field for employees you are adding to the system for the first time. Once the system calculates the TCD (which is based on the employee's company number) you can enter either an **X** or the system-calculated TCD for future entries.

EMPLOYEE FIRST/MIDDLE NAME

Data Type: Alphanumeric	Length: 40	Field Type: Optional

Enter the employee's first name in positions 1 through 20. Enter the employee's middle name in positions 21 through 40.

FAMILIAR NAME

Data Type: Alphanumeric	Length: 20	Field Type: Optional

Enter the employee's first name in positions 1 through 20.

CITY OF BIRTH   **Data Type: Alphanumeric**   **Length: 20**   **Field Type: Optional**

Enter the city of birth where the employee was born.

STATE OF BIRTH   **Data Type: Alphanumeric**   **Length: 2**   **Field Type: Required**

Enter the state in which the employee was born.

COUNTRY OF CITZN   **Data Type: Alphanumeric**   **Length: 4**   **Field Type: Required**

Enter the country in which the employee was born.

EMAIL ADDRESS   **Data Type: Alphanumeric**   **Length: 50**   **Field Type: Optional**

Enter the email address of the employee.

10 Employee Deductions

Chapter Contents

Introduction

This chapter tells you how to set up various types of deductions for employees. You can establish up to 250 deductions for each employee.

Deductions must already be established on company header records using the H0VCD screen. If the deductions are not set up on the company header, the deduction will not be taken from the employee's pay.

Employee Deduction Screens

This chart lists the screens used in establishing deductions for employees; the screen title; the maintenance allowed for each, *I* (insert) or *R* (replace); and the transactions associated with each screen.

Screen	Title	Maintenance	Transactions
H0ZDC	Employee Deductions	*I, R*	225, 335
H0BB1 and H0BB2	Employee Bank Information	*R*	222
H0BBI	Employee Cheque Information	*R*	221
H0901	Deduction Payment Name and Address	*I, R*	295, 296, 297, 298, 299
H0BES	Employee Priority Switch	*R*	210

Key Fields

These fields contain values under which similar material is stored so it will be easier to find when you look for it. The two key fields most common to employee screens are COMPANY and EMPLOYEE NUMBER. These are discussed here. Other key fields are discussed with the field descriptions of the screen.

COMPANY

Data Type: Numeric **Length: 5** **Field Type: Required**

Specify a company number between **1** and **99998** to which the employee is assigned.

EMPLOYEE NUMBER

Data Type: Numeric **Length: 11** **Field Type: Required**

Enter the employee number you have assigned to this employee in the first 10 positions of this field. Position 11 is the transpositional check digit (TCD).

H0ZDC - Employee Deductions

```
> GU  _____ ON H0ZDC


                    --------EMPLOYEE DEDUCTIONS-----------

   COMPANY--> 00000   EMPLOYEE NUMBER---> 00000000000
   NAME----->

    NO      NAME          AMT/PCT        GOAL        UTILITY
      CALC GN FR   PRTY START DATE    END DATE       DED MTD        DED YTD


  _     0                _____         .00  _____
        00    0 00   000  00/00/0000   00/00/0000           .00             .00


  _     0                _____         .00  _____
        00    0 00   000  00/00/0000   00/00/0000           .00             .00


  _     0                _____         .00  _____
        00    0 00   000  00/00/0000   00/00/0000           .00             .00


  _     0                _____         .00  _____
        00    0 00   000  00/00/0000   00/00/0000           .00             .00



                                    05/08/01  11:36:00 1 M3LL DEVK ____
```

Screen Description

This screen establishes voluntary deductions that are to be automatically withheld from an employee's pay. You can establish 250 voluntary deductions for an employee from the 250 voluntary deductions established for a company on the H0VCD screen.

Fields

NO   Data Type: Numeric   Length: 3   Field Type: Required

Specify a deduction number that has been established on company header records that will be used when calculating the employee's net pay.

Any deduction that is scheduled to be withheld but is not withheld from an employee's pay will appear on the Deduction Not Taken Register (Report 14). In addition, any mandatory deductions that were scheduled to be withheld on the current pay period but were not because the employee was not paid, appear on this register.

NAME   Displays the deduction name associated with the number you enter in the NO field. Deduction numbers are established on company header records using the H0VCD screen.

AMT/PCT   Data Type: Numeric   Length: 11   Field Type: Optional

Specify either a 2-decimal-place amount or a 5-decimal-place percent used to calculate the amounts to be withheld. Enter 100 percent as **100000** and $100.00 as **10000**.

Use of this field is usually indicated byposition 1 of the UTILITY field on this screen and the calculation method defined for the deduction on company header records.

GOAL   Data Type: Numeric   Length: 7   Field Type: Optional

Specify an amount that tells the system when to stop withholding this deduction. It may be entered for almost any deduction calculation number. If this field contains an amount $10.25 is entered as **10.25**. The system default is **0**, no goal. This field is required for the calculation numbers listed in this section.

UTILITY   **Data Type: Numeric** **Length: 18** **Field Type: Optional**

The UTILITY field is used in conjunction with deduction calculation numbers. Each deduction calculation number will require different settings for the positions in this field. Acceptable values for these positions are listed with the deduction calculation number in the Suggested Deduction Setup for Standard Deductions section.

If position 1 in the UTILITY field is blank or zero, then the AMT/PCT field is treated as an amount.

To use this field in conjunction with percentage deduction indicators, enter a value within the range of **1** through **9** in the first position of this field. This value represents the PERCENTAGE DEDUCTION INDICATOR set established for this calculation on the H0WCP and/or the H0DCH screen. Refer to the PERCENTAGE DEDUCTION INDICATOR field description on the H0WCP and H0DCH screens.

Note: If any position in this field does not contain a value, it is filled with zeroes.

CALC Displays the calculation number associated with the deduction as entered on the H0VCD screen.

GN Displays the value of the gross/net flag as entered on the H0VCD screen.

FR   Data Type: Numeric   Length: 2   Field Type: Optional

Indicates the pay schedule on which the deduction is to be withheld. This code is used in conjunction with the PY1/PY2 fields on the HSCTM screen to determine when the deduction is to be withheld from an employee's pay.

Acceptable values are:

Frequency	Pay Period of the Month	Code
Weekly	None	00
	All	09
	First	01
	Second	02
	Third	03
	Fourth	04
	Fifth (when it occurs)	17
	First and Third	05
	Second and Fourth	06
	First, Second, Third, and Fourth	07
	First and Second	08
	First and Fourth	10
	Second and Third	11
	Third and Fourth	12
	First, Second, and Third	13
	First, Second, and Fourth	14
	Second, Third, and Fourth	15
	First, Third, and Fourth	16
*	Chained	18
Bi-Weekly	None	00
	All	09
	First	01
	Second	02
	Third (when it occurs)	17
	First and Second	08
*	Chained	18

(continued)

Frequency	Pay Period of the Month	Code
Semi-Monthly	None	00
	All	09
	First	01
	Second	02
*	Chained	18
Monthly	None	00
	First	01
	All	09
*	Chained	18
99	Delete the Deduction for an Employee on the 225 Batch Transaction.	

*: This frequency is used to indicate deduction *chaining* (two or more deductions are used to form a multiple goal deduction). For example, an employee wishes to contribute $5.00 per pay period to deduction number 7 until a goal of $50.00 has been reached. At that time, deduction number 10 will automatically be turned on to withhold $5.00 per pay period. The following is an example of the input for these deductions:

Calc No	Ded Name	Freq	Amt/Pct	Goal	Utility	Mtd	Ytd
7		09	5.00	50.00	001000000000000000		
10		18	5.00				

To permanently stop a deduction from being withheld for an employee, the FREQUENCY CODE field should be changed to **00**, indicating none. The frequency code will be automatically changed to **00** when the goal is reached if the GOAL field is specified as a decrementing goal.

To delete a deduction from the Employee Master file, enter a *D* in the UPDATE SUBCOMMAND field. When a deduction is deleted, this deduction and all accumulated information will be removed from the Employee Master file. This will cause year- and month-to-date accumulations to be lost and the Master file will be out of balance.

A frequency code of 99 used on a batch 225 transaction will also delete the deduction from the Employee Master file.

PRTY **Data Type: Numeric** **Length: 3** **Field Type: Optional**

Optionally, the deduction priority can be set at the employee level when the order of withholding is different for one employee. Enter the priority number in this field to override the company-level deduction priority for this employee. This employee-level priority is used only if the DEDUCTION PRIORITY switch on H0BES contains a value of **1**.

Processing for deduction priorities follows these guidelines:

1. From-gross deductions are processed before from-net deductions.

2. For each type (from gross and from net), deductions are withheld in priority number order.

3. If the employee priority switch is activated on screen H0BES, the priorities set at the employee level on screen H0ZDC are used for this employee. Otherwise, the company-level priority numbers are used.

4. If two deductions have the same priority number, the lowest numbered deduction is taken first.

5. If no deduction priorities are established, deductions are taken in deduction number order.

START DATE **Data Type: Valid date** **Length: 8** **Field Type: Optional**

Enter a beginning date for this deduction, entered as month, day, year.

END DATE **Data Type: Valid date** **Length: 8** **Field Type: Optional**

Enter a cut-off date for this deduction, entered as month, day, year.

DED MTD Displays the total month-to-date withholding amount for this deduction number.

DED YTD Displays the total amount withheld for the deduction number for the year-to-date.

Changing the Established Deductions for an Employee

During the processing of a payroll, it may be desirable at times to change the normal processing of deductions. It is possible at any time to decrease the standard amount of a deduction, to increase the amount, to have an entirely different amount withheld, and to stop a deduction permanently or only for one pay period.

Changing Deduction Amounts

- To change the amount to be withheld permanently, change the AMT/PCT field on the H0ZDC screen to reflect the new amount.

Suppressing Deductions for Specific Employees

- Use an 8*XX* transaction (HUD02 screen) to override a deduction amount for the current pay period only. The *XX* represents the deduction you want to suppress.

- To override a deduction amount for future pay periods, enter the pay period dates in Date From and Date To on the HUD01.

- If you want to suppress the deduction for a longer period of time, change the FREQ field on the H0ZDC screen to **00**. When you want to start the deduction again, change the FREQ field back to the original value.

- You can also use the DED field on other pay transactions, the 700 (HUA02 screen), the 7*XX* (HUC02 screen), and the 9*XX* (HUE02). All deductions except banking deductions may be suppressed by entering a value of **9** in the DED field. Leaving this field blank indicates that normal deductions are to be withheld. Refer to the section in the Employee Level Input chapter on Regular Pay Transactions for valid values for the DED field.

Note: To suppress deductions for a company, see the Changing an Established Deduction Processing for a Company in the Company Deduction Information chapter of this guide.

Deleting a Deduction

To delete a deduction from the Employee Master file, place a *D* in the UPDATE SUBCOMMAND field next to the deduction number on the H0ZDC screen. You should use caution when deleting a deduction in this manner:

- All accumulators for the DED will be lost.

- The Employee Master file will be out of balance since YTD, QTD, MTD deduction information is carried in the TOTAL VOLUNTARY DEDUCTION field on the H0BPA screen.

If you wish to carry accumulations for each deduction, suppress the deduction by setting the frequency to **0**, instead of deleting it. Once year-end processing has been completed, you may then delete the deduction.

H0BB1 and H0BB2 - Employee Banking Information

```
> GU _____ ON H0BB1

                     ------EMPLOYEE BANKING INFORMATION------

   COMPANY--> 00000 EMPLOYEE NUMBER--> 00000000000
   NAME>

   NO.    BANK          ACCOUNT         PRENOTE DATE
_  01-> 000000000   _____   00/00/0000
   02-> 000000000   _____   00/00/0000
   03-> 000000000   _____   00/00/0000
   04-> 000000000   _____   00/00/0000
   05-> 000000000   _____   00/00/0000
   06-> 000000000   _____   00/00/0000
   07-> 000000000   _____   00/00/0000
   08-> 000000000   _____   00/00/0000
   09-> 000000000   _____   00/00/0000
   10-> 000000000   _____   00/00/0000




                                 05/08/01  09:09:48 1 M3LL DEVK ____
```

```
> GU _____ ON H0BB2

                     ------EMPLOYEE BANKING INFORMATION------

   COMPANY--> 00000 EMPLOYEE NUMBER--> 00000000000
   NAME>

   NO.    BANK          ACCOUNT         PRENOTE DATE
_  11-> 000000000   _____   00/00/0000
   12-> 000000000   _____   00/00/0000
   13-> 000000000   _____   00/00/0000
   14-> 000000000   _____   00/00/0000
   15-> 000000000   _____   00/00/0000
   16-> 000000000   _____   00/00/0000
   17-> 000000000   _____   00/00/0000
   18-> 000000000   _____   00/00/0000
   19-> 000000000   _____   00/00/0000
   20-> 000000000   _____   00/00/0000




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```

Screen Description

These screens establish the banks and bank account numbers for employee banking deductions. An employee can have 20 different banks and accounts for direct deposit, savings deposits, loan deductions, and mailing checks.

There are 10 banks and accounts on the H0BB1 and 10 additional banks and accounts on the H0BB2.

Note: The employee's bank transit number and account numbers must be set up on this screen before you can set up banking deductions on the H0ZDC screen.

Fields

BANK   **Data Type: Numeric**   **Length: 9**   **Field Type: Optional**

Enter the bank transit number(s) of the bank(s) to which either chequing/savings deposit or installment loan payments are to be made or cheques are to be mailed for this employee.

Note: A bank must be established on the Utility Master file using the H0001 screen before you can enter information on this screen. If you get a fatal error message saying bank is not set up in the system, use **PF4/16** to link to the H0001 screen. Enter the bank information and press **PF3/15** to return to the H0BBI screen.

ACCOUNT   **Data Type: Alphanumeric**   **Length: 17**   **Field Type: Optional**

Enter the bank account number associated with the bank number entered in the BANK field to which a deposit or loan payment is to be made or a check is to be mailed. These numbers are referenced by voluntary deductions described under the H0ZDC screen.

PRENOTE DATE   **Data Type: Valid Date**   **Length: 8**   **Field Type: Generated**

Displays the date when prenotification entries are generated for direct deposit deductions for the associated bank and account. Used to determine when live entries may be generated for an employee banking deduction.

H0BBI - Employee Cheque Information

```
> GU _____ ON H0BBI

                       ------EMPLOYEE BANKING INFORMATION------

     COMPANY--> 00000 EMPLOYEE NUMBER-->  00000000000
     NAME->                        _____ _____

  _  PAYABLE AT BANK---> 000000000
     MAIL CHEQUE IND------> 00












                                 05/08/01  09:09:46 1 M3LL DEVK ____
```

Screen Description

This screen establishes the alternate company bank number and the pointer to the bank and account for mailing an employee cheque, if required.

Fields

PAYABLE AT BANK   **Data Type: Numeric**   **Length: 9**   **Field Type: Optional**

Enter the bank transit number of the bank to be used as an alternate pay bank for provinces that require it. If a bank number is entered in this field, a ledger will print on the payroll cheque that reads **Also Payable at *bank name, bank address***.

The bank must have been established on the Utility Master file using the H0001 screen before you can enter the bank transit number on this screen.

MAIL CHEQUE IND   **Data Type: Numeric**   **Length: 2**   **Field Type: Optional**

Indicate whether an employee's payroll cheque is to be mailed to the bank. If this indicator contains a value other than **0**, the bank address replaces the employee address on the employee's cheque. The bank number must be set up on screen H0BB1 or H0BB2.

Acceptable values are:

Value	Description
0	Do not mail this cheque to a bank
01 - 20	Mail this cheque to the bank number indicated

H0901 - Deduction Payment Name and Address

```
> GU  _____  ON H0901

                        --DEDUCTION PAYMENT NAME & ADDRESS--

 _   COMPANY--> 00000  EMPLOYEE NUMBER--> 00000000000  NAME NUMBER--> 0
     NAME----->

     PAYEE NAME-----> _____
     ADDRESS 2------> _____
     ADDRESS 3------> _____
     ADDRESS 4------> _____
     ADDRESS 5------> _____

                                    05/08/01  11:36:09 1 M3LL DEVK ____
```

Screen Description

This screen is used to establish and maintain deduction address records to use if the employee wants to send cheques to an address or name other than his own.

Fields

NAME NUMBER

Data Type: Numeric　　　　**Length: 1**　　　　**Field Type: Key**

Enter a value from **1** to **9** that specifies which alternate deduction name and address is being established. You can set up to nine names and address for each employee.

PAYEE NAME

Data Type: Alphanumeric　　　　**Length: 37**　　　　**Field Type: Optional**

Enter the name of the person who is to receive this deduction cheque from the employee's pay.

Note:　The cheque reconciliation application will use the first 10 positions of this field for payee name.

ADDRESS 1   **Data Type: Alphanumeric**   **Length: 30**   **Field Type: Optional**

Enter the first line of the address for this deduction payee name.

ADDRESS 2   **Data Type: Alphanumeric**   **Length: 30**   **Field Type: Optional**

Enter the second line of the address for this deduction payee name.

ADDRESS 3   **Data Type: Alphanumeric**   **Length: 30**   **Field Type: Optional**

Enter the third line of the address for this deduction payee name.

ADDRESS 4   **Data Type: Alphanumeric**   **Length: 30**   **Field Type: Optional**

Enter the fourth line of the address for this deduction payee name.

Withholding Deductions

Follow these basic steps when establishing and withholding deductions.

Step	Action
1	Define your company level deductions. See the Company Deduction Definitions chapter of this guide for information.
2	Define your company pay definitions and appropriate percentage deduction indicators. See the Company Pay Definitions chapter of this guide.
3	Establish up to 250 deduction withholdings for each employee on the H0ZDC screen. Depending on the way you define the FREQ field, the deductions will be automatically withheld from the employee's pay.
4	You can specify deduction priority at the company level on the H0VCD screen, or at the individual employee level on the H0ZDC if the Priority Indicator is Yes on the H0BES. If the employee priority switch is turned on, thepriorities set at the employee level will be used for that employee. Otherwise the company level priority numbers will be used. If no deduction priorities are established, deductions will be taken in deduction number order. Keeping this in mind, you might want to reserve deduction 250 for checking and 249 for savings.
5	To establish the deduction for the employee at the time it is to be withheld, enter an 8XX transaction (HUD02 screen). The AUTO DEDUCT FLAG field on the H0CFL screen must be set to 1, and the deduction must be set up at the company level.

Special Considerations for Withholding Deductions

Deductions that require special considerations when being set up to be withheld from an employee's pay are discussed in the following topics. These examples are intended as guidelines, not detailed instructions on entering each screen. Refer to the documentation on each screen or online Help for detailed instructions on the values used for each field.

Withholding Chequing and Savings Accounts Deductions (Calculations 90 and 91)

When you establish banking deductions using calculations 90 and 91, HCM:M includes them on Report 25 (Direct Deposit Transmission Report). See the steps to establish direct deposit or the System Information chapter of this guide.

Withholding a Chequing Deduction

A deduction at the company level for a deposit to a chequing account uses calculation 90. For an entire net deposit of employee pay to a chequing account to be calculated correctly, the deduction priorities must be arranged by priority code or deduction number so this deduction is withheld last and the percentage must be 100 (1.00000). Deduction number 250 is recommended because it is the highest allowable number..

Follow these steps in establishing the chequing deduction:

Step	Action
1	Set up the bank information on the H0001 screen if it has not already been set up.
2	Set up the company deduction on the H0VCD using Deduction number 250. See the Setting Up Checking Deduction (calculation 90) and Savings Deductions (calculation 91) in the Company Deduction Definitions chapter of this guide.
3	If the deduction is to be calculated as a percentage, set up the appropriate percentage deduction indicator set on the H0DCH and/or the H0WCP screens.
4	Set up Report 25 on the company header record using the H0XCR screen. Report 25 is the Direct Deposit Interface Tape. See the topic Establishing a Direct Deposit Interface Tape in the System Information chapter of this guide.
5	Set up the employee deduction on the H0ZDC screen using the following values: ▪ DEDUCTION NUMBER - **250** ▪ FREQ - valid value ▪ AMT/PCT - contains either a 2-decimal-place amount or 5-decimal-place percentage used to calculate the amount to be withheld. An amount of $100.00 would be entered as **100.00**, while 70% would be entered as **700.00**. ▪ GOAL - **must** be **0** ▪ UTILITY - Complete as described in the following section.

Enter the UTILITY field on H0ZDC for Employee Chequing Deductions

Position	Description
1	Specifies whether an amount or percent is contained in the AMT/PCT field.
	Acceptable values are:
	0 **Quantity in AMT/PCT field is an amount with 2-decimal places**.
	1-9 Identifies which pays are to be used to calculate the amount of this deduction and specifies that the quantity in the AMT/PCT field is a percentage with 5-decimal places; for example, 31% is **.31000**. Refer to PERCENTAGE DEDUCTION INDICATORS on the H0WCP and H0DCH screens.
9-10	Specifies a value from **01** to **20** that identifies the bank number and account number to which this deposit is to be sent. The bank and account number must be established on the Employee Master file using the H0BB1 or H0BB2 screen.
18	Position 18 is used internally to determine the status of this deduction if prenotification is required by the receiving bank. A value of **1** or **3** will be placed in Position 18 by the system if prenotification is required.
	Acceptable values are:
	1 Indicates that a prenote entry will be generated the next time the employee is paid (the employee will receive a cheque).
	3 Indicates that a prenote entry has been generated on the date present in the PRENOTE-DATE associated with the bank and account indicated by Positions 9-10. The employee will receive a cheque until 10 days after that date, at which time, live deposit entries will be generated.

Withholding a Savings Deduction (Calculation 91)

A deduction at the company level for a deposit to a savings account uses calculation 91. We suggest that for this deduction you enter **249** in the NO. field on the H0VCD screen. This allows you to establish the last deduction as a chequing deduction (if necessary)/

Follow these steps to establish the savings deduction for the employee:

Step	Action
1	Set up the bank information on the H0001 screen, if it has not already been set up.
2	Set up the company deduction on the H0VCD screen. . See the Setting Up Checking and Savings Deductions (Calculation 90, 91) in the Company Deduction Definitions chapter of this guide.
3	If the deduction is to be calculated as a percentage, set up the appropriate percentage deduction indicators on the H0DCH and/or the H0WCP screens to be used by this deduction.
4	Set up Report 25 on the company header record using the H0XCR screen. Report 25 is the Direct Deposit Interface Tape. See the topic Establishing a Direct Deposit Interface Tape in the System Information chapter of this guide.
5	Set up the employee deduction on the H0ZDC screen using the following values: ■ DEDUCTION NUMBER - same deduction number as used in Step 2. ■ FREQ - valid value. ■ AMT/PCT - contains either a 2-decimal-place amount or 5-decimal-place percentage used to calculate the amount to be withheld. An amount of $100.00 would be entered as **100.00**, while 70% would be entered as **700.00**. ■ GOAL - contains the 2-decimal-place amount after which the deduction will no longer be withheld. ■ UTILITY - Complete as described in the following section:

Enter the UTILITY field on H0ZDC for Employee Savings Deductions

Position	Description
1	Specifies whether an amount or percent is contained in the AMT/PCT field.
	Acceptable values are:
	0 **Quantity in AMT/PCT field is an amount with 2-decimal places**.
	1-9 Identifies which pays are to be used to calculate the amount of this deduction and specifies that the quantity in the AMT/PCT field is a percentage with 5-decimal places; for example, 31% is **.31000**. Refer to PERCENTAGE DEDUCTION INDICATORS on the H0WCP and H0DCH screens.
9-10	Specifies a value from **01** to **20** that identifies the bank number and account number to which this deposit is to be sent. The bank and account number must be established on the Employee Master file using the H0BB1 or H0BB2 screen.
18	Position 18 is used internally to determine the status of this deduction if prenotification is required by the receiving bank. A value of **1** or **3** will be placed in Position 18 by the system if prenotification is required.
	Acceptable values are:
	1 Indicates that a prenote entry will be generated the next time the employee is paid (the employee will receive a cheque).
	3 Indicates that a prenote entry has been generated on the date present in the PRENOTE-DATE associated with the bank and account indicated by Positions 9-10. The employee will receive a cheque until 10 days after that date, at which time, live deposit entries will be generated.

Withholding Cash Payments Deductions (Calculation 92)

This deduction uses calculation 92 to calculate cash payments to an employee.

To pay an employee's entire net wages as cash, enter this deduction with the highest number possible. In addition, establish the deduction as 100 percent of the employee's net pay (**0100.000** in the PERCENT field on the H0ZDC screen).

Follow these steps to establish a cash payment deduction for an employee:

Step	Action
1	Set up the company deduction definition on the H0VCD screen using calculation 92. See the Setting Up Cash Payments (Calculation 92) in the Company Deduction Definitions chapter of this guide.
2	If the deduction is to be calculated as a percentage, set up the appropriate percentage deduction indicators on the H0DCH and/or the H0WCP screens.
3	Set up the employee deduction on the H0ZDC screen using the following values: ■ DEDUCTION NUMBER - Same deduction number as the company definition. ■ FREQ - valid value. ■ AMT/PCT - Contains either a 2-decimal-place amount or 5-decimal-place percentage used to calculate the amount to be withheld. An amount of $100.00 would be entered as **100.00**, while 70% would be entered as **.70000**. ■ GOAL - Contains the 2-decimal-place amount after which the deduction will no longer be withheld. ■ UTILITY - Complete as described in the following section.

Entering the UTILITY Field on H0ZDC for Employee Cash Payments

Position	Description
1	Specifies whether an amount or percent is contained in the AMT/PCT field.
	Acceptable values are:
	0 **Quantity in AMT/PCT field is an amount with 2-decimal places.**
	1-9 Identifies which pays are to be used to calculate the amount of this deduction and specifies that the quantity in the AMT/PCT field is a percent with 5-decimal places; for example, 31% is **.31000**. Refer to PERCENTAGE DEDUCTION INDICATORS on the H0WCP and H0DCH screens.
2-18	Not used

Withholding Installment Loan Deductions (Calculation 94)

This deduction uses calculation 94 to calculate an installment loan deduction for an employee.

Follow these steps to withhold an installment loan deduction for an employee:

Step	Action
1	Set up the bank information on the H0001 screen, if it has not already been set up.
2	Set up the company deduction definition on the H0VCD screen using calculation 94. See the Setting Up an Installment Loan Deduction (Calculation 94) topic in the Company Deduction Definitions chapter of this guide.
3	Set up the employee deduction on the H0ZDC screen using the following values: ■ DEDUCTION NUMBER - Same deduction number defined for the company ■ FREQ - Valid value ■ AMT/PCT - Either a whole dollar amount or percentage of pay to calculate the amount to be withheld ■ GOAL - Contains the amount of the loan to be repaid ■ UTILITY - Complete as described in the following section

Entering the UTILITY field on H0ZDC for Installment Loan Deductions

Position	Description
1	Specifies whether an amount or percent is contained in the AMT/PCT field. Acceptable values are: **0** **Quantity in AMT/PCT field is an amount with 2-decimal places.** **1-9** Identifies which pays are to be used to calculate the amount of this deduction and specifies that the quantity in the AMT/PCT field is a percentage with 5-decimal places; for example, 31% is **.31000**. Refer to PERCENTAGE DEDUCTION INDICATORS on the H0WCP and H0DCH screens.

(continued)

Position	Description
5-7	Specifies the number of payments to be made. Each time a loan payment is withheld, this value is reduced by 1. When it is reduced to 0, the remaining amount of the loan due is withheld as a balloon payment and is added to the last payment.
9-10	Specifies a value from **01** to **20** that identifies the bank number and account to which this installment loan is to be sent. The bank and account number must be established on the Employee Master file using the H0BB1 or H0BB2 screen.
18	Position 18 is used internally to determine the status of this deduction if prenotification is required by the receiving bank. A value of **1** or **3** will be placed in position 7 by the system if prenotification is required. Acceptable values are:

1	Indicates that a prenote entry will be generated the next time the employee is paid (the employee will receive a cheque).
3	Indicates that prenote entry was generated on the date present in the PRENOTE-DATE associated with the bank and account indicated by Positions 9-10. The employee will receive a cheque until 10 days after that date, at which time, live deposit entries will be generated

Withholding Garnishments (Calculation 95, 96, and 86)

The following methods are used to garnish an employee's wages and allow for a "guaranteed net."

- Guaranteed Net of $999999 (Calculation 95) allows a maximum of $999999 as the guaranteed net pay for the employee

- Guaranteed Net Using a Deduction (Calculations 96 and 86) requires two deduction be set up for the employee. One deduction is for the garnishment and one deduction is to calculate the guaranteed net the employee is to receive.

Method One - Guaranteed Net of $999999 (Calculation 95)

Follow these steps to establish the garnishment deduction using calculation 95 for an employee:

Step	Action
1	Set up the company guaranteed net garnishment deduction definition on the H0VCD screen using calculation 95. See the Setting Up Garnishments (Calculations 95, 96, and 86) topic in the Company Deduction Definitions chapter of this guide.
2	If the deduction is to be calculated as a percentage, set up the appropriate percentage deduction indicators on the H0DCH and/or the H0WCP screens.
3	Set up the employee deduction on the H0ZDC screen as follows: ■ DEDUCTION NUMBER - Same number defined for the company ■ FREQ - Valid value ■ AMT/PCT - Either a whole dollar amount or percentage of pay used to calculate the amount to be withheld ■ GOAL - Must contain the amount of the garnishment ■ UTILITY - Complete as described in the following section

Entering the UTILITY Field on H0ZDC for Guaranteed Net of $999 Deduction

Position	Description
1	Specifies whether an amount or percent is contained in the AMT/PCT field. Acceptable values are:
	0 **Quantity in AMT/PCT field is an amount with 2-decimal places.**
	1-9 Identifies which pays are to be used to calculate the amount of this deduction and specifies that the quantity in the AMT/PCT field is a percentage with 5-decimal places; for example, 31% is **.31000**. Refer to PERCENTAGE DEDUCTION INDICATORS on the H0WCP and H0DCH screens.
2-4	Indicate the deduction number which is used as an additional goal after this deduction has reached its goal. Use of these positions enables a multi-level employee goal deduction to be established. This deduction must use calculation number 96 and the frequency field must be set to 18.
5-7	Optional. Enter the number of days from 001-366 to indicate how many days after employment date that this deduction will start.
8	Indicate whether or not to decrement the goal amount with each occurrence of the deduction.
	Acceptable values are:
	0 - Do not decrement the GOAL field amount. Compare the amount in the YTD field with the amount in the GOAL field, do not take this deduction if these values are equal.
	This option allows a deduction to start over once YTD fields are cleared. The deduction is not turned off when the goal is reached.
	1 - Decrement the total amount each time the deduction is taken until the goal amount reaches zero.
	This option the deduction will not start over when YTD fields are cleared. It will be turned off once the goal reaches zero.
11 - 16	Enter the whole dollar guaranteed net amount up to 999999.

(continued)

Position	Description
17	Specifies whether or not a separate check is to be produced with an alternate name and address. For example, if this employee has to pay child support and wants the amount automatically deducted and mailed to another person, enter a value from **0-9** in this field.
	Acceptable values are:
	0 - No alternate name. **1 -** Issue to first alternate name and address. **2** - Issue to second alternate name and address. **3 -** Issue to third alternate name and address. **4 -** Issue to fourth alternate name and address. **5 -** Issue to fifth alternate name and address. **6 -** Issue to sixth alternate name and address. **7 -** Issue to seventh alternate name and address. **8 -** Issue to eighth alternate name and address. **9 -** Issue to ninth alternate name and address.
18	Provides the capability to optionally shut off the Guarantee Net Deduction, if previously taken.
	Acceptable values are:
	0 - Do not cut off.
	1 - Cut off after this deduction has been taken.

Method Two - Garnishment (Calculation 96) and Guaranteed Net Using a Deduction (Calculation 86)

Use calculation 96 to specify a garnishment to an employee's pay. You can also establish calculation 86 if you want to guarantee a minimum amount of net pay to the employee. Calculation 86 specifies to HCM:M that an amount or percentage of net pay is exempt from any voluntary deductions **with a lower priority**. HCM:M deducts this amount or percentage for the employee's net pay before it takes voluntary deductions. After HCM:M subtracts all deductions, it adds any remaining amount to the guaranteed amount to produce the employee's net pay. You can override the guaranteed net deduction.

Follow these steps to withhold garnishment deductions using calculations 96 and 86:

Step	Action
1	Set up the company **garnishment deduction** definition on the H0VCD screen using calculation 96. See the Setting Up Garnishments (Calculations 95, 96, and 86) topic in the Company Deduction Definitions chapter of this guide.
2	Set up the company **guaranteed net deduction** definition on the H0VCD screen using calculation 96. . See the Setting Up Garnishments (Calculations 95, 96, and 86) topic in the Company Deduction Definitions chapter of this guide.
3	If the deduction is to be calculated as a percentage, set up the appropriate percentage deduction indicators on the H0DCH and/or the H0WCP screens.
4	Set up the **garnishment deduction** for the employee on the H0ZDC screen using the following values: ■ DEDUCTION NUMBER - Same number defined for the company garnishment deduction ■ FREQ - Valid value ■ AMT/PCT - Either a whole dollar amount or percentage of pay used to calculate the amount to be withheld ■ GOAL - Contains the total amount of the garnishment ■ UTILITY - Complete as described in the following section Entering the UTILITY Field on H0ZDC for Garnishment Deduction (Calculation 96)
5	To issue a separate cheque for the amount of the garnishment, the name and address of the recipient must be established using the H0901 screen. The address should be entered as it is to appear on the cheque. The ADDRESS NUMBER field contains a value of **1** through **9** that is used in the last position of the UTILITY field of the H0ZDC screen.

(continued)

Step	Action
6	Set up the employee **guaranteed net deduction** on the H0ZDC screen using the following values:

- DEDUCTION NUMBER - Same number defined for the company guaranteed net deduction

- FREQ - Valid value (if the employee is to always have an amount of guaranteed pay, the frequency of this deduction would be the same as that for the garnishment

- AMT/PCT - Either a whole dollar amount or percentage of pay used to calculate the amount to be withheld

- GOAL - Contains either the amount after which the deduction will no longer be taken or a cutoff date for the deduction

UTILITY - Complete as described in the following section Entering the UTILITY Field on H0ZDC for Guaranteed Net Deduction (Calculation 86)

Entering the UTILITY Field on H0ZDC for Garnishment Deduction (Calculation 96)

Position	Description
1	Specifies whether an amount or percent is contained in the AMT/PCT field.
	Acceptable values are:
	0 **Quantity in AMT/PCT field is an amount with 2-decimal places.**
	1-9 Identifies which pays are to be used to calculate the amount of this deduction and specifies that the quantity in the AMT/PCT field is a percent with 5-decimal places; for example, 31% is **.31000**. Refer to PERCENTAGE DEDUCTION INDICATORS on the H0WCP and H0DCH screens.
2-4	Indicates the deduction number that is used as an additional goal after this deduction has reached its goal. Use of these positions enables a multi-level employee goal deduction to be established. This deduction must use calculation number 96 and the frequency field must be set to **18**.
5-7	Optional. Enter the number of days from 001-366 to indicate how many days after employment date that this deduction will start.

(continued)

Position	Description
8	Indicates whether or not to decrement the goal amount with each occurrence of the deduction.
	Acceptable values are:
	0 **Do not decrement the GOAL field amount.** Compare the amount in the YTD field with the amount in the GOAL field, do not take this deduction if these values are equal.
	This option allows a deduction to start over once YTD fields are cleared. The deduction is not turned off when the goal is reached.
	1 Decrement the total amount each time the deduction is taken until the goal amount reaches **zero**. This option the deduction will not start over when YTD fields are cleared. It will be turned off once the goal reaches **zero**.
9-10	Specifies the subdeduction number. Enter a value of **00** through **99** to define an additional subdeduction, such as credit union number, and to display this subdeduction separately on Report 21.
17	Specifies whether or not a separate cheque is to be produced with an alternate name and address. For example, if this employee has to pay child support and wants the amount automatically deducted and mailed to another person, enter a value from **0-9** in this field.
	Note: Third party cheques cannot be reversed.
	Acceptable values are:
	0 No alternate name.
	1 Issue to first alternate name and address.
	2 Issue to second alternate name and address.
	3 Issue to third alternate name and address.
	4 Issue to fourth alternate name and address.
	5 Issue to fifth alternate name and address.
	6 Issue to sixth alternate name and address.
	7 Issue to seventh alternate name and address.
	8 Issue to eighth alternate name and address.
	9 Issue to ninth alternate name and address.
18	Provides the capability to optionally shut off the Guarantee Net Deduction, if previously taken.
	Acceptable values are:
	0 **Do not cut off.**
	1 Cut off after this deduction has been taken.

Deduction payment name and address is established on the Utility Master file using the H0901 screen.

Entering the UTILITY Field on H0ZDC for Guaranteed Net Deduction (Calculation 86)

Position	Description
1	Specifies whether an amount or percent is contained in the AMT/PCT field.
	Acceptable values are:
	0 **Quantity in AMT/PCT field is an amount with 2- decimal-places and is exempt from any voluntary deduction with a lower priority.**
	1-9 Identifies which pays are to be used to calculate the amount of this deduction and specifies that the quantity in the AMT/PCT field is a percent with 5-decimal-places; for example, 31% is **310.00**. Refer to PERCENTAGE DEDUCTION INDICATORS on the H0WCP and H0DCH screens.
2-18	Not used

Withholding Standard Deductions (Calculation 96 and 76)

HCM:M uses the following methods for standard deductions for the majority of employee deductions:

- Standard deduction (Calculation 96) - most common used calculation method. Specifies that an amount or percent is to be withheld from an employee's pay.

- Standard deduction using sub-deduction number (Calculation 76) - Used primarily when you want to allow a multiple occurring deduction to be reported as a single deduction.

Use one of these methods to set up a standard deduction for an employee.

Standard Deduction (Calculation 96)

Use this deduction to calculate an amount or percent from an employee's pay. HCM:M uses this calculation method for the majority for employee deductions. Using the standard deduction, you may enter these fields on the H0ZDC screen:

- GOAL AMT

- START DATE or NO. DAYS

- END DATE

You can also produce a third party check (for a garnishment, for example)>

Follow these steps to withhold a standard deduction for an employee:

Step	Action
1	Set up the company standard deduction definition on the H0VCD screen using calculation 96. See the Setting Up Standard Deductions (Calculation 96, 76) in the Company Deduction Definitions chapter of this guide.
2	If the deduction is to be calculated as a percentage, set up the appropriate percentage deduction indicator set on the H0DCH and/or the H0WCP screens.

(continued)

Step	Action
3	Set up the employee standard deduction on the H0ZDC screen as follows:
	■ DEDUCTION NUMBER - Same number established for the company deduction definition
	■ FREQ - Valid value
	■ AMT/PCT - Contains either a 2-decimal-place amount or 5 decimal-place percentage used to calculate the amount to be withheld. An amount of $100.00 would be entered as **100.00**, while 70% would be entered as **.70000**
	■ GOAL - Contains the amount or cutoff date after which the deduction will no longer be withheld
	■ UTILITY - Complete as described in the following section
4	To issue a separate cheque for the amount of the garnishment, the name and address of the recipient must be established using the H0901 screen. The address should be entered as it is to appear on the cheque. The ADDRESS NUMBER field contains a value of **1** through **9** that is used in the last position of the UTILITY field of the H0ZDC screen.

Entering the UTILITY Field on H0ZDC for Standard Deductions

Position	Description
1	Specifies whether an amount or percent is contained in the AMT/PCT field. Acceptable values are:
	0 **Quantity in AMT/PCT field is an amount with 2-decimal-places.**
	1 Identifies which pays are to be used to calculate the amount of this deduction and specifies that the quantity in the AMT/PCT field is a percentage with 5-decimal-places; for example, 31% is **.31000**. Refer to PERCENTAGE DEDUCTION INDICATORS on the H0WCP and H0DCH screens.
2-4	Specifies the deduction number to be used as an additional goal after this deduction has reached its goal. Use of this position enables a multi-level employee goal deduction to be established. This deduction must use calculation number 96.
5-7	Optional. Enter the number of days from 001-366 to indicate how many days after employment date that this deduction will start.

(continued)

Position	Description
8	Indicates whether or not to decrement the goal amount with each occurrence of the deduction. Acceptable values are:
	0 **Do not decrement the GOAL field amount.** Compare the amount in the YTD field with the amount in the GOAL field, do not take this deduction if these values are equal This option allows a deduction to start over once YTD fields are cleared. The deduction is not turned off when the goal is reached.
	1 Decrement the total amount each time the deduction is taken until the goal amount reaches **zero**. With this option, the deduction will not start over when YTD fields are cleared. It will be turned off once the goal reaches **zero**.
9-10	Specifies the subdeduction number. Enter a value of **00** through **99** to define an additional subdeduction, such as credit union number, and to display this subdeduction separately on Report 21.
17	Specifies whether or not a separate cheque is to be produced with an alternate name and address. Enter a value from **0-9** in this position.
	Note: Third party cheques cannot be reversed.
	Acceptable values are:
	0 No alternate name.
	1 Issue to first alternate name and address.
	2 Issue to second alternate name and address.
	3 Issue to third alternate name and address.
	4 Issue to fourth alternate name and address.
	5 Issue to fifth alternate name and address.
	6 Issue to sixth alternate name and address.
	7 Issue to seventh alternate name and address
	8 Issue to eighth alternate name and address.
	9 Issue to ninth alternate name and address.
18	Provides the capability to optionally shut off the Guarantee Net Deduction, if previously taken. Acceptable values are:
	0 **Do not cut off.**
	1 Cut off after this deduction has been taken.
	2 Take deduction after CPP/QPP tax limit is reached.

Alternate Method of Setting Up Standard Deductions

Use calculation number 76 as an alternate method of setting up standard deductions. Use this deduction method when you want to use a sub-deduction number, allowing a multiple occurring deduction for a company to be reported as a single deduction. This allows a company to set up a single deduction number that can be reported separately up to 100 different ways, thereby reserving the other 249 deductions for other purposes. The sub-deduction number allows the Employee Within Deduction Register (Report 21) to treat this field as a separate deduction. This is useful when a company has a deduction such as union dues and wishes to specify the union as sub-deductions of this deduction.

You may use the GOAL AMT field on the H0ZDC screen when setting up this employee deduction. You cannot send a separate third-part cheque using this deduction.

Follow these steps to withhold a standard deduction using a sub-deduction number for an employee:

Step	Action
1	Set up the company standard deduction definition on the H0VCD screen using calculation 76. See the Setting Up Standard Deductions (Calculation 96, 76) in the Company Deduction Definitions chapter of this guide.
2	If the deduction is to be calculated as a percentage, set up the appropriate percentage deduction indicator set on the H0DCH and/or the H0WCP screens.
3	Set up the employee standard deduction on the H0ZDC screen as follows: ■ DEDUCTION NUMBER - Same number established for the company deduction definition ■ FREQ - Valid value ■ AMT/PCT - Contains either a 2-decimal-place amount or 5 decimal-place percentage used to calculate the amount to be withheld. An amount of $100.00 would be entered as **100.00**, while 70% would be entered as **.70000** ■ GOAL - Contains the amount or cutoff date after which the deduction will no longer be withheld ■ UTILITY - Complete as described in the following section

Entering the UTILITY Field on H0ZDC for standard deductions using sub-deduction numbers

Position	Description
1	Specifies whether an amount or percent is contained in the AMT/PCT field.
	Acceptable values are:
	0 **Quantity in AMT/PCT field is an amount with 2-decimal places**
	1-9 identifies which pays are to be used to calculate the amount of this deduction and specifies that the quantity in the AMT/PCT field is a percentage with 5-decimal places; for example, 31% is **310.00**. Refer to PERCENTAGE DEDUCTION INDICATORS on the H0WCP and H0DCH screens.
2-4	Specifies the deduction to be used as an additional goal after this deduction reaches its goal. Use of these positions enables a multi-level employee goal deduction to be established. The deduction referenced by this number must contain an **18** in the FREQ field and must have a calculation of 76 or 96.
8	Indicates whether or not to decrement the GOAL field amount with each occurrence of the deduction.
	Acceptable values are:
	0 Do not decrement the GOAL field amount.
	Compare the amount in the YTD field with the amount in the GOAL field. Do not take this deduction if these values are equal.
	1 This option allows a deduction to start over once YTD fields are cleared;
	the deduction is not turned off when the goal is reached.
	Decrement the total amount each time the deduction is taken until the goal amount reaches **zero**.
	If this option is used, the deduction will not start over when YTD fields are cleared; it will be turned off once the goal reaches **zero**.
9-10	Indicates the sub-deduction number. A value of **00** through **99** may be entered to define an additional number, such as credit union number, and to display this deduction separately on Report 21.

Withholding Pension Plan Deductions (Calculation 85 and 98)

HCM:M uses calculation numbers 85 and 98 for approved defined benefits and defined contribution plans. For calculation 85, the earnings and hours on which this deduction is based are accumulated in the employee master record. To obtain special taxing, these deductions must be withheld from gross pay (G/N FLAG is on the H0VCD screen).

Follow these steps to withhold a pension plan deduction from an employee's pay:

Step	Action
1	Set up the company deduction definition on the H0VCD screen using calculation 85 or 98. See the Setting Up Pension Plan Deductions (Calculations 85, 98) topic in the Company Deduction Definitions chapter of this guide.
2	If the deduction is to be calculated as a percentage, set up the appropriate percentage deduction indicators on the H0DCH and/or the H0WCP screens.
3	Set up the employee deduction on the H0ZDC screen using the following values: ■ DEDUCTION NUMBER - Same number defined for the company ■ FREQ - Valid value ■ AMT/PCT - Contains either a 2-decimal-place amount or 5 decimal-place percentage used to calculate the unit to be withheld ■ GOAL - Contains the amount after which the deduction will no longer be withheld ■ UTILITY - Complete as described in the following section

Entering the UTILITY Field on H0ZDC for Pension Plan Deductions

Position	Description
1	Specifies whether an amount or percent is contained in the AMT/PCT field.
	Acceptable values are:
	0 Quantity in AMT/PCT field is an amount with 2-decimal places.
	1-9 Identifies which pays are to be used to calculate the amount of this deduction and specifies that the quantity in the AMT/PCT field is a percentage with 5-decimal places;
	for example, 31% is **.31000**.
	Refer to PERCENTAGE DEDUCTION INDICATORS on the H0WCP and H0DCH screens.
11-16	Specifies tax status codes for this deduction calculation. Acceptable values are:
	0 **Deduction is subject to this tax.**
	1 Deduction is exempt from this tax. If entered in position 11, the deduction amount is added to Federal non-taxable.
	2 Deduction may be exempt from this tax.
	If entered in Position 11, the deduction amount is not added to Federal taxable or non-taxable and is exempt from FIT. This value must be used to invoke automatic proration of the deduction between taxing jurisdictions.
	If entered in Position 12 or 15, the system accesses parameter tax data stored on Facts DataFile to determine if this deduction amount is exempt from the respective tax.

(continued)

Position	Description
	The taxes to which the deduction may or may not be subject are as follows:

Position	Deduction Subject To
11	FIT
12	PIT/EI
13	Not Used
14	Not Used
15	QHIP
16	CPP/QPP /Company CPP/QPP
	A value of **2** is not valid for Position 16.

Withholding Advance Repayment Deductions (Calculation 97)

Calculation 97 is used to withhold an amount from an employee's pay for the repayment of advances. The amount to be withheld is determined by the amount of the advance paid to the employee using an advanced special pay using calculation 10 (9xx transaction). Establish this advance repayment deduction at the company and employee level before you enter the 9xx transaction.

You can also automate the advance repayment deduction set up for the employee at the time you pay the advance.

Withholding an Advance Repayment Deduction

Follow these steps to withhold a repayment for an advance from an employee's pay:

Step	Action
1	Set up special pay for a salary advance on the H0WCP screen using calculation number 10. See the Setting Up Advances topic in the Company Pay Definitions chapter of this guide.
2	Set up the advance repayment company deduction on the H0VCD screen using the same number as that established for the special pay advance and calculation 97. See the Setting Up Advance Repayment Deductions (Calculation 97) in the Company Deduction Definitions chapter of this guide.
3	If the deduction is to be calculated as a percentage, establish the percentage deduction indicator set on the H0DCH and/or the H0WCP screens.
4	Set up the employee deduction on the H0ZDC screen using the following values: ▪ DEDUCTION NUMBER - Company deduction number defined for advance repayments ▪ FREQ - **00**, Special pay calculation number 10 will change it to **09** when an advance is paid, if goal exceeds YTD amount. ▪ AMT/PCT - If this field contains a percentage and the first position of the UTILITY field is greater than **0**, the deduction will be treated like any percentage deduction. ▪ GOAL - The amount of the advance on the 9*XX* will be added to the goal each time an advance is issued. ▪ UTILITY - Complete as described in the following section

Entering the UTILITY Field on H0ZDC for Advance Repayments

Position	Description
1	Specifies whether an amount or percent is contained in the AMT/PCT field.
	Acceptable values are:

Value	Description
0	**Quantity in AMT/PCT field is an amount with 2-decimal-places.**
1-9	Identifies which pays are to be used to calculate the amount of this deduction and specifies that the quantity in the AMT/PCT field is a percentage with 5-decimal-places; for example, 31% is **.31000**. Refer to PERCENTAGE DEDUCTION INDICATORS on the H0WCP and H0DCH screens.

Position	Description
2-4	Indicates the deduction number which is used as an additional goal after this deduction has reached its goal. Use of these positions enables a multi-level employee goal deduction to be established.
8	Indicates whether or not to decrement the goal amount with each occurrence of the deduction.
	Acceptable values are:

0	**Do not decrement the GOAL field amount.** Compare the amount in the YTD field with the amount in the GOAL field; do not take this deduction if these values are equal. This option allows a deduction to start over once YTD fields are cleared. The deduction is not turned off when the goal is reached.
1	Decrement the total amount each time the deduction is taken until the goal amount reaches **zero**. With this option, the deduction will not start over when YTD fields are cleared. It will be turned off once the goal reaches **zero**.

Automate Advance Repayment Deduction Setup for Employee When Paying Advance

When you pay an employee an advance using special pay calculation 10, you have two options for automating the advance repayment deduction at the employee level:

- Use the advance amount for a goal
- Establish a "pay back" amount

Advance Amount

To use the advance amount for a goal, issue the advance with a 9xx transaction (HUE02 screen) and leave the second WORK FIELD blank. HCM:M updates the amount of the advance into the AMT/PCT and GOAL fields on the H0ZDC (Employee Deductions) screen.

Pay Back Amount

To establish a "pay back amount'", enter the amount in the second WORK FIELD of the 9xx transaction (HUE02 screen). HCM:M updates the AMOUNT field on the H0ZDC screen with the value in the SECOND WORK FIELD. HCM:M moves the amount of the advance into the GOAL AMT field on the H0ZDC screen.

For more information on paying advances, see the Paying Advance to be Repaid (9xx Transaction on HUE02) topic in the Pay Transactions chapter of this guide.

Withholding Unpaid Absences Repayment Deductions

Use a deduction set up with calculation 97 for repayment of an unpaid absence. The amount to be withheld is determined by the amount for the absence paid to the employee using an unpaid absence special pay transaction (9xx transaction on the HUE02 screen). Establish this unpaid absence repayment deduction at the company and employee level before you enter the 9xx transaction (HUE02 screen).

You can also automate the advance repayment deduction set up for the employee at the time you pay the advance.

Withholding Unpaid Absences Repayment Deduction

Follow these steps to withhold a repayment for an unpaid absence from an employee's pay:

Step	Action
1	Set up special pay for tracking unpaid absences on the H0WCP (Company Special Pays) screen. See the Setting Up to Track Unpaid Absences in the Company Pay Definitions chapter of this guide.
2	Set up the company deduction definition on the H0VCD screen using calculation 97 and the same number as used for the special pay definition. See the Setting Up Unpaid Absences Repayment (Calculation 97) topic in the Company Deduction Definitions chapter of this guide.
3	If the deduction is to be calculated as a percentage, set up the appropriate percentage deduction indicator set on the H0DCH and/or the H0WCP screens.
4	Set up the employee deduction on the H0ZDC screen using the following values: ■ DEDUCTION NUMBER - must be same as company deduction number for unpaid absence repayments ■ FREQ - **00**, special pay calculation number 11 will turn it to **09** when an unpaid absence is entered on a 9*XX* transaction if goal exceeds YTD amount. ■ AMT/PCT - If a percentage is entered in this field and the first position of the UTILITY field is greater than **0**, the deduction will be treated like any percentage deduction. – If the first position of the UTILITY field is **0**, the AMT/PCT field will be automatically maintained by calculation 11 processing according to information entered on the 9*XX* transaction for the advance. – If a value is entered in the WORK field, the amount will be moved into the DEDUCTION AMT/PCT (used for installment pay back). – If the WORK field is **blank** or zeros, the special pay amount will be moved into the DEDUCTION AMT/PCT field. ■ GOAL - The amount of the unpaid absence on the 9*XX* will be added to the goal each time an unpaid absence is entered. ■ UTILITY - Complete as described in the following section

Entering the UTILITY Field on H0ZDC for Repayment of Unpaid Absence

If the first position of the UTILITY field is **0**, the AMT/PCT field will be automatically maintained by calculation 11 processing according to information entered on the 9xx transaction for the advance.

Position	Description
1	Specifies whether an amount or percent is contained in the AMT/PCT field.

Acceptable values are:

Value	Description
0	**Quantity in AMT/PCT field is an amount with 2-decimal-places.**
1-9	Identifies which pays are to be used to calculate the amount of this deduction and specifies that the quantity in the AMT/PCT field is a percentage with 5-decimal-places; for example, 31% is **.31000**. Refer to PERCENTAGE DEDUCTION INDICATORS on the H0WCP and H0DCH screens.

Position	Description
2-4	Indicates the deduction number which is used as an additional goal after this deduction has reached its goal. Use of these positions enables a multi-level employee goal deduction to be established.
8	Indicates whether or not to decrement the goal amount with each occurrence of the deduction.

Acceptable values are:

0	**Do not decrement the GOAL field amount.** Compare the amount in the YTD field with the amount in the GOAL field; do not take this deduction if these values are equal. This option allows a deduction to start over once YTD fields are cleared. The deduction is not turned off when the goal is reached.
1	Decrement the total amount each time the deduction is taken until the goal amount reaches **zero**. With this option, the deduction will not start over when YTD fields are cleared. It will be turned off once the goal reaches **zero**.

Automate Repayment of Unpaid Absence Deduction Setup for Employee When Paying for the Absence

When you pay an employee for an unpaid absence using special pay calculation 11, you have two options for automating the repayment deduction at the employee level:

- Use the amount of the payment for a goal

- Establish a "pay back" amount

Payment Amount

To use the payment amount for a goal, pay the employee with a 9xx transaction (HUE02 screen) and leave the WORK FIELD blank. HCM:M updates the amount of the payment into the AMT/PCT and GOAL fields on the H0ZDC (Employee Deductions) screen.

Pay Back Amount

To establish a "pay back amount'", enter the amount in the WORK FIELD of the 9xx transaction (HUE02 screen). HCM:M updates the AMOUNT field on the H0ZDC screen with the value in the WORK FIELD. HCM:M moves the amount of the payment into the GOAL AMT field on the H0ZDC screen.

For more information on paying unpaid absences, see the Paying Unpaid Absence to be Repaid (9xx Transaction on HUE02) topic in the Pay Transactions chapter of this guide.

Withholding Sales Draw Repayment Deductions

Step	Action
1	Set up special pays for a sales person's draw and for the commission pay on the H0WCP screen using calculation number 16. See the Setting Up Sales Person's Draw topic in the Company Pay Definitions chapter of this guide.
2	Set up the company deduction for the repayment of the draw on the H0VCD screen using calculation 97. See the Setting Up Sales Draw Repayment Deduction (Calculation 97) in the Company Deduction Definitions chapter of this guide.
3	If the deduction is to be calculated as a percentage, set up the appropriate percentage deduction indicator set on the H0DCH and/or the H0WCP screens.
4	Set up the employee deduction for the repayment on the H0ZDC screen using the following values: ■ DEDUCTION NUMBER - Must be same as company deduction number for a sales draw repayment. ■ FREQ - **00**; special pay calculation number 16 will turn it to **09** when a draw is paid if goal exceeds YTD amount. ■ AMT/PCT - Amount to be withheld or percentage factor. It is suggested you set this deduction up to take 100% of the commission pay to automatically retrieve all commission up to the goal amount. ■ GOAL - The amount of the sales person's draw will be added to the goal each time the automatic special pay is calculated. ▪ UTILITY - Complete as described in the following section.
5	Set up the automatic special payment for the draw at the employee level using the H10AS screen. See the Setting Up Automatic Special Payments in the Basic Employ Information chapter of this guide.
6	Enter a 9xx transaction (HUE02 screen) to pay commission. See the Paying Sales Person's Draw in the Pay Transactions chapter of this guide.

Deduction Chaining

Several deduction calculations allow the establishment of a related deduction which will be activated or changed after the original deduction reaches a predetermined cutoff point. The deduction number of the deduction to be activated or "chained-to" is indicated in the DEDUCTION UTILITY field, in positions 2-3, of the "chained-from" deduction. The cutoff may be either a GOAL (year-to-date amount or decrementing), a system defined maximum (for DBS defined 401(k) calculations), or a LIMIT as established for deductions with GROSS/NET of **4** or **5**.

The relationship between the "chained-from" and the "chained-to" deductions varies between the different types of deductions, as follows:

Calculation 76 and 96 - Standard Calculation

These standard calculations allow a year-to-date goal amount or a decrementing goal. A "chained-to" deduction may be established to be activated once the goal is met. The "chained-to" deduction must be established on H0VCD with CALCULATION NUMBER **96** and GROSS/NET of **2** and on H0ZDC with a frequency of **18**.

In this case, the "chained-to" deduction will not be activated until the "chained-from" deduction meets its goal. More than one "chained-from" deduction may not point to the same "chained-to" deduction.

During the pay period when the "chained-from" deduction meets its goal and a partial amount is left over, that amount be added to the amount calculated by the "chained-to" deduction. In subsequent pay periods, when the "chained-from" deduction cannot be taken at all, only the amount calculated by the "chained-to" deduction will be taken and the amount specified by the "chained-from" deduction is not added to it.

Example. A bi-weekly employee (26 pay periods/year) wishes to have $75 taken each pay period for charity deduction 10, up to a goal of $500. At that time, he wishes that deduction to chain to charity deduction 22 at the same amount for the same goal.

Deno	Freq	Goal	Amount%	Utility 1	Utility 2-3
10	09	500.00	75.00	0	22
22	18	500.00	75.00	0	00

In the course of a year, for the first 6 pay periods, deduction 10 will be taken and 22 ignored. During the seventh pay period, $50 will be taken for deduction 10, reaching the $500 goal and deduction 22 will be activated. For this pay period only, the remaining $25 for deduction 10 will be added to the $75 for deduction 22 for a total of $100. For the next five pay periods, deduction 10 will not be taken and deduction 22 will take $75. In the nineteenth pay period, deduction 22 take the final $25 to reach the $500 goal and then both deductions will stop for the remainder of the year.

Pay Period	Deduction 04 Amount	Deduction 15 Amount
1 - 18	$75	$0
7	$50	$100
8 - 12	$0	$75
13	$0	$25

Calculation 95 - Garnishment

This calculation allows a year-to-date goal amount or a decrementing goal. The chaining process is the same as for calculation 96, except that the "chained-to"' deduction may be either CALCULATION NUMBER 95 or 96.

PDT Deductions Using GROSS/NET 4 and 5

Deductions which are established on H0VCD using a GROSS/NET **4** or **5**, may have a system level LIMIT defined using the HHU01 and HHV01 screens, allowing multiple deductions to be combined to honor a single limit. For these deductions, chaining can be activated either by the deduction meeting its own GOAL defined on H0ZDC (either year-to-date amount or decrementing goal), or by the LIMIT being reached by the deductions(s) within the LIMIT CATEGORY, whichever occurs first.

The calculation numbers which are allowed with PDT and also include the chaining option are 76 and 96. These are several ways to use this combination of options.

For GROSS/NET **4** (pre-tax) and **5** (post-tax) deductions, the "chained-to" deduction must be GROSS/NET **2** or **5** (post-tax), with CALCULATION NUMBER 76 or 96 on H0VCD.

For GROSS/NET **4**, the "chained-to" deduction may be FREQUENCY **09** or **18** on H0ZDC. For GROSS/NET **5**, the "chained-to" deduction must be FREQUENCY **18** on H0ZDC.

If the "chained-to" deduction is FREQUENCY **18**, the "chained-to" deduction will not be activated until the "chained-from" deduction meets its GOAL or LIMIT, and more than one "chained-from" deduction may not point to the same "chained-to" deduction. During the pay period when the "chained-from" deduction meets its GOAL or LIMIT and a partial amount is left over, that amount will be added to the amount calculated by the "chained-to" deduction. In subsequent pay periods, when the "chained-from" deduction is not taken at all, only the amount calculated by the "chained-to" deduction will be taken, and the amount specified by the "chained-from" deduction is not added to it.

If the "chained-to" deduction is FREQUENCY **09**, the "chained-to" deduction will be active even before the "chained-from" deduction meets its GOAL or LIMIT and in this case more than one "chained-from" deduction may point to the same "chained-to" deduction. During the pay period when the "chained-from" deduction meets its GOAL or LIMIT and a partial amount is left over, that amount will be added to the amount calculated by the "chained-to" deduction. In subsequent pay periods, when the "chained-from" deduction cannot be taken at all, the full amount of the "chained-from" deduction will be added to the "chained-to" deduction amount.

If the "chained-from" deductions is either GROSS/NET **4** or **5**, the "chained-to" deduction may be GROSS/NET **5** and may also be in the same LIMIT CATEGORY as the "chained-from" deduction. In this case, the "chained-to" deduction will only be taken until the LIMIT is reached. just like the "chained-from" deduction. This set-up would only be meaningful if the "chained-from" deduction reached its GOAL before the LIMIT was reached, allowing a remaining amount to be taken by the "chained-to" deduction.

Example.   A bi-weekly employee (26 pay periods/year) wishes to have $500 taken each pay period for deferred compensation, which is established as deduction 11 with GROSS/NET **4** and with a LIMIT of $9,240.00. Once the maximum pre-tax contribution maximum is reached, the employee wants to continue the contribution as a post-tax deduction for the remainder of the year. The post-tax deduction, number 13, is established as a GROSS/NET **2** deduction.

Deno	Freq	Goal	Amount%	Utility 1	Utility 2-3
11	09	00.00	500.00	0	13
13	18	00.00	500.00	0	00

For the first eighteen pay periods, deduction 11 will be taken and 13 ignored. During the nineteenth pay period, the remaining $240 will be taken for deduction 11 and deduction 13 will be activated. For this pay period, the remaining $260 for deduction 11, which exceeded the limit, will be added to the $500 for deduction 13, for a total of $760. For the remaining pay periods in the year, deduction 11 will not be taken, and deduction 13 will take $500.

Pay Period	Deduction 04 Amount	Deduction 15 Amount
1 - 18	$500	$0
19	$240	$760
20 - 26	$0	$500

Example. A bi-weekly employee (26 pay periods/year) wishes to have $500 taken each pay period for deferred compensation, which is established as deduction 11 with GROSS/NET '4' and with a LIMIT of $9,240.00. At the same time, $100 each pay period will be deducted for a post-tax contribution. Once the maximum pre-tax contribution maximum is reached, the employee wants to continue that contribution amount as a post-tax deduction for the remainder of the year. The post-tax deduction, number 13, is established as a GROSS/NET **2** deduction.

Deno	Freq	Goal	Amount%	Utility 1	Utility 2-3
11	09	00.00	500.00	0	13
13	09	00.00	100.00	0	00

For the first eighteen pay periods, $500 will be taken for deduction 11 and $100 for deduction 13 ignored. During the nineteenth pay period, the remaining $240 will be taken for deduction 11. For this pay period, the remaining $260 for deduction 11, which exceeded the limit, will be added to the $100 for deduction 13, for a total of $360. For the remaining pay periods in the year, deduction 11 will not be taken and deduction 13 will take $600.

Pay period	Deduction 11 amount	Deduction 13 amount
1 - 18	$500	$0
19	$240	$360
20 - 26	$0	$500

11 Employee Pay and Tax Accumulations

Chapter Contents

Introduction

This chapter describes the screens used to store the various employee pay and tax accumulations in the HCM:M system. The fields on these screens are maintained by the system, but can be updated.

Pay and Tax Accumulations Screens

The chart below lists the screens used to store accumulation information; the screen title; the maintenance allowed for each, *I* (insert) or *R* (replace); and the transactions associated with each screen.

Screen	Title	Maintenance	Transactions
H0BPA	Employee Pay Accumulation	*R*	300, 305, 315, 320, 353
H0BHA	Employee Hour Accumulation	*R*	340
H10SA	Employee Special Pay Accumulation	*R*	310, 345
H0B02	Employee YTD Tax & Taxable Amounts	*R*	320, 325, 326, 327, 330, 351, 352
H0A02	Employee Company Paid Tax Accumulations	*R*	356, 357, 360, 365, 370, 385
H0A03	Employee FIT/CPP Tax File Accumulations	*R*	355, 356, 357, 360, 365, 370
H0A04	Employee QIT/EI Tax Accumulations	*R*	369

Update the values on the following screens using a manual pay set wherever possible. These manual pay screens create earnings history records for the transactions.

Screen	Title
HTMCO	Manual Pay Builder
HTMCP	Regular Pays
HTMCT	Taxes and Deductions
HTMCS	Special Pays
HTMCQ	Manual Pay Summary
HTOCD	Canadian Deduction Refund/Adjustment
HTPCS	Special Pay Adjustments
HTQCT	Canadian Employee Tax Adjustment/Refund

Key Fields

These fields contain values under which similar material is stored so it will be easier to find when you look for it. The two key fields most common to employee screens are COMPANY and EMPLOYEE NUMBER. These are the key to the screens on the Employee Master file (screens are prefixed by H0B). The key to the screens on the Tax Master file (screens prefixed by H0A) include COMPANY, EMPLOYEE NUMBER, COUNTRY, TAX UNIT, PROVINCE/TERRITORY, and LOCAL CODE. Key fields are discussed here.

COMPANY

Data Type: Numeric   **Length: 5**   **Field Type: Required**

Specify a company number between **1** and **99998** to which you have assigned the employee.

EMPLOYEE NUMBER

Data Type: Numeric   **Length: 11**   **Field Type: Required**

Enter the employee number you have assigned to this employee in the first 10 positions of this field. Position 11 is the transpositional check digit (TCD); enter either the TCD or an **X** if you not remember the TCD. This way the system can verify that you entered a valid employee number.

COUNTRY

Data Type: Numeric   **Length: 3**   **Field Type: Required**

Specify the country in which the employee is working.

TAX UNIT

Data Type: Numeric   **Length: 3**   **Field Type: Required**

Specify the tax unit to which this employee is assigned.

PROVINCE/ TERRITORY

Data Type: Numeric   **Length: 2**   **Field Type: Required**

Specify the numeric code for the province/territory in which the employee is working. A list of province/territory codes with the numeric values and abbreviated names are in Appendix A.

LOCAL

Data Type: Numeric   **Length: 4**   **Field Type: Required**

Specify the local code in which the employee is working.

H0BPA - Employee Pay Accumulation

```
 > GU  _____  ON H0BPA

                    --------EMPLOYEE PAY ACCUMULATION-------
   COMPANY--> 00000 EMPLOYEE NUMBER--> 00000000000
   NAME>

 _                      ** PAY ACCUMULATIONS **
       GROSS          REGULAR        OT. 1          OT. 2
  Y        .00            .00            .00            .00
  Q        .00            .00            .00            .00
  M        .00            .00            .00            .00


        SICK          PENSION        SHIFT 2        SHIFT 3
  Y        .00            .00            .00            .00
  Q        .00            .00            .00            .00
  M        .00                           .00            .00

      VACATION         BONUS           NET          TOT VOL
  Y        .00            .00            .00            .00
  Q                                      .00            .00
  M        .00            .00            .00            .00



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```

Screen Description

This screen is used to view and maintain an employee's accumulated pay amounts in the Employee Master file when they are in error. The fields on this screen are updated by the system every time a payroll is processed.

Note: This screen is an update screen, but use it carefully. If a mistake is made when entering information on this screen, an out-of-balance condition may occur in the Employee Master and Tax Master files.

The recommended way to adjust these fields is by using the Employee Manual Pay screens, HTMCO, HTMCP, HTMCS, HTMCT, HTMCQ or the functional manual pay screens HTOCD, HTPCS, HTQCT. These screens are discussed in the Manual Pays section of the Manual Pay Updates and Adjustments chapter.

Fields

The following values indicate the type of accumulation.

Value	Description
Y	Displays year-to-date totals for the pays listed.
Q	Displays quarter-to-date totals for the pays listed.
M	Displays month-to-date totals for the pays listed.

GROSS

Data Type: Numeric   **Length: 11**   **Field Type: Generated**

Displays an employee's gross pay which consists of the total pay received by the employee during the year.

REGULAR

Data Type: Numeric   **Length: 11**   **Field Type: Generated**

Displays the employee's regular pay earned in the performance of his or her duties.

OT.1 and OT.2

Data Type: Numeric   **Length: 11**   **Field Type: Generated**

Displays the pay earned following normal working hours. Overtime 1 is normally used as standard overtime or time and one-half premium pay. Overtime 2 is normally referred to as double time pay.

SICK

Data Type: Numeric   **Length: 11**   **Field Type: Generated**

Displays the employee's sick pay. (System defined Special Pay numbers 50 and 52.)

PENSION

Data Type: Numeric   **Length: 11**   **Field Type: Generated**

Displays the pension pay received by the employee while that employee was classified as a pensioner (pay type 5 on the H0BID screen).

SHIFT 2 and SHIFT 3

Data Type: Numeric   **Length: 11**   **Field Type: Generated**

Displays the premium pay associated with second and third shift.

VACATION

Data Type: Numeric   **Length: 11**   **Field Type: Generated**

Displays the employee's accumulated vacation pay. (System defined Special Pay number 60.)

BONUS   Data Type: Numeric   Length: 11   Field Type: Generated

Displays an employee's accumulated bonus pay. (System defined Special Pay number 70.)

NET   Data Type: Numeric   Length: 11   Field Type: Generated

Displays cumulative net pay, including any cash paid to the employee or any part of the employee's pay deposited to a chequing or savings account.

TOT VOL   Data Type: Numeric   Length: 11   Field Type: Generated

Displays the total of all deductions that were withheld from the employee's pay. This total does not include cash paid to an employee or deposits to chequing accounts.

H0BHA - Employee Hour Accumulation

```
> GU _____ ON H0BHA

                    -------EMPLOYEE HOUR ACCUMULATION-------
    COMPANY--> 00000 EMPLOYEE NUMBER--> 00000000000
    NAME>


_                        ** HOUR ACCUMULATIONS **

       REGULAR       OVERTIME 1      OVERTIME 2      SHIFT 2        SHIFT 3
    Y      .00            .00             .00            .00            .00
    M      .00            .00             .00            .00            .00








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```

Screen Description

This screen is used to view and maintain an employee's accumulated hours in the Employee Master file when they are in error. The fields on this screen are updated by the system every time a payroll is processed.

Note: This screen is an update screen, but use it carefully. If a mistake is made when entering information on this screen, an out-of-balance condition may occur in the Employee Master and Tax Master files.

The recommended way to adjust these fields is by using the Employee Manual Pay screens (HTMCO, HTMCP, HTMCS, HTMCT, HTMCQ) or the functional manual pay screens (HTOCD, HTPCS, HTQCT). These screens are discussed in the Manual Pays section of the Manual Pay Updates and Adjustments chapter.

Fields

The following values indicate the type of accumulation.

Value	Description
Y	Displays year-to-date totals for the hours listed.
Q	Displays quarter-to-date totals for the hours listed.
M	Displays month-to-date totals for the hours listed.

REGULAR

Data Type: Numeric   **Length: 7**   **Field Type: Generated**

Displays the number of regular hours that the employee has worked this year.

OVERTIME 1 and OVERTIME 2

Data Type: Numeric   **Length: 7**   **Field Type: Generated**

Displays the number of hours that have been charged to Overtime 1 and Overtime 2.

SHIFT 2 and SHIFT 3

Data Type: Numeric   **Length: 7**   **Field Type: Generated**

Displays the number of hours that an employee worked on shift 2 and shift 3.

H10SA - Employee Special Pay Accumulations

```
> GU  _____  ON H10SA


                    --EMPLOYEE SPECIAL PAY ACCUMULATIONS--

   COMPANY--> 00000    EMPLOYEE NUMBER---> 00000000000
   NAME>

     NO      NAME     MTD HOURS   YTD HOURS  MTD AMOUNT    YTD AMOUNT
 _   0                     .00         .00         .00           .00
 _   0                     .00         .00         .00           .00
 _   0                     .00         .00         .00           .00
 _   0                     .00         .00         .00           .00
 _   0                     .00         .00         .00           .00
 _   0                     .00         .00         .00           .00
 _   0                     .00         .00         .00           .00
 _   0                     .00         .00         .00           .00
 _   0                     .00         .00         .00           .00
 _   0                     .00         .00         .00           .00
 _   0                     .00         .00         .00           .00
 _   0                     .00         .00         .00           .00
 _   0                     .00         .00         .00           .00
 _   0                     .00         .00         .00           .00

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```

Screen Description

This screen allows you to view and maintain an employee's accumulated special pay and hour amounts in the Employee Master file when they are in error. This screen is updated by the system every time a payroll is processed.

Note: This screen is an update screen, but use it carefully. If a mistake is made when entering hours or amounts on this screen, an out-of-balance condition may occur in the Employee and Tax Master files.

Special pay numbers 40 (Terminated), 41 (Leave), 50, 52 (Sick), 60 (Vacation), 70 (Bonus), and 80 (Total Accrued Vacation) may not be entered on this screen.

The recommended way to update hours and MTD or YTD amounts is with the Manual Pay screens, HTMCO, HTMCP, HTMCS, HTMCT, HTMCQ or the functional Manual Pay screen, HTPCS. These screens are discussed in the Manual Pays and Adjustments chapter.

Fields

NAME   Displays the name of the special pay that corresponds to special pay numbers 1 through 250 on company header records.

MTD HOURS   **Data Type: Numeric**   **Length: 7**   **Field Type: Generated**

Displays the amount of total hours worked for this special pay for the current month through the current processing date.

YTD HOURS   **Data Type: Numeric**   **Length: 7**   **Field Type: Generated**

Displays the amount of total hours worked for this special pay for the current year through the current processing date.

MTD AMOUNT   **Data Type: Numeric**   **Length: 11**   **Field Type: Generated**

Displays the dollar amount paid for this special pay for the current month through the current processing date.

YTD AMOUNT   **Data Type: Numeric**   **Length: 11**   **Field Type: Generated**

Displays the dollar amount paid for this special pay for the current year through the current processing date.

H0B02 - Employee YTD Tax and Taxable Amounts

```
> GU    99600,       1232                                          ON H0B02

                    ---EMPLOYEE YTD TAX & TAXABLE AMOUNTS---

   COMPANY--> 99600 EMPLOYEE NUMBER--> 00000001232
   NAME> SUCCESSSION                                  LOUIS LEPAGE

 __

            TAX AMOUNT     TXBL WAGES      NON-TXBL AMT    GROSS TXBL
   FIT------->     6878.71       39637.50          200.00
   C/QPP----->     1577.79       39100.00             .00      39837.50
   CO C/QPP-->     1577.79       39100.00             .00      39837.50
   PIT------->     7370.77       39637.50             .00
   QHIP------>         .00       31737.50             .00
   EI-------->      860.20       39587.50             .00
   PEN FIT--->         .00           .00
   CO PD EI-->      767.90
   PIP------->         .00           .00             .00
   CO PD PIP->         .00
   TIPS-------------------->           .00
   VACATIONABLE PAY--------->          .00   C/QPP TIPS---->           .00

                                      12/01/05  09:22:37 1 M3LL SUPD ____
```

Screen Description

This screen is used to view and maintain the employee's accumulated tax and taxable, non-taxable, and gross amounts for the year-to-date. In addition, these fields limit the amount of the tax or taxable wages, when required.

This information is stored on the Employee Master file and is used to balance the Employee and Tax Master files with each other.

Note: If you adjust the amounts on this screen, you must make the same change in the corresponding field on the H0A02, H0A03, or H0A04 screen. It is recommended that you use the Manual Pay screens, HTMCD, HTMC0, HTMCS, HRMCP, HTMCQ, HTPCD, HTPCS, HTQCT. The Manual Pay screens will update the Employee Master and the Tax Master and will prevent out-of-balance conditions.

Fields

FIT TAX AMOUNT

Data Type: Numeric   Length: 11   Field Type: Generated

Displays the amount of FIT withheld from the employee's pay for the year-to-date.

FIT TXBL WAGES

Data Type: Numeric   Length: 11   Field Type: Generated

Displays the amount of the employee's wages subject to FIT for the year-to-date.

FIT NON-TXBL AMT

Data Type: Numeric   Length: 11   Field Type: Generated

Displays the amount of the employee's wages not subject o FIT for the year-to-date.

C/QPP TAX AMOUNT

Data Type: Numeric   Length: 11   Field Type: Generated

Displays the amount of CPP or QPP tax withheld from the employee's pay for the year-to-date. This field is used to determine if the CPP/QPP limit for an employee has been reached. This amount is shown on the Employee's T4 Form as the CPP/QPP Withholdings.

C/QPP TXBL WAGES

Data Type: Numeric   Length: 11   Field Type: Generated

Displays the employee's pension earnings for CPP/QPP contribution for the year-to-date.

C/QPP NON-TXBL AMT

Data Type: Numeric   Length: 11   Field Type: Generated

Displays the employee's pension earning not subject to CPP/QPP withholding for the year-to-date.

C/QPP GROSS TXBL

Data Type: Numeric   Length: 11   Field Type: Generated

Displays gross wages subject to C/QPP tax.

CO C/QPP TAX AMOUNT

Data Type: Numeric   Length: 11   Field Type: Generated

Displays the amount of CPP/QPP contribution that has been calculated for the company portion based on the employee's pay.

CO C/QPP TXBL WAGES

Data Type: Numeric   Length: 11   Field Type: Generated

Displays the amount of the employee's pay subject to company CPP/QPP contribution.

CO C/QPP NON-TXBL AMT

Data Type: Numeric   Length: 11   Field Type: Generated

Displays the employee's pay not subject to company CPP/QPP withholding for the year-to-date.

CO C/QPP GROSS TXBL

Data Type: Numeric   Length: 11   Field Type: Generated

Displays gross wages subject to company CPP/QPP tax.

PIT TAX Amount   **Data Type: Numeric**   **Length: 11**   **Field Type: Generated**

Displays the amount withheld from an employee's pay for Provincial income tax.

PIT TXBL WAGES   **Data Type: Numeric**   **Length: 11**   **Field Type: Generated**

Displays the portion of the employee's pay subject to Provincial income taxes for the year-to-date.

PIT NON-TXBL AMT   **Data Type: Numeric**   **Length: 11**   **Field Type: Generated**

Displays the employee's pay not subject to Provincial income taxes withholding for the year-to-date.

QHIP TAX AMOUNT   **Data Type: Numeric**   **Length: 11**   **Field Type: Generated**

Displays the amount of Quebec Health Insurance Premiums which the company has paid based on this employee's wages.

Effective 07/01/1999, the rate used to calculate QHIP is no longer a constant rate. The rate will vary and will be based on the amount of the total payroll. To provide this function, you will need to replace the value clause for the field WRK-QHIP-RATE with the correct rate. This field must be changed in two source members, PAYPHEMU and PAYCTCOM. After changing the value to the correct rate, compile PAYPHEMU and PAYCTCOM, and link LPAY020 and LPAY040.

QHIP TXBL WAGES   **Data Type: Numeric**   **Length: 11**   **Field Type: Generated**

Displays the amount of the employee's pay on which a company must pay QHIP premiums.

QHIP NON-TXBL AMT   **Data Type: Numeric**   **Length: 11**   **Field Type: Generated**

Displays the employee's pay not subject to company QHIP premiums for the year-to-date.

EI TAX AMOUNT   **Data Type: Numeric**   **Length: 11**   **Field Type: Generated**

Displays the amount of Employment Insurance premium withheld from an employee's pay.

EI TXBL WAGES   **Data Type: Numeric**   **Length: 11**   **Field Type: Generated**

Displays the employee's insurable earnings subject to Employment Insurance premiums.

EI NON-TXBL AMT   **Data Type: Numeric**   **Length: 11**   **Field Type: Generated**

Displays the employee's insurable earnings not subject to Employment Insurance premiums for the year-to-date.

VACATIONABLE PAY   **Data Type: Numeric**   **Length: 11**   **Field Type: Generated**

Displays the employee's vacationable earnings which will be used to calculate vacation pay.

PENSION FIT TAX AMOUNT   **Data Type: Numeric**   **Length: 11**   **Field Type: Generated**

Displays the amount of FIT withheld for pension pay (pay type 5 on the H0BID screen) for the year-to-date.

PENSION FIT TXBL WAGES   **Data Type: Numeric**   **Length: 11**   **Field Type: Generated**

Displays the amount of pension pay (pay type 5 on the H0BID screen) that is subject to FIT for the year-to-date.

CO PD EI TAX AMOUNT   **Data Type: Numeric**   **Length: 11**   **Field Type: Generated**

Displays the Employment Insurance premium paid by the company.

PIP TAX AMOUNT   **Data Type: Numeric**   **Length: 11**   **Field Type: Generated**

Displays the YTD Parental Insurance Premium withheld from an employee's pay.

PIP TXBL WAGES   **Data Type: Numeric**   **Length: 11**   **Field Type: Generated**

Displays the employee's YTD Parental Insurance Earnings subject to Parental Insurance Premiums.

PIP NTXBL WAGES   **Data Type: Numeric**   **Length: 11**   **Field Type: Generated**

Displays the YTD amount of the employee's income not subject to Parental Insurance Premiums.

CO PD PIP AMT   **Data Type: Numeric**   **Length: 11**   **Field Type: Generated**

Displays the YTD Company Paid Parental Insurance Premium Amount.

TIPS   **Data Type: Numeric**   **Length: 11**   **Field Type: Generated**

Not used at this time.

C/QPP TIPS   **Data Type: Numeric**   **Length: 11**   **Field Type: Generated**

Not used at this time.

H0A02 - Employee Company Paid Tax Accumulations

```
> GU _____ ON H0A02


                    ---EMPLOYEE COMPANY PAID TAX ACCUMULATIONS---

   COMPANY--> 00000 EMPLOYEE NUMBER--> 00000000000 COUNTRY CODE--> 000
   TAX UNIT-> 000   PROVINCE CODE----> 00           LOCAL CODE----> 0000
   NAME>
       CO CPP TXBL      CO CPP      CO CPP NTXBL   TRANSFER CO CPP GROSS
   _   Y        .00           .00           .00              .00
       Q        .00           .00           .00
       M        .00           .00           .00
       P        .00           .00           .00
       QHIP TXBL      QHIP TAX       QHIP NTXBL     QHIP GROSS TXBL
       Y        .00           .00           .00              .00
       Q        .00           .00           .00              .00
       M        .00           .00           .00              .00
       P        .00           .00           .00              .00
       CO EI        ------WEEKS WORKED------
       Y        .00   UNDER   .00  OVER   .00
       Q        .00           .00         .00
       M        .00           .00         .00
       P        .00           .00         .00

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```

Screen Description

This screen is used to view and maintain company-paid tax accumulations for the
year-to-date (Y), quarter-to-date (Q), month-to-date (M), and prior quarter-to-date (P).
All fields on this screen are 2-decimal-place amounts.

Note: If you adjust the amounts on any field on this screen, you must make the same
change on the corresponding field on the H0B02 screen. Failure to do this
results in an out-of-balance condition.

The recommended way to update hours and MTD or YTD amounts is with the
Manual Pay screens, HTMCO, HTMCP, HTMCS, HTMCT, HTMCQ or the functional
Manual Pay screen, HTPCS. These screens are discussed in the Manual Pays and
Adjustments chapter.

Fields

CO CPP TXBL

Data Type: Numeric	**Length: 11**	**Field Type: Generated**

Displays the amount of the employee's pay subject to company CPP/QPP
contribution while in the taxing jurisdiction indicated by the key fields.

CO CPP **Data Type: Numeric** **Length: 11** **Field Type: Generated**

Displays the CPP/QPP contribution paid by the company to match the contribution of the employee while in the taxing jurisdiction indicated by the key fields.

CO CPP NTXBL **Data Type: Numeric** **Length: 11** **Field Type: Generated**

Displays the employee's pay not subject to company CPP/QPP contributions while in the taxing jurisdiction indicated by the key fields.

TRANSFER CO CPP GROSS **Data Type: Numeric** **Length: 11** **Field Type: Generated**

This field is used to maintain the company CPP/QPP Gross Taxable wages paid to the employee while assigned to the taxing unit referenced by this tax record. It will be used during transfer and tax unit transfer processing to populate the company CPP/QPP gross taxable in the H0B record, depending on the options used in the transfer processing.

QHIP TXBL **Data Type: Numeric** **Length: 11** **Field Type: Generated**

Displays the portion of the employee's pay on which the company QHIP premium is calculated while in the taxing jurisdiction indicated by the key fields.

QHIP TAX **Data Type: Numeric** **Length: 11** **Field Type: Generated**

Displays the QHIP premiums paid by the company for this employee while in the taxing jurisdiction indicated by the key fields.

Effective 07/01/1999, the rate used to calculate QHIP is no longer a constant rate. The rate will vary and will be based on the amount of the total payroll. To provide this function, you will need to replace the value clause for the field WRK-QHIP-RATE with the correct rate. This field must be changed in two source members, PAYPHEMU and PAYCTCOM. After changing the value to the correct rate, compile PAYPHEMU and PAYCTCOM, and link LPAY020 and LPAY040.

QHIP NTXBL **Data Type: Numeric** **Length: 11** **Field Type: Generated**

Displays the portion of the employee's pay which is not subject to the company QHIP premium while in the taxing jurisdiction indicated by the key fields.

QHIP GROSS TXBL **Data Type: Numeric** **Length: 11** **Field Type: Generated**

Displays gross wages of the employee which the company QHIP premium is calculated while in the taxing jurisdiction indicated by the key fields.

CO EI **Data Type: Numeric** **Length: 11** **Field Type: Generated**

Displays the EI premium that is paid by the company to match the employee's premium while in the taxing jurisdiction indicated by the key fields.

WEEKS WORKED UNDER

Data Type: Numeric　　　　**Length: 3**　　　　**Field Type: Generated**

Displays the number of weeks an employee actually worked in which the earnings were under a specified limit.

WEEKS WORKED OVER

Data Type: Numeric　　　　**Length: 3**　　　　**Field Type: Generated**

Displays the number of weeks an employee has worked for each period shown in which the earnings were over a specified limit.

H0A03 - Employee FIT/CPP Tax File Accumulations

```
> GU _____ ON H0A03


                   ---EMP FIT/CPP TAX FILE ACCUMULATIONS---

  COMPANY--> 00000 EMPLOYEE NUMBER--> 00000000000 COUNTRY CODE--> 000
  TAX UNIT-> 000   PROVINCE CODE----> 00           LOCAL CODE----> 0000
  NAME>
_      GROSS       FIT TXBL       FIT TAX       FIT NTXBL     EMP TIPS
  Y         .00           .00           .00           .00           .00
  Q         .00           .00           .00           .00           .00
  M         .00           .00           .00           .00
  P         .00           .00           .00           .00           .00


      CPP TXBL     CPP TAX       CPP NTXBL     PEN FIT       PEN FIT TXB
  Y         .00           .00           .00           .00           .00
  Q         .00           .00           .00           .00           .00
  M         .00           .00           .00           .00           .00
  P         .00           .00           .00           .00           .00


  TRANSFER CPP GROSS
  Y         .00



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```

Screen Description

This screen is used to view and maintain Employee Tax file for FIT and CPP accumulations for the year-to-date (Y), quarter-to-date (Q), month-to-date (M), and prior quarter-to-date (P).

The fields on this screen are displayed as 2-decimal-place amounts.

Note: If you adjust the amounts on any field on this screen, you must make the same change on the corresponding field on the H0B02 and H0BPA screens. Failure to do this results in an out-of-balance condition.

The recommended way to update hours and MTD or YTD amounts is with the Manual Pay screens, HTMCO, HTMCP, HTMCS, HTMCT, HTMCK or the functional Manual Pay screen, HTPCS. These screens are discussed in the Manual Pays and Adjustments chapter.

Fields

GROSS Data Type: Numeric Length: 9 Field Type: Generated

Displays the total earnings paid to the employee while in the taxing jurisdiction indicated by the key fields.

FIT TXBL Data Type: Numeric Length: 9 Field Type: Generated

Displays the portion of the employee's pay subject to FIT while in the taxing jurisdiction indicated by the key fields.

FIT TAX Data Type: Numeric Length: 7 Field Type: Generated

Displays the amount of FIT withheld from the employee's pay while in the taxing jurisdiction indicated by the key fields.

FIT NTXBL Data Type: Numeric Length: 9 Field Type: Generated

Displays the portion of the employee's pay not subject to FIT withholding while in the taxing jurisdiction indicated by the key fields.

EMP TIPS Data Type: Numeric Length: 7 Field Type: Generated

Not used at this time.

CPP TXBL Data Type: Numeric Length: 7 Field Type: Generated

Displays the employee's pension earnings for CPP/QPP while in the taxing jurisdiction indicated by the key fields.

CPP TAX Data Type: Numeric Length: 7 Field Type: Generated

Displays the CPP/QPP contribution for this employee while in the taxing jurisdiction indicated by the key fields.

CPP NTXBL Data Type: Numeric Length: 11 Field Type: Generated

Displays the employee's pension earnings not subject to CPP/QPP while in the taxing jurisdiction indicated by the key fields.

PEN FIT Data Type: Numeric Length: 11 Field Type: Generated

Displays the amount of FIT withheld from pension pay (pay type 5 on theH0BID screen).

PEN FIT TXBL Data Type: Numeric Length: 11 Field Type: Generated

Displays the amount of the employee's pension pay subject that is subject to FIT withholding.

TRANSFER CPP GROSS

Data Type: Numeric   **Length: 11**   **Field Type: Generated**

This field is used to maintain the CPP/QPP gross taxable wages paid to the employee while assigned to the taxing unit referenced by this tax record. It will be used during transfer and tax unit transfer processing to populate the CPP/QPP gross taxable on the H0B record, depending on the options used in the transfer processing.

H0A04 - Employee PIT/EI Tax File Accumulations

```
> GU  _____ ON H0A04

                  ---EMPLOYEE PIT/EI TAX ACCUMULATIONS---

   COMPANY--> 00000 EMPLOYEE NUMBER--> 00000000000 COUNTRY CODE--> 000
   TAX UNIT-> 000   PROVINCE CODE----> 00          LOCAL CODE----> 0000
   NAME>

_     PIT TXBL       PIT TAX        PIT NTXBL
   Y         .00           .00            .00
   Q         .00           .00            .00
   M         .00           .00            .00
   P         .00           .00            .00

      EI TXBL        EI TAX         EI NTXBL       EI GROSS
   Y         .00           .00            .00            .00
   Q         .00           .00            .00            .00
   M         .00           .00            .00            .00
   P         .00           .00            .00            .00




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```

Screen Description

This screen is used to view and maintain Employee Tax file Provincial income tax (PIT) and Employment Insurance (EI) accumulations for the year-to-date (Y), quarter-to-date (Q), month-to-date (M), and prior quarter-to-date (P).

The fields on this screen are displayed as 2-decimal-place amounts.

Note: If you adjust the amounts on any field on this screen, you must make the same change on the corresponding field on the H0B02 screen. Failure to do this results in an out-of-balance condition.

The recommended way to update hours and MTD or YTD amounts is with the Manual Pay screens, HTMCO, HTMCP, HTMCS, HTMCT, HTMCK or the functional Manual Pay screen, HTPCS. These screens are discussed in the Manual Pays and Adjustments chapter.

Fields

PIT TXBL   **Data Type: Numeric**   **Length: 11**   **Field Type: Generated**

Displays the portion of the employee's pay subject to Provincial income taxes while in the taxing jurisdiction indicated by the key fields.

PIT TAX   **Data Type: Numeric**   **Length: 11**   **Field Type: Generated**

Displays the amount of Provincial income tax withheld from this employee's pay while in the taxing jurisdiction indicated by the key fields.

PIT NTXBL   **Data Type: Numeric**   **Length: 11**   **Field Type: Generated**

Displays the portion of the employee's pay not subject to Provincial income taxes while in the taxing jurisdiction indicated by the key fields.

EI TXBL   **Data Type: Numeric**   **Length: 11**   **Field Type: Generated**

Displays the employee's insurable earnings for EI premiums while in the taxing jurisdiction indicated by the key fields.

EI TAX   **Data Type: Numeric**   **Length: 11**   **Field Type: Generated**

Displays the EI premiums withheld from the employee's pay while in the taxing jurisdiction indicated by the key fields.

EI NTXBL   **Data Type: Numeric**   **Length: 11**   **Field Type: Generated**

Displays the employee's insurable earnings not subject to EI premiums while in the taxing jurisdiction indicated by the key fields.

EI GROSS   **Data Type: Numeric**   **Length: 11**   **Field Type: Generated**

Displays the employee's gross insurable earnings for EI premiums while in the taxing jurisdiction indicated by the key fields.

When EI Adjustments Occur   Employer and employee EI adjustments occur when the employee is paid.

EI Tax Adjustments   Each tax unit is assigned to a Revenue Canada/Quebec taxation number. This number controls the tax records extracted for and included in year-end reports. The employee can have multiple tax records assigned to the same Revenue Canada/Quebec taxation number.

When an employee has tax records for both Quebec and other provinces containing EI insurable earnings, all EI insurable earnings from all tax records assigned to the same taxation number are used for adjustments. For EI tax calculation, the records extracted depend on the employee's primary work record.

If the employee's primary work record is a province other than Quebec, EI tax from all tax records with the same taxation number including Quebec records are totaled and used to determine the current EI tax.

If the employee's primary work record is Quebec, only Quebec tax records with the same taxation number are used to determine the current EI tax. This method is necessary because maximum EI tax is lower for Quebec than for other provinces.

Honoring Limits All EI insurable earnings from all tax records are used to honor limits. Employee EI premium calculation and adjustment uses the total of all EI premiums on tax records using the same EI rate. Employer EI premium calculation and adjustment uses the total of all employee EI premiums on tax records using the same EI employee rate and EI employer rate.

H0A07 - Employee/Company PIP Tax Accumulations

```
> GU   99600,99999261660,  2, 22, 3                          ON H0A07

                   ----EMPLOYEE/COMPANY PIP TAX ACCUMULATIONS---

    COMPANY--> 99600 EMPLOYEE NUMBER--> 99999261660 COUNTRY CODE--> 002
    TAX UNIT-> 022   PROVINCE CODE----> 03          LOCAL CODE----> 0000
    NAME> ALLEN               M                     DAVIS

 __      PIP TXBL        PIP TAX       PIP NTXBL
    Y          .00            .00            .00
    Q          .00            .00            .00
    M          .00            .00            .00
    P          .00            .00            .00

         CO PIP TAX
    Y          .00
    Q          .00
    M          .00
    P          .00




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```

Screen Description

This screen is used to view and maintain Employee/Company Parental Insurance Premium (PIP) accumulations for year-to-date (Y), quarter-to-date (Q), month-to-date (M) and prior-quarter (P).

The fields on this screen are displayed as 2-decimal place amounts.

Note: If you adjust the amounts on any field on this screen, you must make the same change for the corresponding field on the H0B02 screen. Failure to do this will result in an out-of-balance condition.

The recommended method to update hours and YTD or MTD amounts is with the manual pay screens, HTMCO, HTMCP, HTMCS, HTMCT, HTMCK or the functional manual pay screens, HTPCS. These screens are discussed in the Manual Pays and Adjustments chapter.

Fields

PIP TXBL   **Data Type: Numeric**   **Length: 11**   **Field Type: Optional**

Displays the employee's Parental Insurance Earnings subject to Parental Insurance Premiums.

PIP TAX

Data Type: Numeric　　　　**Length: 11**　　　　**Field Type: Optional**

Displays the Parental Insurance Premium withheld from an employee's pay.

PIP NTXBL

Data Type: Numeric　　　　**Length: 11**　　　　**Field Type: Optional**

Displays the amount of the employee's income not subject to Parental Insurance Premiums.

CO PIP TAX

Data Type: Numeric　　　　**Length: 11**　　　　**Field Type: Optional**

Displays the company paid Parental Insurance Premium Amount.

When PIP Tax Adjustments Occur

Employer and employee PIP adjustments occur when the employee is paid.

PIP Tax Adjustments

Each tax unit is assigned to a Revenue Quebec taxation number. This number controls the tax records extracted for and included in year-end reports. The employee can have multiple tax records assigned to the same Revenue Quebec taxation number. To ensure that PIP adjustments do not exceed maximum limits, all Quebec tax records with the same taxation number as the employee's primary work record are totaled and used to determine the current PIP tax and taxable amounts.

Honoring Limits

Employee PIP premium calculation and adjustment uses the total of all PIP premiums on Quebec tax records using the same PIP rate. Employer EI premium calculation and adjustment uses the total of all employee PIP premiums on Quebec tax records using the same PIP employer rate.

12 Special Employee Maintenance

Chapter Contents

Introduction

This chapter tells you how to deal with special maintenance for employees, such as transfers and deletes, and changing information or paying terminated employees. This chapter also describes the Phonetic Name Access and Employee Number Access features of the HCM:M system.

The HS2TF and HS2DL screens are data entry screens and will not transfer employee records or flag them for deletion in real time.

Special Employee Maintenance Screens

The chart below lists the screens used for special maintenance for employees; the screen title; the maintenance allowed for each, *I* (insert) or *R* (replace); and the transactions associated with each screen.

Screen	Title	Maintenance	Transactions
HS2TF	Employee Transfer	*I, R*	203
HS2DL	Employee Delete	*I, R*	204
H0BNA	Employee Name & Address	*R*	200, 201, 205
HM6EN	Employee Number Access		
HM601	Super Company Processing Table		
HM7NM	Employee Phonetic Name Access		
HM7*XX*	Employee Phonetic Name Table		
HM701	Employee Phonetic Name		
HLI01	Employee Transfer History		
HLILS	Company Transfer History		

Key Fields

These fields contain values under which similar material is stored so it will be easier to find when you look for it. The two key fields most common to employee screens are COMPANY and EMPLOYEE NUMBER. These are discussed here. Other key fields are discussed with the field descriptions of the screen.

COMPANY

Data Type: Numeric   **Length: 5**   **Field Type: Required**

Specify a company number between **1** and **99998** to which the employee is assigned.

EMPLOYEE NUMBER

Data Type: Numeric   **Length: 11**   **Field Type: Required**

Enter the employee number you have assigned to this employee in the first 10 positions of this field. Position 11 is the transpositional check digit (TCD). Enter either the TCD or an **X** if you not remember the TCD. This way the system can verify that you entered a valid employee number.

Employee Number and Phonetic Name Access Databases

HCM:M provides two databases stored on the Facts Datafile that provide a convenient way to access information on an employee whose name you do not know exactly. You can look up an employee by an employee number or by the phonetic equivalent of the employee's name.

▪ **Employee Number.** Use the Employee Number access (HM6EN) screen) to look up an employee by employee number. You can also use the Super company Processing Table (HM601) to see a list of employee and company numbers within a super company.

▪ **Employee Name.** Use the Employee Phonetic Name Access (HM7NM) screen to look up an employee by the phonetic equivalent of the employee's name. A list of employees matching your criteria is then displayed on the Employee Phonetic Name Table (HM7Xx) screen.

Establishing the Employee Number Access Database (HM6)

The Employee Number Access feature of the HCM:M system is controlled by the records contained on the HM6 database (stored on the Facts Datafile). These records are automatically updated during online and batch processing.

You must perform the following to establish the Employee Number Access database:

Step	Action
1	Ensure that Monitor Tables 781 and 789 are loaded to the HCM:M system.
2	Enter a value of **1** in the MONITOR SWITCH field on the H0K01 screen.
3	Enter a value of **2** in the MONITOR SWITCH field on the H0CCS screen for each company that you wish to access with the Employee Number Access feature.
4	Run a PAY030 backup (FCT UNLOAD), followed by a restore of all individual companies (CO FCT RESTORE, *nnnnn* BKP - where *nnnnn* is the company number for each company in your system).

When restoring master files with PAY030, the program will automatically rebuild the Employee Number Access (HM6) database on the Facts DataFile if there is a possibility that any employee or the associated employee number access record were dropped from the system.

Disabling the Employee Number Access Database

You may disable the Employee Number Access database by deleting monitor tables 781 and 789, using screen H0KDL. The Employee Number Access database (HM6) will be erased after you execute a PAY030 backup (FCT UNLOAD) followed by a restore (FCT RESTORE).

Establishing the Phonetic Name Database (HM7)

The Phonetic Name Access feature of the HCM:M system is controlled by the records contained on the HM7 database (stored on the Facts Datafile). These records are automatically updated during online and batch processing.

You must perform the following to establish the Phonetic Name database:

Step	Action
1	Ensure that Monitor tables 791 through 799 are loaded to the HCM:M system.
2	Enter a value of **1** in the MONITOR SWITCH field on the H0K01 screen.
3	Enter a value of **2** in the MONITOR SWITCH field on the H0CCS screen for each company that you wish to access with the Phonetic Name feature.
4	Run a PAY030 backup (FCT UNLOAD) followed by a restore of all individual companies (CO FCT RESTORE, *nnnnn* BKP - where *nnnnn* is the company number for each company in your system).

When restoring master files with PAY030, the program will automatically rebuild the Phonetic Name Access (HM7) database on the Facts DataFile if there is a possibility that any employee or the associated Phonetic Name Access record was dropped from the system, changed or added.

Establishing the HM7 Database On Line

If you want to build the Phonetic Name database online, use the GEX procedure, HZZBLDPN. (This will not be necessary under normal circumstances due to this database being automatically recreated during a PAY030 restore.) To execute HZZBLDPN, enter the following information on a blank command line and press **Enter**:

> **> GEX_____ HZZBLDPN,99500_____ ON HTNXX**

This example would build the Phonetic Name Access database for company 99500. If you want to build the HM7 database for all companies, do not enter the company number.

The DBID and SCREEN ID fields are left blank.

This procedure may take some time to complete. When the process is complete, diagnostic messages will appear at the bottom of the screen to indicate the number of records created.

Disabling the Phonetic Name Database

You may disable the Phonetic Name database by deleting Monitor Tables 791 - 799, using screen H0KDL. The Phonetic Name database (HM7) will be erased after you execute a PAY030 backup (FCT UNLOAD) followed by a restore (FCT RESTORE).

HM6EN - Employee Number Access

```
> GD  _____ ON HM6EN

                  --------EMPLOYEE NUMBER ACCESS-------

   ENTER THE DESIRED EMPLOYEE NUMBER IN THE AREA PROVIDED.
   ENTER SUPER COMPANY TO OPTIONALLY RESTRICT ACCESS BASED UPON SUPER
   COMPANY NUMBER.

   EMPLOYEE NUMBER-->  _____         SUPER CO. NO.----> _____


   ENTER THE DESIRED COMMAND AND SCREEN ID IN THE AREA PROVIDED.

   ENTER COMMAND----> GD                ENTER TRAN ID----> H0B ID




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```

Screen Description

This screen allows you to access employee screens by entering the employee number, command, screen ID of the screen to be accessed, and optionally, the super company number.

Use this screen to access employee records when you know the employee number but not his/her name or company number. Enter the information as shown above.

HM601 - Online Super Co. Processing Table

```
> GD    _____ ON HM601

                    ----ONLINE SUPER CO. PROCESSING TABLE---

     EMPLOYEE NUMBER        COMPANY NUMBER

  __    00000000000             00000

  __    00000000000             00000

  __    00000000000             00000

  __    00000000000             00000

  __    00000000000             00000

  __    00000000000             00000

  __    00000000000             00000

  __    00000000000             00000


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```

Screen Description

This screen allows you to list employees and the associated company numbers within a super company.

HM7NM - Employee Phonetic Name Access

```
 > GD   _____  ON HM7NM

                    ------EMPLOYEE PHONETIC NAME ACCESS-----


      LAST NAME-------->  _____
      COMPANY NUMBER---> 00000



      TO ACCESS AN EMPLOYEE PHONETICALLY, ENTER LAST NAME IN THE AREA PROVIDED.

      ENTER COMPANY NUMBER IF ACCESS IS TO BE RESTRICTED BASED UPON COMPANY.







                              05/07/01  12:49:46 1 M3LL DEVK ____
```

Screen Description

This screen allows you to access employee screens by entering the phonetic equivalent of the employee's name. This screen also allows you to restrict access based upon company number.

HM7XX - Employee Phonetic Name Selection

```
> GD  _____ ON HM7XX

                    ----EMPLOYEE PHONETIC NAME SELECTION----

   ENTER SCREEN DBID----> H0B ID PHONETIC LAST NAME> _____
   ENTER COMMAND--------> GD    COMPANY NUMBER----> 00000

   ENTER "X" TO THE LEFT OF THE EMPLOYEE TO BE SELECTED

   LAST NAME                FIRST NAME           MIDDLE NAME
   CO.NO.  EMPLOYEE NO.     ORG CODES            STATUS

_  _____  _____  _____
   00000   00000000000            0                  0

_  _____  _____  _____
   00000   00000000000            0                  0

_  _____  _____  _____
   00000   00000000000            0                  0


                                    05/07/01  12:49:47 1 M3LL DEVK ____
```

Screen Description

This screen displays when you enter the HM7NM screen. This table contains a list of employees whose names are the phonetic equivalent of the name you entered in the HM7NM screen. You may select the appropriate name from this list, specify the screen you wish to access, and indicate the method of access.

HM701 - Employee Phonetic Name Table

```
 > GU  _____ ON HM701

                   ------EMPLOYEE PHONETIC NAME TABLE------

 _   PHONETIC EQUIVALENT--> 00000000000

        LAST NAME          FIRST      MID   CO.NO. EMPLOYEE NO.   --ORG CODES---  ST

     _____ _____ _       00000  00000000000    ___ ___ 0   __  0

     _____ _____ _       00000  00000000000    ___ ___ 0   __  0

     _____ _____ _       00000  00000000000    ___ ___ 0   __  0

     _____ _____ _       00000  00000000000    ___ ___ 0   __  0

     _____ _____ _       00000  00000000000    ___ ___ 0   __  0

     _____ _____ _       00000  00000000000    ___ ___ 0   __  0

     _____ _____ _       00000  00000000000    ___ ___ 0   __  0


                                  05/07/01  12:56:08 1 M3LL DEVK ____
```

Screen Description

This screen is a list of employee names available for access through the Employee Phonetic Name Access function.

Transferring Employees

Transfer to a New Work Province

If an employee's primary work location changes from one province to another, change the work province on the H0B01 screen. If the transfer is into Quebec, change the QIT exemption amount on the H0A01 screen. Earnings and taxes are reported in the province in which they are earned. Earnings from both provinces are combined when testing the annual CPP/QPP tax limit.

Note: Before you can change the Work Province on H0B01, a tax record for that Province must exit on H0A01.

Transfer Business Number

If an employee changes plant locations or job responsibilities, or otherwise requires a change to the Revenue Canada Taxation Business number, through the Batch system (201 transaction) or on a 201 ransaction entered on the HTA01 screen. If the transfer is also a province/territory transfer into Quebec, change the QIT exemption amount on the H0A01 screen. Earnings and taxes are reported to the Business number in which they are earned. Earnings from both Business numbers are combined when testing the annual CPP/QPP tax limit.

Transfer to a New Company Number (Move Old to New)

If an employee changes company numbers for any reason but continues to work for the same legal entity, enter a 203 transaction (HS2TF screen). Enter the original company number in the OLD COMPANY field, the new company number in the NEW COMPANY field, and a **0** in the TAX CLEAR field. The employee's records are moved to the new company and are deleted from the original company. All earnings and taxes are reported in the new company number. Earnings from both company numbers are combined when testing the annual CPP/QPP tax limit.

Transfer to a New Company Number (Report Old and New)

If an employee changes company numbers for any reason but continues to work for the same legal entity, enter a 203 transaction (HS2TF screen). Enter the original company number in the OLD COMPANY field, the new company number in the NEW COMPANY field, and a **3** in the TAX CLEAR field. The employee is terminated in the original company, but his/her tax records are retained for reporting. Earnings from both company numbers are combined when testing the annual CPP/QPP tax limit.

Transfer to a New Company Number (New Legal Entity)

If the employee is transferred to a new employer, enter a 203 transaction (HS2TF screen). Enter a **1** in the TAX CLEAR field. The employee is terminated in the original company, but his records are retained for reporting. Earnings and taxes are reported in the company number in which they are earned. Only earnings in the new company are considered for the annual CPP/QPP tax limit.

HS2TF - Employee Transfer

```
> GU  _____ ON HS2TF

                     -----------EMPLOYEE TRANSFER-----------

 _   COMPANY--> 00000 PAGE NUMBER--> 00000

     EMPLOYEE     TRN NAME  -------NEW-------   EMP   TAX    TRANSFER
     NUMBER       CDE CHECK COMPANY   EMPLOYEE  TCD   CLEAR   FACTS
     00000000000  203  ___   00000   0000000000  X    0       _
     00000000000  203  ___   00000   0000000000  X    0       _
     00000000000  203  ___   00000   0000000000  X    0       _
     00000000000  203  ___   00000   0000000000  X    0       _
     00000000000  203  ___   00000   0000000000  X    0       _
     00000000000  203  ___   00000   0000000000  X    0       _
     00000000000  203  ___   00000   0000000000  X    0       _
     00000000000  203  ___   00000   0000000000  X    0       _




                                05/07/01  14:07:23 1 M3LL DEVK ____
```

Screen Description

This screen allows you to transfer all records for an employee to a new company and/or employee number. Data from the Employee, Tax, Pending, and Utility Master files may be transferred based on the value entered in the Tax Clear switch and old records will be terminated or flagged for deletion by PAY030. History records on the Earnings History file and records on the Facts DataFile may also be transferred, if requested.

The transfer function is sensitive to a change in the Business Number number (taxing unit) when values of **1**, **2**, or **3** are entered in the TAX CLEAR field during an inter-company transfer. If the Business Number number in the tax unit record for the new company differs from that in the original record, clearing may occur in the tax accumulators in the new employee's tax records.

To successfully transfer an employee's records, the first three letters of his/her last name must be entered in the NAME CHEQUE field for verification against the Employee Master file.

After an employee is transferred into a new company, and if a new tax unit is needed for that employee, you must enter the new tax unit with the HTA01 (General Data Entry) screen or enter a 201 transaction into the batch system. You can update additional transfer-related employee information for the new company such as pay frequency, organization code, or job class code online.

The HS2TF screen is a data entry screen and will not transfer employee records real time.

Fields

PAGE NUMBER

Data Type: Numeric | **Length: 5** | **Field Type: Key**

Enter a page number if you enter more than one screen.

EMPLOYEE NUMBER

Data Type: Numeric | **Length: 11** | **Field Type: Required**

Specify the employee number for each employee whose records are to be transferred.

NAME CHEQUE

Data Type: Alphanumeric | **Length: 3** | **Field Type: Required**

Enter the first three letters of the last name of the employee being transferred.

NEW COMPANY

Data Type: Numeric | **Length: 5** | **Field Type: Optional**

Specify the company number assigned to the company to which the employee is being transferred. If this field is not entered, the current company number is assumed.

NEW EMPLOYEE

Data Type: Numeric | **Length: 10** | **Field Type: Required**

Specify a new employee number to which the employee's records will be transferred.

EMP TCD   **Data Type: Alphanumeric**   **Length: 1**   **Field Type: Optional**

Position 11 is the transpositional check digit (TCD). The TCD can be used as a system-generated safeguard. If the TCD field is used, place an **X** in this field for employees you are adding to the system for the first time. Once the system calculates the TCD (which is based on the employee's company number), you can enter either an **X** or the system-calculated TCD for future entries.

To use the TCD feature, enter an INTO transaction, at the system level with the appropriate value for your company in the cheque digit field. If your cheque digit value is **1** or **2**, the TCD can be keyed as the last digit of the employee number, a **0**, or an **X**, which will be converted to a **0**. The TCD is entered in position 16 and only appears on transactions which use EMPLOYEE NUMBER as a key field.

Values for the cheque digit option are discussed in Chapter 2 - Basic System Input, on the H0I01 screen.

TAX CLEAR   **Data Type: Numeric**   **Length: 1**   **Field Type: Optional**

Indicate which employee records from the Employee, Tax, Pending, Utility, and Earnings History files are to be transferred. Since the tax clear function is sensitive to a change in the Business Number number, several options are available for the clearing of old and new master files.

Acceptable values are:

Value	Description
0	Move all information from the old company to the new company; old records are flagged for deletion with employment status of 8.
1	All earnings subsequent to the transfer will be reported in the new company. The old records remain, except when the employee status is 7, terminated.
3	Subsequent earnings will be reported in the new company, while prior earnings will be reported in the old company. In this case, CPP/QPP and company CPP/QPP tax cutoff amounts will be maintained in the new company.

The following table lists the acceptable values of this field, tells whether the transfer involves a change in tax unit Business Number number, and the effects on relevant files.

Note: The employee's earnings history records are transferred from: (1) disk, during processing of the 203 transaction and (2) tape, during processing of PAY032 using the QMR all and QLD all transactions.

Determining Factors					Results			
Tax Clear	Fed ID Change	Clear Old Emp Rec	Clear Old Tax Rec	Resulting Old Status	Clear New Emp Rec	Clear New Tax Rec	Transfer QEH Rec	Transfer Pending Rec
0	No	Yes	Yes	8	No	No	Yes	Yes
0	Yes	Yes	Yes	8	No	No	Yes	Yes
1	No	Yes	Yes	8	No	No	Yes	Yes
1	Yes	No	No	7*	Yes	Yes	No	No
2	No	No	No	7*	No	No	Yes	Yes
2	Yes	No	No	7*	No	Yes**	No	No
3	No	No	No	7*	Yes	Yes***	No	No
3	Yes	No	No	7*	Yes	Yes	No	No
4	No	No	No	3	Yes	Yes	No	No
4	Yes	No	No	3	Yes	Yes	No	No

*   Termination date in Employee Master file is set to current processing date (entered on DAT).

**   TRANSFER FLAG field on H0BJO is set to **1**. Although new tax record is cleared, employee will remain sensitive to CPP/QPP cutoff.

*** TRANSFER FLAG field on H0BJO is set to **2**. Although new Employee and Tax Master files are cleared, employee will remain sensitive to CPP/QPP cutoff.

In the previous table, the terms *Tax Clear, Clear Emp*, and *Clear Tax* refer to the clearing of year-, quarter-, month-, and prior quarter-to-date accumulations in the Employee and Tax Master files respectively.

The transferred employee's old status will be changed to a **3**, **7**, or **8**, and will then be treated the same as a normally terminated or deleted employee.

If a value of **0** is used in the tax clearing switch, or a value of **1** is used and there is not an Business Number number change, the old employee records will be flagged for deletion. In this case, if a transferred employee is to be transferred back to the original company, the transfer will be completed as if the employee does not exist. In all other cases, where the original records remain in the original company, if a transferred employee is transferred to the original company, then a transfer back condition is said to exist.

If a value of **2** is chosen in the tax clearing switch and an Business Number number change occurs, the new tax record will be cleared. Year-to-date accumulators for CPP/QPP and company CPP/QPP will be transferred to the new master record in order to honor withholding limits.

If a value of **3** is chosen in the tax clearing switch and the Business Number number does not change, CPP/QPP and company CPP/QPP cutoffs will be maintained by establishing a tax record (country code, tax unit, province/territory codes all = zero) with the carry over amounts from the old employee records. This tax record will only be used by the system in maintaining cutoff and will not be used for reporting; therefore, maintaining balance between the old and new companies. This option is best suited to the needs of large corporations where the employees move between companies.

A value of **4** will keep all records in the old company and change the status to a **3**. The QEH records will not be transferred and only static employee and tax record information will be transferred.

TRANSFER FACTS

Data Type: Alphanumeric   Length: 1   Field Type: Optional

Controls whether designated Facts DataFile records are to be transferred for this employee. Designate which FACTS records to transfer on the H0T02 screen. Valid values are:

Value	Description
Blank, N	**Do not transfer FACTS records**
Y	Transfer FACTS records that have a value of **0** or **1** in the TRANSFER/DELETE field on the H0T02 screen.

HLI01 - Employee Transfer History

```
> GU    99700,00000005344,09/15/2000                              ON HLI01
                                                  LEVEL 01 LINK FROM HLILS
                      ------ EMPLOYEE TRANSFER HISTORY ------

_ COMPANY--> 99700 EMPLOYEE ----> 00000005344 DATE --> 09/15/2000
   NAME-----> PHYLLIS       FITNONTAXABLE

                     -----  EMPLOYEE TRANSFERRED FROM  -----

   COMPANY--> 99800  EMPLOYEE ----> 00007777732  DATE --> 02/20/2000
   TYPE XFER ---> 3

                     ----- EMPLOYEE'S CURRENT LOCATION -----

   COMPANY--> 99700  EMPLOYEE ----> 00000005344

                     -----    PREVIOUS TRANSFERS EXIST  -----

   USE QUICK COMMAND 'E' TO LINK TO H0BID FOR TRANSFERRED TO EMPLOYEE
                     'P' TO LINK TO TRANSFERRED FROM HLI01
                     'C' TO LINK TO MOST CURRENT HLI01
```

The HLI01 screen is a update screen showing the contents of a single HLI record.

Fields

EMPLOYEE TRANSFER HISTORY

This is the key of the HLI, and is the target key of a transfer - the 'transferred to' company and employee.

- **COMPANY** - the company to which an employee was transferred by a 203 transaction

- **EMPLOYEE** - the employee to which a employee was transferred

- **DATE** - either the H0I date in effect at the time of the 203 process, or the DATE LAST PAID (last cheque date) of the employee, whichever is later.

**EMPLOYEE
TRANSFERRED FROM**

- **COMPANY** - the source company, or the company from which the employee was transferred.

- **EMPLOYEE** - the source employee number

- **DATE** - the 'from date.' On the first transfer of an employee, this will be zero, to denote this is the first transfer. In this case, the 'P' quick command will be invalid. A message indicating that **THIS IS THE CURRENT HLI** will display below. On any subsequent transfers, this date will be the date on which the employee began to work in the 'from', or source company. If this occurs a message indicating that **PREVIOUS TRANSFERS EXIST** will display below, and the 'P' quick command can be used to link to the HLI record for that transfer.

- **TYPE XFER** - this will be a blank or '0' if EH data was moved on this transfer, or a '3' if no EH data was moved.

**EMPLOYEE'S
CURRENT LOCATION**

- **COMPANY** - the most recent company - where the employee is now

- **EMPLOYEE** - the most recent employee number - where the employee is now

On the first transfer, this will be the same as the target, company/employee or key of the HLI. If multiple transfers occur, this will be updated to allways indicate the current company / employee. The 'C' quick command will link to the most current HLI for an employee.

Tracking Transfer History

Use of the Quick Commands 'C' and 'P' allows easy tracking of transfer history for those employees with multiple transfers.

- **'C'** will link to the most recent HLI01 for the CURRENT company and employee. This will always be the starting point for tracking history.

- **'P'** will link to the previous (TRANSFERRED FROM) HLI01, if one exists. IF THE TRANSFERRED FROM DATE IS ZERO, NO PREVIOUS HLI EXISTS. In this case the Quick Command will be rejected. If however, the date is non zero, indicating that a previous HLI exists, a 'P' will link to that HLI01 screen.

- Starting with a 'C' and using 'P' quick commands, the full history of multiple transferred employees can be viewed.

- **'E'** will do a link to the H0BID for the current company / employee record.

- **'T'** - from the HLILS screen, links the current record ('This record') to the HLI01

Each action is a link down, so a F3 can be used to return to the previous screen.

HLILS - Company Transfer History List

```
> GD   99700                                                    ON HLILS

                    ------ COMPANY TRANSFER HISTORY LIST ------

   COMPANY--> 99700

   USE QUICK COMMAND 'E'  TO LINK TO H0BID FOR TRANSFERRED TO EMPLOYEE
                     'P'  TO LINK TO TRANSFERRED FROM HLI01
                     'C'  TO LINK TO MOST CURRENT HLI01
                     'T'  LINKS THIS RECORD TO THE HLI01

   -- TRANSFERRED TO ---  ------ TRANSFERRED FROM ----    ---- CURRENT -----
    EMPLOYEE     DATE    CO    EMPLOYEE     DATE   TYP  CO    EMPLOYEE
 _  00000005255 08/16/99 99800  88888883332 00/00/00 3 99700  00000005255
 _  00000005344 09/15/00 99800  00007777732 02/20/00 3 99700  00000005344
 _  00000008243 07/21/00 99700  77777771425 03/20/00 0 99700  00000008243
 _  00000011113 05/15/00 99500  00071200251 00/00/00 0 99700  00000011113
 _  00011212224 12/28/99 99800  88888883341 00/00/00 0 99700  00011212224
 _  77777771425 03/20/00 99700  77777772460 00/00/00 0 99700  00000008243
 _  77777773165 09/18/99 99800  88888884037 00/00/00 3 99700  77777773165
 _  77777778894 08/16/99 99700  77777779802 00/00/00 3 99700  77777778894
 _  77777779795 04/26/00 99800  88888882468 00/00/00 0 99700  77777779795
0001I-HIGHLITED REC HAS MULTIPLE XFERS
```

The HLILS screen is a company level display list screen showing all HLI records that exist in a company. The sequence is the key to the HLI - the company number and the TRANSFERRED TO employee and date.

If a line is highlighted (shown in **bold** above) there are multiple HLI records for the employee, otherwise, this is the only HLI for the employee.

As indicated, a series of Quick commands exist that assists in working with the HLI. All of the quick commands will bring up the HLI01 screen, This screen shows the same data as on each line of the HLILS, but allows maintenance, if needed.

A description of the fields on this screen can be found in the description of the HLI01.

Terminating Employees

Shown below are two methods for terminating an employee. The first method is for employees who require a timecard. The second method is for employees who are automatically paid.

Terminate an Employee with Special Pay 40

Use this method when the timecard-required employee is to be paid his last pay cheque and any unused vacation pay.

Enter a 9*XX* transaction with **40** in the PAY NO field, the number of hours the employee is to be paid in the HOURS field, and the number of vacation hours the employee is to be paid in the FIRST WORK field. The TAX and CHQ fields must contain **zeros**. The system automatically changes the employee status to a **3** in the Employee Master file (H0BES screen), and sets the termination date to the TO DATE field on the 940 transaction.

Terminating an Employee by Changing the EMPLOYEE STATUS Field on the H0BES Screen

Use this method to terminate an employee who is a no-timecard-required, timecard status of 1 (H0BID screen), or for an employee who will not be receiving a final pay cheque. For example, an employee who quits while on vacation and has already received vacation pay.

Change the EMPLOYMENT STATUS field on the H0BES screen to **3** and enter a valid date in the TERMINATION DATE field. If the employee is a no-timecard-required employee, he/she will be paid from the beginning date of the payroll period (as entered on the CTL transaction) through the date entered in the termination date field. If the employee is a Timecard Required employee, enter the number of hours they are to be paid on the 700 transaction. If the remaining vacation is to be paid, enter a 980 transaction and the system will pay the employee for the balance of vacation.

Paying Terminated Employees Using the PT Field on HSCTM Screen

You can pay terminated employees (EMPLOYEE STATUS field on H0BES screen is **3**) by entering an **A** in the PT field of the CTL transaction of the HSCTM screen (Payroll Transaction Run Control). The following guidelines should be used when using the **A** value.

▪ Timecards must be entered (may include 700, 7*XX*, or 9*XX* pay transactions)

▪ Period from and period to dates must match legitimate dates of a pay frequency; for example, if the pay frequency is weekly, then the dates must match a weekly pay period

▪ You can enter any cheque date

Paying Terminating Employees with Online Cheques

Often, you will be using the online cheque feature to issue cheques to employees who are terminating. Rather than calculating the cheque and using another screen to update the Employee Master file with termination data, you can do this right from the HTNC0 screen. See the Online Cheque chapter of this guide for more information.

H0BNA - Name and Address Change

```
> GU    _____  ON H0BNA

                 -------- NAME AND ADDRESS CHANGE -------

   COMPANY--> 00000 EMPLOYEE NUMBER--> 00000000000
 _ EMPLOYEE NAME FIRST/MIDDLE--> _____ _____
   EMPLOYEE NAME LAST -------->  _____

   PO BOX/APT/SUITE--> _____
   STREET ADDRESS----> _____
   CITY------------->  _____
   STATE------------>  _____
   ZIP CODE--------->  _____
   HOME PHONE------->  (000)000-0000




                                      05/08/01  09:09:57 1 M3LL DEVK ____
```

Screen Description

This screen allows you to update the employee's name and address if the employee
has an employee status of **7**, terminated. Changes made on this screen will update
the Employee Master file.

The H0BES (Employee Status Information) screen topic in the Basic Employee
Information chapter describes methods of updating the status of terminated
employees.

HS2DL - Employee Delete

```
> GU  _____  ON HS2DL

                    ------------EMPLOYEE DELETE------------

_   COMPANY--> 00000 PAGE NUMBER--> 00000

                EMPLOYEE    TRN  NAME     DELETE
                 NUMBER     CDE  CHECK    FACTS
              00000000000   204  ____      _
              00000000000   204  ____      _
              00000000000   204  ____      _
              00000000000   204  ____      _
              00000000000   204  ____      _
              00000000000   204  ____      _
              00000000000   204  ____      _
              00000000000   204  ____      _




                                  05/07/01  14:07:23 1 M3LL DEVK ____
```

Screen Description

This screen allows an employee's record and optionally Employee's Facts records to be flagged for deletion by PAY030. The HCM:M system treats the flagged record as if it does not physically exist on the Employee Master file, although it will still appear on the PAY170 Master File Print Program reports. The deletion is accomplished by the system which automatically enters a value of **8** in the EMPLOYEE STATUS field on the H0BES screen. When PAY030 reload is run with a value of **4** in the DROP INDICATOR field of a BKP transaction, these deleted records will be physically dropped from the file.

The HS2DL screen is a data entry screen and will not flag records for deletion realtime.

Note: Before the employee's records can be deleted, the EMPLOYEE GROSS PAY field (H0BPA screen) on the Employee Master file must equal **0**.

Fields

PAGE NUMBER   Data Type: Numeric   Length: 5   Field Type: Key

Specify a page number if you are deleting more than eight employees at one time.

EMPLOYEE NUMBER   Data Type: Numeric   Length: 11   Field Type: Required

Enter the employee number for the employee you are deleting.

NAME CHEQUE   Data Type: Alphanumeric   Length: 3   Field Type: Required

Enter the first three characters of the last name of the employee to be deleted.

DELETE FACTS   Data Type: Alphanumeric   Length: 1   Field Type: Optional

Controls whether designated Facts DataFile records are to be deleted for this employee. Designate which FACTS records to delete on the H0T02 screen. Valid values are:

Value	Description
Blank, N	**Do not delete FACTS records**
Y	Delete FACTS records that have a value of **0** or **1** in the TRANSFER/DELETE field on the H0T02 screen.

13   System Control for Payroll Processing

Chapter Contents

Payroll Processing Overview

After you have set up system, company, and employee information in your HCM:M system, your next step is paying employees. The payroll department must make sure the necessary cheques and advices of deposit are distributed correctly.

With HCM:M Payroll, employees can be paid by multiple cheques, advices of deposit, or both for each pay cycle. If necessary, multiple cheques or deposits can be produced for each employee during a single pay cycle. A comprehensive earnings statement details both cheques and advices of deposit and shows current and year-to-date accumulations for all earnings, taxes, and deductions.

If required, bonuses, commissions, advances, and retroactive pay can be included with the employee's regular pay or distributed to separate cheques. Because HCM:M ensures that combined payments are not overtaxed, you will always have accurate cheques--and satisfied employees.

Controlling a Payroll

The process of controlling a payroll incorporates several steps:

- Preparing source input

- Translating it into a machine readable format

- Entering the information into the computer (through data entry, key punch, etc.)

- Checking the results.

Depending on your company's procedures, the first two steps you need to take to process a payroll may be included in the job run stream or entered by systems operations personnel. If the payroll department enters these transactions, they must be the first transactions entered. These system control transactions are covered in this chapter.

Payroll Processing Screens and Transactions

The following chapters describe the screens you will use to enter pay transactions to pay employees, manual pay transactions to adjust the Master files, and payroll control transactions that actually tell the system to process the payroll.

Payroll Processing Chapters	Screens and Transactions
System Control for Payroll Processing	DAT, DAO, DEF, DEX, LST transactions H0I01
Payroll Control	HSCTM, MCK, HSFBM
Pay Transactions	HUA03, HUA02, HUB02, HUC02, HUE02, HUD02, HUF02/HUF03
Manual Pays Updates and Adjustments	HS450, HS460, HTMC0, HTMCP, HTMCT, HTMCS, HTOCD, HTPCS, HTQCT
Online Cheque	H43C1, HTNC0, HTNCQ, HTNCN, HTNCP, HTNCS, HTNCT, HTNRG,
Report Requests	HSRPT, HSRPP, HSRPQ, HSRPS, HS020, HSP20, BYP
Earnings History	H0HHP, H0HHS, H0HNT, H0HC1, H0HC2, H0HMT,H0HAC, H0HBI, H0MSP, H0NC1, H0HCR, H0MDE, H0HNT, H0HLS

The three functions of a payroll system are: editing, calculating, and producing cheques (including reports). The HCM:M Payroll system processes the payroll through various payroll programs. The following is a list of the HCM:M payroll programs, the name of each, and a brief description of each.

Name	Title	Description
PAY010	Scrub Edit	Processes all input transactions entered through batch or data entry; provides the Input Transaction List for all batch transactions entered
PAY020	Edit and File Maintenance	Performs extensive editing and produces diagnostic reports; also performs master file maintenance entered through batch or data entry; produces the Change Listing report
PAY040	Payroll Calculation	Calculates payroll, taxes, and deductions; updates Employee Master file and distributes labour
PAY050	Report Extraction	Extracts records needed for reports; prints cheques and savings bonds; updates the Earnings History file
PAY060	Report Sort	Sorts report records extracted by PAY050
PAY070	Report Print	Prints reports; produces interface tapes
PAY170	Master File Print	Prints the contents of system and company control records; prints employee payroll records
PER171	Facts DataFile Print	Prints the contents of Facts DataFile Control tables, Monitor tables, and Facts DataFile detail records

Millennium updating activity is applied immediately to the master files. The editing and file maintenance activities of PAY010 and PAY020 are performed realtime in Millennium. Any information entered through data entry are applied during batch processing.

System Control Transactions

This chapter describes HCM:M system special processing and operating procedures that affect payroll processing. These transactions are the DAT/DAO, DEF, and LST.

In addition to the control transactions covered in this chapter, other control transactions are used to:

- Backup and restore the master files

- Adjust and backup the Earnings History file

- Perform cheque point/restart

- Edit and maintain processing controls

These control transactions are covered in detail in the *Implementation Guide and System Reference*.

System Control Transactions

The chart below lists the transactions used in defining these special processing and operating procedures, the transaction titles, and the program entry point of each into the system. These transactions cannot be entered through data entry; they must be entered directly into the jobstream for the program indicated.

Program Entry Point	Transaction Title	Transaction
PAY010 (SYS007)	Processing Date Control	DAT/DAO
PAY010 (SYS007)	Data Entry File Control	DEF
PAY010	Input List Control	LST
PAY010	120 Byte Transaction File Control	DEX
PAY010 (SYS007)	120 Byte Input Control	DEX

System Control Screen

The chart below lists the screens used in defining basic system input; the title for each; the maintenance allowed for each, which may be *I* (insert), *R* (replace), *D* (delete); and the transactions associated with each screen

Screen	Screen Name	Maintenance	Transactions
H0I01	System Control Information	Display Only	INT0, INT1, INT2

Other Processing Controls

In addition to the transactions discussed in this chapter, there are other processing control transactions. These are documented in the *Implementation Guide and System Reference* as they are primarily used by data processing personnel. However, we provide the following list as a reference.

Program Entry Point	Transaction Title	Transaction
PAY030	Master Backup and Restore Function	FCT
PAY030	Backup and Restore	BKP
PAY030	Deduction Clearing	DED
PAY030	Facts DataFile Restore with Selective Drops	DRP
PAY030	Clear Table	DSL
PAY030	Facts DataFile Selective Restore	DSR
PAY032	Add Records to Earnings History File	QAD
PAY032	Load Earnings History from Tape	QLD
PAY032	Merge Earnings History File to Tape	QMR

Note: These transactions, like those presented in this chapter, cannot be entered through the data entry, they must be entered directly into the jobstream for the program shown.

DAT/DAO - Processing Date Control Transaction

These system-level transactions are used to establish the as of date on reports and the CURRENT PROCESSING DATE field on the Pending file. The former current processing date will become the prior processing date. If a DAT transaction is going to be used, it must be the first transaction.

The as of date on the Input Transaction List (Report 1001) is the date entered on the DAT/DAO transaction that established the current processing date on the Pending File. The run on date on this report is the computer date.

If no DAT or DAO transaction is entered or if a DAT transaction with the same date as that on the Pending file is entered, the sequence number on the Pending file will continue to be incremented. It will only be reset when the current processing date is changed.

Fields

SKIP

Data Type: **Positions: 1-16**   **Field Type:**

Do not enter information in these positions.

TRANSACTION CODE

Data Type: Alphanumeric   **Positions: 17-19**   **Field Type: Required**

Enter **DAT** and **DAO**.

(RESET) PROCESS DATE

Data Type: Valid Date   **Positions: 20-27**   **Field Type: Required**

Specify the date (mmddccyy) used for comparison against a date in the EFFECTIVE DATE field of a transaction. If the effective date is greater than the process date, the transaction will be recycled to the Pending file; otherwise, it will be processed.

NOTES:

1. On the DAT transaction, this field must contain a date equal to or greater than the date in the CURRENT PROCESSING DATE field on the Pending file.

2. On the DAO transaction, this field must contain a date less than the date in the CURRENT PROCESSING DATE field on the Pending file.

3. This date is used to determine whether or not a transaction should be pended or applied.

PROCESSING MODE

Data Type: Alphanumeric   **Positions: 28**   **Field Type: Optional**

This field controls the mode in which the master files are opened, input or updated.

Acceptable values are:

Value	Description
Blank or 0	**Open and update, as in normal processing.**
1	Open for input and report run. Accepts DAT, DA0, DEF, 020, REL, RPT, RPP, RPQ, RPS, P20, and LST transactions only. All other transactions will be rejected. Master files will not be updated.
2	Open for input and edit run. Accepts all transactions except CTL. Master files will not be updated.
3	Open for input and pay run. Accepts all transactions. Master files will not be updated.

SYSTEM SUMMARY SWITCH

Data Type: Alphanumeric   **Positions: 29**   **Field Type: Optional**

Enter an asterisk (*****) to suppress the listing of system switch information printed at the bottom of the banner page. Any value other than ***** will be ignored.

Note: If an invalid processing mode is entered the system will default to a processing mode of **1**. The processing mode and system summary switch entries are valid only for the life of the session.

DEX - 120 Byte Input Control

This system level transaction is input to PAY010 in the 80 byte input (SYS007) file. It triggers the batch system (PAY010) to read transactions from the optional 120 byte transaction file (TRANSIP). The DEX transaction may be anywhere in the SYS007 file after the DAT/DAO and DEF transactions, if these are present.

H0I01 - System Control Information

```
 > GU    _____ ON H0I01

                    ------ SYSTEM CONTROL INFORMATION ------

  __  CURRENT PROCESSING DATE------->    00/00/0000    DAYS SINCE 1900--> 00000
      LAST PROCESSING DATE---------->    00/00/0000    DAYS SINCE 1900--> 00000
      CURRENT SEQUENCE NUMBER------->    0000000
      LAST SEQUENCE NUMBER---------->    0000000
      INTERNATIONAL DATE SWITCH----->    0
      STAND ALONE PERSONNEL SWITCH-->    0
      GENERATED TRANSACTION PRINT--->    0
      ONLINE DATA DICTIONARY SWITCH->    0
      CHECK DIGIT INDICATOR--------->    0


                        --  DIAGNOSTIC INFORMATION  --

                    --  UPDATE DATE TIME  --     --  CREATE DATE TIME  --
                                                   _____




                                        05/08/01  09:43:32 1 M3LL DEVK ____
```

Screen Description

This screen displays control data entered on the INT0 transaction.

Fields

CURRENT PROCESSING DATE	Displays the current processing date in *MMDDCCYY* format. This date is established using the DAT/DAO or INT0 transaction can be updated on this screen.
DAYS SINCE 1900	Displays the HR Normalized date in *DDDDD* format.
LAST PROCESSING DATE	Displays the last processing date in *MMDDCCYY* format.

DAYS SINCE 1900   Displays the HR Normalized date in *DDDDD* format.

CURRENT SEQUENCE   Displays the next sequence number that will be assigned to any transactions entered
NUMBER   into the batch system, including online data entry transactions. This number is
updated by PAY010 each time the batch system is executed to maintain a unique
sequence number/entry date for each transaction entered.

If the current processing date is incremented with the DAT transaction, then this field
will be reset to **1**. If the DAO transaction is used to set the processing date back,
then this field is updated with the value contained in the LAST SEQUENCE NUMBER
field.

LAST SEQUENCE   Displays the value contained in the CURRENT SEQUENCE field prior to
NUMBER   incrementing the current processing date. If the current processing date is set back
to a previous date, then the LAST SEQUENCE NUMBER field will be used to update
the

INTERNATIONAL   Indicates whether dates are entered in *DMCY* format.
DATE SWITCH

Value	Description
0	Dates are entered in *MDCY* format
1	Dates are entered in *DMCY* format

STANDALONE   Indicates whether the HCM:M system is being used as a Standalone Personnel Data
PERSONNEL SWITCH   Processing system.

Value	Description
0	This is not a Personnel Standalone system
1	This is a Personnel Standalone system

GENERATED   Indicates whether generated 215 transactions will appear on the input list.
TRANSACTION PRINT

Value	Description
0	**Does not list generated records**
1	Lists generated records

ONLINE DATA DICTIONARY SWITCH

Indicates whether a data dictionary name verification file is to be created and maintained. This file can be viewed online with the H0JLS screen. This field is used for verification *online* of entries for Report Writer report set ups through data entry screens.

Value	Description
0	Does not create the DDN file
1	Creates the DDN file

CHECK DIGIT INDICATOR

Indicates how the employee Transpositional Check Digit (TCD) is determined by the system. This field was established on an INT0 transaction.

Value	Description
0	Calculates the TCD based on the company number and the employee number.
1	Allows any numeric value to be keyed as the TCD. If an **X** is entered, it defaults to zero. No calculation or verification of TCD occurs when this value is used.
2	Defaults the TCD to zero. No calculation or verification of TCD occurs when this value is used.
3	Calculates the TCD based on only the employee number**.** This value will allow the Canadian Social Insurance number to be entered as the employee number.
4	Calls a check digit UCR to process a user-defined calculation for the TCD. The UCR was initially written to process a value **2** above.

DEF - Data Entry File Control Transactions

The DEF transaction is used to specify whether or not the Online Data Entry and Audit Files will be processed by the batch system. Processing may be specified for either specific companies or for all companies.

The following restrictions apply to the use of the DEF transaction:

- The DEF transaction must precede all other input transactions, with the exception of the DAT or DAO transaction.

- The DEF transaction may not be entered through online data entry.

- If a DEF is entered with a blank company number, then any additional DEF transactions will be considered to be invalid.

- The AUDIT DATE FROM and AUDIT DATE TO fields specify the actual date and not the date set by the DAT/DAO transaction.

Fields

COMPANY NUMBER   **Data Type: Alphanumeric**   **Positions: 1-5**   **Field Type: Optional**

Indicate which companies will be affected by the options specified on this transaction. Enter either a numeric company number or the following alphanumeric code.

Acceptable values are:

Value	Description
Blank or 0	Processing options specified will apply to company zero only.
ALL	Processing options specified will apply to all companies and no additional company-level DEF transactions will be permitted.

DATA ENTRY SWITCH   **Data Type: Numeric**   **Positions: 20**   **Field Type: Optional**

Indicate how to process the Online Date Entry file.

Acceptable values are:

Value	Description
0	Do not process the Online Data Entry file.
1	Release transactions from the Data Entry file to the batch system. The transactions will be retained on the Data Entry file.
2	Release transactions from the Data Entry file to the batch system. The transactions will be deleted from the Online Data Entry file.
4	Do not release transactions from the Online Data Entry file to the batch system; however, all transactions will be deleted from the Entry file. When using this option, a non-zero value must be entered in COMPANY NUMBER field.

AUDIT SWITCH   **Data Type: Numeric**   **Positions: 21**   **Field Type: Optional**

Indicate how to process the Online Audit file.

Acceptable values are:

Value	Description
0	Do not process the Online Audit file.
1	Release records from the Online Audit file to the batch system. The company date/time stamp will not be updated, however, allowing these records to be reprocessed in the future.
2	Release records from the Online Audit file to the batch system. The company date/time stamp will be updated, preventing the reprocessing of these records, without manual intervention.
4	Do not release records from the Online Audit file to the batch system; however, the company date/time stamp will be updated, as if a value of **2** had been entered. When using this option, a non-zero value must be entered in COMPANY NUMBER field.

AUDIT FROM DATE   **Data Type: Valid Date**   **Positions: 22-29**   **Field Type: Optional**

Indicates that only those Online Audit file records corresponding to a date greater than or equal to the date entered in this field will be processed. This field is used in conjunction with the AUDIT FROM TIME field and is usually only entered when the company date/time stamp is to be overridden. The system defaults to **0**.

AUDIT FROM TIME   **Data Type: Time**   **Positions: 30-33**   **Field Type: Optional**

This field is used in conjunction with the Audit From Date whenever the company date/time date is to be overridden. A time value in the 24-hour format (**0000** through **2400**) may be entered. The system defaults to **0**.

AUDIT TO DATE   **Data Type: Valid Date**   **Positions: 34-41**   **Field Type: Optional**

Indicates that only Online Audit file records with a date less than or equal to the date entered in this field will be processed. This field is used in conjunction with the AUDIT TO TIME field and is usually only entered when to override the company date/time stamp. The system defaults to **2400**.

AUDIT TO TIME   **Data Type: Numeric**   **Positions: 42-45**   **Field Type: Optional**

This field is used in conjunction with the Audit To Date whenever the company date/time stamp is to be overridden. A time value in the 24-hour format (**0000** through **2400**) may be entered. The system defaults to **0**.

CONVERSION SW   **Data Type: Alphanumeric**   **Positions: 46**   **Field Type: Optional**

This field is used to specify whether or not the Data Entry File records should be converted to Year 2000 transaction format prior to processing.

Acceptable values are:

Value	Description
Blank or 0	Data entry transactions are in Year 2000 format.
1	Data entry transactions are in pre-Year 2000 format and should be converted by the system before processing.

MILL TRAN ID   **Data Type: Alphanumeric**   **Positions: 47-50**   **Field Type: Optional**

Enter the Millennium Transaction Identifier. Enter this field only if Multi-Mill processing is being used. If Multi-Mill processing is in effect and this field is left blank, audit records will contain errors.

LST - Input List Control Transaction

The LST transaction is used to control the listing of payroll transactions as they enter PAY010. If an LST transaction is not entered, all incoming payroll transactions will be listed.

If you want to change one option on the LST transaction, you must enter all the values unless you want them to default to zero. Unless one of the other options allowed on the LST transaction is chosen, it need not be entered.

There is no limit to the number of LST transactions that may be entered during any payroll cycle. For example, if you have batches of considerable length mixed with batches of a shorter length, you may want to suppress the printing of the input transaction list for the larger batches. You would enter an LST before and after the batch you are suppressing.

The LST transaction also controls:

- Generation of 020 and P20 transactions

- The data exception capture routine (PAYDATAC)

- Printing of Input Transaction List (Report 1001)

Note: Once this LST transaction has been entered, you must enter a subsequent LST transaction to reset the option switches, with the exception of PAYDATAC. Also, all switch settings must be entered; a **blank** is an assumed **zero**.

Fields

SKIP

Data Type: Positions: 1-16   Field Type:

Do not enter information in these positions.

LIST CODE

Data Type: Numeric   Length: 20   Field Type: Optional

Indicate which transactions will be listed.

Acceptable values are:

Value	Description
0	Print only those transactions in which an error is detected.
1	List all incoming transactions.
2	List all of the incoming transactions except the pay transactions having transaction codes except 400 through 900. Only list transaction codes numbered 400 through 900 if there is an error in a transaction.

SYSTEM PRINT CONTROL

Data Type: Numeric   **Positions: 21**   **Length: Optional**

Indicate whether formatted master print control transactions (020) are generated automatically when a system record is changed.

Acceptable values are:

Value	Description
0	Generate 020 transactions when system maintenance transactions are entered.
1	Do not generate 020 transactions when system maintenance transactions are entered.

COMPANY PRINT CONTROL

Data Type: Numeric   **Positions: 22**   **Field Type: Optional**

Specifies whether formatted master print control transactions (020) are generated automatically when a company maintenance transaction is entered.

Acceptable values are:

Value	Description
0	Generate 020 transactions when company maintenance transactions are entered.
1	Do not generate 020 transactions when company maintenance transactions are entered.

EMPLOYEE SCAN CONTROL

Data Type: Numeric   **Positions: 23**   **Field Type: Optional**

Indicate whether to generate 020 transactions to scan an employee's Tax and Employee Master file records each time a 300-series transaction, manual pay, or cheque reversal is entered.

Acceptable values are:

Value	Description
0	Generate 020 scan transactions automatically each time an employee 300 series transaction, manual pay, or cheque reversal is entered.
1	Do not generate 020 scan transactions automatically when an employee 300 series transaction, manual pay, or cheque reversal is entered.

FACTS DATAFILE PRINT CONTROL   **Data Type: Numeric**   **Positions: 24**   **Field Type: Optional**

Indicate whether to generate a Facts DataFile P20 transaction each time a Facts DataFile definition transaction is entered.

Acceptable values are:

Value	Description
0	Generate P20 transactions each time a Facts DataFile definition transaction is entered.
1	Do not generate P20 transactions when a Facts DataFile definition transaction is entered.

INTERRUPT CONTROL   **Data Type: Numeric**   **Positions: 25**   **Field Type: Optional**

Indicate whether PAYDATAC is to be used.

Acceptable values are:

Value	Description
0	Use PAYDATAC, the interrupt control routine.
1	Do not use PAYDATAC and an abend with data exceptions.

Chapter Contents

Introduction

This chapter tells you how to pay employees either with or without regular or special pay transactions, as indicated by the employee's pay type. A payroll is initiated by the use of an HSCTM screen. The HSCTM screen is used in conjunction with the HRSBB screen to control payrolls and the balancing of input pay transactions for a company.

With the use of the HSCTM screen, various payrolls can be triggered and processing options can be supplied. In addition, cheque numbers are specified.

This chapter also tells you how to specify that particular reports either be produced or suppressed, and to position the report file going into the File Explosion program.

Payroll Control Screens

The chart below lists the screen IDs; the screen title; the maintenance allowed for each, *I* (insert), *R* (replace); and the transactions associated with each screen discussed in this section.

Screen	Title	Maintenance	Transactions
HRSBB	Pay Transaction Balancing (IBC)	*I, R*	IBC
HSCTM	Payroll Transaction Run Control Cheque Message	*I, R*	CTL, CK1, CK2, MCK
HSBFM	Pending File Maintenance	*I, R*	REL, BFM

Key Fields

These fields contain values under which similar material is stored so it will be easier to find when you look for it. Key fields common to all screens will be discussed here. Other key fields are discussed with the field descriptions of the screen.

COMPANY

Data Type: Numeric   **Length: 5**   **Field Type: Required**

Enter the company number for which you are requesting or processing information.

PAGE NUMBER

Data Type: Numeric   **Length: 5**   **Field Type: Key**

If you are requesting more than one screen or transaction, enter this field. The page number ties the screens together so the system knows which screens are included in a particular batch run.

Processing Payrolls

This topic describes a sample payroll run and the various things you will need to do.

Payroll Edit Runs

The HCM:M Payroll system enables you to edit payroll information prior to payroll calculation in PAY040. The edit programs PAY010 and PAY020 are executed to ensure correct payroll data is produced. This data is then held by the HCM:M system and recycled to the Pending file, allowing you to review your input and diagnostic messages prior to actual payroll calculation. Editing criteria established at the company level for excess hours, company minimum rate, and missing timecards, is performed during the edit run. You may perform edit runs as often as you need prior to the execution of PAY040, the Payroll Calculation program.

Note: You may want to run a report-only run with an option switch of 2 on the DAT/DAO transaction. This will edit all transactions without executing these transactions or updating the Pending file.

Step	Action
Edit Run Steps (label)	
1	Enter timecard data. Timecard data is entered using the batch transaction or data entry input.
2	Set processing controls. Payroll processing controls must be established using CTL, CK1, and IBC transactions if batch balancing is required by your organization or the Pay Transaction Balancing (IBC) screen, HRSBB.
3	Specify processing is an edit run. The CTL transaction must be entered as in a regular pay run with the execution of the HS field (HOLD SWITCH). A value of **1** is entered in the HS field (HOLD SWITCH) on the CTL transaction to ensure that the payroll data remains on the Pending file for later processing. The hold switch value of **1** will allow timecard processing throughout the HCM:M edit programs PAY010 and PAY020 but will not trigger PAY040 to begin payroll calculations.
4	Close the online files. Timecard processing requires batch system execution. All HR online files must be closed to successfully process payroll data through out the batch system.

(continued)

Step	Action
5	Backup and process the Data Entry file information. Timecard data input on online data entry screens is stored on the Data Entry file until a DEF transaction is entered to request that the information be processed through the batch system. It is recommended that the Data Entry file be backed up prior to payroll processing. The process and delete option should also be selected on the DEF transaction to prevent accidental re-processing of timecard input in case multiple edit runs become necessary to ensure accurate employee payment. The DEF transaction is entered in your job stream to process the Data Entry file.
6	Execute the batch system. Timecard data is edited in PAY010 and PAY020. Timecard information which meets HCM:M edit requirements is then recycled to the Pending file. Timecards which were invalid are rejected by the HCM:M System and appropriate diagnostic messages issued. These rejected transactions require re-entry to pay the employees.
7	Review edit reports. The Input Transaction List (Report 1001), which lists all transactions in the exact order they were entered, should be reviewed to ensure no character edits were detected in the Scrub Edit program, PAY010. As a result of PAY020, the following reports may be produced and will require your review: ■ Transaction Balance report (Report 1004) - lists batch balancing results for each batch number entered for each processing company being paid. ■ HCM:M Change Listing (Report 1006) - lists all employee record changes. ■ Employee Diagnostics Listing (Report 1009) - lists all fields in which an error was detected by PAY010 and PAY020. Missing timecards, excess hours, and company minimum rate editing, if performed, will produce appropriate diagnostic messages on this report. ■ Company Diagnostics and Assumptions Listing (Report 1012) - Lists all system and company fields in error. System errors will appear as company number 0. Missing timecards, excess hours, and company minimum rate editing, if performed, will produce appropriate diagnostic messages on this report. ■ Updated Pending Transactions (Report 1017) - lists all Pending file activity. Pay transactions are added to the Pending file during an edit run. This report should be reviewed carefully to ensure accuracy of your payroll data. Timecards assumed to be valid by the HCM:M Payroll system yet incorrect (e.g., 400 hours keyed instead of 40 hours) will be sent to the Pending file.

After the final edit run step has been completed, there are two possible situations:

Situation A.   No errors or missing timecards were detected in the payroll data processed through PAY010 and PAY020.

Step	Action
1	Calculate payroll. Timecard entries that successfully pass the edits performed in PAY010 and PAY020 are recycled to the Pending file, where they will be retained until the CTL transaction is re-entered. The new CTL transaction is entered with identical values, with the exception of the HS (HOLD SWITCH) value which must be changed to a **0** or **2** to PAY040 to calculate payroll.
2	Print cheques. The payroll and labour distribution information calculated in PAY040 is stored on the Current Pay file and the Current Labour Detail file. These temporary files are passed to PAY050 to print cheques and update the information stored on the Earnings History file. Cheque printing requires that a CK1 transaction be entered to indicate cheque number assignment.

Situation B.   Errors or missing timecards were discovered during your first edit run.

Step	Action
1	Correct timecard data. Errors detected during the first edit run will require correction prior to payroll calculation in PAY040. Missing timecards must be entered for the employees indicated on the diagnostic reports.
2	Request an additional edit run. After necessary corrections have been made, an identical edit run may be performed by re-entering an identical CTL transaction with a value of **1** in the HS field (HOLD SWITCH) to hold the payroll for later processing. This step may be repeated as often as required until you are satisfied that no errors exist and payroll may be calculated for your employees.
3	Calculate payroll and print cheques. Steps 1 and 2 outlined for Situation A must be performed. The CTL transaction must be re-entered with a value of **0** or **2** in the HS field (HOLD SWITCH) to trigger PAY040 to calculate payroll. Cheque printing requires that a CK1 transaction be entered to indicate cheque number assignment.

Controlling a Payroll

The process of controlling a payroll incorporates several steps. It consists of:

- Preparing source input for the 80 byte input file and optionally the 120 byte input file.

- Translating it into a machine-readable format

- Entering the information into the computer (through data entry, key punch, etc.)

- Checking the results.

Depending on your company's procedures, the first two steps you need to take to process a payroll may be included in the job run stream or entered by systems operations personnel. If the payroll department enters these transactions, they must be the first transactions entered.

Step	Action
1	Enter a DAT/DAO transaction to set the processing date.
2	Enter a DEF transaction to release the Data Entry file.

Controlling Batches of Pay Transactions

If your company requires batch balancing, use the following steps as a guide to controlling batches.

Step	Action
1	Divide the source documents from which the pay transactions are obtained into groups. This division may be done in any manner desired; however, it should have a logical breakdown to aid in correcting any error which may arise.
2	These logically broken down groups may be further separated by transaction type. This is not necessary, but is done for clarity.
3	Add and compare the following totals: ■ Add columns 43-47 (regular/special hours) on all pay transaction (HUA02, HUA03, HUB02, HUC02, HUD02, and HUE02 screens) and compare the total to the CONTROL TOTAL A field on the HRSBB screen. ■ Add columns 48-51 (overtime hours or maximum vacation hours) on all pay transactions and compare to the CONTROL TOTAL B field on the HRSBB screen. ■ Add columns 52-58 (regular/special rate/amount, deduction amount) on all pay transactions and compare to the CONTROL TOTAL C field on the HRSBB screen. ■ Add columns 60-64 (overtime rate/amount) on all pay transactions and compare to the CONTROL TOTAL D field on the HRSBB screen.
4	Enter the payroll frequency range for the batch.
5	After the input pay transactions have been processed, you will receive Report 1006, Transaction Balance report. This report shows whether or not any batches of input pay transactions are out-of-balance.

Entering Payroll Information into the System

Step	Action
1	Enter all 700, 7*XX*, 8*XX*, and 9*XX* transactions you have received from employees, supervisors, etc. for the payroll you will be running. These transactions are entered on the HUA*XX*, HUB*XX*, HUC*XX*, HUD*XX*, HUE*XX*, AND HUF*XX* screens.
2	Enter the CTL, CK1 and CK2 transactions on the HSCTM screen.
3	Enter RPT transactions on the HSRPT screen for any reports you need that have been set up with a frequency of **9 (**on call). Any report that has been set up with a frequency of **0 (**every pay period) will be produced automatically when a payroll is run.
4	Enter RPP transactions for any reports you need that access the Facts DataFile.
5	Enter 020 transactions on the HS020 screen if you need Master file prints.

Ensuring All Intended Input Was Received

To ensure that all input intended for the Payroll system was received by the Payroll system, it is necessary to check the transactions actually entered. This is usually done by checking totals, but may be done by checking actual transactions entered. Report 1001, Input Transaction List, provides both transaction totals by batch and a detailed listing of each transaction entered. This report serves as an input audit for the system.

This report has several distinct functions. These functions are:

▪ List all transactions entering the Payroll system and assign an input sequence number to them.

▪ Flag all of those transactions which contain one or more errors.

▪ Display an error code and the contents of the field in error for every individual error encountered on a transaction (error codes are included as Appendix D of this guide).

▪ Flag the input transactions that have been deleted due to an inability to process them further.

▪ Produce totals of the number of transactions entered, accepted, deleted, and accepted with errors. These totals are produced each time the input company number changes.

Balancing the Number of Employees Paid Against the Number of Cheques Produced

This type of control ensures that all employees due a payment received one, and that duplicate cheques were not issued.

The Total Number of Cheques Produced and the Total Number of Advices Produced are obtained from Report 2003, Quarterly Earnings History file Update report. The Total of Cheque Records and Advice Records must equal, or be greater than the Total Number of Employees Paid, as printed on Report 2001, CTL List and Payroll Calculation report. The Total of Cheques and Advices will be greater than the Total Number of Employees Paid by the Number of Separate Cheques Issued which can be obtained from Report 1005, Transaction Balance report.

A further check can be made between the Number of Cheque Records on Report 2003 and the Number of Cheque Records Generated on Report 2002, Reports Being Generated.

The Total Number of Advices Printed can be obtained by adding the Number of Records Being Produced to Reports 17, 80, and as shown on Report 2004, Reports Generated. This total must equal the Total Advices printed on Report 2003.

Another check may be made by comparing the Total Number of Employees Paid plus the Number of Extra Separate Cheques Generated plus the Number of Manual Payments Entered (as displayed on Report 1006, Transaction Total report) with the total records shown on Report 2002.

Report 2004, Reports Generated, should be used as a checklist to ensure that all requested output reports have been returned from systems operations.

A description and sample of each type of edit report is contained in the *Payroll Sample Reports* guide.

Balancing Current Payrolls with a Previous Payroll

A current payroll is balanced against a previous payroll to ensure that the proper Employee Master file was used. Either the Special Forms Payroll Register (Report 6) or the Standard Payroll Register (Report 10) may be used to obtain the information necessary to provide this balance. Refer to the *Payroll Sample Reports* guide for a sample of these reports.

Step	Action
1	Obtain the total YTD Gross Pay from last period's pay cycle (Report 10).
2	Obtain the Current Gross Pay from the Current Payroll Register (Report 10).
3	Add YTD Gross Pay from Step 1 with Current Gross Pay from Step 2. This total should equal the YTD Gross Pay on the Current Payroll Register.

If adjustments to YTD Gross Pay have been made with 300-series transactions, these totals will be out-of-balance by the amount of the adjustment. If proper audit trails are not established because of the use of 300 transactions, the net amount of the adjustment YTD Gross Pay must be added to or subtracted from the YTD Gross Pay in Step 1 for the totals to be correct.

Input a Special Pay Run Only for Vacation Pay

Example. The Toy Factory closes down the week of July 4th. The company wants to pay all its employees vacation pay for this week. The following steps must be performed to pay the company's employees.

Step	Action
1	All employees who work for the Toy Factory and have an employee status of **1** (active) are paid weekly and are to be paid for 40 hours vacation pay. Enter a GN2 transaction to select all employees.
2	Enter a 960 transaction with a tax descriptor of **5**, a cheque descriptor of **2**, and 40.00 hours.
3	Enter a CTL transaction (HSCTM) with appropriate pay frequencies (**01** to **39**), a **1** in the DP, the PERIOD BEGIN and END DATES, the CHEQUE DATE, a **9** in PAY TYPE, and a **2** in HS. Enter the appropriate cheque numbers on the CK1 transaction of the HSCTM screen.

You want all reports with a frequency of **0** to be produced, so an RPT does not need to be entered.

Using the IBC Transaction to Balance Batches (HRSBB Screen)

This transaction is used as a batch balancing transaction for regular hours, overtime hours, regular rate/pay and overtime rate/pay. The manner in which the Payroll system processes this transaction depends on two factors:

- The setting of the BATCH BALANCE SW field on the H0CFL screen

- The HS (hold switch) field on the HSCTM screen

If the IBC is designated as being mandatory, it must be entered or the batch will be considered out-of-balance and will not be processed. If batches are found to be out-of-balance, they will not be processed until corrections are made to either the pay transactions or the IBC. If it is optional, then batches will be balanced only when an IBC is entered.

The following table should be used for setting the BATCH BALANCE SWITCH (H0CFL screen) and the HOLD SWITCH (HSCTM screen):

Value	Switch and Description
0 **0**	BATCH BALANCE SWITCH **HOLD SWITCH**
	Out-of-balance batches will be noted. PAY040 will process.
1	**HOLD SWITCH**
	Out-of-balance batches will be noted. PAY040 will recycle all transactions covered by the CTL, regardless of the balances.
2	**HOLD SWITCH**
	Out-of-balance batches will be noted. PAY040 will process all transaction covered by the CTL, regardless of the balances.
1 **0**	**BATCH BALANCE SWITCH** **HOLD SWITCH**
	Out-of-balance batches will be noted. PAY040 will recycle if any batch is out-of-balance.

(continued)

Value	Switch and Description
1	**HOLD SWITCH**
	Same as 1 above.
2	**HOLD SWITCH**
	Same as 2 above.
2	**BATCH BALANCE SWITCH**
0	**HOLD SWITCH**
	Out-of-balance batches will not be noted. PAY040 will process.
1	**HOLD SWITCH**
	Out-of-balance batches will not be noted. PAY040 will recycle all transactions covered by the CTL, regardless of the balances.
2	**HOLD SWITCH**
	Out-of-balance batches will not be noted. PAY040 will process all transactions covered by the CTL, regardless of the balances.

Cheque Number Generation

Set up cheque numbers on the CK1 and CK2 transaction (HSCTM screen).

If the COMPANY NUMBER field is **blank** or **zero**, then the CK1 transaction contains cheque numbers for all companies using that forms code. When a company number is entered, the cheque numbers will apply to that company only.

The beginning, ending, and broken stack cheque numbers are entered. This allows the serial number to be printed on the payroll cheque stubs (Report 1 and 90), the Payroll Register (Report 6 and 10), and other reports requiring this information. If the ending cheque number is reached, the broken stack cheque number is used as the next number to be printed on a payroll cheque.

The beginning number on a CK1 transaction is not allowed to be **0**. If the beginning number is **0**, a message will be issued by the system and the transaction will be deleted.

Cheque Restart Procedures

Two options exist for Cheque Restart. One uses a set of Current Pay and Current Labor files that were made permanent in the original run. This option does not require knowledge of the cheque dates used since that will be unique to a set of Pay and Labor files. Payroll reports produced on such a restart will contain all current data from the original payroll.

The other option uses the Earnings History file, so a Cheque Date must be entered. Only the data being reprinted will be on a current pay reports, although a RPQ (Historical Reporting) can be done to obtain a full set of data. This option allows as few as one check to be selectively reprinted.

Both options do not allow a payroll (CTL) at the same time.

Option 1   This describes using the Earning History data to reprint cheques.

1. Verify that the cheques exist on the Earning History File, and that the Cheque Restart JCL (JCHKRSRT) is used. This JCL allocates the Current Pay and Current Labor files in PAY020 rather than PAY040.

2. Enter a CK1 (HSCTL screen) completing it as a normal CK1 - that is enter the first cheque number to use in the 11-LOW CKNO field. Leave the restart control field blank.

3. Enter optionally a RPT for the specific reports. If omitted all automatic reports will be produced. Note that ONLY current pay data selected for this restart will appear on the current pay reports generated.

4. Enter 1 to 200 BYP transactions to select check records to reprint.

   ▪ Company number (Optional)

   ▪ Employee number (Optional)

   ▪ BYP (Required)

   ▪ Control Ind (Required) must be '1' on all BYP transactions entered.

   ▪ Cheque Date (Required) must be the same on all BYP transactions entered.

   ▪ Start Cheque No (Required) to denote the cheque or first cheque matching other criteria on the BYP. For example, if Company 99500 and Cheque Number 1234 for a specific date is on the BYP, only Cheque number 1234 in that company on that date will be considered.

- End Cheque No (Optional) indicated the end range of a range. If a range is specified, neither the first nor the last cheque number need exist. If only the Start Cheque No is used that check must exist. For example, if actual cheque numbers are not known for a company and employee, a range of 1 through 999999999 could be used.

Option 2

The following describes using the saved Current Pay and Current Labor option for partial restarts or full reprints of cheques.

Partial Restart

A partial restart is appropriate in a number of situations. The following example describes one such situation.

Cheque printing begins with cheque number 10056. The printer jams after cheque number 10095 is printed. The malfunction is not noticed immediately, and cheques numbered 10096 through 10105 are destroyed. To restart cheques printing in this situation, follow these steps:

Step	Action
1	Verify that the Current Pay file and Current Labor file were defined through PAY040 JCL as permanent data sets.
2	To restart check printing with cheque number 10106, prepare a CK1 transaction (HSCTL screen) with the following values: - C - Enter **1** to identify first attempt at cheque restart. - 1-low ckno - Original starting cheque number (10056). - 1st hi ck# - The number of the last cheque issued (10095). - 1st brok # - Enter the new starting cheque number (10106). **Note:** Cheque numbers 10106 and 10107 are used for alignment, so the first cheque printed is cheque number 10108.
3	Enter the CK1 transaction described in Step 2. Enter a BYP transaction that contains only the BYP transaction code in Columns 17 through 19.
4	The new CK1 transaction reassigns cheque numbers on the Earnings History file. Cheques must be requested for all companies that use the forms code being restarted. The CK1 transaction controls which companies have cheques issued. **Note:** The restart process works by form, not by company. Also, the current pay file does not contain the actual cheque number issued from the original run. The cheque number is only on the earnings history file. That is why cheques must be requested for all companies being restarted. HCM:M internally reassigns the cheque number to all cheques issued from the original run and begins re-issuing the cheques based on the CK1. Since other reports may print check number, those must be requested also if an updated report is desired. When entering an RPT to request cheques, you can include the other reports by entering **1** in the option switch to produce these reports only or enter **0** to produce all automatic reports again.

Complete Restart

A complete restart is required if PAY040 has processed and updated all master files, and cheques were **not** produced. In this situation, you are printing cheques for the first time.

To restart cheque printing in this situation, follow these steps:

Step	Action
1	Verify that the Current Pay file and Current Labour file have been defined through PAY040 JCL as permanent data sets.
2	To reprint an entire set of cheques for a company, enter a CK1 transaction (HSCTM screen) with the following values: ■ CC: 0 (Indicates an initial cheque issue run) ■ 1-LOW CQNO: Enter first cheque number to print alignments
3	**Note:** Enter a CK1 transaction for each company that you want to restart. These CK1 transactions can be entered in the same batch run **only** if the company numbers are contiguous. If the numbers are **not** contiguous, enter the CK1 transactions in separate batch runs. Failure to do so will result in the Earnings History file being updated incorrectly. **Note:** Since the Restart/Reissue function is performed by forms code and not by company, cheques must be reissued for each company that had cheques issued in the original run.
4	Enter an RPT transaction to request the cheques for each company you are restarting. If registers or other payroll reports have already been printed, they must be reprinted to reflect new cheque numbers.

HRSBB - Pay Transaction Balancing (IBC)

```
> GU _____ ON HRSBB
                                              LEVEL 01 LINK FROM CGSLS
                      ----PAY TRANSACTION BALANCING (IBC)-----

_   COMPANY--> 00000 BATCH NUMBER--> 0000


   CONTROL        CONTROL         CONTROL          CONTROL      PAY RANGE
   TOTAL A        TOTAL B         TOTAL C          TOTAL D       1    2

 00000000.00    00000000.00   000000000.000000  000000000.000000  00   00


   ----------------------CALCULATED------------------------
   TOTAL A        TOTAL B         TOTAL C          TOTAL D

 00000000.00    00000000.00   000000000.000000  000000000.000000

   ----------------------DIFFERENCE------------------------

                                000000000.000000  000000000.000000


                                 05/08/01  13:49:03 1 M3LL DEVK ____
```

Screen Description

This screen allows you to enter control totals for a batch of pay transactions. It also provides totals calculated by the system for this batch and displays any differences found between the totals you entered and the calculated totals.

If the BATCH BALANCE SWITCH on the H0CFL screen is set to **1**, this screen must be entered or the batch will be considered out-of-balance and will not be processed. If the switch is set to **0** and this screen is entered, the system will perform balancing. The HOLD SWITCH on the CTL transaction can be set to either pay or not pay batches that are out-of-balance.

If this screen is entered, the system will total the REGULAR HOURS, OVERTIME HOURS, REGULAR RATE/PAY, and OVERTIME RATE/PAY, ONE-TIME DEDUCTION AMOUNT, SPECIAL PAY HOURS, SPECIAL PAY AMOUNT, and SPECIAL PAY NON-TAXABLE AMOUNT fields. The accumulated totals will be compared with corresponding fields entered on this screen. If they do not agree, appropriate messages will be issued and the company input will be recycled for later correction unless overridden on the HSCTM screen.

Fields

BATCH NUMBER   **Data Type: Numeric**   **Length: 4**   **Field Type: Required**

Identify the particular batch of payroll transactions that is to be processed during this payroll cycle. The batch number is assigned to all payroll transactions having an identical company number, following this screen. The batch number is set to **zero** when a change in company number is detected as transactions are entered into the system. A batch number is assigned to a particular CTL transaction by the beginning and ending payroll numbers on the transaction (PY1/PY2 field).

CONTROL TOTAL A   **Data Type: Numeric**   **Length: 10**   **Field Type: Optional**

Specify the total of regular and special pay hours entered on 700 and 900 series transactions as a 2-decimal-place number.

CONTROL TOTAL B   **Data Type: Numeric**   **Length: 10**   **Field Type: Optional**

Specify the total of overtime hours and WORKFIELD 1 entered on transaction 700, 7*XX*, or 9*XX* as a 2-decimal-place number.

CONTROL TOTAL C   **Data Type: Numeric**   **Length: 15**   **Field Type: Optional**

Specify the total of regular pay, regular rate, one-time deduction amount, special pay rate, or special pay amount as a 2-decimal-place number.

CONTROL TOTAL D   **Data Type: Numeric**   **Length: 15**   **Field Type: Optional**

Specify the total of overtime amount and overtime rate.

PAY RANGE 1   **Data Type: Numeric**   **Length: 2**   **Field Type: Required**

Specify the low payroll frequency number of the range of payrolls to be paid that are associated with this batch. This entry is needed to relate the IBC transaction to its CTL transaction (HSCTM data entry screen) so it can be recycled with its corresponding transactions by the Payroll Calculation program in PAY040, if necessary.

PAY RANGE 2   **Data Type: Numeric**   **Length: 2**   **Field Type: Required**

Specify the high payroll frequency number of the range of payrolls to be paid that are associated with this batch. This field defaults to the value entered in the PAY RANGE 1 field.

The beginning and ending payroll frequency numbers on an IBC must either match exactly the beginning and ending payroll numbers on a CTL transaction or fall completely outside of them. A transaction for an employee having a payroll number outside the range of payroll numbers on the IBC transaction will be deleted.

CALCULATED TOTAL A - D   Displays the control totals calculated by the system from the pay transactions entered.

DIFFERENCE   Displays the difference, if any, between the control totals and the calculated totals.

HSCTM - Payroll Transaction Run Control

```
> GU    _____ ON HSCTM


                        ----PAYROLL TRANSACTION RUN CONTROL-----

_   COMPANY--> 00000 PAGE NUMBER--> 00000


CTL      D *-PERIOD DATES--* CHEQUE   P H P B #OF  R *---EDIT DATES--*  LABOR
PY1 PY2 P   BEGIN    END      DATE    T S S S BCHS I   FROM      TO     POST
00  00  0 00000000 00000000 00000000 _ 0 0 0 000   0 00000000 00000000 00000000


         *-------------------------- D-DED-NO ----------------------------*
CTD     I  01   02   03   04   05   06   07   08   09   10   11   12   13   14   15   16
PY1 PY2 E      17   18   19   20   21   22   23   24   25   26   27   28   29   30   31   32
00  00  _ 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000
    (17-32)   000 000 000 000 000 000 000 000 000 000 000 000 000 000 000 000

FORM TRN  C 1-LOW CKNO 1ST HI CK# 1ST BROK # 2ND HI CK# 2ND BROK #
CODE CDE  C 2-3RD HI # 3RD BROK # 4TH HI CK# 4TH BROK # 5TH HI CK# 5TH BROK #
000  CK1  0 0000000000 0000000000 0000000000 0000000000 0000000000
000  CK2  0 0000000000 0000000000 0000000000 0000000000 0000000000 0000000000




                                 05/07/01  14:07:17 1 M3LL DEVK ____
```

Screen Description

This screen allows you to enter the information needed to initiate a payroll processing run and enter cheque numbers to be used in this run. This screen notifies the Payroll Calculation program that a particular payroll is to be processed. When a company is set up with different pay frequencies and a CTL for only one frequency has been entered, the message **CTL card missing - company will not be paid** may be issued for those frequencies without a CTL for which pay transactions are entered.

There is a limit of ten CTL transactions for each company processed during a cycle. This limit should not prove to be a hindrance since any number of payrolls of the same frequency type, having the same cheque date and pay period ending date, may be processed with a single CTL. However, the cheque date on a CTL transaction for a given payroll or range of payrolls may not be the same as that entered on the last processing cycle unless the file has been restored. If the cheque date on the CTL matches the date entered on a previous CTL, the affected employees will not be paid. This prevents payment of an employee twice during the same pay period and ensures that a correct Master file has been loaded.

CTL Transaction Fields

CTL PY1/PY2   **Data Type:** **Valid Frequency**   **Length: 2.2**   **Field Type:** **Required**

Determines which employee will be paid by specifying with the payroll frequency or a low number of a range of payroll frequencies. Acceptable values are:

Value	Description
01-39	Weekly
40-69	Bi-weekly
70-89	Semi-monthly
90-99	Monthly

Note: These ranges may not overlap pay types, for example an entry of **21** in PY1 and **45** in PY2 would be rejected.

DP   **Data Type:** **Numeric**   **Length: 1**   **Field Type:** **Required**

Indicate the pay period of the month to be processed. This is used in conjunction with deduction frequency indicators so employee deductions are withheld properly. Acceptable values are:

Value	Description
1	First (payrolls 1 through 99)
2	Second (payrolls 1 through 89)
3	Third (payrolls 1 through 39)
4	Fourth (payrolls 1 through 39)
0	Fifth (payrolls 1 through 39) or Third (payrolls 40 through 79), or Odd pay period that occurs once every three months for weekly payrolls and once every six months for bi-weekly payrolls.
9	Do not pay the frequencies indicated this cycle. However, employees that are assigned to this payroll frequency will appear on all appropriate reports including the Payroll Worksheet (Report 16).

If you entered a value of **9**, this is referred to as a *dummy run*. This option can be used to cause employees in the frequencies not being paid to appear on payroll reports and are included in year-to-date totals on these reports.

PERIOD BEGIN DATE   **Data Type:** **Valid Date**   **Length: 8**   **Field Type:** **Required**

Specifies the beginning date of the payroll period to be paid for either the frequency or the range of frequencies specified.

PERIOD END DATE   Data Type: **Valid Date**   Length: **8**   Field Type: **Required**

Specifies the ending date of the payroll period to be paid for either the frequency or the range of frequencies specified.

CHEQUE DATE   Data Type: **Numeric**   Length: **8**   Field Type: **Required**

Specifies the date to be printed on the employee's cheque or advice. This date is used to prevent an employee from being paid more than once a pay period. The date specified is used as the key in the Earnings History file for all transactions processed including manual pays and reversals. The date used must be unique to allow for a cheque restart or to reproduce a payroll from the Earnings History file. The cheque date allows for consolidated registers to be produced from the Earnings History file by merging the two cheque dates of a pay period.

P T   Data Type: **Alphanumeric**   Length: **1**   Field Type: **Required**

Indicate the type of payroll calculation processing desired. Acceptable values are:

Value	Description
1	Use this value to perform only labour distribution processing. Prorated employee pay rates are to be passed to labour distribution. Labour distribution records are to be generated for automatic pay in addition to pay transactions entered.
	If the company is set up to run labour weekly (**1** on the H0CCS screen), no labour distribution records will be added to the Earnings History file. Otherwise, labour distribution is considered to be an entire pay period and will be updated onto the Earnings History file. Labour reports may be produced in either case.
2	Use this value to perform both payroll calculations and labour distribution processing. Prorated employee pay rates are to be passed to Labour Distribution. This value will allow for rates on cheques. If you have previously processed labour for this pay period, you must use the same cheque date used in the labour only run, in order to replace labour distribution results.
3	Use this value to perform only payroll processing. This value does not allow multiple rates to be printed on cheques, but prints average rates on cheques. All types of pay will be processed.
4	Use this value to perform labour distribution processing; standard employee rates instead of prorated rates, are to be passed to labour distribution.
	If the company is set up to run labour weekly, no labour distribution records will be added to the Earnings History file. Otherwise, labour distribution is considered to be an entire pay period and will be updated onto the Earnings History file. Labour reports may be produced in either case.

(continued)

Value	Description
5	Use this value to pay employees who were not paid during the previous regular pay cycle. For example, those employees who are not automatically paid and failed to submit timecards. In addition: • If a shift code is entered on a 7*XX* transaction, shift pay will be paid in addition to the regular special pay. • Labour distribution will be processed using prorated rates. • Rates on cheques are honored. • Manual pays/reversals/reissues will be processed.
9	Use this value to process special pay transactions and manual pay/reversal/reissue transactions. The regular pay transactions will be recycled. Labour is processed with prorated rates. Rates on cheques will be allowed. Deduction overrides will be recycled. Cheque date must be different than previously used.
A	Use this value to pay employees who were not paid during a previous pay cycle. For example, those employees who are not automatically paid and fail to submit timecards. This value will allow you to pay terminated and on leave employees (employee status 2 & 3) regular and special pays with time card input. Labour distribution will be processed using prorated rates. Rates on cheques may be used. Manual pays/reversal/reissue transactions will be processed. Values 7, 8, and 6 are used when payroll is processed prior to the period ending date and the actual amounts of shift and overtime to be paid are not known. Type 7 is used for the regular payroll. Type 6 and 8 are used to issue separate cheques for the supplemental payments. Type 6 and 8 runs cannot be used for employees coded "all over standard" for overtime.
M	Process manual pay/reversal/reissue transactions. All regular pay, special pay, and deduction overrides will be recycled to pending. Labor is processed with prorated rates. Check date must be different than previously used.

(continued)

Value	Description
7	Use this value for regular pay, automatic special pay, and transaction special pay.

Regular Pay:

- Will be generated for no-timecard-required employees

- A regular pay transaction entered without a shift code is for regular pay only

Shift Pay:

- Shift pay transactions for the current period will be recycled

- Automatic shift pay will not be generated

- A transaction entered with a shift code is for shift pay only

Overtime Pay:

- Overtime transactions for the current period will be recycled

- All over standard overtime will be paid if included in regular hours

Late Pay Transactions:

- All transactions will be processed

- Automatic shift pay will not be generated

- Shift pay on overtime hours will not be generated

- A transaction entered with a shift code is for shift pay only

- A regular pay transaction entered without a shift code is for regular pay only

Labour distribution will be processed using prorated rates. Manual Pays/Reversals/Reissues will be processed.

(continued)

Value	Description
8	Use this value to pay automatic shift, transaction shift, and transaction overtime pay.
	Note: If a pay transaction contains regular and overtime and is not a late pay transaction or shift pay (shift indicator set to a 2 or 3), the transaction will be recycled.
	Regular Pay:
	▪ Regular pay transactions will be recycled
	▪ Regular pay for no timecard-required employees will not be generated
	Special Pays:
	▪ Special pay transactions will be recycled
	▪ Automatic special pay will not be generated
	Shift Pay:
	▪ Automatic shift pay will be paid to no-timecard-required, permanent shift employees if a shift pay transaction is not entered
	▪ Shift pay on overtime hours (hours reported only) will be paid
	Late Pay Transactions:
	▪ All late pay transactions will be processed
	▪ Late transactions for regular pay will not generate automatic shift pay
	▪ Late transactions for overtime pay will not generate automatic shift pay on overtime hours. Labour distribution will be processed using prorated rates. Manual pays/reversals/reissues will be processed and rates on cheques may be used. Cheque date should be different from prior pay run.

(continued)

Value	Description
6	Use this value to pay employees who were not paid during the CTL pay type 7 and/or 8 runs.
	Regular Pay:
	▪ Timecard-not-required employees must have a regular pay transaction entered
	Shift Pay:
	▪ Shift hours must be entered on a separate transaction if the shift pay is in addition to regular pay
	Overtime Hours:
	▪ Shift pay on overtime hours will not be paid if overtime hours are entered
	The cheque date must be different from the cheque date used in the CTL pay type 7 and/or 8 pay run.
	Labour distribution will be processed using prorated rates and rates on cheques will be allowed. Manual pays/reversals/reissues will be processed. All late transactions will be processed. Late transactions for overtime pay will not generate shift pay on overtime hours. Use of the symbols **+** or **-** in adjustments is not allowed.
M	Process manual pay/reversal/reissue transactions. All regular pay, special pay, and deduction overrides will be recycled to pending. Labor is processed with prorated rates. Check date must be different than previously used.

Note: Using values **5**, **6**, **9** and **A** & **M** require a transaction for each employee who is to be paid. These values may not be processed along with normal payroll processing (PT values: **1**, **2**, **3**, **4**, **7**, and **8**) for the same company.

Considerations for using Transaction Required Pay Types

Deduction Processing.   Percentage deductions will be calculated and processed during this pay cycle for employees not paid in prior pay run and paid in this pay cycle. Recycled deductions from prior pay run will be released and processed for employees paid during this pay cycle. The following tables illustrate deduction processing.

Legend	
NP	Not processed
CR	Calculated and recycled (Labour-only runs do not recycle deductions)
CP	Calculated and processed

Regular Pay Run (PT= 1, 2, 3, 4, and 7)/Employee Not Paid

MAND Field (H0VCD)	AMT /PCT Field (H0ZDC)	
	PCT Ded	AMT Ded
0	NP	NP
1	NP	CR
2	NP	CR
4	NP	CP
6	NP	NP
8	NP	CR

Supplemental Pay Run (PT= 5, 6, 8 and A)/Employee Is Paid

MAND Field (H0VCD)	AMT /PCT Field (H0ZDC)	
	PCT Ded	AMT Ded
0	CP	CP
1	CP	8*XX* from Pending file processed.
2	CP	8*XX* from Pending file processed.
4	CP	NP
6	CP	CP
8	CP	8*XX* from Pending file processed.

Deduction Processing Example. Employee number 66 is timecard-required and is set up for the following deductions:

- Ded No 01 (Mandatory percentage deduction)

- Ded No 02 (Mandatory amount deduction)

- Ded No 03 (Voluntary percentage deduction)

- Ded No 04 (Voluntary amount deduction)

A timecard was not entered for employee number 66 during the pay run of 10/01/87 through 10/07/87 and the employee was not paid. The results of this pay run for employee number 66 were:

- Ded No 01 - Could not be calculated due to the absence of regular pay

- Ded No 02 - Recycled mandatory amount

- Ded No 03 - Is not mandatory and was not calculated

- Ded No 04 - Is not mandatory and was not calculated

Another pay run is processed with a value of **5** in the PT field and a timecard is entered for employee number 66. The results of this pay run for employee number 66 are:

- Employee number 66 - Received regular pay

- Ded No 01 - Deduction amount calculated and deduction processed

- Ded No 02 - Released from Pending file and processed

- Ded No 03 - Deduction amount calculated and deduction processed

- Ded No 04 - Processed

HS | **Data Type: Numeric**   **Length: 1**   **Field Type: Optional**

Indicate whether or not a company is to be processed with batches out-of-balance. This field is used in conjunction with the BATCH BALANCE SWITCH on the H0CFL screen.

Acceptable values are:

Value	Description
0	PAY040 will process
1	PAY040 will recycle all transactions covered by the CTL transaction, regardless of balances
2	PAY040 will process all transaction covered by the CTL regardless of the balances

Note: For more information on the use of the HOLD SWITCH and the BATCH BALANCE SWITCH fields, refer to the section on Using the IBC Transaction in this chapter.

PS   **Data Type: Numeric**   **Length: 1**   **Field Type: Optional**

Indicate whether transactions are to be released from the Pending Master file.

Acceptable values are:

Value	Description
0	Release all transactions
1	Release pay transactions only
2	Release maintenance transactions only
3	Release no transactions; used to print transactions to be released

B S   **Data Type: Numeric**   **Length: 1**   **Field Type: Optional**

Indicate whether calculation transactions should be listed by the Batch Balance program.

Acceptable values are:

Value	Description
0	Print all transactions on the next processing cycle; in addition, perform balancing operations
1	Print only batch and company summaries
2	Print a summary of out-of-balance batches only; do not print transactions and do not perform batch balancing
3	Suppress all printing

# OF BCHS	**Data Type: Numeric**	**Length: 3**	**Field Type: Optional**

Specify the number of batches entered for this company. This total will normally equal the number of IBC transactions and will cause the company to be held if all batches are not present.

RI	**Data Type: Numeric**	**Length: 1**	**Field Type: Optional**

Indicate whether or not to place transactions on the Pending file after a labour-only run has been processed. This is valid only for weekly labour processing, if non-weekly payrolls.

Acceptable values are:

Value	Description
0	Do not recycle to the Pending file
1	Recycle to the Pending file

EDIT DATES fields

Specify a range of dates which is used in combination with the excessive hours and missing timecard edits established on the company header record using the H0CCS screen. If a date range is not entered, the excessive hours and missing timecard edits will consider all timecards, rather than those within a specific date range.

FROM	**Data Type: Numeric**	**Length: 4**	**Field Type: Optional**

Use the EDIT DATES FROM field to specify the low date in the date range..

TO	**Data Type: Numeric**	**Length: 4**	**Field Type: Optional**

Use the EDIT DATES TO field to specify the high date in the date range.

LABOUR POST   Data Type: **Valid Date**   Length: **8**   Field Type: **Optional**

Specify a date that indicates when labour distribution records are available for posting. This date must fall within the range of dates specified in the PERIOD BEG-DT and PERIOD END-DT fields. Any labour distribution entries which are generated for timecard input and have dates which fall on or after the labour post date will be available for posting. If a date is not entered, all labour distribution entries will be considered for posting.

This date is intended primarily to control labour distribution posting to the proper month-to-date accumulators on the H1O01 and H1P01 screens when a pay period spans more than one month.

If a company runs weekly labour timecards which are being processed and pended due to the recycle indicator on the CTL transaction on a labour-only run, they may be posted and reported, but are not added to the Earnings History file. To prevent posting from occurring more than once for the same timecard, the post date may be entered on the subsequent pay and labour run. These transactions will be updated only to the Earnings History file when the labour distribution flag indicates period labour, and a labour and pay run is made at that time.

For reporting purposes, a field in the Labour file named PREV-LAB-FLAG is used to select labour records from transactions which may have already been reported. A value of **zero** in this flag indicates that no labour has previously been produced from the transaction. A value of **1** indicates that the transaction has previously been processed on a labour-only, weekly labour run. For example:

Run 1 Weekly Labour.   Transactions are processed and all labour records would be zero.

Run 2 Pay and Labour Biweekly.   Transactions which were the remaining transactions will have a zero. Report Writer reports may access the flag for selection. The labour post date can be used to select records that are posted. If posting was requested on the weekly labour run, then the post date would indicate the first day of the second week.

Note: The post date will only control labour distribution generated due to timecard input.

CTD Transactions Fields

CTD PY1/PY2   **Data Type: Valid Date**   **Length: 1**   **Field Type: Key**

If a CTD transaction is entered, the frequencies must match the CTL PY1/PY2 on the corresponding CTL transaction. Use the HSCTD Payroll Frequency1/Payroll frequency 2 Values field to accomplish this match.

I E

Value	Description
0	Normal deduction processing
I	Withhold only deduction # following
E	Withhold all scheduled deductions except deduction # following

DEDUCTION NUMBER   **Data Type: Numeric**   **Length: 3**   **Field Type: Optional**

Use the Deduction Number field to include or exclude according to <u>switch</u> value, deduction number 001-250.

CK1 and CK2 Transaction Fields

FORM CODE   **Data Type: Numeric**   **Length: 3**   **Field Type: Optional**

Specify the forms code of the payroll cheque for which these numbers are to be produced. Separate transactions must be entered for each bank on which cheques are to be drawn.

When processing multiple companies with the same forms code, CK1 and CK2 transactions should be entered on company zero.

If it is necessary to specify separate beginning cheque numbers for multiple companies using the same cheque stock, set each company's report up with a different forms code and specify that forms code on the CK1 and CK2 transactions along with the appropriate beginning cheque number.

TRN CDE CK1 CK2   These transactions control the numbering of cheques and bonds, and also initiate a cheque restart. Enter the cheque number information on the line with the appropriate transaction.

The CK1 transaction specifies payroll cheque numbers. This transaction will be ignored if:

- Employee pay calculations do not occur

- A BYP transaction is not entered if a cheque restart was requested

The CK2 transaction provides additional high and broken stack numbers.

CC   **Data Type: Numeric**   **Length: 1**   **Field Type: Optional**

Indicate whether this is a cheque restart.

Acceptable values are:

Value	Description
0	Produce numbers for the specified forms
1-5	Initiate restart, the number indicates the high cheque number after which cheque reprocessing will begin

Note: A BYP transaction must be used to indicate the presence of the Current Pay file. The Current Pay file from the payroll run to be restarted, must be present and payroll calculation must not be performed for any company during this run.

1-LOW CQNO   **Data Type: Numeric**   **Length: 10**   **Field Type: Optional**

Specify the initial low number to be assigned to payroll cheques. For cheque restarts, specify the initial low number entered on the previous run. The system will use the first two cheque numbers for printer adjustment.

1ST HI CQ#

Data Type: Numeric   Length: 10   Field Type: Optional

Specify a cheque number after which a change will be made due to missing items. For cheque restart, the high number is the last cheque produced correctly.

1ST BROK #

Data Type: Numeric   Length: 10   Field Type: Optional

Specify the cheque number to be used after the high number is reached. For cheque restart, the broken stack number is used as the first good item to be produced.

2ND HI CQ# through 5TH HI CQ#

Data Type: Numeric   Length: 10   Field Type: Optional

Specify an additional high number which would be used in the event of multiple broken stacks or if a restart after a broken stack has been used.

2ND BROK # through 5TH BROK #

Data Type: Numeric   Length: 10   Field Type: Optional

Specify a broken stack number used in the same manner as 1ST BROK# discussed previously. It would be the first item written as either a broken stack or a restart with a **2** in the CONTROL (C) field.

Deduction Processing

Examples: Percentage deductions will be calculated and processed during this pay cycle for employees not paid in prior pay run and paid in this pay cycle. Recycled deductions from prior pay run will be released and processed for employees paid during this pay cycle. The following charts illustrate deduction processing.

Legend	
NP	Not processed
CR	Calculated and recycled (Labour-only runs do not recycle deductions)
CP	Calculated and processed

Regular Pay Run (PT= 1, 2, 3, 4, and 7)/Employee Not Paid

MAND Field (H0VCD)	AMT /PCT Field (H0ZDC)	
	PCT Ded	AMT Ded
0	NP	NP
1	NP	CR
2	NP	CR
4	NP	CP
6	NP	NP
8	NP	CR

Supplemental Pay Run (PT= 5, 6, 8 and A)/Employee Is Paid

MAND Field (H0VCD)	AMT /PCT Field (H0ZDC)	
	PCT Ded	AMT Ded
0	CP	CP
1	CP	8*XX* from Pending file processed.
2	CP	8*XX* from Pending file processed.
4	CP	NP
6	CP	CP
8	CP	8*XX* from Pending file processed.

Deduction Processing Example.   Employee number 66 is timecard-required and is set up for the following deductions:

- Ded No 01 (Mandatory percentage deduction)

- Ded No 02 (Mandatory amount deduction)

- Ded No 03 (Voluntary percentage deduction)

- Ded No 04 (Voluntary amount deduction)

A timecard was not entered for employee number 66 during the pay run of 10/01/87 through 10/07/87 and the employee was not paid. The results of this pay run for employee number 66 were:

- Ded No 01 - Could not be calculated due to the absence of regular pay

- Ded No 02 - Recycled mandatory amount

- Ded No 03 - Is not mandatory and was not calculated

- Ded No 04 - Is not mandatory and was not calculated

Another pay run is processed with a value of **5** in the PT field and a timecard is entered for employee number 66. The results of this pay run for employee number 66 are:

- Employee number 66 - Received regular pay

- Ded No 01 - Deduction amount calculated and deduction processed

- Ded No 02 - Released from Pending file and processed

- Ded No 03 - Deduction amount calculated and deduction processed

- Ded No 04 - Processed

Paying Terminated Employees Using the PT Field

You can pay terminated employees (EMPLOYEE STATUS field on H0BES screen is **3**) by entering an **A** in the PT field of the CTL transaction. The following guidelines should be used when using the **A** value.

- Timecards must be entered (may include 700, 7*XX*, or 9*XX* pay transactions)

- Period from and period to dates must match legitimate dates of a pay frequency; for example, if the pay frequency is weekly, then the dates must match a weekly pay period

- You can enter any cheque date

MCK - Cheque Message Transaction

This transaction allows you to supply a 61-character message that will print on the cheque stub. It may be input at either the company level to supply a message for all employees within a company or at the employee level to provide a message on a specific employee's cheque. If input, the cheque message is valid during the processing run in which it is entered. This entry will not carry over to the next run.

Fields

COMPANY

Data Type: Numeric   **Positions: 1-5**   **Field Type: Required**

Enter the company number for which the message is intended or the company number in which the individual employee is assigned.

EMPLOYEE NUMBER

Data Type: Numeric   **Positions: 6-15**   **Field Type: Optional**

Omit this field if you want the message printed for all employees within a company. If this field is used, the message applies only to the specific employee entered and overrides the company message if printed.

TCD

Data Type: Alphanumeric   **Positions: 16**   **Field Type: Optional**

If the employee number field is entered, you must enter the valid TCD for the employee number or an **X**. This field is used to verify the employee number.

CHEQUE MESSAGE

Data Type: Alphanumeric   **Positions: 20-80**   **Field Type: Required**

Enter up to 61 characters. This message will print on line 14 of the cheque stub and will print instead of vacation and sick units. Vacation and sick units are specified with BREAK FLAG 1 for Reports 1 and 80 on the H0XCR screen.

Pending File Maintenance

The HCM:M Payroll system places transactions on the Pending file using two methods.

The first method is based on the transaction effective date or when pay transactions are entered without a corresponding CTL transaction (HSCTM screen) during processing in PAY020.

The second method is based on situations encountered by PAY040. This recycling will occur under the following conditions:

- A company is to be held because it contains out-of-balance batches or because the HSCTM screen contains a **1** in the hold switch (HS) field.

- A deduction could not be withheld from the employee's pay and was defined by the company to be mandatory.

- Deduction transactions were not processed for an employee who was not paid.

- An income tax could not be withheld from an employee's pay.

Releasing/Printing Transactions on the Pending file

To release or print transactions from the Pending file, follow these steps.

Step	Action
1	Determine if you want all or selected transactions released/printed from the Pending file.
2	If you want transactions released, enter the date from which you want them released and indicate which transactions you want released by filling in the RELEASE EFF and REL fields.
3	If you want a printout of transactions on the Pending file, enter a **3** in the REL field and the date for which you want transactions with a date equal to or prior to the print date.

Maintenance of the Pending File

The following list shows you how to make adjustments to the Pending file using the BFM transaction on the HSBFM Data Entry screens.

▪ To delete transactions from the Pending file, enter the transaction code and effective date for those transactions you want to delete.

Note: The TRC CD field was not expanded on the BFM transaction to accommodate the incread number of pays allowed with the 12.00 release. Deletion of timecard transactions by special pay and/or deduction number cannot be executed using the BFM transaction. Instead use the H1K01 screen to delete pay transactions online.

▪ To delete all transactions for a company, enter the company number in the COMPANY field and ***#$** in the TRC CD field.

▪ To delete all transactions for an active individual employee who has been terminated, enter the company number, the employee number and TCD or an **X**, and the start date (enter in the EFF DT field) from which you want all pending transactions deleted.

▪ To delete all transactions with sequence numbers 200 through 800 which were entered on a specific date, enter the date in the ENTRY DT field and **200** in the SEQ NO1 field and **800** in the SEQ NO2 field.

▪ To delete all transactions for an employee, enter only the company number and employee number and TCD or an **X**.

▪ To delete transactions that were entered into the system on July 15 and have an effective date of September 15, enter **07152001** in the ENTRY DT field and **09152001** in the EFF DT field.

Using the Batch Maintenance Function (Batch Only)

You can also replace or add transactions to an existing batch using the BFM and IBC transactions.

Step	Action
1	Enter a BFM transaction with a BFM Function code of **B**, the company number, entry date, batch number, and number of entries. Do not enter any other fields.
2	Optionally enter an IBC transaction for the batch and the new control totals.
3	Enter the transactions that are to be added or replaced in the batch. These 700, 8XX or 9XX transactions will be added or will replace existing transactions depending on the contents of the COMPANY field.
	■ To add a transaction to the batch, leave the COMPANY field **blank**.
	■ To replace an existing transaction, the COMPANY field should contain the sequence number of the transaction which is to be replaced.

Notes:

1. Make sure that the number of entries entered on the BFM transaction (Step 1) matches the number of transactions to be added or replaced (Step 3).

2 Separate BFM transactions are generated for each transaction entered in Step 3. Because of this, there is a limit of 99 transactions per BFM transaction.

3 It may be necessary to use the delete function as well as the batch maintenance function to bring a batch into balance.

HSBFM - Pending File Maintenance

```
> GU   _____  ON HSBFM


                    -------PENDING FILE MAINTENANCE--------

 _   COMPANY--> 00000 PAGE NUMBER--> 00000

EMPLOYEE NO   TCD TRN  RELEASE EFF  REL   PRINT DATE
0000000000    _   REL    00000000     0    00000000


EMPLOYEE NO   TCD TRN   ENTRY DT  SEQ NO1  SEQ NO2  TRC CD   EFF DT
0000000000    _   BFM   00000000  0000000  0000000   ____    00000000
0000000000    _   BFM   00000000  0000000  0000000   ____    00000000
0000000000    _   BFM   00000000  0000000  0000000   ____    00000000
0000000000    _   BFM   00000000  0000000  0000000   ____    00000000
0000000000    _   BFM   00000000  0000000  0000000   ____    00000000
0000000000    _   BFM   00000000  0000000  0000000   ____    00000000
0000000000    _   BFM   00000000  0000000  0000000   ____    00000000
0000000000    _   BFM   00000000  0000000  0000000   ____    00000000
0000000000    _   BFM   00000000  0000000  0000000   ____    00000000
0000000000    _   BFM   00000000  0000000  0000000   ____    00000000
0000000000    _   BFM   00000000  0000000  0000000   ____    00000000


                                  05/07/01  14:07:15 1 M3LL DEVK ____
```

Screen Description

This data entry screen allows you to enter the data necessary to release transactions from the Pending file and to perform batch file maintenance.

REL Transaction Fields

Determines which transactions are to be released from the Pending file.

EMPLOYEE NO   **Data Type: Numeric**   **Length: 10**   **Field Type: Required**

Enter the employee number for whom you are releasing transactions.

TCD   **Data Type: Numeric**   **Length: 1**   **Field Type: Required**

Enter either the transpositional check digit or an **X** for the employee number entered in the EMPLOYEE NO field. The system uses this field to verify the employee number.

RELEASE EFF   **Data Type: Valid Date**   **Length: 6**   **Field Type: Optional**

Specify the date from which transactions are to be released. Transactions with an effective date equal to or prior to this date are released.

REL   **Data Type: Numeric**   **Length: 1**   **Field Type: Optional**

Indicate which transactions are to be released.

Acceptable values are:

Value	Description
0	Release all transactions
1	Release pay transactions only
2	Release maintenance transactions only
3	Do not release transactions, but print those that would be released based upon the print date

PRINT DATE   **Data Type: Valid Date**   **Length: 8**   **Field Type: Optional**

Specify the date on which the transactions are to be printed. All transactions that have an effective date equal to or prior to this date are printed. This date must be entered if the PENDING RELEASE SWITCH field is set to **3**.

A REL transaction (with a zero employee number) is automatically generated by the system, placing the pay period ending date from the CTL transaction for that company into the RELEASE EFFECT DATE field and PRINT DATE LIMIT field. The PENDING RELEASE SWITCH (PI) field from the CTL transaction is placed in the same field in the REL transaction. This transaction can be manually entered to override the transaction that is automatically generated. If a REL transaction is manually entered, it will override the automatically generated REL transaction.

BFM Transaction Fields

This transaction deletes transactions on the Pending Master file.

EMPLOYEE NO   Data Type: Numeric   Length: 10   Field Type: Optional

If an employee number is entered in this field, only transactions for this employee will be deleted. If this field contains **zeros**, transactions for an entire company will be deleted.

TCD   Data Type: Numeric   Length: 1   Field Type: Optional

Specify the transpositional check digit (TCD) for the employee number entered or an **X** to verify the employee number.

ENTRY DT   Data Type: Valid Date   Length: 8   Field Type: Optional

Specify the date of entry for the transaction(s) that are to be deleted. If this field is **blank** the SEQ NO1/NO2 fields must also be **blank** and transactions will be deleted without regard to either date of entry or sequence numbers. If this field is entered, SEQ NO1 must be entered and both the TRC CD and EFF DT fields must be blank.

SEQ NO1   Data Type: Numeric   Length: 7   Field Type: Optional

Specify the sequence number of the transaction(s) that are to be deleted. This field must be **greater than** zero if the ENTRY DATE field is **greater than** zero. If the EMPLOYEE NO field is not entered, this sequence number makes up the low end of a sequence number range used to delete transactions.

SEQ NO2   Data Type: Numeric   Length: 7   Field Type: Optional

Specify the high end of a sequence number range to be deleted. If this field is **zero** and if SEQ NO1 is **greater than** zero, SEQ NO1 will be moved in.

TRC CD   Data Type: Alphanumeric   Length: 3   Field Type: Optional

Specify the transaction code(s) to be deleted. Leave this field **blank** if you want to delete all transactions for an employee or a company. If this field is entered, ENTRY DT must be left blank.

To delete an entire company, this field must contain the symbols ***#$** and all other fields except COMPANY must be **blank**.

Note: The TRC CD field was not expanded on the BFM transaction to accommodate the increased number of pays allowed with the 12.00 release. Deletion of timecard transactions by special pay and/or deduction number cannot be executed using the BFM transaction. Instead use the H1K01 screen to delete the timecard online.

EFF DT   Data Type: Valid Date   Length: 8   Field Type: Optional

Specify the effective date of the transaction(s) that are to be deleted. If this field is left **blank**, the transaction(s) will be deleted without regard to an effective date. If this field is entered, ENTRY DT must be left blank.

H1K - Pending File

This DBID is used to view and deleted tranactions from the PENDING file online. Transactions containing a future effective date, recycled deductions and taxes, or pay transactions that are recycled are held on the Pending file for later processing. The H1K DBID has three screens that allow viewing and deletion of pended transactions online. All pended transactions have been edited, and in the case of pay transactions have been batch balanced if that was specified, so no updates or inserts are allowed. Deletions will be allowed, but a warning will be issued for a deletion of a pay transaction since that may result in an out of balance condition.

There are three screens in the H1K DBID;

- H1K01 - a screen showing all transactions - key data only

- H1K02 - by employee, showing the summary (key) data

- H1K03 - by employee, showing the key and the image of the transactions.

Two types of data are possible on the pending file. Update, or maintenance transactions that were loaded with effective future dates, and pay transactions that may be time card data being held until a pay control (CTL) transaction is processed, or a deduction or tax that is recycled (8xx transaction). These may be intermixed on the pending file and all three screens will show all of these. Quick Commands, explained following the screens can be used to filter to one type or the other.

Update and Quick Commands

The ONLY update possible is a 'D' to delete a Pended record. If you delete a pay type record a warning will first be issued, but the delete can still be done. Care should be used in deleting pay transactions since batches have been edited and no re editing will be done after the deletion. NO message is issued for deleting a maintenance transaction.

```
 > GU    *                                                    ON H1K01
                                                    LEVEL 01 LINK FROM COSLS
                        P E N D I N G   T R A N S A C T I O N S

       CO NO    EMPLOYEE    ENTRY DATE    SEQ  -EFF DATE- INSEQ   TRN   TYP

  ___   99500  99999999795  05/19/2000   3964              1     890    P
  ___   99500  99999999795  05/19/2000   3965                    808    P
  ___   99500  99999999795  05/19/2000   3965              1     808    P
  D__   99500  99999999795  01/01/2001    70                     807    P
  ___   99500  99999999795  01/01/2001    71                     867    P
  ___   99500  99999999795  01/01/2001    72                     808    P
  ___   99500  99999999842  05/19/2000   3966                    890    P
  ___   99500  99999999842  05/19/2000   3967                    892    P
  ___   99500  99999999842  05/19/2000   3968                    894    P
  ___   99500  99999999842  01/01/2001    73                     890    P
  ___   99500  99999999842  01/01/2001    74                     892    P
  ___   99500  99999999842  01/01/2001    75                     894    P




                                 04/26/01  12:15:56 1 M3LL DEVK ____
```

Quick Commands

All H1K screens have a 3 position 'Update' field. This is designed for use with one of the following 'Quick Commands' which allow you to specify which type of data (Pay or Update) you wish to see. These work on all H1K screens.

Command	Description
UPD	Sets mode to display only Update transactions
PAY	Sets mode to display only Pay transactions
ALL	Sets mode to display all transactions
OFF	Sets mode to display all transactions (Same as ALL)
/	'Brings up' current company/employee to top of screen

H1K01 - List Pending File Transactions

```
> GU _____ ON H1K01

                     P E N D I N G   T R A N S A C T I O N S

        CO NO    EMPLOYEE    ENTRY DATE    SEQ  -EFF DATE- INSEQ   TRN   TYP
   ___   _____  _____  _____  _____ _____ _____  ____   _
   ___   _____  _____  _____  _____ _____ _____  ____   _
   ___   _____  _____  _____  _____ _____ _____  ____   _
   ___   _____  _____  _____  _____ _____ _____  ____   _
   ___   _____  _____  _____  _____ _____ _____  ____   _
   ___   _____  _____  _____  _____ _____ _____  ____   _
   ___   _____  _____  _____  _____ _____ _____  ____   _
   ___   _____  _____  _____  _____ _____ _____  ____   _
   ___   _____  _____  _____  _____ _____ _____  ____   _
   ___   _____  _____  _____  _____ _____ _____  ____   _
   ___   _____  _____  _____  _____ _____ _____  ____   _
   ___   _____  _____  _____  _____ _____ _____  ____   _
   ___   _____  _____  _____  _____ _____ _____  ____   _
   ___   _____  _____  _____  _____ _____ _____  ____   _
   ___   _____  _____  _____  _____ _____ _____  ____   _
   ___   _____  _____  _____  _____ _____ _____  ____   _

                            05/08/01  11:36:13 1 M3LL DEVK ____
```

The first seven fields shown on this screen is the key to the pending file and are on all H1K screens. If using this screen to complete a BFM data entry or batch transaction to delete or replace single or multiple transactions, the key field INSEQ is not used on the BFM.

Field	Description
CO NO	Company number
EMPLOYEE	Employee number
ENTRY DATE	The Current Processing date (H0I date) that was in effect when the batch transaction was processed
SEQ	The current sequence number (H0I Current sequence) that was assigned to this transaction
EFF DATE	If specified the effective date placed on the transaction by the user

(continued)

Field	Description
INSEQ	generated transactions bear the same SEQ as the transaction that created them - this internal sequence is used to distinguish between such transactions. note the use of this field on the sample screen above for seq SEQ 7 and 20.
TRN	The Transaction code entered, or generated

The following field is only shown on the H1K01 screen, and is not a key field:

Field	Description
TYP	Not a key field, this internal field will have a 'U' for update, or a 'P' for a pay transactions.

H1K02 - Pending Transactions by Employee

```
> GU _____ ON H1K02

        P E N D I N G   T R A N S A C T I O N S   B Y   E M P L O Y E E

   COMPANY-->      EMPLOYEE NUMBER-->
   NAME->

     ENTRY DATE  SEQUENCE    -EFF DATE-  INSEQ   TRN
  ___ _____  _____   _____  _____  ___
  ___ _____  _____   _____  _____  ___
  ___ _____  _____   _____  _____  ___
  ___ _____  _____   _____  _____  ___
  ___ _____  _____   _____  _____  ___
  ___ _____  _____   _____  _____  ___
  ___ _____  _____   _____  _____  ___
  ___ _____  _____   _____  _____  ___
  ___ _____  _____   _____  _____  ___
  ___ _____  _____   _____  _____  ___
  ___ _____  _____   _____  _____  ___
  ___ _____  _____   _____  _____  ___
  ___ _____  _____   _____  _____  ___

                         05/08/01  11:36:14 1 M3LL DEVK ____
```

This screen is similar in contents to the H1K01, but breaks on employee and will show the employee name.

H1K03 - Pending Transactions Details

```
> GU _____ ON H1K03

         P E N D I N G    T R A N S A C T I O N S    D E T A I L S

    COMPANY-->      EMPLOYEE NUMBER-->
    NAME->

     ENTRY DATE SEQUENCE -EFF DATE-  INSEQ    /    TRN --- CONTENTS ---
  ___ _____ _____ _____  _____
              ___   _____
                    _____
          --- ----------------------------------------------------------
  ___ _____ _____ _____  _____
              ___   _____
                    _____
          --- ----------------------------------------------------------
  ___ _____ _____ _____  _____
              ___   _____
                    _____
          --- ----------------------------------------------------------


                                05/08/01  11:36:14 1 M3LL DEVK ____
```

In addition to the key data This screen shows the image of the batch transaction. This image is 'reversed generated' from the processed internal batch transaction, so may show, in some cases, fields not entered on the input transaction.

Update DATE/TIME

The DATE and TIME of the last change to the H0I. This could be a change via the H0I01 screen, or from any run of PAY010 that altered the current processing date and/or the current sequence number.

Create DATE/TIME

The DATE and TIME that the H0I01 is created or recreated. This when a full PAY030 restore takes place.

Chapter Contents

(continued)

Chapter Contents (continued)

Introduction

 Pay transactions are used to process your company's various payrolls. Use these transactions when processing:

- Timecard-required employees (700 transaction-HUA02/HUA03 screen)

- Additional pay rates (7*XX* transaction-HUB02 screen)

- Deduction overrides (8*XX* transaction-HUD02 screen)

- Special payments (9*XX* transaction-HUE02 screen)

- Special payments as regular payments (7*XX* transaction-HUC02 screen)

- Combined time reporting (700, 7XX, 8XX, 9XX transactions-HUF02 screen)

Retroactive Pay Generation

An import feature of the payroll system is the ability to generate adjustment pay transactions based upon the Earnings History file. Pay transactions may be generated for groups of employees within specified union code, job class code, and Workers' Compensation code ranges, or for single employees.

Pay Transaction Screens

The chart below lists the screens used in processing payrolls; the screen title; the maintenance allowed for each, *I* (insert) or *R* (replace); and the transactions associated with each screen.

Screen	Title	Maintenance	Transactions
HUA02	Standard Time Reporting	*I, R*	700
HUA03	Time Card Short	*I, R*	700
HUB02	Time Reporting for Additional Pay Rates	*I, R*	7*XX* (01-04)
HUC02	Special Payments as Regular Payments	*I, R*	7*XX*
HUE02	Special Payments		9*XX*
HUD02	Deduction Overrides	*I, R*	8*XX*
HUF02, HUF03	Combined Time Reporting	*I, R*	700, 7*XX*, 8*XX*, 9*XX*
HTZ01 and HTZ02	Retroactive Pay Generation 1 and 2	*I, r*	RT1, RT2, RT3, RT4, RT5

Key Fields

These fields contain values under which similar material is stored so it will be easier to find when you look for it.

COMPANY

Data Type: Numeric   **Length: 5**   **Field Type: Required**

Specify a company number between **1** and **99998** to which you are assigning the employee.

EMPLOYEE NUMBER

Enter the employee number with the transpositional check digit (TCD) for each employee whose cheque is being processed.

BATCH NUMBER

Data Type: Numeric   **Length: 4**   **Field Type: Key**

Enter the User-defined Batch number for this transaction. Use Batch numbers to group together timecards or edit for keying errors.

PAGE NUMBER

Data Type: Numeric   **Length: 5**   **Field Type: Key**

Enter the User-defined page number under which this transaction will run. A new page number is required for each screen of transactions you run under a specific batch number. When you fill one page, HCM:M brings up a new screen with an incremented page number.

Regular Pay Procedures

Routine pay procedures may sometimes become non-routine procedures because of the many options available such as pay type, pay frequency, and tax unit. For this reason, it is recommended that a company select one option for hourly and another for salaried personnel and use them as standard procedures. Other options should be used only as required to handle special cases. This will greatly simplify the input required for the company.

Batch Balancing and CTL Errors

The input transactions discussed in this chapter are required for paying timecard-required employees or exception pay for automatically-paid employees. These transactions are normally entered for each payroll. During an edit run, however, if batch balance and CTL errors occur, the transactions will be recycled to the Pending file until errors are corrected.

Automatic batch balancing is controlled by a switch on the company header record using the H0CFL screen. When this feature is used, the system automatically recycles (without paying the company) payroll processing input (batches) for the company including batches out-of-balance. On the next processing cycle, these batches may be balanced and the company paid. Provisions exist on the HSCTM screen to override batch balancing and to cause a company to be paid with either out-of-balance or missing batches.

Note: Please note that these transactions will update the employee's master records only when they are released from the Online Data Entry file, using the DEF transaction, or entered directly into the batch system. A company will not be paid until a CTL and CK1 (HSCTM screen) transaction is entered.

Pay Without Transactions

If an employee is to be paid without regular pay transactions (timecard not required), the employee will receive either a salary or an amount equal to the regular rate times the standard hours per pay period. In addition, an employee will receive shift pay on standard hours if coded with a permanent shift of 2 or 3.

The required entries were discussed with the H0BNF and H0BID screens in the Employee Input: General Information chapter of this guide. Even if an employee has been designated as a no-pay-transaction-required employee, i.e., paid by exception, a regular pay transaction may be submitted containing hours and rate, or an amount. The pay transactions submitted will override the Employee Master file. However, if the employee is designated as variable and the amount entered as the sum of the 700 transactions is less than the amount specified in the Employee Master file, the greater amount will be paid since this employee is guaranteed a salary.

If it is desired to override the labour distribution account number for a salaried employee, it is necessary to enter hours on regular pay transactions. In this case the employee will be paid regular salary, and this salary will be distributed between the labour distribution accounts, entered on the pay transactions based on the ratio of the hours associated with each account to the total regular hours.

If the employee is not coded as timecard-required, pay transactions can be entered to override the SALARY/RATE and HOURS field established on the Employee Master file.

Pay With Transactions

If the Employee Master file has been coded to indicate that the employee requires a regular pay transaction to be paid, a regular pay transaction must be entered for the employee to be paid on any pay cycle.

Should a salaried employee require regular pay transactions to be paid, any regular pay transaction containing at least .01 hours will cause this employee to be paid the employee's normal salary.

Special Pays as Regular Pays

Special pays may be paid as Regular Pay using transactions with a transaction code ranging from 01-250 on the 7XX entered on screen HUC01. The pay number field indicates the type of special pay being paid as regular pay. A user defined special pay to be paid as regular pay has a transaction code of 7XX with a pay number of 001 - 250. These transactions cause the use of special calculation routines for the calculation of pay, but trigger all normal processing that a regular 700 transaction would and the employee is treated as if he were receiving regular pay (e.g., timecard required, guarantee pay).

Note: If a 7*XX* or 9*XX* transaction is entered with **0** hours and **0** amount, the system will assume that the employee's regular rate and/or salary and standard hours are to be used in the calculation of the special pay.

Regular Pay Types

Several types of system-defined regular pays are included. These pays do not have to be established on Company Header Records before they are used. It is only necessary to submit a transaction.

The system-defined pays are:

- Sick Pay (050)

- Fully Taxed Sick Pay (052)

- Vacation Pay (060)

- Termination Pay (040)

- Bonus Pay (070)

- Leave Pay (041)

The procedures required to pay each of these pay types are discussed in topics in this chapter.

User-Defined Special Pay Types

Any User-defined special pay which use calculation 02 or 21 can also be paid as regular pays using a 7xx transaction. The user defined special pay will be taxed and treated as though it is regular pay.

Paying Hourly Employees - Pay Type 1

To pay hourly employees, it is necessary that the employee's RATE and STANDARD HOURS fields be entered first using the H0BID screen. Hourly employees may then be paid with or without a regular pay transaction.

Hourly Employees - No Timecard Required

The employee receives an amount equal to the rate from the Employee Master file times the standard hours plus shift differential if the employee is assigned to second or third shift. However, if any pay transaction is entered containing hours and/or amount, it will override the automatic calculation of the employee's standard hours times the employee's standard rate. If hours and a rate are entered for the employee, the rate specified in the Employee Master file will not be used; the rate and hours entered on the regular pay transaction will be used. If hours only are specified, that employee will be paid the rate from the Employee Master file times the hours entered.

Stop Pay Transactions To stop pay for a no-timecard-required employee, enter a blank 700 transaction (zeros in all HOURS and RATE/AMT fields).

Blank 700 transactions (stop pay transactions) are only valid during pay cycles where automatic regular pay processing occurs (CTL pay types 1-4), and are not valid with other CTL pay types.

The following should be considered when using a stop pay transaction:

■   On a regular CTL pay run (pay type 1-4), the presence of a stop pay transaction will force all other pay transactions to be recycled.

■   On other CTL pay types, stop pay transactions are not processed, but are recycled.

Hourly Employees - Timecard Required

Transactions containing either hours or hours and rate must be entered in order for this employee to be paid. If hours alone are entered, the rate from the Employee Master file will be used. If only an amount is entered, this amount will replace the employee's pay for this pay period only.

Paying Salaried Employees - Pay Type 2

Salaried employees may be paid either with or without regular pay transactions. If an employee is required to submit a regular pay transaction, any number of hours will cause the employee to receive his regular salary.

Salaried Employees - No Timecard Required

A salaried employee who has been coded as timecard-not-required will receive an amount from the Employee Master file each pay period. However, a regular pay transaction may be submitted containing hours and a rate or an amount. If such transactions are submitted, they will override the values in the Employee Master file for that pay period only. If a regular pay transaction is submitted with hours only entered, the hours will be recorded for labour purposes, but the employee will be paid the pay period salary from the Employee Master File.

Stop Pay Transactions To stop pay for a no-timecard-required employee, enter a blank 700 transaction (zeros in all HOURS and RATE/AMT fields).

Blank 700 transactions are only valid during pay cycles where normal regular pay processing occurs. It is not valid with special CTL pay type processing. Care should be taken when using this transaction because it will be pended if the CTL PAY TYPE field denotes special processing and the transaction will be released during the next regular pay cycle.

Salaried Employees - Timecard Required

If an employee is salaried and does not receive a regular pay transaction specifying at least .01 hours that employee will not be paid on this pay cycle. However, if a regular pay transaction is received containing any number of hours, that employee will receive his normal salary. Should hours be entered in addition to a rate or an amount (amount indicator equal to 1) on a regular pay transaction, the amount calculated or the amount entered will replace the employee's salary for this pay period. If an amount with no hours is entered for a salaried employee, then this amount will replace the salaried employee's salary for this pay period.

Note: If a 7*XX* is entered in addition to a regular pay transaction, it will override the regular pay. In order to pay regular pay also, a value of **2** must be entered in the amount indicator field on the 700 transaction. Without this value, hours will be updated but no regular pay will be generated.

Paying Variable Pay Employees - Pay Type 3

In the HCM:M Payroll system, a variable pay employee is defined as an employee who is guaranteed to receive a certain salary, regardless of the number of hours worked. If the employee works in excess of standard hours specified on the Employee Master file, he will receive extra pay. The hours in excess of standard hours will be multiplied times his hourly rate (Hourly Rate = Salary divided by Standard Hours). The product of his rate times excess hours will be added to his salary. If the employee works less than the standard hours, he will still receive his guaranteed salary.

Employees whose salary is guaranteed will require regular pay transactions in order to be paid. A variable pay employee will be paid the greater of the salary coded in the employee's Master file or the pay entered on a regular pay transaction.

Variable Pay Employees - No Timecard Required

A variable pay employee will receive the amount entered in the Employee Master if no transactions are entered for a pay period. If transactions are entered during a pay period, then the employee will receive the greater of the employee's salary or the amount entered on the transaction.

Variable Pay Employees - Timecard Required

A variable pay employee must receive a pay transaction in order to be paid. If only hours are entered, an extended rate is calculated by dividing the employee's salary by the employee's standard hours per pay cycle. The employee will always be paid the greater of the employee's salary or the money calculated by multiplying the hours entered on the regular pay transaction times either the extended rate or the rate on the transaction. An amount entered will replace the employee's salary only if it is greater than the employee's salary.

Paying Part-Time Employees - Pay Type 4

Part-time employees require regular pay transactions to be paid. These employees must also be assigned to a payroll and be paid with this payroll; however, a part-time employee may be paid for any number of hours.

Paying Pensioners - Pay Type 5

A pensioner is established and is assumed to be paid without regular pay transactions. To change the amount of pension for a specific pay period, enter a 700 transaction with the total amount to be paid entered in the REG RATE/AMT field. The amount of pension is stored in the Employee Master file in the PENSION field as well as GROSS PAY.

Pensioners are paid according to the amount entered in the SALARY or RATE field on the H0BNE or H0BID screen. The pensioner will be set up to be paid automatically by setting the TIME CARD STATUS to **1** on the H0BNE or H0BID screen.

Paying Limited Hourly Employees - Pay Type 6

In the HCM:M Payroll system, a limited hourly employee is defined as an employee who will have his pay limited to during a pay period exceed standard hours, only standard hours will be used to calculate pay. The hours in excess of standard hours will be passed to labour distribution for accurate labour cost accounting.

In order to pay limited hourly employees, it is necessary that the employee's RATE and STANDARD HOURS fields first be entered using the H0BID screen. Limited hourly employees may then be paid either with or without a regular pay transaction.

Limited Hourly - No Timecard Required

The employee receives an amount equal to the rate from the Employee Master file times the standard hours plus shift differential, if the employee is assigned to second or third shift.

- If an amount is entered on a regular pay transaction, this amount will be paid to the employee in place of standard hours times the standard rate.

- If hours and rate are entered for the employee, this will override the rate and standard hours specified in the Employee Master file.

- If hours only are entered on the timecard, pay will not be calculated using these hours times the rate from the Employee Master.

- Any hours in excess of Standard Hours will not be used in calculating pay. The hours in excess are passed to labour distribution.

Limited Hourly - Timecard Required

A timecard containing HOURS and/or RATE fields must be entered in order for this employee to be paid.

- If hours alone are entered, the rate from the Employee Master file is used.

- If an amount only is entered, this amount will replace the employee's pay for this pay period only.

- Any hours in excess of standard hours will not be used in calculating pay. The hours in excess are passed to labour distribution.

Paying Piece Rate Employees - Pay Type 7

In the HCM:M Payroll system, a piece rate employee is defined as an employee who will receive a guaranteed hourly rate. In addition, this employee may receive additional pay based on the number of pieces produced. Total piece rate pay is calculated as number of pieces times respective piece rate. The employee will receive the greater of total piece rate pay or total calculated salary (hours times hourly rate).

In order to pay piece rate employees, it is necessary that the employee's RATE and STANDARD HOURS fields first be entered using the H0BID screen. Piece rate employees may be paid either with or without a regular pay transaction.

Piece Rate Employee - No Timecard Required

The employee receives an amount equal to the rate from the Employee Master times the standard hours plus shift differential, if the employee is assigned to second or third shift.

However, if an amount is entered on a regular pay transaction, this amount will be paid to the employee in place of the employee's standard hours times the employee's standard rate. In this case, the regular pay transaction must contain a **+** in the adjustment indicator field (ADJ) of the regular pay transaction.

Piece Rate Employee - Timecard Required

Transactions containing hours plus number of pieces and the piece rate must be entered in order for this employee to be paid normally. In this case, a comparison is made between the product of hours entered times the rate in the Employee Master and the product of the number of pieces times the piece rate. The employee will be paid the greater of the two products on an individual timecard basis.

Paying Piece Rate Employees Based on an Hourly Rate.

Follow these steps to pay a piece rate employee based on an hourly rate only. Use the same procedure for both regular and overtime pay.

Step	Action
1	On the H0BBN screen, enter the employee's standard hourly rate (or overtime rate) in one of the four ADDITIONAL RATE fields.
2	Enter the number of the ADDITIONAL RATE field you used (**1**, **2**, **3**, or **4**) in the EX NO field on the HUB01 screen. Enter the number as **01**, **02**, **03**, or **04**.

The resulting 701, 702, 703, or 704 pay transaction can be entered instead of, or in addition to, 700 pay transactions containing piece rate earnings.

HUA02 - Standard Time Reporting

```
> GU    99500,0001,00001                                        ON HUA02

                       --------STANDARD TIME REPORTING---------

 __ COMPANY--> 99500 BATCH NUMBER--> 0001 PAGE NUMBER--> 00001

  EMPLOYEE   C TRN PROV   DEPT  O S D    DATE     DATE    HOURS    AMOUNT   A A
   NUMBER    D CDE LOCAL   SEC  T H E    FROM      TO                       D M
            (2ND LINE) DIV/OF        LABOUR CODE            WORKFIELD   J T
  0000000105 5 700 000000 33344 0 0 0 00000000 00000000  0000000 00000001200
                          111222         2000000000            00000000000  _ 0
  0000000105 5 700 000000 33344 0 0 0 00000000 00000000  0000000 00000001400
                          _____         2000000000            00000000000  _ 0
  0000000105 5 700 000000 33344 0 0 0 00000000 00000000  0000000 00000001100
                          AAABBB         2000000000            00000000000  _ 0
  0000000105 5 700 000000 CCCDD 0 0 0 00000000 00000000  0000000 00000001300
                          AAABBB          123               00000000000  _ 0
  0000000000 X 700 000000 _____ 0 0 0 00000000 00000000  0000000 00000000000
                          _____    _____   00000000000  _ 0
  0000000000 X 700 000000 _____ 0 0 0 00000000 00000000  0000000 00000000000
                          _____    _____   00000000000  _ 0



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```

Screen Description

This screen is used to enter employee's hours worked and other related information. This screen is the online data entry equivalent of the 700 transaction.

Fields

EMPLOYEE NUMBER Enter the employee number with the transpositional check digit (TCD) for each employee whose cheque is being processed.

PROV/LOCAL **Data Type: Numeric**   **Length: 6**   **Field Type: Optional**

Specify the employee's province/territory to which this input is related. These fields are used together by the system, and when entered, both codes must be provided. If entered, the province/territory code overrides the employee's primary province/territory code established on the Employee Master file. A list of province/territory codes is provided in the List of Province and Country Codes appendix. Province/territory codes must match an existing employee tax master record H0A01 to be valid. The system defaults to the province/territory codes in the Employee Master file.

Tax withholding will be calculated according to the rates for the province/territory indicated. Local code will normally be 000. However local code 0001 is used to record amounts to be reported on the T4A or Releve 2 reports.

DEPT/SEC   **Data Type: Alphanumeric**   **Length: 5**   **Field Type: Optional**

Specify the employee's Department and Section numbers for this input. Enter this field only to override the normal assignment. HCM:M uses these fields together. If you enter this field, you must provide both codes. An entry overrides the last five positions of the ORGANIZATION field on H0BID. For more information on this screen, see the HCM:M *Application Reference*.

If the new entry does not match existing labour records on the H1O01 (Labour Distribution Constant Data) screen, HCM:M issues a warning message.

OT   **Data Type: Numeric**   **Length: 1**   **Field Type: Optional**

Defines the Overtime Type hours entered in the HOURS field.

Acceptable values are:

Value	Description
1	Overtime resulting from this transaction is treated as overtime 1, which is standard employee overtime
2	Overtime resulting from this transaction is treated as overtime 2

SH   **Data Type: Numeric**   **Length: 1**   **Field Type: Optional**

Use the Shift Code field to indicate the shift an employee is working. The employee's SHIFT field on the H0BBN screen must contain a value of **2, 3,** or **4** (second, third, or no permanent shift).

Acceptable values are:

Value	Description
0	**Pay shift differential as coded on the H7M02 screen**.
1	Do not pay shift differential regardless of the value entered in the SHIFT field on the H7M02.
2	Pay second shift premium if the SHIFT field on the H7M02 screen equals a **3** or **4**.
3	Pay third shift premium if the SHIFT field on the H7M02 screen equals a **2** or **4**.

DE
Data Type: Numeric   **Length: 1**   **Field Type: Optional**

Use the Deduction Indicator field to indicate whether to stop payroll deductions temporarily for this employee. If you stop deductions on any regular pay transaction, HCM:M stops the deductions on all payments contained in the same Cheque.

Acceptable values are:

Value	Description
0	Withhold normal deductions from this payment.
8	Do not withhold deductions from this payment.
9	Withhold only banking deductions from this payment.

DATE FROM
Data Type: Valid Date   **Length: 8**   **Field Type: Optional**

Specify in MMDDCCYY format the beginning date of the pay period covered by this pay transaction. If this field is not entered, the system defaults to the PERIOD BEG-DT field on the HSCTM screen.

DATE TO
Data Type: Valid Date   **Length: 8**   **Field Type: Optional**

Specify in MMDDCCYY format the ending date of the pay period covered by this pay transaction. If this field is not entered, the system defaults to the PERIOD END-DT field on the HSCTM screen.

If the DATE FROM and DATE TO fields on this transaction differ from the PERIOD BEG-DT and PERIOD END-DT on the HSCTM screen, a separate cheque will be produced for this transaction and all others with matching from and to dates, unless the MULTI-CHEQUE CONTROL field on the company header record (H0CCS screen) indicates otherwise.

HOURS
Data Type: Date   **Length: 7**   **Field Type: Optional**

Specify the number of regular or overtime hours the employee worked this pay period. Enter 40.00 hours as **0004000**. HCM:M uses this field in conjunction with the RATE AMT field to calculate pay and to track the number of regular or overtime hours worked.

For employees whose OVERTIME STATUS field on the H0BBN (Employee Pay and Labor Information) screen is a value of **2** (all over threshold), enter **total** hours worked in this field and leave the OT field blank. HCM:M will pay overtime premium for hours worked over standard hours 1 and standard hours 2 fields on H0BID or H0BSC.

AMOUNT   **Data Type: Numeric**   **Length: 11**   **Field Type: Optional**

Specify a 6-decimal-place rate or a 2-decimal-place amount to pay the employee. For example, enter the rate of $10.50/hour as **10500000**, the amount of $120.00 as **12000**. If a rate is entered, it will override the rate on the Employee Master file. This field is used in conjunction with the HOURS field, the OT field, and the AMT field.

DIV/OF   **Data Type: Alphanumeric**   **Length: 6**   **Field Type: Optional**

Specify the employee's division and office codes for this input. Use this field only to override the first six positions of the ORGANIZATION field on the H0BID (Basic Employee Identification) screen. If you use this field, you must provide both codes. If the codes you enter do not match a labour distribution defined on the H1O01 (Labour Distribution Constant Data) screen, HCM:M issues a warning message.

LABOUR CD   **Data Type: Alphanumeric**   **Length: 22**   **Field Type: Optional**

Specify the labour distribution code for this input. Enter this field only to override the labour distribution code established on the H0BJ0 (Employee Job Description) or HLO01 (Supplemental Labour Distribution Data) screen. This field defaults to the labour code for the employee's normal assignment.

The new entry must match existing labour records on the H1O01 (Labour Distribution Constant Data) screen. If it does not, HCM:M issues a warning message.

WORKFIELD   **Data Type: Numeric**   **Length: 11**   **Field Type: Optional**

This field contains days worked or number of pieces produced as a two decimal place amount. Use this value only to obtain daily taxing for an employee whose pay type on H0BID or H0BSC screen contains a value of **4** (part-time); or, number of pieces for an employee whose pay type is **7**.

ADJ   **Data Type: Alphanumeric**   **Length: 1**   **Field Type: Optional**

Specify whether this pay transaction contains values used as an adjustment to the employee's current pay and hours or an adjustment to labour distribution records. If this field is entered, this transaction is given special treatment as follows:

■   A regular pay transaction is not considered to have been entered. This means that a no-timecard-required employee will still be paid automatically. For a timecard-required employee, a 700 transaction with a **+** or **-** in the ADJ field must be entered in addition to a regular pay transaction (700 transaction), or the adjustment will be ignored.

■   If second or third shift is indicated on the transaction, the hours and/or dollars entered will adjust only shift differential fields and will not adjust regular pay and/or hours. To adjust shift hours and dollars, both must be entered.

- If an employee is on a permanent shift and automatically paid, the hours on this transaction will be included in the shift calculations regardless of the shift code on the adjustment transaction. To prevent shift differential from being calculated, enter a 700 transaction with the employee's master file shift code, hours, dollars, and **-** in the ADJ field to reduce the automatically calculated shift amount.

- No other calculations, other than rate times hours, are performed on the data entered. This means that the hours and/or dollars entered are direct adjustments.

When entering adjustments on regular pay transactions, differentiation is made between hourly and salaried employees. For hourly employees, the regular AMOUNT field is assumed to contain a rate unless a **1** is entered in this field. For salaried employees, this field is assumed to contain an amount, unless regular hours are also entered and this field is blank. The chart below illustrates the relationship between pay type and the adjustment of regular hours and regular pay.

Pay Type	Salary Or Rate	Amt Ind	Regular Hours	Regular Rate/Amt	Adj Ind	Adj To Hours	Adj To Pay
Hourly	7.000000	Blank	10.00	Blank	+	10.00	70.00+
Hourly	7.000000	1	Blank	100.00	+	.00	100.00+
Hourly	7.000000	Blank	10.00	7.000000	+	10.00	70.00+
Hourly	7.000000	1	10.00	100.00	+	10.00	100.00+
Salaried	100.00	Blank	10.00	Blank	+	10.00+	.00+
Salaried	100.00	Blank	Blank	100.00	+	.00	100.00+
Salaried	100.00	1	10.00	100.00	+	10.00+	100.00+
Salaried	100.00	Blank	10.00	7.000000	+	10.00+	70.00+

Acceptable values are:

Value	Description
Blank	This transaction is not an adjustment.
+	Add data contained on this transaction to the employee's current fields.
-	Subtract data contained on this transaction from the employee's current fields. This value is normally used only with salaried employees to be docked.
A	Data contained on this transaction is a positive non-paid adjustment to an employee's labour distribution records.
J	Data contained on this transaction denotes it is a negative non-paid adjustment to an employee's labour distribution records.
1	Data contained on this transaction denotes non-paid units used in labour distribution processing.

AMT   **Data Type: Numeric**   **Length: 1**   **Field Type: Optional**

Defines the meaning of the AMOUNT field.

Acceptable values are:

Value	Description
0	AMOUNT field contains a six-decimal-place rate if you entered the HOURS fields; a two-decimal-place amount if you did not enter the HOURS fields.
1	AMOUNT field contains a two-decimal-place amount. Use this value to enter hours and a salary amount on the time card.
2	AMOUNT field is blank. Use this value when you want to pay salaried employees based on the hours entered, rather than their salary. HCM:M will calculate an hourly rate based on the PAY PERIOD SALARY on the H0BSC screen and STANDARD HOURS on the H0BID (Employee Id) or H0BSC (Employee Salary Change) screen and multiply it times the hours entered.

HUA03 - Time Card Short

```
> GU   99500,0001,00001                                        ON HUA03

                    ------------TIME CARD SHORT-------------

 __ COMPANY--> 99500 BATCH NUMBER--> 0001 PAGE NUMBER--> 00001

   EMPLOYEE   T TRN DEPT  O S D                                      A A
    NUMBER    C CDE SEC   T H E   HOURS  RATE / AMT   WORKFIELD      D M
            D      DIV/OF    D    (2ND LINE)   LABOR CODE            J T
   0000000105 5 700 33344 0 0 0  0000000 00000001200  00000000000   _ 0
                    111222                        2000000000
   0000000105 5 700 33344 0 0 0  0000000 00000001400  00000000000   _ 0
                    _____                        2000000000
   0000000105 5 700 33344 0 0 0  0000000 00000001100  00000000000   _ 0
                    AAABBB                        2000000000
   0000000105 5 700 CCCDD 0 0 0  0000000 00000001300  00000000000   _ 0
                    AAABBB                        123
   0000000000 X 700 _____ 0 0 0  0000000 00000000000  00000000000   _ 0
                    _____                  _____
   0000000000 X 700 _____ 0 0 0  0000000 00000000000  00000000000   _ 0
                    _____                  _____


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Screen Description

The HUA03 screen is a short version of the employee's time card. It has been designed so that the fields most frequently used immediately follow the EMPLOYEE NUMBER field. Using this screen results in rapid time card entry. Use this screen to enter employee's hours worked and other related information. This screen is the online data entry equivalent of the 700 transaction. The HUA03 screen uses the same fields as the HUA02 (Standard Time Reporting) screen except those listed here. If you need to enter these fields, use the HUA02 screen.

- PROVINCE/LOCAL

- DATE FROM

- DATE TO

Fields

EMPLOYEE NUMBER **Data Type: Numeric**   **Length: 10**   **Field Type: Required**

Enter the 10 digit Employee Number assigned to this employee. To enter multiple time cards for the same employee, enter the employee number and TCD only on the first time card on the screen. If you erase both the employee number and TCD on subsequent time cards, HCM:M assumes the last employee number entered.

TCD **Data Type: Numeric**   **Length: 1**   **Field Type: Required**

Enter the Transpositional check Digit (TCD) assigned to this employee. If you do not remember the TCD, enter an X and HCM:M will calculate it.

DEP/SEC **Data Type: Alphanumeric**   **Length: 5**   **Field Type: Optional**

Specify the employee's Department and Section numbers for this input. Enter this field only to override the normal assignment. HCM:M uses these fields together. If you enter this field, you must provide both codes. An entry overrides the last five positions of the ORGANIZATION field on the HIC01 (Position Table). For more information on this screen, see the HCM:M *Application Reference*.

The new entry must match existing labour records on the H1O01 (Labour Distribution Constant Data) screen. If it does not, HCM:M issues a warning message.

OT **Data Type: Numeric**   **Length: 1**   **Field Type: Optional**

Defines the Overtime Type hours entered in the HOURS field.

Acceptable values are:

Value	Description
1	Overtime resulting from this transaction is treated as overtime 1, which is standard employee overtime
2	Overtime resulting from this transaction is treated as overtime 2

SH

Data Type: Numeric   **Length: 1**   **Field Type: Optional**

Use the Shift Code field to indicate the shift an employee is working. The employee's SHIFT field on the H0BBN screen must contain a value of **2, 3,** or **4** (second, third, or no permanent shift).

Acceptable values are:

Value	Description
0	**Pay shift differential as coded on the H7M02 screen**.
1	Do not pay shift differential regardless of the value entered in the SHIFT field on the H7M02.
2	Pay second shift premium if the SHIFT field on the H7M02 screen equals a **3** or **4**.
3	Pay third shift premium if the SHIFT field on the H7M02 screen equals a **2** or **4**.

DED

Data Type: Numeric   **Length: 1**   **Field Type: Optional**

Use the Deduction Indicator field to indicate whether to stop payroll deductions temporarily for this employee. If you stop deductions on any regular pay transaction, HCM:M stops the deductions on all payments contained in the same Cheque.

Acceptable values are:

Value	Description
0	Withhold normal deductions from this payment.
8	Do not withhold deductions from this payment.
9	Withhold only banking deductions from this payment.

HOURS

Data Type: Numeric   **Length: 5.2**   **Field Type: Optional**

Specify the number of Hours the employee worked this pay period. Enter 40 hours as **0004000**. HCM:M uses this field in conjunction with the RATE AMT field and the AMT field.

Note: Cumulative current hours cannot exceed 99999.99 for an employee in the same pay run.

RATE AMT **Data Type: Numeric** **Length: 11** **Field Type: Optional**

Use the Rate or Amount field to specify either a 6-decimal-place rate or a 2-decimal-place amount to pay the employee. For example, enter the rate of $3.50/hour as **03500000** and the amount of $400.00 as **0040000**. If this field is entered, it will override the HOURLY RATE or PAY PERIOD SALARY on the H0BID, H0BSC screens. HCM:M uses this field in conjunction with the HOURS field and the AMT field. Rate entered will be multiplied by the ours entered to calculate pay.

WORKFIELD **Data Type: Numeric** **Length: 11** **Field Type: Optional**

The Workfield contains days worked or number of pieces produced as a two decimal place amount. Use this value only to obtain daily taxing for an employee whose pay type on H0BID - (Employee Id) or H0BSC- (Employee Salary Change) screen contains a value of **4** (part-time); or, number of pieces for an employee whose pay type is 7.

DIV/OF **Data Type: Alphanumeric** **Length: 6** **Field Type: Optional**

Specify the employee's division and office codes for this input. Use this field only to override the first six positions of the ORGANIZATION field on the H0BID (Basic Employee Identification) screen. If you use this field, you must provide both codes. If the codes you enter do not match a labour distribution defined on the H1O01 (Labour Distribution Constant Data) screen, HCM:M issues a warning message.

LABOUR CD **Data Type: Alphanumeric** **Length: 22** **Field Type: Optional**

Specify the labour distribution code for this input. Enter this field only to override the labour distribution code established on the H0BBN (Employee Pay and Labour Information) or H1501 (Supplemental Labour Distribution Data) screen. This field defaults to the labour code for the employee's normal assignment.

The new entry must match existing labour records on the H1O01 (Labour Distribution Constant Data) screen. If it does not, HCM:M issues a warning message.

ADJ **Data Type: Alphanumeric** **Length: 1** **Field Type: Optional**

Use the Adjustment Indicator field to specify whether this pay transaction contains values used as an adjustment to the employee's current pay and hours. Examples of adjusting employee pay are included in the "Using the HUA01 (Standard Time Reporting) Screen" section of this chapter.

Acceptable values are:

Value	Description
Blank	This transaction is not an adjustment.
+	Add data contained on this transaction to the employee's current fields.
-	Subtract data contained on this transaction from the employee's current fields. This value is normally used only with salaried employees to be docked.
A	Data contained on this transaction is a positive non-paid adjustment to an employee's labour distribution records.
J	Data contained on this transaction denotes it is a negative non-paid adjustment to an employee's labour distribution records.
1	Data contained on this transaction denotes non-paid units used in labour distribution processing.

AMT

Data Type: Numeric   **Length: 1**   **Field Type: Optional**

Use the Amount Indicator to define the meaning of the RATE AMT field.

Note: On the HUA02 screen this field also defines the meaning of the RATE AMT OT field.

Acceptable values are:

Value	Description
0	RATE AMT field contains a 6-decimal-place rate if you enter the HOURS field and a 2-decimal-place amount if you do not enter the HOURS field.
1	RATE AMT field contains a 2-decimal-place amount. If you enter the HOURS field, HCM:M uses the hours only for labour reporting.
2	RATE AMT field is blank. HCM:M uses the hours specified in the HOURS field with rates on the H0BID, H0BSC screens to calculate the amount of regular pay. For salaried employees, HCM:M automatically calculates an hourly rate based on the PAY PERIOD SALARY (H7MSC) and STANDARD HOURS (H0BBN).

HUB02 - Time Reporting for Additional Pay Rates

```
> GU    99500,0123,00001                                      ON HUB02


                    TIME REPORTING FOR ADDITIONAL PAY RATES

 __  COMPANY--> 99500 BATCH NUMBER--> 0123 PAGE NUMBER--> 00001

  EMPLOYEE    C T EX PROV  DEPT  O S D   DATE     DATE    HOURS   WORKFIELD  A
   NUMBER     D R NO LOCAL  SEC  T H E   FROM      TO                        D
              N           DIV/OF    D   LABOUR CODE (2ND LINE)               J
  0000000010 9 7 02 000000 33344 0 0 0 00000000 00000000 0000000 00000002300
                           111222         _____         _
  0000000000 X 7 00 000000 _____ 0 0 0 00000000 00000000 0000000 00000000000
                           _____         _____         _
  0000000000 X 7 00 000000 _____ 0 0 0 00000000 00000000 0000000 00000000000
                           _____         _____         _
  0000000000 X 7 00 000000 _____ 0 0 0 00000000 00000000 0000000 00000000000
                           _____         _____         _
  0000000000 X 7 00 000000 _____ 0 0 0 00000000 00000000 0000000 00000000000
                           _____         _____         _
  0000000000 X 7 00 000000 _____ 0 0 0 00000000 00000000 0000000 00000000000
                           _____         _____         _


                                03/08/06  11:48:29 1 M3LL SUPD ____
```

Screen Description

This screen allows you to enter employees' hours worked that should be paid at the additional rates established on the Employee Master file using the H0BBN screen. This screen is the online data entry equivalent of the 701-704 transactions.

Fields

EX NO

Data Type: Numeric　　　　**Length: 2**　　　　**Field Type: Required**

Specify the additional rate number, 01 through 04, for the rate being paid. The system treats the 701 through 704 transaction like a 700 transaction after it pulls the rate from the Employee Master file. If overtime hours are entered on an additional pay rate transaction, the system will use the additional pay rate to calculate overtime pay.

All remaining fields are entered the same as those on the HUA02 screen. Refer to online Help or the field descriptions for the HUA02 screen.

HUC02 - Special Payments as Regular Payments

```
> GUH   34000                                            ON HUC02


                    --SPECIAL PAYMENTS AS REGULAR PAYMENTS--

 __ COMPANY--> 34000 BATCH NUMBER--> 0038 PAGE NUMBER--> 00038

 EMPLOYEE   C     PAY PROV  DEPT  S D   DATE     DATE    HOURS   RATE / AMT  A
  NUMBER    D TRN  NO LOCAL  SEC  H E   FROM      TO                         U
                             DIV/OF  D  LABOUR CODE (2ND LINE)   WORKFIELD
 0000000325 9 7XX 106 000000 CCCDD 0 0 00000000 00000000 0000000 00000002000 1
                             AAABBB    _____ 00000000000
 0000000555 2 7XX 107 000000 _____ 0 0 00000000 00000000 0000000 00000002000 1
                             _____    _____ 00000000000
 0000000000 X 7XX 000 000000 _____ 0 0 00000000 00000000 0000000 00000000000 0
                             _____    _____ 00000000000
 0000000000 X 7XX 000 000000 _____ 0 0 00000000 00000000 0000000 00000000000 0
                             _____    _____ 00000000000
 0000000000 X 7XX 000 000000 _____ 0 0 00000000 00000000 0000000 00000000000 0
                             _____    _____ 00000000000
 0000000000 X 7XX 000 000000 _____ 0 0 00000000 00000000 0000000 00000000000 0
                             _____    _____ 00000000000


                              03/08/06  11:49:50 1 M3LL SUPD ____
```

Screen Description

This screen allows you to enter the information required to treat employees' special payments as regular. This screen is the online data entry equivalent of the 7*XX* transaction.

Fields

EMPLOYEE NUMBER   Enter the employee number with the transpositional check digit (TCD) for each employee whose cheque is being processed.

PROV/LOCAL   **Data Type: Numeric**   **Length: 6**   **Field Type: Optional**

Specify the employee's province/territory to which this input is related. These fields are used together by the system, and when entered, both codes must be provided. If entered, the province/territory code overrides the employee's primary province/territory code established on the Employee Master file. A list of province/territory codes is provided in the List of Province and Country Codes appendix. Province/territory codes must match an existing employee tax master record H0A01 to be valid. The system defaults to the province/territory codes in the Employee Master file.

Tax withholding will be calculated according to the rates for the province/territory indicated. Local code will normally be 000. However local code 0001 is used to record amounts to be reported on the T4A or Releve 2 reports.

DEPT/SEC   **Data Type: Alphanumeric**   **Length: 5**   **Field Type: Optional**

Specify the employee's Department and Section numbers for this input. Enter this field only to override the normal assignment. HCM:M uses these fields together. If you enter this field, you must provide both codes. An entry overrides the last five positions of the ORGANIZATION field on H0BID. For more information on this screen, see the HCM:M *Application Reference*.

If the new entry does not match existing labour records on the H1O01 (Labour Distribution Constant Data) screen, HCM:M issues a warning message.

SH   **Data Type: Numeric**   **Length: 1**   **Field Type: Optional**

Use the Shift Code field to indicate the shift an employee is working. The employee's SHIFT field on the H0BBN screen must contain a value of **2, 3,** or **4** (second, third, or no permanent shift).

Acceptable values are:

Value	Description
0	**Pay shift differential as coded on the H7M02 screen**.
1	Do not pay shift differential regardless of the value entered in the SHIFT field on the H7M02.
2	Pay second shift premium if the SHIFT field on the H7M02 screen equals a **3** or **4**.
3	Pay third shift premium if the SHIFT field on the H7M02 screen equals a **2** or **4**.

DE   **Data Type: Numeric**   **Length: 1**   **Field Type: Optional**

Use the Deduction Indicator field to indicate whether to stop payroll deductions temporarily for this employee. If you stop deductions on any regular pay transaction, HCM:M stops the deductions on all payments contained in the same Cheque.

Acceptable values are:

Value	Description
0	Withhold normal deductions from this payment.
8	Do not withhold deductions from this payment.
9	Withhold only banking deductions from this payment.

DATE FROM

Data Type: Valid Date **Length: 8** **Field Type: Optional**

Specify in MMDDCCYY format the beginning date of the pay period covered by this pay transaction. If this field is not entered, the system defaults to the PERIOD BEG-DT field on the HSCTM screen.

DATE TO

Data Type: Valid Date **Length: 8** **Field Type: Optional**

Specify in MMDDCCYY format the ending date of the pay period covered by this pay transaction. If this field is not entered, the system defaults to the PERIOD END-DT field on the HSCTM screen.

If the DATE FROM and DATE TO fields on this transaction differ from the PERIOD BEG-DT and PERIOD END-DT on the HSCTM screen, a separate cheque will be produced for this transaction and all others with matching from and to dates, unless the MULTI-CHEQUE CONTROL field on the company header record (H0CCS screen) indicates otherwise.

PAY NO

Data Type: Numeric **Length: 3** **Field Type: Required**

Specify either a user-defined special pay (005-250), sick pay (050 or 052), or vacation pay (060) that you want paid to the employee as regular pay.

Acceptable values are:

Value	Description
005-250	Defined using the H0WCP screen, using calculation 2
052	Fully taxed sick pay, tax as if regular pay
060	Vacation pay

HOURS

Data Type: Numeric **Length: 7** **Field Type: Optional**

Specify the number of hours to be associated with this special pay with 2 decimal places; for example, enter 40 hours as **004000**.

Note: Cumulative current hours cannot exceed 99999.99 for an employee in the same pay run.

RATE/AMT   **Data Type: Numeric**   **Length: 11**   **Field Type: Optional**

Specify a 6-decimal-place rate or a 2-decimal-place amount to pay the employee. For example, enter the rate of $10.50/hour as **10500000**, the amount of $120.00 as **12000**. If a rate is entered, it will override the rate on the Employee Master file. This field is used in conjunction with the HOURS field, the OT field, and the AMT field.

DIV/OF   **Data Type: Alphanumeric**   **Length: 6**   **Field Type: Optional**

Specify the employee's division and office codes for this input. Use this field only to override the first six positions of the ORGANIZATION field on the H0BID (Basic Employee Identification) screen. If you use this field, you must provide both codes. If the codes you enter do not match a labour distribution defined on the H1O01 (Labour Distribution Constant Data) screen, HCM:M issues a warning message.

LABOUR CODE   **Data Type: Alphanumeric**   **Length: 22**   **Field Type: Optional**

Specify the labour distribution code for this input. Enter this field only to override the labour distribution code established on the H0BJ0- (Employee Job Description) or HLO01 (Supplemental Labour Distribution Data) screen. This field defaults to the labour code for the employee's normal assignment.

If the new entry does not match existing labour records on the H1O01 (Labour Distribution Constant Data) screen. HCM:M issues a warning message.

WORKFIELD   **Data Type: Numeric**   **Length: 11**   **Field Type: Optional**

This field contains days worked or number of pieces produced as a two decimal place amount. Use this value only to obtain daily taxing for an employee whose pay type on H0BID or H0BSC screen contains a value of **4** (part-time); or, number of pieces for an employee whose pay type is **7**.

AU   **Data Type: Numeric**   **Length: 1**   **Field Type: Optional**

Indicate whether both regular pay hours and regular pay amount are desired.

Acceptable values are:

Value	Description
0	Regular RATE/AMNT field contains a 6-decimal-place rate
1	Regular RATE/AMT field contains a 2-decimal-place amount even if HOURS filed is entered.

Examples of Paying Employees

Paying Hourly Employees Using the HUA02 Screen (700 Transaction)

Timecard Required. The employee worked 25 hours at the rate established on the Employee Master file and worked 15 hours at a different rate. Enter one 700 transaction on the HUA02 screen with **2500** entered in the HOURS field. Enter a second 700 transaction on the same HUA02 screen with **1500** entered in the HOURS field and the different rate entered in the AMOUNT field.

Part-Time Employees. Employees are to be paid for 20 hours (4 days). Enter a 700 transaction with **2000** in the HOURS field, and **400** in the WORKFIELD field.

Overtime 1 and 2. Employees must be paid for hours reported. The employee worked 40 regular hours, 10 overtime 1 hours, and 8 overtime 2 hours. Enter this information using the 700 transaction. Complete one entry for regular hours; one entry with Overtime 1 hours and a 1 in the OT field; and one entry with Overtime 2 hours and a 2 in the OT field.

Employee Coded as All Hours Over Standard. The employee worked 58 hours. Enter a 700 transaction with **58** hours in the HOURS field. The system will pay the employee 40 hours of regular pay and 18 hours at the overtime 1 rate. The regular rate is entered on the Employee Master file using the H0BNF or H0BID screen. The overtime rates and the code for all hours over standard are entered on the H0BBN screen.

Making Pay and Labour Adjustments Using the HUA02 Screen (700 Transaction)

Adjustment to Labour. Enter the hours in the HOURS field, the correct labour distribution code in the LABOUR CODE field, and an **A** in the ADJ field of one 700 transaction. Then enter a second 700 transaction with the hours in the HOURS field, leave the labour distribution code **blank** unless it was not filled out on the original 700 transaction, and enter a **J** in the ADJ field. This will add the hours to the correct labour distribution code and decrease the hours for the incorrect one.

Adding Hours to a Labour Code. Enter the hours in the HOURS field, the labour distribution code in the LABOUR CODE field, and an **A** in the ADJ field on a 700 transaction.

Paying an Additional Amount to a Salaried Employee. Enter a **2** in the AMT field and the hours in the HOURS field of a 700 transaction. You can also pay a salaried employee an additional amount by entering a **2** in the AMT field, hours worked over standard hours in the HOURS field, and a plus sign (+) in the ADJ field.

Stopping All Voluntary Deductions. Enter an **8** in the DE field and the hours the employee worked in the HOURS field on a 700 transaction.

Crediting Hours for a Salaried Employee Who Is Not Eligible for Overtime.
Enter the hours worked in the HOURS field of a 700 transaction.

Paying a Salaried Employee a Salary Different From the Salary on the Employee Master file.

Enter the salary you want the employee to be paid in the AMOUNT field of a 700 transaction.

Stopping a No-Timecard-Required Employee's Pay.   Enter a blank 700 transaction with only the employee number filled in.

Note: This transaction is only valid during pay cycles where normal regular pay processing occurs. Care should be taken when using this transaction because it will be pended if the CTL PAY TYPE field denotes special processing and the transaction will be released and processed during the next regular pay cycle.

Paying a Salaried, No-Timecard-Required Employee Overtime.   Enter the number of hours of overtime worked in the HOURS field of a 700 transaction, and enter a **1** or **2** in the OT field.

Overriding Automatic Employees Pay

Enter a 700 transaction with an amount entered in the AMOUNT field. If the hours are also to be overridden, enter a **1** in the AMT field, the hours in the HOURS field, and the amount in the AMOUNT field.

If the hours and rate are to be overridden, enter a 700 transaction with the hours in the HOURS field and the rate in the AMOUNT field.

To reduce a salaried employee's pay for the current period only, enter a 700 transaction with a **2** in the AMT field, the hours to be reduced in the HOURS field and a minus in the ADJ field.

For example, if the employee's pay is to be reduced by 10 hours, you would enter a **2** in the AMT field, **10** in the HOURS field, and a minus in the ADJ field. The system would perform the following calculations:

The employee earns $575 and works 37.5 hours per week.

$575/37.5 = 15.333333 (Salary/Standard Hours 1 = Hourly Rate

37.50 - 10 = 27.5 (Standard Hours 1 minus Reduced Hours = Hours Paid

27.50 * 15.333333 = 421.66665 (Hours Paid times Hourly Rate equals Amount to be Paid)

$421.66665 will be paid to the employee.

Another method you can use is a special pay calculation. This is covered with the documentation on special pays (HUE02 screen).

Special Pay Procedures

This part of the chapter discusses paying employees with system-defined and user-defined special payments.

Paying with System-Defined Special Pays

Procedures to pay employees using the system-defined special payments on the HUE02 screen (9XX transaction) are described in topics in this part of the chapter. System-defined special pays discussed are:

- 040 - Termination Pay

- 042 - Leave Pay

- 050 - Exempt Sick Pay

- 052 - Fully Taxed Sick Pay

- 060 - Vacation Pay

- 070 - Bonus Pay

You do not have to set up these system-defined special payments before using them to pay employees.

Paying with User-Defined Special Pays

After you establish company-level user-defined special payments using the Company Special Pays screen (H0WCP), you can also establish automatic special payments at the employee level using the H10AS screen requiring no additional pay transactions or you can enter special pay transactions on the HUE02 screen.

Note: See the Establishing Special Payments for a Company topic in the Company Pay Definitions chapter of this guide for instructions on setting up user-defined special payments at the company level. See the Setting Up Automatic Special payments topic in the Basic Employee Information chapter of this guide to establish automatic special payments at the employee level.

Procedures to pay common user-defined special payments by entering individual special pay transactions (9XX) on the HUE02 screen are described in topics in this part of the chapter. User-defined special payments discussed are:

- Dock pay for automatically-paid employees

- Non-cash taxable benefits

- Advances and advance repayments

- Sales person's draw

- Commission employees

Paying Special Pay as Regular Pay

Some system-defined (050 and 052 - sick pay and 060 - vacation pay) and user-defined special payments using calculation 02 or 21 can be paid as a regular payment (7XX transaction) rather than a special payment (9XX transaction). See the Paying Special Pay as Regular Pay topic in this chapter for information.

Special Pay as Regular Pay Procedures

User defined special pays may be paid and treated as regular pay by using transaction 7XX and pay number ranging from 05 to 250. These transactions cause the use of special calculation routines for the calculation of pay, but trigger all normal processing that a regular 700 transaction would and the employee is treated as if he were receiving regular pay (e.g., timecard-required, guarantee pay).

Note: If a 7*XX* or 9*XX* transaction is entered with **0** hours and **0** amount, the system will assume that the employee's regular rate and/or salary and standard hours are to be used in the calculation of the special pay.

Points to Consider When Using Special Pays as Regular Pays

- Shift pay may be paid on a 7*XX*, but not on a 9*XX* transaction. If an employee is set up for automatic (permanent) shift, shift differential will be paid on the 7XX automatically unless overridden.

- Hours and dollars paid on a 7XX are included in the calculation of all over-standard overtime and average rate overtime.

- Special pays established on the company header with special tax calculations may not be paid on 7XX transactions. Any special pay which would require a separate cheque or separate taxing may be paid on a 9XX transaction, but may not be paid on a 7XX.

- Only calculations 2 and special pays for vacation and sick pay may be paid with a 7XX transaction.

- A 7XX will override a salaried employee's automatic pay, even if a 700 transaction is entered with only hours.

Paying Commission Only Employees

Employees who are paid strictly on a commission basis must be set up as salaried and not automatically paid employees.

An hourly rate of at least $.**01** must be entered, and a time card **is** required. Commission can be paid by entering a 7*XX* transaction (Special Pay As Regular Payment), using the HUC01 screen (where *XX* is the special pay number).

To pay the commission only pay, follow these two steps:

Step	Action
1	Set up a special pay for commission on the H0WCP screen using calculation **02**.
2	Enter a 9*XX* transaction to pay the commission, entering the following fields as required: • HOURS - If applicable • AMT/RATE **-** The Commission • AU INDICATOR - **1**, if a 2 decimal place amount is entered • CHEQUE DESCRIPTOR - **2**, to stop regular pay, only the commission will be paid

Calculating Special Pay Using Regular Rate and Salary

If a 9xx transaction is entered with 0 hours and 0 amount, the system will assume that the employee's regular rate and/or salary and standard hours are to be used in the calculation of the special pay.

Enter a Blank 9XX

A blank 9*XX* that is entered for calculations 2, 7, 8, 15, 40, 41, 50 , 52, 60, or a UCR that calls PAYCSPAY will pay the employee the special pay using the employee's standard hours and rate of pay.

For example, if you enter a blank 9XX for special pay 060 for an employee with standard hours of 37.5 and an hourly rate of $10.00, the employee will have an additional $375.00 vacation pay added to the gross pay amount of his/her cheque. If the employee is salaried, an hourly rate will be calculated by dividing his/her salary by his/her standard hours.

HUE02 - Special Payments

```
> GUH   34000                                                    ON HUE02


                        ------------SPECIAL PAYMENTS------------

  __ COMPANY--> 34000 BATCH NUMBER--> 0035 PAGE NUMBER--> 00035


            T                         T C D
  EMPLOYEE  C     PAY PROV   DEPT      A H E    DATE      DATE     HOURS    RATE/AMT
   NUMBER   D TRN  NO LOCAL   SEC      X K D    FROM       TO
                  (2ND LINE) DIV/OF LABOUR CODE                WORKFIELD    ADJ AU
 0000000857 7 9XX 106 000000 _____ 0 0 0 00000000 00000000 0000000 00000002000
                             _____ _____ 00000000000   _   1
 0000001029 6 9XX 107 000000 33344  0 0 0 00000000 00000000 0000000 00000002000
                             111222 _____ 00000000000   _   1
 0000000000 X 9XX 000 000000 _____ 0 0 0 00000000 00000000 0000000 00000000000
                             _____ _____ 00000000000   _   0
 0000000000 X 9XX 000 000000 _____ 0 0 0 00000000 00000000 0000000 00000000000
                             _____ _____ 00000000000   _   0
 0000000000 X 9XX 000 000000 _____ 0 0 0 00000000 00000000 0000000 00000000000
                             _____ _____ 00000000000   _   0
 0000000000 X 9XX 000 000000 _____ 0 0 0 00000000 00000000 0000000 00000000000
                             _____ _____ 00000000000   _   0

                                     03/08/06  11:58:02 1 M3LL SUPD ____
```

Screen Description

This screen allows you to enter special pay transactions. This screen is the online data entry equivalent of the 9*XX* transaction. Special pays can be entered either on a one-time basis or set up permanently on the Employee Master file (H10AS screen).

Special pays are either user-defined or system-defined. Only user-defined special pays (001-250) can be set up to be paid automatically. You can also issue a separate cheque for special pays and specify individual taxing control.

Normally an employee can be paid a special pay when a special pay transaction is received, unless a no pay regular transaction is received for the employee. In this case, the employee will not be paid even though the special pay transaction is entered.

Fields

EMPLOYEE NUMBER   **Data Type: Numeric**   **Length: 10**   **Field Type: Required**

Enter the first 10 positions of the employee number for each employee to be paid in this batch run.

TCD   **Data Type: Numeric**   **Length: 1**   **Field Type: Optional**

Enter the transpositional check digit (TCD) assigned to this employee. If you do not enter the TCD, the system will recalculate it based on the employee number and company number.

PAY NO   Data Type: Numeric   Length: 3   Field Type: Required

Specify which special pay number the employee is to receive. User-defined special pays are 001 through 250; for example, special pay 003 would be indicated by transaction 9XX for pay number 003. Special pays 001-250 must have been previously set up on the H0WCP screen. The following codes are supplied by the Payroll system and do not need to be set up on the H0WCP screen:

Pay Number	Description
040	Termination Pay
041	Leave Pay
050	Exempt Sick Pay (Not used by Canadian users)
052	Sick Pay
060	Vacation Pay
070	Bonus Pay
080	Pay Total Vacation Accrued

Special pays may be paid on 7*XX* or 9*XX* transactions. 701-704 are used for processing regular pay at additional pay rates. Special pays set up with calculation number 2 can be paid on a 7*XX* or 9*XX* transaction. Special pays set up with any other calculation number must be paid on a 9*XX* transaction.

PROV/LOC   Data Type: Numeric   Length: 6   Field Type: Optional

Specify the employee's province/territory to which this input is related in the first 2 positions of this field. If entered, the province/territory code will override the employee's primary province/territory code established on the Employee Master file. A list of province/territory codes is provided as Appendix A in this guide. Province/territory codes must match an existing employee tax master record to be valid. If this code is overridden, the CHEQUE DESC field may not be blank. The system defaults to the province/territory code in the Employee Master file. Tax withholding will be calculated according to the rates for the province/territory indicated. A local code may be specified in the last 4 positions of this field. Local code will usually be **0000**. However, a local code of **0001** is used to record amounts to be reported on a T4A or Relevé 2.

DEPT/SEC   Data Type: **Alphanumeric**   Length: **5**   Field Type: **Optional**

Specify the employee's department and section numbers to which this input is related. These fields are used together by the system and when entered both codes must be provided. If entered, they override the employee's department and section numbers established on the Employee Master file.

If you enter DEPT/SEC and it does not match labour records or the H1O01 screen, a warning message will appear on your screen.

TAX   Data Type: **Numeric**   Length: **1**   Field Type: **Optional**

Indicate how to tax the special pay if the CHQ field contains a value greater than **0**.

Acceptable values are:

Value	Description
0	Withhold taxes as specified on the company header record

If the tax flags on the company header are all **1s**, then taxing will be affected as follows:

- At supplemental rate if no regular, vacation, or sick leave is being taxed with the pay.

- Combined with regular vacation and sick pay and taxed according to tax tables if regular vacation or sick.

- Withhold taxes on a daily basis using the DATE FROM and DATE TO fields to calculate the basis. Dates must be entered in the DATE fields when this value is specified.

- Do not withhold taxes but add this amount to all taxable fields.

- Do not withhold taxes but add this amount to all non-taxable fields.

- Reduce regular pay by the amount specified in the RATE AMOUNT field before calculating taxes. CHQ field must contain a **0** when using this value. Reduce pay option does not reduce shift pay. In order to reduce shift pay, use dock pay or shift pay adjustment.

- Override automatic supplemental taxing on this special pay and tax like regular pay using federal and province tax tables.

Note: Reducing pay will not reduce hours if regular hours have been entered on a 700 transaction. This will only reduce automatic hours.

CHQ   **Data Type: Numeric**   **Length: 1**   **Field Type: Optional**

Specify whether a separate cheque or advice of deposit is to be issued for the special pay. Acceptable values are:

Value	Description
0	Tax in conjunction with the employee's regular pay, do not produce a separate cheque
1	Tax separate from regular pay, do not produce a separate cheque
2	Produce a separate cheque, but do not produce a regular cheque or advice of deposit. When this code is used, no regular pay, one-time deductions, or special pay transaction without a cheque descriptor (CHQ) of **3** may be entered. This value is used to suppress regular pay for this pay period only.
3	Produce a separate cheque for this special pay in addition to the regular pay cheque.

Note: If this field is equal to **0** for a special pay, taxes will not be calculated separately, but will be combined with an employee's regular pay.

DED   **Data Type: Numeric**   **Length: 1**   **Field Type: Optional**

Indicate which deductions are to be withheld for this employee. Acceptable values are:

Value	Description
0	Withhold normal deductions.
1	Withhold deductions scheduled for the first pay period of the month.
2	Withhold deductions scheduled for the second pay period of the month.
3	Withhold deductions scheduled for the third pay period of the month.
4	Withhold deductions scheduled for the fourth pay period of the month.
5	Withhold deductions scheduled for the fifth pay period of the month
7	Withhold percentage deductions only from this pay.
8	Do not withhold any deductions from this pay.
9	Withhold only banking deductions from this pay.
	Note: Refer to the discussion on the H0WCP screen in the Company Input: Pay and Deduction Definitions chapter for non-paid special pays.

DATE FROM

Data Type: Numeric   **Length: 4**   **Field Type: Optional**

Specify in MMDDCCYY format the beginning date of the pay period covered by this pay transaction. If this field is not entered, the system defaults to the PERIOD BEG-DT field on the HSCTM screen.

DATE TO

Data Type: Numeric   **Length: 4**   **Field Type: Optional**

Specify in MMDDCCYY format the ending date of the pay period covered by this pay transaction. If this field is not entered, the system defaults to the PERIOD END-DT field on the HSCTM screen.

If the DATE FROM and DATE TO fields on this transaction differ from the PERIOD BEG-DT and PERIOD END-DT on the HSCTM screen, a separate cheque will be produced for this transaction and all others with matching from and to dates, unless the MULTIPLE CHEQUE CONTROL field on the company header record indicates otherwise.

HOURS

Data Type: Numeric   **Length: 7**   **Field Type: Optional**

On the 9*XX*, 940, and 941 transactions, enter the number of hours associated with this special pay. Enter this field with 2 decimal places. On the 950, 952, and 960 transactions, enter the number of units associated with this special pay. Do not enter this field on the 970 and 980 transactions.

Note: Cumulative current hours cannot exceed 999.99 for an employee in the same pay run.

RATE/AMT

Data Type: Numeric   **Length: 11**   **Field Type: Optional**

Specify either a rate or amount to indicate how much the employee is to be paid. If the HOURS field is entered, this field is assumed to contain a 6-decimal-place rate; otherwise, this field is assumed to contain a 2-decimal-place amount.

DIV/OF

Data Type: Alphanumeric   **Length: 6**   **Field Type: Optional**

Specify the employee's division and office codes for this input. Use this field only to override the first six positions of the ORGANIZATION field on the H0BID (Basic Employee Identification) screen. If you use this field, you must provide both codes. If the codes you enter do not match a labour distribution defined on the H1O01 (Labour Distribution Constant Data) screen, HCM:M issues a warning message.

LABOUR CODE

Data Type: Alphanumeric   **Length: 22**   **Field Type: Optional**

Specify the labour distribution code to which this input is related. If entered, it overrides the labour distribution code established on the Employee Master file using the H0BJO screen.

If the override value does not match defined labour records on the H1O01 screen, a warning message will appear on your screen.

WORKFIELD   **Data Type: Numeric**   **Length: 11**   **Field Type: Optional**

This is a utility field used in various ways, depending on the pay calculation method. In the HCM:M system, this field is used for advance pay, special pay calculation 10 and unpaid absence, calc 11.

ADJ   **Data Type: Alphanumeric**   **Length: 1**   **Field Type: Optional**

Indicate whether this pay transaction contains values to be used as an adjustment to the employee's AUTOMATIC SPECIAL PAY and HOURS fields on the Employee Master file for calculation of automatic special pay.

Acceptable values are:

Value	Description
Blank	Does not contain data used for adjustments.
+	Add data to SPECIAL PAY HOURS and RATE fields before calculating automatic special pay
-	Subtract data from the SPECIAL PAY HOURS and RATE fields calculating automatic special pay
A	Data contained on this transaction is a positive non-paid adjustment to an employee's labour distribution records
J	Data contained on this transaction denotes it is a negative non-paid adjustment to an employee's labour distribution records
L	Allow this payment for an on-leave employee (status 2). Vacation and sick leave accruals will not occur.
N	Allow this payment for an on-leave employee (status 2). If vacation and sick leave accruals are allowed for on-leave employees for the type of pay specified, vacation and sick leave accruals will occur.
T	Allow this payment for terminated employee (status 3)

Note: A value of **L** or **N** can be used only on system-defined special pays **50**, **52**, **60**, and **80** and for on-leave employees only if their leave date is before the pay period begin date. The adjustment code must be consistent for each cheque.

The values set on the automatic special pay on the Employee Master file (H10AS) determine the meaning of the values entered on an adjustment.

If the AUTOMATIC SPECIAL PAY/HOURS field is blank, then hours may not be entered on an adjustment. If the RATE/AMT field is blank, then RATE/AMT may not be entered. If the RATE/AMT field contains a rate, then the RATE/AMT on the 9*XX* is a rate, regardless of the AU field entered on the 9*XX*.

The 9*XX* transaction adjusts the parameters on the automatic special pay before the automatic special pay is calculated.

Note: Separate cheques may not be issued if this field contains a **plus** (+) or **minus** (-).

AU

Data Type: Numeric	**Length: 1**	**Field Type: Optional**

Defines the meaning of the RATE/AMT field.

Acceptable values are:

Value	Description
0	RATE/AMT field contains a 6-decimal-place rate
1	RATE/AMT field contains a 2-decimal-place amount

You can also use this field for calculations 05 (benefits), 21 (tips) and 27 (flex reimbursement) to indicate if HCM:M paid the benefit/tip to the employee, 21 (tips) to indicate if a tip supplement is to be calculated, and 27 (flex reimbursement) to pay an employee a non-taxable spending account benefit.

Acceptable values are:

Value	Description
Calculation 05	**Benefits**
0	This is a non-paid benefit
1	This benefit is to be paid to the employee
Calculation 21	**Tips**
0, 1, 2	Tips are not paid, supplement is not calculated
3	Tips are paid, supplement is not calculated
4	Tips are paid, supplement is calculated
5	Tips are not paid, supplement is calculated
Calculation 27	**Flex Reimbursement**
Blank, 0	Pay flex reimbursement up to the account balance
1	Pay flex reimbursement in excess of the current balance

Paying Termination Pay (9XX Transaction for Pay No. 040 on HUE02)

An employee is terminated by use of this transaction, which will pay hours or pay entered as well as accrued vacation.

By entering this transaction, the employee status is automatically changed to **3** and the date entered in the TO DATE field becomes the termination date on the H0BES screen. This will not occur if the transaction is deleted due to errors or if the adjustment indicator contains a value of **T**.

This transaction causes immediate updating of the status even if the transaction is pended.

PAY NO

Enter **40** in the PAY NO field.

HOURS

Enter the number of hours the employee is to be paid in the HOURS field.

TAX, DED, CHQ

The TAX and CHQ fields must contain **zeros**. Taxes are withheld as specified by employee status, deductions are withheld as requested on the HSCTM screen, and a separate cheque is not produced.

DATE FROM

Enter the date on which the pay period covered by this transaction begins. Use the *MMDDCCYY* format. This field is required.

DATE TO

Enter the date on which the pay period covered by this transaction ends. Use *MMDDCCYY* format. The Termination date on H0BES will be updated with this date. This field is required.

> **Note:**   If an employee is terminated within a pay period the pay for that period will be annualized and the pay and tax for that period will be prorated.

WORKFIELD

Data Type: Numeric   **Length: 5**   **Field Type: Optional**

Enter the maximum vacation units to be paid to the employee. Enter hours or days depending on the accrual methods you set up on company header records using the H0DAC screen. Use this field to override the vacation pay the employee would automatically be paid.

ADJ

Enter **T** to allow this payment for terminated employees (status 3). Regular pay will be updated.

Remaining Fields

Enter all other fields as discussed under the field descriptions of the HUE02 screen.

Paying Leave Pay (9XX Transaction for Pay No. 041 on HUE02)

An employee is put on leave by use of this transaction which pays leave pay as regular pay and refunds accrued vacation pay.

This transaction causes immediate updating of the status even if the transaction is pended. The system changes the employee status on the H0BES screen to **2** and the leave date is changed to the date on the TO DATE field.

PAY NO   Enter **41** in the PAY NO field.

TAX, DED, CHQ   Must contain zeros. Taxes are withheld as specified by employee status, deductions are withheld as requested on the HSCTM screen, and a separate cheque is not produced.

DATE FROM   Enter the date on which the pay period covered by this transaction begins. Use *MMDDCCYY* format. This field is required.

DATE TO   Enter the date on which the pay period covered by this transaction ends. Use *MMDDCCYY* format. This field is required. The system updates the start leave date on the H0BES screen as the day following the to date. Regular pay will be updated.

WORKFIELD   Enter the maximum vacation units to be paid to the employee. Enter hours or days depending on the accrual methods you set up on company header records using the H0DAC screen.

ADJ   Not used for leave pay.

Remaining Fields   Enter all other fields as discussed under the field descriptions of the HUE02 screen.

Paying Sick Pay (9XX Transactions for Pay No 050 and 052 on HUE02)

These transactions are used to maintain the SICK PAY and UNIT fields on the Employee Master file. When sick leave accrual methods are used, accrued sick leave hours are reduced by the number of hours entered on the 9XX transaction for Pay No. 050 or 052. When an employee is paid via this transaction, normal taxing is performed.

PAY NO

Enter the appropriate special pay number as follows:

Value	Description
50	Standard sick pay, not subject to taxes
52	Fully taxed sick pay, tax as if regular pay

HOURS

Specify, with 2 decimal places, the number of sick units (hours or days, depending on the accrual method) to be paid. If the employee's sick balance is not sufficient to pay the requested sick units, one of the following occurs:

- If the ACCRUAL SWITCH field on the H0DAC screen contains a value of **0** to allow negative balances, a warning is issued and sick balance becomes negative.

- If the ACCRUAL SWITCH field on the H0DAC screen contains a value of **1** that does not allow negative balances, an error is issued and this transaction is deleted.

TAX

By entering a **4** in this field, you can reduce the employee's regular pay by the number of sick pay hours. (This is helpful when paying "Auto Paid" employees. Their regular pay is reduced by the number of hours entered).

RATE/AMT

Specify either a rate or amount to indicate how much the employee is to be paid for sick leave.

If the HOURS field is entered, this field is assumed to contain a 6-decimal-place rate; otherwise, this field is assumed to contain a 2-decimal-place amount. Enter the rate per sick unit; for example, enter an hourly rate if sick leave is accrued in hours or a daily rate if sick leave is accrued in days. If this field is blank the rate in the RATE/AMT field in the Employee Master file is used (H0BID - H0BSC).

ADJ   Indicate whether this pay transaction contains values to be used as an adjustment.

Acceptable values are:

Value	Description
L	Allow this payment for an on-leave employee (status 2). Vacation and sick leave accruals will not occur.
N	Allow this payment for an on-leave employee (status 2). If vacation and sick leave accruals are allowed for on-leave employees for the type of pay specified, vacation and sick leave accruals will occur.

Note: A value of **L** or **N** can be used only on system-defined special pays **50**, **52**, **60**, and **80** and for on-leave employees only if their leave date is before the pay period begin date. The adjustment code must be consistent for each cheque.

Remaining Fields   Enter all other fields as discussed under the field descriptions of the HUE02 screen.

Paying a Timecard-Required Employee Sick Pay in Lieu of Regular Pay

Enter 050 in the PAY NO field and the number of hours to be paid sick pay in the HOURS field on the HUE02 screen.

Paying Vacation Pay (9XX Transaction for Pay No. 060 on HUE02)

This transaction is used to pay vacation pay. To pay vacation for an entire pay period, leave this transaction blank, except the PAY NO field, and the system will use the employee's standard pay and hours from the Employee Master file.

When an employee is paid via this transaction, normal taxing is performed and employee status is set to **5**. For an automatically-paid employee (Time Card Status on the H0BID contains **1**), enter a positive 700 transaction during the pay period in which the employee returns to work. This input will set the employee's status to active (a value of **1** on the H0BES screen). Otherwise, the employee will not be paid. Employees who are not paid automatically (timecard status of **0)** should have a 700 transaction entered as normal, when it is desired to again pay the employee regular pay. This positive timecard input will set the employee status to **1**.

PAY NO   Enter **60** in the PAY NO field.

HOURS   Specify the number of vacation units to be paid. Enter hours or days depending on the accrual methods set up on company header records using the H0DAC screen.

RATE/AMT   Specify either a rate or amount to indicate how much vacation pay the employee is to receive. If this field is left blank, the RATE/AMT field in the Employee Master File is used (H0BID or H0BSC).

                    If the HOURS field is entered, this field is assumed to contain a 6-decimal-place rate; otherwise, this field is assumed to contain a 2-decimal-place amount. Enter the rate per vacation unit; for example, enter an hourly rate if vacation is accrued in hours, or a daily rate if vacation is accrued in days.

ADJ   Indicate whether this pay transaction contains values to be used as an adjustment. Acceptable values are:

Value	Description
L	Allow this payment for an on-leave employee (status 2). Vacation and sick leave accruals will not occur.
N	Allow this payment for an on-leave employee (status 2). If vacation and sick leave accruals are allowed for on-leave employees for the type of pay specified, vacation and sick leave accruals will occur.

Note: A value of **L** or **N** can be used only on system-defined special pays **50**, **52**, **60**, and **80** and for on-leave employees only if their leave date is before the pay period begin date. The adjustment code must be consistent for each cheque.

Remaining Fields   Enter all other fields as discussed under the field descriptions of the HUE02 screen.

Paying Bonus Pay (9XX Transaction for Pay No. 070 on HUE02)

This transaction is used to pay a bonus to an employee.

PAY NO　　　　　Enter **70** in the PAY NO field.

TAX　　　　　Must be blank or **0**.

　　　　　　If normal taxing is requested, the taxes on the bonus are calculated by annualizing the employee's regular pay, then adding the employee's year-to-date bonus and other pays. The tax that is withheld is the difference between the taxes already calculated and withheld for annualized regular pay, and the amount calculated by this method.

CHQ　　　　　To pay a regular bonus, enter a **3**. A separate cheque must be produced for this special pay.

　　　　　　To pay a bonus included with a regular paycheck, but taxed separately, enter a **1**.

FROM DATE, TO DATE These fields must contain **zeros**.

RATE/AMT　　　　　Enter the bonus amount to be paid as a 2-decimal-place amount.

ADJ　　　　　Not used for bonus pay.

Remaining Fields　　Enter all other fields as discussed under the field descriptions of the HUE02 screen.

Paying Total Vacation Accrued (9XX Transaction for Pay Number 80 on HUE02)

By entering an **80** in the PAY NO field, the system automatically pays the employee the amount of accrued vacation that is stored on the Employee Master file.

When an employee is paid via this transaction, normal taxing is performed and the employee status is set to a **5**. For an automatically-paid employee (time card status on the H0BID screen contains a **1**), enter a positive 700 transaction during the pay period in which the employee returns to work. This input will set the employee's status to active (a value of **1** on the H0BES screen).

Otherwise, the employee will not be paid. Employees who are not paid automatically (timecard status of **0**) should have a 700 transaction entered as normal, when it is desired to again pay the employee regular pay. This positive timecard input will set the employee status to **1**.

Enter all fields as discussed under the field descriptions of the HUE02 screen with the exception of the following, which you will not enter:

- HOURS
- WORKFIELD
- RATE/AMT
- AU

Paying Dock Pay for Automatically-Paid Employees (9XX Transaction on HUE02)

Use the HUE02 screen (9*XX* transaction) to enter the special payment set up on the H0WCP screen for dock pay. (Calculation 07 or 08)

On a 9*XX* transaction, enter the special pay number in the PAY NO field and the hours docked in the HOURS field.

OR

Enter the amount to be docked in the RATE AMOUNT field on a 9*XX* transaction.

Paying General Non-Cash Taxable Benefits (9XX Transaction on HUE02)

To issue an employee a general non-cash taxable benefit (such as meals and lodging), Calculation 04 set up an automatic special pay using the H10AS screen or enter a *9XX* transaction on the HUE02 screen or in batch.

See the information on establishing general non-cash taxable benefits as an automatic special payment using the H10AS screen in the topic Setting Up Automatic Special Payments for an Employee in the Basic Employee Information chapter of this guide.

Using the 9XX Transaction (HUE02)

Enter a 9*XX* transaction on the HUE02 screen with the following values:

- PAY NO.: Enter the same number used at the company level
- RATE/AMT: Enter the amount of the special pay

Note: Hours may not be entered.

Enter all other values as described under the field descriptions of the HUE02 screen.

Paying Advance To Be Repaid (9XX Transaction on HUE02)

To pay an employee an advance to be paid back each pay period, enter a 9*XX* transaction.

The special pay for an advance must be set up on the Company Header Record using calculation 10 (H0WCP screen).

The deduction for the advance must be set up on the Employee Master file with a frequency of **00** (H0ZDC screen). The system changes the frequency of the deduction to **09** and begins withholding the designated pay back amount the next time the employee is paid.

Using the 9XX Transaction (HUE02)

Enter a 9*XX* transaction on the HUE02 screen with the following values:

- PAY NO.: Enter the same number used at the company level.
- RATE/AMT: Enter the amount of the advance.
- WORKFIELD: Enter the amount to be paid back each pay period.

Automate Advance Repayment Deduction

When you pay an employee an advance using special pay calculation 10, you have two options for automating the advance repayment deduction at the employee level:

- Use the advance amount for a goal
- Establish a "pay back" amount

Advance Amount for Goal

To use the advance amount for a goal, issue the advance with a 9*XX* transaction and leave the second WORKFIELD blank. HCM:M updates the amount of the advance into the AMT/PCT and GOAL fields on the H0ZDC (Employee Deductions) screen.

Pay Back Amount

To establish a "pay back" amount, enter the amount in the second workfield of the 9*XX* transaction. HCM:M updates the AMT/PCT field on the H0ZDC (Employee Deductions) screen with the value in the second WORKFIELD. HCM:M moves the amount of the advance into the GOAL field on the H0ZDC screen.

Paying Unpaid Absence To Be Repaid (9XX Transaction on HUE02)

To pay an employee for an absence that must be paid back, enter a 9*XX* transaction.

The special payment for an unpaid absence must be set up on the Company Header Record using calculation 11 (H0WCP screen.)

The deduction to withhold the unpaid absence must be set up on the Company Header record (H0VCD) using Calculation 97 and must have the same number as the special pay.

The deduction for the unpaid absence must be set up on the Employee Master file with a frequency of **00** (H0ZDC screen). The system changes the frequency of the deduction to 09 and begins withholding the designated pay back amount the next time the employee is paid.

Using the 9XX Transaction (HUE02)

Enter a 9*XX* transaction on the HUE02 screen with the following values:

- PAY NO.: Enter the same number used at the company level.

- RATE/AMT: Enter the amount paid or the absence.

- WORKFIELD: Enter the amount to be paid back each pay period.

Unpaid Absence Repayment Deduction

When you pay an employee an absence using special pay calculation 11, you have two options for automating the unpaid absence repayment deduction at the employee level:

- Use the amount paid for the absence for a goal

- Establish a "pay back" amount

Amount Paid for Absence for Goal

To use the amount paid for the absence as a goal, pay for the absence that must be repaid 9*XX* transaction and leave the second WORKFIELD blank. HCM:M updates the amount paid into the AMT/PCT and GOAL fields on the H0ZDC (Employee Deductions) screen.

Pay Back Amount

To establish a "pay back" amount, enter the amount in the second workfield of the 9*XX* transaction. HCM:M updates the AMT/PCT field on the H0ZDC (Employee Deductions) screen with the value in the second WORKFIELD. HCM:M moves the amount paid into the GOAL field on the H0ZDC screen.

Paying Sales Person's Draw (Automatic Special Pay H10AS and 9XX Transaction on HUE02)

To pay an employee a draw that must be repaid, you must create an automatic special payment for the amount of the draw or enter a 9xx transaction to pay the commission.

The special pay for sales person's draw must be set up on the Company Header (H0WCP) using Calculation 16. A deduction for the repayment of the draw, or commission, must be set up in the Company Header Record (H0VCD) using Calculation 97 and must have the same number as the special pay.

Set Up Automatic Special Payment to Pay the Draw (H10AS)

To pay the sales person's draw, enter the special pay at the employee level with an automatic specula payment, using the Employee Automatic Special Pay screen (H10AS). See the Setting Up Automatic Special Pays for an Employee topic in the Basic Employee Information chapter of this guide.

Using the 9Xx transaction to Pay the Commission'

To pay the sales person's commission pay, enter a 9XX transaction with the following values:

- PAY NO: Enter the same number used at the company level for commission pay'

- HOURS - If applicable

- AMT/RATE **-** Amount of the commission

- AU INDICATOR - **1**, if a 2 decimal place amount is entered

- CHEQUE DESCRIPTOR - **3**

Paying Salary Plus Commission Employees (9XX Transaction on HUE02)

Paying Commissioned Employees

Paying Commission Only Pay

Employees receiving commission only pay should be set up as:

- Not Automatically paid

- Timecard required

- A valid salary amount is entered for the employee on the H0BID. (This salary will not be paid unless a 700 transaction is entered.)

To pay the commission only pay, follow these two steps:

Step	Action
1	Set up a special pay for commission on the H0WCP screen using calculation **02**.
2	Enter a 9*XX* transaction to pay the commission, entering the following fields as required: - HOURS - If applicable - AMT/RATE **-** The Commission - AU INDICATOR - **1**, if hours and a 2 decimal place amount is entered - CHEQUE DESCRIPTOR - **2**, to stop regular pay, only the commission will be paid

Paying Salary Plus Commission

Employees receiving salary plus commission should be set up as:

- Automatically paid

- **No** timecard required

- A valid salary amount is entered for the employee

To pay the commission plus salary employee, follow the same steps as those for paying a commission only employee, except the cheque descriptor must be set to a value **other than 2**, allowing the regular pay to be generated.

Override Deductions

Use the 8XX transaction on the HUD02 screen to override established deductions.

Reduce a Deduction by a Certain Amount for One Pay Period Only

Enter the number of the deduction in the DED NO field, the amount of the reduction in the DEDUCTION AMOUNT field, and a **minus** (-) in the ADJ field.

Withhold an Amount Different From the Deduction Amount on the Employee Master File

Enter the number of the deduction in the DED NO field and the new amount in the RATE AMOUNT field.

Stop a Deduction from Being Withheld for One Pay Period

Enter the number of the deduction in the DED NO field, a **0** in the RATE AMOUNT field, and a **minus** (-) in the ADJ field.

HUD02 - Deduction Override

```
> GU  _____  ON HUD02

                    ----------DEDUCTION OVERRIDE-----------

_   COMPANY--> 00000 BATCH NUMBER--> 0000 PAGE NUMBER--> 00000

  EMPLOYEE   C      DED  PROV   DEDUCTION    DEDUCTION   DATE      DATE
   NUMBER    D  TRN NO LOCAL      GOAL        AMOUNT     FROM       TO          ADJ
                                             (2ND LINE)  DEDUCTION UTILITY
 0000000000 X 8 XX 000 000000 00000000000 00000000000 00000000 00000000       _
                                                       _____
 0000000000 X 8 XX 000 000000 00000000000 00000000000 00000000 00000000       _
                                                       _____
 0000000000 X 8 XX 000 000000 00000000000 00000000000 00000000 00000000       _
                                                       _____
 0000000000 X 8 XX 000 000000 00000000000 00000000000 00000000 00000000       _
                                                       _____
 0000000000 X 8 XX 000 000000 00000000000 00000000000 00000000 00000000       _
                                                       _____
 0000000000 X 8 XX 000 000000 00000000000 00000000000 00000000 00000000       _
                                                       _____


                                  05/08/01  09:09:28 1 M3LL DEVK ____
```

Screen Description

This screen allows you to override employee deductions, override employee withholding taxes, or withhold a one-time deduction for the current pay period. This screen is the online data entry equivalent of the 8*XX* transactions.

Note: Entries on this screen affect only an employee's primary payment, not any additional or special pays that are taxed separately or placed on a separate cheque.

Fields

TRN

Data Type: Numeric   **Length: 2**   **Field Type: Optional**

To override withholding taxes, the following values are acceptable:

Value	Description
01	Federal income tax
06	CPP/QPP withholding
02	Province or Quebec income tax

DED NO   Data Type: Numeric   Length: 3   Field Type: Required

Enter a value from **001** to **250** to indicate which voluntary deduction is to be increased or decreased. The deduction number entered must already be established on the company header record. This deduction number must also be set at the employee level unless AUTO DEDUCT FLAG was set to a value of **1** (H0CFL screen) at the company level.

PROV/LOC   Data Type: Numeric   Length: 6   Field Type: Optional

Specify the employee's province/territory to which this input is related in the first 2 positions of this field. Enter **00** for the employee's primary province/territory code established on the Employee Master file. A list of province/territory codes is provided in the appendix.

Province/territory codes must match an existing Employee tax master record to be valid. The system defaults to the province/territory code in the Employee Master file. A local code may be specified in the last 2 positions of this field. Local code will usually be **00**. However, if adjustments to amounts reported on a T4A or Relevé 2 are being made, a local code of **01** should be used.

This field is used only for overriding withholding tax deductions (90-92).

DEDUCTION GOAL   Data Type: Numeric   Length: 11   Field Type: Optional

This field is used the same way as when setting up regular deductions for the employee. This field should only be entered if the deduction was not previously established for the employee and if the auto deduct flag on the H0CFL screen is set to **1**.

DEDUCTION AMOUNT   Data Type: Numeric   Length: 11   Field Type: Optional

Specify either a deduction amount to be withheld for a one-time deduction or an increased or decreased amount for other deductions. Enter as a two-decimal-place amount.

DATE FROM   **Data Type: Numeric**   **Length: 8**   **Field Type: Optional**

Specify, in MMDDCCYY format, the beginning date of the pay period covered by this pay transaction. If this field is not entered, the system defaults to the PERIOD BEG-DT field on the HSCTM screen.

DATE TO   **Data Type: Numeric**   **Length: 8**   **Field Type: Optional**

Specify in MMDDCCYY format the ending date of the pay period covered by this pay transaction. If this field is not entered, the system defaults to the PERIOD END-DT field on the HSCTM screen.

If the DATE FROM and DATE TO fields on this transaction are in the future of the PERIOD BEG-DT and PERIOD END-DT on the HSCTM screen, the deduction override will be sent to the pending file until that future pay period.

DEDUCTION UTILITY   **Data Type: Numeric**   **Length: 18**   **Field Type: Optional**

This field is used the same way as when setting up regular deductions for the employee. This field should only be entered if the deduction was not previously established for the employee and if the auto deduct flag on the H0CFL screen is set to **1**.

For detailed instructions on the DEDUCTION GOAL and UTILITY fields, refer to the H0ZDC screen. These fields cannot be used with the 890-892 transactions.

ADJ   **Data Type: Alphanumeric**   **Length: 1**   **Field Type: Optional**

Indicate whether the deduction amount is a replacement amount, an increase amount, or decrease amount.

Acceptable values are:

Value	Description
Blank	Withhold in place of the standard amount
+	Withhold in addition to the standard amount
-	Reduce the scheduled amount; cannot be reduced to a negative value

Paying Regular and Special Pays and Overriding Deductions Using One Screen

Use the HUF02 or the HUF03 screen to enter regular and special payment transactions and override deductions, all on the same screen. These screens are the online data entry equivalent of the 700, 7XX, 8XX, and 9XX transactions.

HUF02 - Combined Time Reporting

```
> GUH   99500                                               ON HUF02

                    --------COMBINED TIME REPORTING---------

 __ COMPANY--> 99500 BATCH NUMBER--> 0010 PAGE NUMBER--> 00001


          T                        O S D
 EMPLOYEE C    PAY PROV  DEPT  / / E  DATE     DATE    HOURS   RATE/AMT
  NUMDER  D TRN DED LOCAL  SEC  T C D  FROM      TO
               (2ND LINE) DIV/OF LABOUR CODE         WORKFIELD    ADJ AU
 0000000010 9 700 000 000000 CCCDD 0 0 0 00000000 00000000 0000000 00000001200
                            AAABBB _____ 00000000000   _   0
 0000000010 9 900 000 000000 _____ 0 0 0 00000000 00000000 0000000 00000021100
                            111222 ABC            00000000000   _   0
 0000000000 X ___ 000 000000 _____ 0 0 0 00000000 00000000 0000000 00000000000
                            _____ _____ 00000000000   _   0
 0000000000 X ___ 000 000000 _____ 0 0 0 00000000 00000000 0000000 00000000000
                            _____ _____ 00000000000   _   0
 0000000000 X ___ 000 000000 _____ 0 0 0 00000000 00000000 0000000 00000000000
                            _____ _____ 00000000000   _   0
 0000000000 X ___ 000 000000 _____ 0 0 0 00000000 00000000 0000000 00000000000
                            _____ _____ 00000000000   _   0

                            03/08/06  11:59:44 1 M3LL SUPD _____
```

Screen Description

This screen allows you to enter regular pay transactions, to enter special pay transactions, and to override deductions all on the same screen. This screen is the online data entry equivalent of the 700, 7*XX*, 8*XX*, and 9*XX* transactions.

Note: The OT field is used differently, depending on the transaction being entered with the HUF02 screen. See online Help for more information.

Fields

COMPANY

Data Type: Numeric	Length: 5	Field Type: Key

Enter a 5-digit company number between **1** and **99998**.

BATCH NUMBER

Data Type: Numeric	Length: 4	Field Type: Key

Enter the user-defined batch number for this transaction.

Use this field to group together time cards, then enter totals on the HRSBB (Pay Transaction Balancing (IBC)) screen to edit for keying errors.

PAGE NUMBER

Data Type: Numeric	Length: 5	Field Type: Key

Enter the user defined page number for these transactions. Enter a new page number for each screen of transactions within a specific batch.

EMPLOYEE NUMBER

Data Type: Numeric   **Length: 10**   **Field Type: Required**

Enter a 10-digit employee number. Position 11 is the transpositional check digit (TCD).

To enter multiple transactions for the same employee, enter the employee number and TCD only on the first transaction on the screen. If you erase both the employee number and the TCD on subsequent transactions, HCM:M assumes the last employee number entered.

TCD

Data Type: Numeric   **Length: 1**   **Field Type: Required**

Enter the transpositional check digit (TCD) assigned to this employee. If you do not remember the TCD, enter an **X** and HCM:M will calculate it.

TRN

Data Type: Numeric   **Length: 3**   **Field Type: Required**

Enter the transaction you want to process. These include the 700, 7*XX*, 8*XX*, and 9*XX*.

PAY DED

Data Type: Numeric   **Length: 3**   **Field Type: Required**

Specify which special pay number or deduction number the employee is to receive. User-defined special pays and deductions are 001 through 250; for example, special pay 003 would be indicated by transaction 9XX for Pay No. 003. Special pays 001-250 must have been previously set up on the H0WCP screen. The following codes are supplied by the Payroll system and do not need to be set up on the H0WCP screen. Deduction numbers 001 - 250 must have been previously set up on the H0VCD screen.

Pay Number	Description
040	Termination Pay
041	Leave Pay
050	Exempt Sick Pay (Not used by Canadian users)
052	Sick Pay
060	Vacation Pay
070	Bonus Pay
080	Pay Total Vacation Accrued

Special pays may be paid on 7*XX* or 9*XX* transactions. 701-704 are used for processing regular pay at additional pay rates. Special pays set up with calculation number 2 can be paid on a 7*XX* or 9*XX* transaction. Special pays set up with any other calculation number must be paid on a 9*XX* transaction.

PROV/LOC   **Data Type: Numeric**   **Length: 6**   **Field Type: Optional**

This field is the state and local field for the 700, 7*XX*, 8*XX*, and 9*XX* transactions.

Specify the employee's state and local codes for this input. Enter this field only to override the default. HCM:M defaults to the employee's WORK PROVINCE and RESIDENT PROVINCE codes on the H0B01 (Employee Taxing Information) screen.

Enter both fields to override the default. If you enter this field, the other tax record for the employee must already exist on the employee's H0A01 (Employee Province and Local Tax Status) screen. For an override, do not enter **0** in the CHQ DESC field.

DEPT/SEC   **Data Type: Alphanumeric**   **Length: 5**   **Field Type: Optional**

This field is the department and section field for the 700, 7*XX*, and 9*XX* transactions. This field is not applicable for the 8*XX* transaction.

Specify the employee's department and section numbers for this input. Enter this field only to override the default. HCM:M defaults to the last five positions of the ORGANIZATION field on the H0BID (Employee Job Description).

Enter both codes to override the default value. If the override does not match existing labor records for the employee on the H1O01 (Labor Distribution Constant Data) screen, a warning message will be displayed on the screen.

O/T   **Data Type: Numeric**   **Length: 1**   **Field Type: Optional**

Overtime Type/Tax Flags.   This field is used for OVERTIME TYPE or TAX FLAGS depending on the type transaction required. Listed below is the detail for each transaction.

Overtime Type.   This field is the overtime indicator for the 700 transaction and the amount indicator for the 9*XX* and 7*XX* transactions. This field is not applicable for the 8*XX* transaction.

Acceptable values for the 700 and 9*XX* transactions are described here.

700 Transaction.   Defines whether the overtime is overtime **1** or overtime **2**. Acceptable values are:

Value	Description
1	Treat overtime resulting from this transaction as overtime 1, which is standard employee overtime.
2	Treat overtime resulting from this transaction as overtime **2**.

TAX FLAGS Override.   Enter this field only to override the 1s entered in the TAX FLAGS field of the H0WCP (Company Special Pays) screen for the special payment. This is for a 9*XX* transaction. Acceptable values are:

Value	Description
0	Withhold taxes as specified on the H0WCP screen. If the tax flags on the H0WCP screen all contain a value of 1, then taxing will be:
	■ According to tax tables if regular, vacation, or sick are also being paid to the employee.
	■ At 20% FIT and supplemental state and local rates if no regular, vacation, or sick leave pay is being paid to the employee.
1	Withhold taxes on a daily basis using the DATE FROM and DATE TO fields to calculate the basis. You must enter dates in the DATE FROM and DATE TO fields when you enter this value and the CHQ field must be **1, 2,** or **3**.
2	Do not withhold taxes but add this amount to all taxable fields. The CHQ field must be **1, 2**, or **3**.
3	Withhold taxes but add this amount to all non-taxable fields. The CHQ field must be **1, 2,** or **3**.
4	Reduce regular pay by the amount specified in the RATE AMOUNT field before calculating taxes. The CHQ field must contain a **0** when using this value. This option does not reduce shift pay. In order to reduce shift, use dock pay or shift pay adjustment.
	Note: Reducing pay will not reduce hours if you entered regular hours on a 700 or 7*XX* transaction. This option reduces automatic regular pay by the number of hours entered.
5	Override automatic supplemental taxing on this special payment and tax like regular pay using standard tax formulas. Use this value to tax the special payment like regular pay when HCM:M is not generating regular, vacation, or sick pay for the employee.

S/C   Data Type: **Numeric**   Length **1**   Field Type: **Optional**

This field is used for SHIFT CODE or CHECK INDICATOR depending on the required transaction. Listed below is the detail for each portion of this field. Acceptable values for the 700, 7*XX*, and 9*XX* transactions are described here. This field does not apply to the 8XX transaction.

Shift Code.   700 and 7XX use this field to override the employee's normal shift assignment for this pay period only.

Acceptable values are:

Value	Description
0	Pay shift differential as entered on the SHIFT field on the H0BSC screen.
1	Do not pay shift differential regardless of the value in the SHIFT field on the H0BSC screen.
2	Pay second shift premium if SHIFT field on the H0BSC screen equals a **2, 3,** or **4**.
3	Pay third shift premium if SHIFT field on the H0BSC screen equals a **2, 3**, or **4**.

Example.   An employee's SHIFT field on the H0BSC (Employee Assignment Shift/Overtime Information) screen contains **2**. The employee worked only on first shift. Enter a value of **1** in this field to override the automatic shift pay.

Cheque Indicator (9XX transaction).   Specify if a separate cheque or advice is to be issued for MIS special payment. This field is not used for the 700, 7*XX*, or 8*XX* transactions.

Acceptable values for the 9*XX* transaction are:

Value	Description
0	Tax in conjunction with the employee's regular pay; do not produce a separate check. Do not use this value if the TAX FLAGS on the H0WCP screen contain 2, 3, or 4.
1	Tax separately from regular pay; do not produce a separate check.
2	Produce a separate check or advice. Suppress regular pay. When this value is entered, no regular pay, one-time deductions, or special payment transactions without a check descriptor of **3** may be entered. Used to suppress regular pay for this pay period only.
3	Produce a separate check or advice for this special payment in addition to the regular pay check or advice.

DED **Data Type: Numeric** **Length: 1** **Field Type: Optional**

This field is the deduction indicator for the 700, 7*XX*, and 9*XX* transactions. This field is not applicable for the 8*XX* transaction.

Acceptable values for the 700, 7*XX* and 9*XX* transactions are described here.

700 and 7XX Transactions.   Indicate whether to stop payroll deductions temporarily for this employee. Acceptable values are:

Value	Description
0	Withhold normal deductions from this payment.
8	Do not withhold deductions from this payment.
9	Withhold only banking deductions from this payment.

9XX Transaction.   Indicate which deductions, if any, to withhold for this employee. Use this field if the special payment will be on a separate check. If you enter values **1-9**, the CHQ field must contain a **2** or **3**.

Note: If the CHQ field contains a **0**, this field must contain a **0**.

Acceptable values are:

Value	Description
0	Withhold normal deductions.
1	Withhold deductions scheduled for the first pay period of the month.
2	Withhold deductions scheduled for the second pay period of the month.
4	Withhold deductions scheduled for the fourth pay period of the month.
5	Withhold deductions scheduled for the fifth pay period of the month.
7	Withhold percentage deductions only from this pay.
8	Do not withhold any deductions from this pay.
9	Withhold only banking deductions from this pay.

DATE FROM   Data Type: Standard Date   Length: 8   Field Type: Optional

This field is the DATE FROM field for the 700, 7*XX*, 9*XX*, and 8*XX* transactions.

700, 7XX, and 9XX Transactions.   Specify the beginning date of the pay period covered by this transaction. HCM:M defaults to the value in the PERIOD BEG-DT field on the HSCTL (Payroll Transaction Run Control) screen.

8XX Transaction.   Use the DATE FROM and DATE TO fields to override a deduction for a specific pay period. If you leave these fields blank, HCM:M processes the deduction override in the next available pay period. This field works in conjunction with the PERIOD BEG-DT field on the HSCTL (Payroll Transaction Run Control) screen.

DATE TO   Data Type: Standard Date   Length: 8   Field Type: Optional

This field is the DATE TO field for the 700, 7*XX*, 9*XX*, and 8*XX* transactions.

700, 7XX, and 9XX Transactions.   Specify the ending date of the pay period covered by this transaction. HCM:M defaults to the PERIOD END-DT field on the HSCTL (Payroll Transaction Run Control) screen.

If the DATE FROM and DATE TO fields on this transaction are prior to the PERIOD BEG-DT and PERIOD END-DT on the HSCTL screen, HCM:M pays the special payment amount automatically on a separate check. This separate check will contain all other transactions with matching DATE FROM and DATE TO values. If the dates entered on the special payment are after the CTL dates, HCM:M pends the special payment transaction.

8XX Transaction.   Use the DATE FROM and DATE TO fields to override a deduction for a specific pay period. If you leave these fields blank, HCM:M processes the deduction override in the next available pay period. This field works in conjunction with the PERIOD END-DT field on the HSCTL (Payroll Transaction Run Control) screen.

HOURS   Data Type: Numeric   Length: 5.2   Field Type: Optional

This field is the regular or overtime HOURS field for the 700 transaction, and special pay hours for the 7*XX*, and 9*XX* transactions. This field is not applicable for the 8*XX* transaction. Acceptable values for the 700, 7*XX*, and 9*XX* transactions are described here.

700 and 7XX Transactions.   Specify the number of regular hours the employee worked this pay period. Enter 40.00 hours as **04000**. This field is used in conjunction with the RATE/AMT field and the AU field to calculate regular pay and to track the number of regular hours worked.

For employees whose OVERTIME STATUS field on the H0BBN (Employee Pay Rates and Factors) or H0BSC (Salary Change) screen is a value of **2** (all over threshold), enter **total** hours worked in this field. HCM:M will pay overtime premium for hours worked over the value in the OT THRESHOLD fields on the H0BBN/H0BSC screen.

9XX Transaction. Specify the number of hours to be associated with this special payment. Enter 40 hours as **0004000**.

Note: Cumulative current hours cannot exceed 99999.99 for an employee in the same pay run.

RATE/AMT

Data Type: Numeric   **Length: 11**   **Field Type: Optional**

This field is the RATE or AMOUNT field for the 700 and 7*XX* transactions, the RATE or AMOUNT field for the 9*XX* transaction, and the deduction AMOUNT field for the 8*XX* transaction. Acceptable values for these transactions are described here.

700 and 7XX Transactions. Specify either a 6-decimal-place rate or a 2-decimal-place amount to pay the employee for regular or overtime hours. If a rate is entered, HCM:M overrides the rate on the H7MSC (Employee Assignment Salary Change) screen. To override salary and hours, enter the new salary in the RATE AMT field, new hours in the HOURS field, and a **1** in the AU indicator.

9XX Transaction. Specify either a 6-decimal-place rate or 2-decimal-place amount to indicate how much to pay the employee. If you enter the HOURS field, HCM:M assumes that this field contains a rate. Otherwise, HCM:M assumes this field contains an amount. To indicate that you are entering both hours and an amount, enter a **1** in the AU field.

8XX Transaction. Enter the adjustment amount. To withhold a different amount for an existing deduction, enter the new amount. HCM:M will override the regular amount. To adjust the current scheduled deduction, enter the adjustment and a **+** (to increase the deduction amount) or a **-** (to decrease the deduction amount) in the ADJ field.

DIV/OF

Data Type: Alphanumeric   **Length: 6**   **Field Type: Optional**

Specify the employee's division and office codes for this input. Use this field only to override the first six positions of the ORGANIZATION field on the H0BID (Basic Employee Identification) screen. If you use this field, you must provide both codes. If the codes you enter do not match a labour distribution defined on the H1O01 (Labour Distribution Constant Data) screen, HCM:M issues a warning message.

LABOUR CODE

Data Type: Alphanumeric   **Length: 22**   **Field Type: Optional**

This field is the labor distribution code for the 700, 7*XX*, and 9*XX* transactions.

On the 8*XX* transaction, use this field to define deduction parameters when you establish a new deduction.

Acceptable values for these transactions are described here.

700, 7XX, and 9XX Transactions. Specify the labor distribution code for this input. Enter this field only to override the default. HCM:M defaults to the PRIM LABOR CDE field on the H0BJ0 screen.

If the override value does not match defined labor codes on the H1O01 (Labor Distribution Constant Data) screen, a warning message will be issued. For more information, refer to the Labor Processing chapter.

WORKFIELD

Data Type: Numeric   **Length: 11**   **Field Type: Optional**

This is a utility field used in various ways depending on the pay calculation method. HCM:M uses this field for advance pay (special payment calculation 10) to indicate the pay period deduction amount for repayment of the advance

If you enter this field for a pay using Calculation 10, HCM:M:

■ Posts the entered value into the AMOUNT field of the H0ZDC (Employee Deductions) screen

■ Posts the special payment amount into the GOAL AMT field of the advance repayment deduction on the H0ZDC screen.

If you do not enter this field, HCM:M posts the special payment amount into the AMOUNT and the GOAL AMT fields of the H0ZDC screen.

ADJ   **Data Type: Alphanumeric   Length: 1   Field Type: Optional**

This field is the adjustment indicator for the 700, 7*XX*, 9*XX*, and 8*XX* transactions. Acceptable values for these transactions are described here.

700 and 7XX Transactions.   Specify whether this pay transaction contains an adjustment to the employee's current regular pay and hours. For more information, see Payroll Control chapter of this guide.

Value	Description
Blank, +	Add data contained on this transaction to the employee's current fields.
-	Subtract data contained on this transaction from the employee's current fields. This value is normally used only with salaried employees to be "docked."
A	Data contained on this transaction is a positive non-paid adjustment to an employee's labor distribution records. Current pay will not be affected.
J	Data contained on this transaction denotes it is a negative non-paid adjustment to an employee's labor distribution records. Current pay will not be affected.
T	Valid only with 9*XX* transaction. Will allow payment for terminated employee (Status 3).

9XX Transaction.   Indicate if this pay transaction is an adjustment to the employee's automatic special payment for this pay run. Acceptable values are:

Value	Description
+	A positive adjustment to an active automatic special pay which is set up for the employee on the H10AS.
-	A negative adjustment to an active automatic special pay which is set up for the employee on the H10AS.

8XX Transaction. Indicate whether the deduction amount is a replacement, increase, or decrease amount. Acceptable values are:

Value	Description
Blank	Withhold in place of the standard amount. Establish a new deduction if the deduction does not exist on the H0ZDC (Employee Deductions) screen. The AUTO DEDUCT FLAG field on the H0CFL (Company Flags) screen must be set to a value of **1**.
+	Withhold in addition to the standard amount
-	Reduce the scheduled amount. Do not use this transaction to refund a deduction.

AU

Data Type: Numeric   **Length: 1**   **Field Type: Optional**

This field is the amount indicator for the 700 transactions and the tax indicator for the 9*XX* transaction. This field is not applicable for the 8*XX* transaction.

Acceptable values for the 700 and 9*XX* transactions are described here.

700, 7XX and 9XX Transactions. This field defines the meaning of the RATE/AMT field. Acceptable values are:

Value	Description
0	RATE/AMT field contains a 6-decimal-place rate if the HOURS fields are entered. The RATE/AMT field contains a ; a 2-decimal-place amount if the HOURS field is not entered.
1	RATE/AMT fields contains a 2-decimal-place amount, even if HOURS field is entered.
2	RATE/AMT field is blank. Use this value to pay salaried employees based on the hours entered, rather than their salary. HCM:M calculates an hourly rate based on the PAY PERIOD SALARY on the (H0BID or H0BSC) and STANDARD HOURS on the (H0BID or H0BSC) fields. HCM:M then multiplies this value times the hours entered.

7XX and 9XX Transactions. You can also use this field for calculations 05 (benefits), 21 (tips), and 27 (flex reimbursement to indicate if HCM:M paid the benefit/tip to the employee, and for 21 (tips) to indicate if tips supplement is to be calculated.

Value	Description
Calculation 05	**Benefits**
0	This is a non-paid benefit
1	The benefit is to be paid to the employee
Calculation 21	**Tips**
0, 1, 2	Tips are not paid, supplement is not calculated
3	Tips are paid, supplement is not calculated
4	Tips are paid, supplement is calculated
5	Tips are not paid, supplement is calculated
Calculation 27	**Flex Reimbursement**
Blank, 0	Pay the flex reimbursement up to the account balance
1	Pay the flex reimbursement in excess of the current balance

HUF03 - Combined Time Reporting (Short)

```
> GUH   99500                                                          ON HUF03

                         ----COMBINED TIME REPORTING (SHORT)----

 __  COMPANY--> 99500 BATCH NUMBER--> 0010 PAGE NUMBER--> 00001


           T                 O S D
 EMPLOYEE  C     PAY DEPT  / / E HOURS    RATE/AMT    WORKFIELD
  NUMBER   D TRN DED  SEC  T C D
                         DIV/OF                  LABOR CODE         ADJ AU
 0000000010 9 700 000 CCCDD 0 0 0 0000000 00000001200 00000000000
                      AAABBB                  _____ _   0
 0000000010 9 900 000 _____ 0 0 0 0000000 00000021100 00000000000
                      111222                  ABC                _   0
 0000000000 X ___ 000 _____ 0 0 0 0000000 00000000000 00000000000
                      _____                  _____ _   0
 0000000000 X ___ 000 _____ 0 0 0 0000000 00000000000 00000000000
                      _____                  _____ _   0
 0000000000 X ___ 000 _____ 0 0 0 0000000 00000000000 00000000000
                      _____                  _____ _   0
 0000000000 X ___ 000 _____ 0 0 0 0000000 00000000000 00000000000
                      _____                  _____ _   0
                                  03/08/06  11:59:53 1 M3LL SUPD ____
```

Screen Description

The HUF03 is a short version of the combined time reporting HUF02 screen, just as the HUA03 screen is the short version of the HUA02 screen. See the field descriptions provided in the topic HUF02 - Combined Time Reporting.

These fields from the HUF02 (Combined Time Reporting) screen have been deleted from the HUF03 (Combined Time Reporting - Short) screen.

- PROV/LOCAL

- DATE FROM

- DATE TO

Retroactive Pay Generation Transactions - RT1 - RT5

An important feature of the Payroll system is the ability to generate adjustment pay transactions based on the Earnings History (E/H) file. Pay transactions may be generated for groups of employees within specified union code, job class code, and Workers' Compensation code ranges, or for single employees.

To use this feature, it is necessary to determine:

- The earnings history period for which pay transactions are to be generated

- The employee union codes for which pay transactions are to be generated

- The types of pay which will be considered for generation

- The job class codes and Worker's Compensation codes for which pay transactions are to be generated

- The amount or percent of the retroactive pay increase

- Which employee statuses to consider for pay transaction generation

- Whether or not the retroactive pay will be paid as a separate cheque

- Whether or not voluntary deductions are to be taken from the pay

If a special pay number is assigned as a retroactive pay number on the H0CCS screen, then all generated pays will be combined and paid as that special pay. Otherwise, the generated pay will be paid as the original types of pay.

Before entering the retroactive pay transaction, the EARN. HIST. RET. field on the H0CCS screen must be checked to ensure that pay records exist for the period specified for the retroactive pay. For example, if records are being retained for three months, retroactive pay may only be generated for that period of time.

Set Up Transactions

Once the selection and pay criteria have been determined, you must prepare a set of retroactive pay selection and generation transactions. These are described on the following pages. These transactions will cause pay transactions (transaction codes 700, and for 9XX Pay Nos. 001 - 250) and IBC transactions to be generated and added to the Pending file. To cause the generated pay transactions to be paid on subsequent execution only, you must enter the necessary payroll control and CTL transactions, and execute the calculation and reporting programs.

The table below summarizes the transactions required for group selection and employee selection.

Transaction Code	Used for Group Selection	Used for Employee Selection	Max. Sets for Group	Max. Sets for Employee
RT1	YES	YES	1	1
RT2	NO	NO	1	1
RT3	YES	YES	10	1
RT4	NO	NO	10	0
RT5	YES	YES	4	4

Up to ten different sets of retroactive pay generation transactions may be processed simultaneously, and as many single employee sets as required.

Each of the codes on the RT3 and RT1 transactions are entered as two fields and use an **AND** operation. It is possible to use an 'OR' operation by entering multiple RT3 transactions.

Retroactive Pay Generation Screens

The chart below lists the screen IDs; the screen title; the maintenance allowed for each, *I* (insert), *R* (replace), or *D* (delete); and the transactions associated with each screen discussed in this section.

Screen	Title	Maintenance	Transactions
HTZ01 - HTZ02	Retroactive Pay Generation 1 and 2	*I, R*	RT1 - RT5

RT2 and RT4 Assumptions

The following conditional assumptions are made concerning the optional , RT2 and RT4 transactions.

- If a set of retroactive pay generation transactions contains no RT2 or RT5 transaction, only regular pay or hours will be considered for pay transaction generation.

- If a set of retroactive pay generation transactions contains no RT4 transaction, it will be assumed that all employees (subject to other entered selection criteria) will be considered for pay transaction generation.

When using the retroactive pay generation option, the following considerations should be noted:

- If labour records are present on the Earnings History file for a given pay record, the labour records will be used to generate the pay transactions; otherwise, the pay record will be used.

- The period begin and end dates on the generated transactions will be taken from the original dates on the labour or pay record if a separate cheque is being issued.

- The pay transactions generated will contain the hours, labour distribution code, and organization code from the labour or pay records. The amount will be calculated using the original pay amount or hours, or the amount or percent entered on transaction RT3. If a percent is used, the calculation will be made using the original pay amount. If a rate is used, the calculation will be based on the original hours the employee worked.

- If an employee is *limited hourly* (pay type 6) the rate of increase will be prorated over the entire hours worked, if the employee worked more than the standard hours for the pay period.

- Retroactive increases will **not** permanently update the EMPLOYEE SALARY or RATE field stored on the Employee Master file, with the amount or percent of the increase. (A permanent pay increase can be maintained on the H0BID or H0BSC screen.)

Reporting on Retroactive Pay

Report 1014 (Retroactive Pay Generation) is produced as retroactive pay generation transactions are processed. This report lists the pay transactions being generated and their appropriate totals. If this report is not produced, the following are possible causes: (1) no employees met the selection criteria or (2) the retroactive pay generation transaction set contained errors. These error messages are issued in the Company Diagnostic Listing (Report 1012).

Also included in the retroactive pay generation feature is the ability to make a *dummy run*. The dummy run does not generate any transactions but is produced as part of Report 1014 as if pay transactions were being generated. This feature is controlled by the report indicator on the RT1 transaction.

The HTZ01 screen is the equivalent of the RT1, RT2, and RT3 transactions. The HTZ02 screen is the equivalent of the RT4 and RT5 transactions.

Key Fields

The following key fields are used by both HTZ01 AND HTZ02 screens.

COMPANY

Data Type: Numeric   **Length: 5**   **Field Type: Key**

Specify the company number for which you are generating the retroactive pay(s).

EMPLOYEE NO

Data Type: Numeric   **Length: 10**   **Field Type: Key**

Specify the employee number if the retroactive pay is for an individual employee rather than a company.

When generating retroactive pay for groups of employees, the last position of the employee number is used as a Control number or Set number (0 - 9).

PAGE NUMBER

Data Type: Numeric   **Length: 5**   **Field Type: Key**

Enter a page number if you are entering more than one HTZ01 or HTZ02 screen of retroactive pay transactions at a time.

HTZ01 - Retroactive Pay Generation 1

```
> GU _____ ON HTZ01


                        ----  RETROACTIVE PAY GENERATION 1 ----

 _  COMPANY--> 00000 EMPLOYEE NO--> 0000000000 - X PAGE NUMBER--> 00000        0


                PROCESS DATES     UNION  CODE     RPT    CHK    DED
            TRN   FROM      THRU   * FROM * THRU   IND    IND    IND
            RT1  00000000 00000000  _ ____ _ ____   0      0      0


                REG   OT1   OT2   SH2   SH3  VAC   SCK  BON  PEN  SPC
            TRN  PAY   PAY   PAY   PAY   PAY  PAY   PAY  PAY  PAY  PAY
            RT2   0     0     0     0     0    0     0    0    0    0


                JOB  CLASS  CODE    WORK  COMP  CODE    SEL      RATE/
            TRN  * FROM * THRU       * FROM * THRU      IND     PERCENT
            RT3  _ ____ _ ____       _ ____ _ ____       0    00000000000
            RT3  _ ____ _ ____       _ ____ _ ____       0    00000000000
            RT3  _ ____ _ ____       _ ____ _ ____       0    00000000000
            RT3  _ ____ _ ____       _ ____ _ ____       0    00000000000




                                  05/08/01  09:09:20 1 M3LL DEVK ____
```

Screen Description

This screen allows you select an individual employee or a group of employees for retroactive pays based on union code, job class code, Worker's Compensation code, and pay.

This screen contains the RT1, RT2, and RT3 transactions. The fields for each transaction are listed below by transaction.

RT1 Transaction Fields

This transaction selects employees by date and union code and controls retroactive payments.

PROCESS DATES FROM THRU

Data Type: Valid Date	**Length: 8**	**Field Type: Required**

Specify a from and through date to indicate the period for which the retroactive pay is to be generated. If a mid-week pay date is specified, the pay will be prorated.

CHANGE INDICATOR **Data Type: Alphanumeric**   **Length: 1**   **Field Type: Optional**

Precedes each SELECTION field on generation transactions. It contains a code used to specify selection criteria.

Acceptable values are:

Value	Transactions
Blank	Do not use for selection purposes
E	Select if the Earnings History is equal to the fields provided in this transaction
N	Select if the field following is not equal to the Employee Master file
L	Select if the Earnings History record is less than the field following it
G	Select if the Earnings History record is greater than the field following it
K	Select if the Earnings History record is less than or equal to the field following it
F	Select if the Earnings History record is greater than or equal to the field following it

UNION CODE FROM THRU **Data Type: Alphanumeric**   **Length: 4**   **Field Type: Optional**

Specify two union codes to indicate the employees who are to be selected for the retroactive pay. Do not enter this field when an employee number is entered.

Note: When this field is entered, the change indicator **(*)** must be entered.

RPT IND **Data Type: Numeric**   **Length: 1**   **Field Type: Optional**

Indicate how the Retroactive Pay Generation report will be printed.

Acceptable values are:

Value	Description
0	Print employee detail information
1	Print employee summary information
2	Dummy run; print employee detail
3	Dummy run; print employee summary information

CHQ INDICATOR   **Data Type: Numeric**   **Length: 1**   **Field Type: Optional**

Indicate whether separate cheques will be generated for the retroactive pay. To produce a separate cheque for retroactive pay, a special pay must be established for retroactive pay on the H0WCP screen and that special pay number must be entered in the RETROACTIVE PAY NUMBER field on the H0CCS screen. The system will then automatically generate the retroactive pay transactions with the special pay transaction code. Acceptable values are:

Value	Description
0	Produce a separate cheque for the retroactive pay
1	Do not produce a separate cheque, calculate with the employee's normal pay cycle

Note: When a **1** is used, generated transactions do not contain dates and labour reports will consider these records as being in the current pay period. CURRENT PAY fields will also be updated instead of special pay.

DED IND   **Data Type: Numeric**   **Length: 1**   **Field Type: Optional**

Indicate whether voluntary deductions are to be withheld from this pay. Acceptable values are:

Value	Description
0	Withhold voluntary deductions for pay cycle being processed
1	Do not withhold deductions; if you use this value, leave the CHEQUE INDICATOR field blank

RT2 Transaction Fields

This optional transaction indicates the type of pay or hours which will be considered for retroactive payment transaction generation. If nothing is entered, generation on regular pay only will be assumed.

PAY FIELDS   **Data Type: Numeric**   **Length: 1**   **Field Type: Optional**

Indicate whether a particular type of pay or hours will be considered for retroactive pay transaction generation.

Acceptable values are:

Value	Description
0	Do not consider this pay for generation
1	Consider this pay for generation

The following is a list of the pays for each pay field.

Pay Field	Type of Pay
REG	Regular
OT1	Overtime 1
OT2	Overtime 2
SH2	Shift 2
SH3	Shift 3
VAC	Vacation Pay
SCK	Sick Pay
BON	Bonus Pay
PEN	Pensioner's Pay
SPC	All Special Pays

The SPC field can be used to include or exclude all special pays.

Acceptable values are:

Value	Description
0	Use the RT5 transaction
1	Include all special pays
2	Exclude all special pays

Note: Do not calculate overtime or shift premiums when calculating retroactive pays on overtime/shift hours/dollars.

RT3 Transaction Fields

This transaction selects employees based on the job class code and the Worker's Compensation code. It is also used to enter the amount of the retroactive increase.

JOB CLASS CODE FROM - THRU

Data Type: Alphanumeric   **Length: 4**   **Field Type: Optional**

Specify the job class codes to be selected for the retroactive pay. This field is not used for individual employees.

WORK COMP CODE FROM - THRU

Data Type: Alphanumeric   **Length: 4**   **Field Type: Optional**

Specify the Worker's Compensation codes to be selected for the retroactive pay. This field is not used for individual employees.

SEL IND **Data Type: Numeric**   **Length: 1**   **Field Type: Optional**

Indicate if the RATE/PERCENT field contains a rate per hour or a percent of pay. Acceptable values are:

Value	Description
0	The RATE/PERCENT field contains a rate
1	The RATE/PERCENT field contains a percent

RATE/PERCENT **Data Type: Numeric**   **Length: 11**   **Field Type: Required**

Specify either a 6-decimal-place rate per hour (**00575000** = $.575) or 7-decimal-place percent pay (**0500000** = 5%) indicated in the SEL IND field.

HTZ02 - Retroactive Pay Generation 2

```
> GU _____ ON HTZ02

                    ------ RETROACTIVE PAY GENERATION 2 ------

_  COMPANY--> 00000 EMPLOYEE NO--> 0000000000   X PAGE NUMBER--> 00000         0

    EMP  REAS EMP  REAS EMP  REAS EMP  REAS EMP  REAS EMP  REAS EMP  REAS
TRN STAT CODE STAT CODE STAT CODE STAT CODE STAT CODE STAT CODE STAT CODE
RT4 __   __   __   __   __   __   __   __   __   __   __   __   __   __
RT4 __   __   __   __   __   __   __   __   __   __   __   __   __   __
RT4 __   __   __   __   __   __   __   __   __   __   __   __   __   __


          ------------------SPECIAL PAYMENT NUMBERS-------------------
    I/E  NO.  NO.  NO.  NO.  NO.  NO.  NO.  NO.  NO.  NO.  NO.  NO.  NO.
RT5 _    000  000  000  000  000  000  000  000  000  000  000  000  000
         000  000  000  000  000  000  000  000  000  000  000  000  000
RT5 0    000  000  000  000  000  000  000  000  000  000  000  000  000
         000  000  000  000  000  000  000  000  000  000  000  000  000
RT5 0    000  000  000  000  000  000  000  000  000  000  000  000  000
         000  000  000  000  000  000  000  000  000  000  000  000  000
RT5 0    000  000  000  000  000  000  000  000  000  000  000  000  000
         000  000  000  000  000  000  000  000  000  000  000  000  000

                              05/08/01  09:09:20 1 M3LL DEVK ____
```

Screen Description

This screen allows you to select employees for retroactive pay based on employee status, reason code, and specific special pay numbers.

This screen contains the RT4 and RT5 transactions. The fields for each transaction are listed below, by transaction.

RT4 Transaction Fields

This transaction selects employees based on their status and reason for termination codes. The RT4 transaction is not used for individual employees.

EMPLOYEE STATUS   **Data Type: Numeric**   **Length: 2**   **Field Type: Optional**

Enter the employee's status code.

Acceptable values are:

Value	Description
1	Active
2	On leave
3	Terminated
5	Vacation
7	Final termination

Note: If value **7** is used, the employee status must first be changed to a **3**. This should be done if the master files are to be updated or a cheque is to be issued.

REASON CODE   **Data Type: Numeric**   **Length: 2**   **Field Type: Optional**

Specify a reason code which corresponds to the preceding status code.

Suggested values are:

Value	Description
01	Death
02	Discharge
03	Retired
04	Transferred to another corporation
05	Resigned

It is possible to select employee status without entering a reason code. (his is accomplished by leaving the corresponding reason code blank). However, if a reason code is entered, a corresponding employee status must also be entered.

The RT4 transaction is not required in order to generate retroactive pay transactions. If nothing is entered, all employees who meet the criteria described on other retroactive pay generation transactions will be selected.

RT5 Transaction Fields

This transaction selects employees based on the specific special pays indicated.

I/E

Data Type: Alphanumeric	**Length: 1**	**Field Type: Optional**

This field determines if a special pay will be included or excluded for this retroactive pay. Acceptable values are:

Value	Description
I	Include only the special pays indicated on the RT5 transaction for the retroactive pay
E	Exclude the special pays indicated on the RT5 for the retroactive pay

Note: The RT5 is valid only if the SPC field on the RT2 is **0**, or if no RT2 is entered.

NO.

Data Type: Numeric	**Length: 3**	**Field Type: Optional**

Enter the special pay number to be included in this retroactive pay.

16 Manual Pay Updates and Adjustments

Chapter Contents

Introduction

Manual Pays in HCM:M allow the user to record payments made outside the HCM:M system, or to make pay or labour related adjustments to employee's payment accumulators and payment history. Manual pays are referred to as "update" or "adjustment" transactions if they do not represent a manually issued cheque.

Manual pays are referred to as "update" or "adjustment" transactions if they do not represent a manually issued cheque.

This chapter contains the manual pay screens used to:

■   To reverse a previously written cheque

■   To reverse and reissue a previously written cheque

■   To record a manual cheque or payment that was not system-generated

■   To make a manual adjustment to the Employee Master file and to produce an audit trail

■   To increase or decrease current net pay by the amount of the deduction, tax adjustment, special pay or regular pay.

Manual Pay Updates and Adjustment Screens

The chart below lists the screens used in processing manual pays; the screen title; the maintenance allowed for each, *I* (insert) or *R* (replace); and the transactions associated with each screen. To update taxable fields when using manual pays, a 400 and/or 6*XX* transaction must be included in the set.

Screen	Title	Maintenance	Transactions
HS450	Payment Reversal	*I, R*	450
HS460	Payment Reversal and Reissue	*I, R*	460
HTMC0	Manual Pay Builder	*I, R*	503
HTMCP	Regular Pays	*R*	400
HTMCQ	Manual Pay Summary	*R*	500, 503
HTMCT	Taxes & Deductions	*R*	500, 550
HTMCS	Special Pays	*R*	6*XX*
HTOCD	Canadian Deduction Refund/Adjustment	*I, R*	400, 500, 503, 550, 6*XX*
HTPCS	Special Pay Adjustments	*I, R*	400, 500, 503, 550, 6*XX*
HTQCT	Employee Tax Adjustment/Refund	*I, R*	400, 500, 503, 550, 6*XX*
HS7CL	Labour Adjustment	*I, R*	470

Key Fields

These fields contain values under which similar material is stored so it will be easier to find when you look for it. The key fields are COMPANY, EMPLOYEE NUMBER, CHEQUE NUMBER, and CHEQUE DATE.

Manual Pay Updates and Adjustment Overview

Manual pays or updated transactions are treated as a set or group for an individual employee and are balanced against each other prior to their application. Any error detected during either the balancing process or during their application to the employee's Master and Tax Records will cause deletion of all entries for that set, and a message will be issued on the Employee Diagnostic Report.

Manual Pay transactions are balanced against each other within the group as follows: all Regular, Overtime, Shift, and Special Pay for an employee is summed and compared to the entered Gross Pay. Then an employee's Net Pay, Taxes, and Voluntary Deductions are summed and compared with the employee's Gross Pay. Should either of these tests fail, the entire group of update transactions for this employee will be rejected.

Note: Some special pays and deductions have special calculations and may not be included; for example, special pay calculation number 4 is not included in net pay.

After the transactions have been balanced, an attempt is made to apply them to the Employee and Tax Master files during Batch processing. However, if you want to make a negative adjustment, the equivalent amount of pay must be present in each applicable Tax Master Record and Employee Master Record. In other words, an error will be produced if the amount shown in the Tax Master Record and Employee Record is not equal to or greater than the amount to be subtracted. This situation can be overridden when the negative adjustment indicator is set to a **1** or **2** on the 108 transaction or H0CFL screen (this is a company level screen).

Manual pay transactions also provide the ability to select the accumulative fields to be adjusted. This is accomplished by an indicator which will permit the transactions to adjust year-, quarter-, and month-to-date fields, only YEAR-TO-DATE, only YEAR- and QUARTER-TO-DATE, only PRIOR-QUARTER or YEAR and PRIOR QTR only. The normal situation is for updates to ADJUST YEAR, QUARTER, and MONTH-TO-DATE fields. Each transaction of a set must have the same value in the YQM INDICATOR field.

An audit trail is produced as the update transactions are applied to the Employee's Tax and Master Records. This audit trail is the Payroll Change Listing (Report 1006) containing an entry for every field updated. These entries show the previous value, the new value, and the net amount of change (plus or minus).

There are three ways to enter manual pays or pay and labor adjustments. They are outlined below.

- Batch Entry of transactions 400 -6XX - The transactions are entered into PAY010 in a batch run. It is required that the transactions be entered in set order for each employee (503, 400, 500, 550, 6XX). If the transactions are not entered in this order, they will be rejected with appropriate diagnostic messages issued. If the transactions do not balance as noted above, the entire set will be rejected and a message will be issued on the Employee Diagnostic report.

▪ The Manual Pay Builder Screen (HTMC0) - This is a data entry screen that is processed by the Batch system once a DEF transactions is entered. The HTMC0 screen provides an automated manual pay generator system. Gross pay and net pay will be calculated as the manual pay set is built. This ensures that the manual pay set is in balance. Automatic link down to function specific screens will occur once the HTMC0 has been inserted, or after the record has been added and an 'R' is placed in the update command on the HTMC0 screen.

The following screens make up this Manual Pay Process:

Screen Description	Canadian Screens
Control Info	HTMC0
400 (Regular, Shift and Overtime pays)	HTMCP
6XX (SPEC PAYS)	HTMCS
500 (Taxes) & 550 (Deds)	HTMCT, HTMCQ

▪ The Functional adjustment/refund screens allow you to make adjustments or refunds by entering all transactions associated with the adjustment or refund on one screen.

Screen	Description
HTOCD	Deduction refund/adjustment
HTPCS	Special Pay adjustment
HTQCT	Tax refund/adjustment

These functional screens are also data entry screens that will be processed by the Batch system once a DEF transaction is entered.

Data entered on these screens is balanced by the system and totals are displayed at the bottom of each screen. If the fields do not balance, an error message will display once you press enter. This will give you an opportunity to change the data so that it does balance prior to processing the Batch system, thereby ensuring acceptance by the system.

Each of these methods of entering manual pay updates and adjustments is covered in detail on the following pages.

Manual Pay Balancing

Before a "set" of manual pay transactions may be entered into the system, the entire set must be in balance. Use batch transactions, the manual pay builder screen or the functional screens to enter manual pay sets.

■   Regular pay plus overtime plus special pays paid must equal gross pay.

■   Net pay plus taxes plus deductions plus non-paid special pays must equal gross pay. Non-paid special pays are those which are not included in net pay. Deductions with calculation number 90 or 92 are included in net pay, and not included in deductions. Memo deductions are not included in deductions, but must be entered if MEMO DEDUCTION fields are to be updated.

■   If the set is not in balance, the entire set will be rejected, with the appropriate diagnostic messages issued.

■   It is required that the batch manual pay transactions be entered in set order. If the transactions are not entered in this order (503, 400, 500, 550, 6XX), they will be rejected with appropriate diagnostic messages issued.

■   If a manual pay set is entered without a 503 transaction as a part of the set, the manual pay will not be able to be automatically reversed at a later time.

Manual Pay Transaction Purposes

450 Transaction.   Used to reverse a previously issued check or advice of deposit by check number, check date, and period ending date. The payment to be reversed must be on the Earnings History file.

460 Transaction.   Used to reissue or reverse and reissue a previously issued payment by payment number, payment date, and period ending date. If the reissued payment is a manual check, the manual check number and manual check date should be entered.

Note: Third-party checks cannot be reversed.

503 Transaction.   Used to record the check number of a manual check by check date, period begin date, and period ending date. This transaction is also used to separate logical sets of manual pay transactions. If a 503 transaction is not entered with Check number and date, the Earnings History File contains zeros in these fields, and you cannot reverse the check with the HS450 screen (450 transaction). You must use the 503 transaction to enter the net pay for a manual pay set.

400 Transaction.   Used to record the regular and overtime hours and pay associated with a manual payment by state/local code and/or labor distribution account number, or to reverse payments that are not on the Earnings History file.

500 Transaction.   Used to record the taxes, and gross pay on a manual payment by state/local code.

550 Transaction.   Used to record the amount of deductions withheld on a manual payment by deduction number.

6XX Transaction.   Used to record the amount of a user-defined special payment or system-defined special payment associated with a manual payment by state/local code and/or labor distribution account number.

Using Manual Pay Transactions

503 Transaction

The 503 transaction serves several purposes. The primary purpose is to record the cheque number of a manual payment. The secondary purpose is to separate multiple sets of manual updates that do not have an associated cheque number. If manual updates which do not have a corresponding cheque number are to be applied to the master file, then a dummy 503 transaction must be entered to separate the sets.

When a dummy 503 transaction is entered, the cheque number may be any number and the CHEQUE DATE, PERIOD BEGIN, and PERIOD ENDING date fields contain valid dates. If multiple pay sets are entered for the same employee and the 503 information is identical, only the first record created can ever be reversed.

The province/territory and local codes and the tax unit will default to the information on the Employee Master file for the employee. Enter any of these values if you want to override the Employee Master file. The from and to dates on the 400 and 6*XX* transaction will default to the dates on the 503 transaction if they are not entered.

400 and 6XX Transactions

In order for taxable fields to be updated when using manual pays, a 400 and/or 6*XX* transaction must be included in the set.

The From and To dates are the 400 and 6XX transactions will default to the dates on the 503 transaction if they are not entered.

Paid Updates

Paid updates are sets of manual pay transactions that record adjustments to master file accumulations and adjust the employee's next cheque by the net amount. Typical examples of the use of paid updates include:

- Refund a deduction taken in error

- Recover an incorrect amount of pay

- Adjust a tax that was incorrectly calculated

The adjustment indicator (**+-**) on the 400, 500, 6*XX* transactions indicate that the update is a paid update. A value of **P** indicates a positive paid update and **M** indicates a negative paid update. The positive and negative updates may be mixed within a set as long as the set is in balance.

Examples of Paid Updates

Example 1. Employee 666 was set up with the incorrect amount for deduction 47. $100 was withheld instead of $10. To adjust the employee's accumulators and refund $90 on his/her next cheque, enter a 500 transaction with **9000** in the NET PAY field and a **P** in the ADJUSTMENT INDICATOR field. Also enter a 550 transaction with **47** in the NO field, **9000** in the AMT field and an **M** in the ADJUSTMENT INDICATOR (+) field. The employee will receive $90 on his/her next cheque.

Example 2. Employee 1067 was paid $64 of overtime which was in error. To adjust the master file and recover the amount overpaid (less taxes), enter **6400** in the OT AMT field of a 400 transaction with an **M** in the ADJUSTMENT INDICATOR (+-) field and a 500 transaction with the TAXES, NET PAY, and GROSS PAY fields filled in and an **M** in the ADJUSTMENT INDICATOR (+-) field. The employee's TAX and TAXABLE fields will be updated and an additional $42.46 net adjustment will be subtracted from the employee's next pay cheque.

Example 3. Employee 2369 was incorrectly coded with TD1 exemption of 61690 instead of 6169. The system did not withhold any FIT tax. The tax should have been $126.56. To withhold this amount of tax on the next pay cycle, enter two 500 transactions. On the first 500 transaction, enter **12656** in the NET PAY field and an **M** in the ADJUSTMENT INDICATOR (+-) field. On the second 500 transaction, enter **12656** in the FIT field and a **P** in the ADJUSTMENT INDICATOR (+-) field.

The same adjustments could be accomplished with an 801 transaction. However, a paid update will update the master file before the employee is paid. If the employee will not be paid again before year-end or quarter-end reporting, paid updates would be used in many cases.

Key Considerations for Paid Updates

- If an employee is not to be paid, paid updates will be recycled by the edit.

- If multiple sets of paid updates are entered for an employee, the total net adjustment will be used to determine if the adjustment can be applied, although separate current pay and labour records will be produced for each set if the adjustments are applied.

- Paid updates which do not contain at least one 400 or 6*XX* transaction will not create labour distribution records.

- Paid updates are applied to the employee's primary cheque. The adjustment is applied to net pay after 'from gross' deductions and taxes and before 'from net' deductions.

- There is no partial recycling. If the total net adjustment cannot be applied, the entire set or sets of paid updates will be recycled in PAY040.

- The current pay record for a paid update will contain the cheque number from the 503 transaction, if entered. A 503 must be entered in order to be able to reverse a paid update in the future.

- Paid updates may be reversed using a 450 transaction. The generated entry is a non-paid update, because normally the associated cheque would also be reverse.

- Paid updates follow the same balancing logic as non-paid updates, such as:

    Gross - taxes - deductions = Net

    Regular pay + overtime pay + special pay = Gross

- The net amount of the adjustment will show on the cheque or advice stub as NET ADJ. No details are shown on the cheque or advice stub.

HS450 - Payment Reversal

```
> GU  _____ ON HS450

                         ----------PAYMENT REVERSAL----------

 _   COMPANY--> 00000 PAGE NUMBER--> 00000

     EMPLOYEE   TCD  TRN   PAYMENT     PAYMENT    PERIOD    Y  M  REAS
      NUMBER         CDE   NUMBER       DATE      END DT    Q  C  CODE

     0000000000  0   450 00000000000  00000000   00000000  _  0   __
     0000000000  0   450 00000000000  00000000   00000000  _  0   __
     0000000000  0   450 00000000000  00000000   00000000  _  0   __
     0000000000  0   450 00000000000  00000000   00000000  _  0   __
     0000000000  0   450 00000000000  00000000   00000000  _  0   __
     0000000000  0   450 00000000000  00000000   00000000  _  0   __
     0000000000  0   450 00000000000  00000000   00000000  _  0   __
     0000000000  0   450 00000000000  00000000   00000000  _  0   __




                                   05/07/01  14:07:24 1 M3LL DEVK ____
```

Screen Description

The HS450 screen allow you to reverse an employee's check or advice by payment number and date. This screen is the online data entry equivalent of the 450 transaction. If you want to reverse and reissue a payment for the same amount, you can enter a 460 transaction using the HS460 (Payment Reversal and Reissue) screen.

The 450 transaction backs out information from the accumulations on the employee's H0A, H0B, H10, and H0Z tables. This transaction also creates reversal entries on the Earnings History tables.

You can only issue a 450 transaction for a payment which currently exists on the Earnings History tables. If the payment does not exist on the Earnings History table, HCM:M will reject the 450 transaction.

To reverse a payment which is no longer on the Earnings History tables (for example, already backed up to tape using PAY032), you will have to use the HTMC0 Manual Pay Builder screen (400 - 6XX transaction).

Fields

COMPANY

Data Type: Numeric Length: 5 Field Type: Key

Enter a 5-digit Company Number between 1 and 99998.

PAGE NUMBER

Data Type: Numeric Length: 5 Field Type: Key

Enter the user-defined Page Number under which this transaction will run. A new page number is required for each screen of transactions you enter. When one page is filled, HCM:M brings up a new screen.

EMPLOYEE NUMBER

Data Type: Numeric Length: 10 Field Type: Required

Enter a 10-digit Employee Number.

TCD

Data Type: Numeric Length: 1 Field Type: Required

Enter the TCD in the Transpositional Check Digit field. If you do not remember it, enter an **X** and HCM:M will calculate it.

PAYMENT NUMBER

Data Type: Numeric Length: 11 Field Type: Required

Use the Payment Number field to enter the cheque or advice number of the particular payment to be reversed.

PAYMENT DATE

Data Type: Standard Date Length: 8 Field Type: Required

Use the Payment Date field to specify the date the payment was made to the employee. This must be the date that appeared on the check (CHEQUE DATE field on the HSCTL (Payroll Transaction Run Control) screen or HTMM1 screen).

PERIOD END DT

Data Type: Standard Date Length: 8 Field Type: Required

Enter the Pay Period Ending Date for the cheque being reversed. This must be the PERIOD END-DT originally entered on the HSCTL screen or in the END DT field on the HTMM1 screen.

Y/Q

Data Type: Alphanumeric Length: 1 Field Type: Optional

Year-Quarter Indicator. Use the Year-Quarter Indicator field to indicate the appropriate accumulation fields to adjust on the employee's H0A, H0B, H0Z, and H10 rows.

Acceptable values are:

Value	Description
Blank	Adjust the year-, quarter-, and month-to-date fields.
Y	Adjust the year-to-date fields only.
Q	Adjust the year- and quarter-to-date fields only.
P	Adjust the prior quarter-to-date fields only.
C	Adjust the year-to-date and prior quarter fields only.

M C   **Data Type: Numeric**   **Length: 1**   **Field Type: Optional**

Indicate the Method Field which reversal is being handled.

Acceptable values are:

Value	Description
0	Reverse only; a reissue will be allowed at a future date using a 460 transaction.
9	Reverse and do not allow reissue.

REAS CODE   **Data Type: Alphanumeric**   **Length: 2**   **Field Type: Optional**

Specify a user-defined Reason Code to indicate the reason for the reversal.

Example.   **Resigned** may be **R1**; **Retired** may be **R2**, and so forth.

HS460 - Payment Reversal and Reissue

```
> GU      _____ ON HS460

                      ----PAYMENT REVERSAL AND REISSUE----

 _   COMPANY--> 00000 PAGE NUMBER--> 00000

EMPLOYEE     TCD TRN   PAYMENT    PAY       PERIOD   M REAS D   MANUAL PAY    PAY
  NUMBER         CDE   NUMBER     DATE      END DT   C CODE C    NUMBER       DATE

_____    _  460 00000000000 00000000 00000000 0  __  _   0000000000  00000000
_____    _  460 00000000000 00000000 00000000 0  __  _   0000000000  00000000
_____    _  460 00000000000 00000000 00000000 0  __  _   0000000000  00000000
_____    _  460 00000000000 00000000 00000000 0  __  _   0000000000  00000000
_____    _  460 00000000000 00000000 00000000 0  __  _   0000000000  00000000
_____    _  460 00000000000 00000000 00000000 0  __  _   0000000000  00000000
_____    _  460 00000000000 00000000 00000000 0  __  _   0000000000  00000000
_____    _  460 00000000000 00000000 00000000 0  __  _   0000000000  00000000




                                    05/07/01  14:07:25 1 M3LL DEVK ____
```

Screen Description

Use the HS460 screen to:

■ Reverse and reissue an employee's previously issued check or advice by payment number and date

■ Reissue a check which was previously reversed (unless the check was reversed and cannot be reissued)

Reversing and reissuing does not affect accumulators, but creates reversals and reissues on the Earnings History tables for the same amounts.

When you reissue a payment, HCM:M adds the values to the accumulators and creates reissue data on the Earnings History tables.

This screen is the online data entry equivalent of the 460 transaction.

The 460 transaction is the equivalent of entering a 450 transaction and then entering the manual payment set (using the manual pay screens) to reissue a check.

Fields

EMPLOYEE NUMBER **Data Type: Numeric** **Length: 10** **Field Type: Required**

Enter a 10-digit Employee Number.

TCD **Data Type: Numeric** **Length: 1** **Field Type: Required**

Enter the Transpositional Check Digit. If you do not remember it, enter an **X** and HCM:M will calculate it.

PAYMENT NUMBER **Data Type: Numeric** **Length: 11** **Field Type: Required**

Use the Payment Number field to enter the cheque or advice number of the particular payment to be reversed and reissued.

PAYMENT DATE **Data Type: Standard Date** **Length: 8** **Field Type: Required**

Specify the date, in the Payment Date field, that identifies when payment was made to the employee. This must be the date that appeared on the cheque (CHEQUE DATE field on the HSCTL (Payroll Transaction Run Control) screen).

PERIOD END DT **Data Type: Standard Date** **Length: 8** **Field Type: Required**

Specify the Pay Period Ending Date for the cheque being reversed. This must be the PERIOD END-DT originally entered on the HSCTL screen or in the END DT field on the HTMM1 screen.

M C **Data Type: Numeric** **Length: 1** **Field Type: Optional**

Use the Method Code field to specify the method for reversal.

Acceptable values are:

Value	Description
0	Reverse the check and print a reissue check when the employee's frequency is paid and checks are produced.
1	Print a reissue check when the employee's frequency is paid and checks are produced. The old check was previously reversed.
2	Reverse the indicated check and update the employee tables to record a manual check exactly like the original.
	If you use this value, you must enter values in the MANUAL PAY NUMBER and PAY DATE fields.
	This value acts in the same manner as a 450 transaction followed by a set of manual payment transactions.

REAS CODE   **Data Type: Alphanumeric**   **Length: 2**   **Field Type: Optional**

Specify any user-defined Reason Code for the payment reversal.

Example.   **Resigned** may be **R1**; **Retired** may be **R2**, and so forth.

D C   **Data Type: Alphanumeric**   **Length: 1**   **Field Type: Optional**

Use the Date Code field to specify any user-defined data.

MANUAL PAY   **Data Type: Numeric**   **Length: 10**   **Field Type: Optional**
NUMBER

Enter the number of the manual cheque issued in the Manual Payment Number field. This field is required when the M C field contains a **2**.

PAY DATE   **Data Type: Valid Date**   **Length: 8**   **Field Type: Optional**

Manual Payment Date.   Enter the issue date of the cheque in the Manual Payment Date field. This field is required when the M C field contains a **2**.

HTMC0 - Manual Pay Builder

```
> C      0                                                    ON HTMC0


                    ---------- MANUAL PAY BUILDER ----------

 _  COMPANY--> 00000 EMPLOYEE NO--> 0000000000 - X PAGE NUMBER--> 00000


                     CHEQUE NUMBER         0000000000
                     OLD CHEQUE NUMBER     0000000000
                     CHEQUE DATE             00000000
                     BEGINNING DATE          00000000
                     ENDING DATE             00000000
                     TAX UNIT                     000
                     REASON                        __
                     METHOD                         _
                     Y/Q INDICATOR                  _



              * * * SCREENS WILL BE ACCESSED IN FOLLOWING ORDER * * *
                     PAYS ------------------->  HTMCP
                     SPECIAL PAYS ----------->  HTMCS
                     TAXES AND DEDUCTIONS --->  HTMCT
                     BALANCE DETAILS -------->  HTMCQ

                                          05/31/01  12:29:44 1 M3LL DEVK ____
```

Screen Description

This screen, and associated data screens HTMCP (Regular Pays), HTMCT (Taxes & Deductions), HTMCS (Special Pays) and HTMCQ (Manual Pay Summary) are used to record payments that were issued manually to employees, or to reverse a cheque no longer on the Earnings History file.

The HTMC0 screen records cheque information, pay period dates, the tax unit reason code, and year-quarter indicator. It is the online equivalent of the 503 transaction. Gross and Net Pay will be calculated as the manual pay set is built with the HTMCP, HTMCS and HTMCT and displayed on the HTMCQ. This ensures that the manual pay set is in balance. Totals will be maintained automatically on this screen. The HTMC0 will automatically scroll to the other screens when the enter key is pressed.

When multiple sets of manual adjustment transactions are entered for an employee, this screen must be completed before each set (page number) of manual pay adjustment screens. The date entered on this screen is used for reporting purposes throughout the system.

If this screen is not completed before the other associated manual payment screens, the Earnings History file manual pay record will contain zeros in the CHEQUE NUMBER field and the 400 through 6XX series manual pay records will contain zero dates. As a result, the manual pay set cannot be reversed using the HS450 screen (a 450 transaction). To reverse the manual pay set, the entire set would have to be re-entered with the appropriate adjustment indicator.

If multiple pay sets are entered for the same employee and the cheque number entered on this screen is identical, only the first record created can be reversed.

Fields

COMPANY

Data Type: Numeric	Length: 5	Field Type: Key

Enter a 5-digit Company Number between 1 and 99998.

EMPLOYEE NUMBER

Data Type: Numeric	Length: 11	Field Type: Required

Enter a 10-digit Employee Number.

PAGE NUMBER

Data Type: Numeric	Length: 5	Field Type: Key

Enter a unique page number associated with the employee on this screen. The same page number will display on corresponding manual pay data screens HTMCP, HTMCS, HTMCT, HTMCQ. This ties the manual payment transactions together as a set.

CHEQUE NUMBER

Data Type: Numeric	Length: 10	Field Type: Required

Specify either a number used to identify an adjustment made to upcoming pay or to record the cheque or advice number of a manual pay.

CHEQUE DATE

Data Type: Valid Date	Length: 8	Field Type: Required

Specify the date the cheque was issued to the employee.

When HCM:M stores this transaction on the Earnings History file, the key is the value in the Cheque Date field from the CTL transaction. If you create reports for a specific payroll run, HCM:M includes all manual payments processed in that run.

BEGINNING DATE

Data Type: Valid Date	Length: 8	Field Type: Required

Specify the beginning date of the pay period covered by the manual cheque.

ENDING DATE

Data Type: Valid Date	Length: 8	Field Type: Required

Specify the ending date of the pay period covered by the manual cheque.

TAX UNIT

Data Type: Numeric	Length: 3	Field Type: Optional

Enter a tax unit if you want to override the employee's current TAX UNIT field established on the H0B01 (Employee Taxing Information) screen. You must have already established this tax unit for the employee. Typically you would use this field if you wanted to update information for an employee who has worked in more than one tax unit. This field defaults to the employee's work TAX UNIT field on the H0B01 screen.

Only one tax unit may be updated with one manual pay set. If you need to update more than one tax unit, enter multiple sets of manual payment transactions.

Example: You want to transfer earnings from Tax Unit 25 to Tax Unit 101. You would enter 2 sets of Manual Pay transactions. A negative set subtracting the earnings from Tax Unit 25, and a positive set to add the earnings to Tax Unit 101.

REASON

Data Type: **Alphanumeric**   Length: **2**   Field Type: **Optional**

Specify a user-defined code to indicate the reason for issuing a manual cheque.

OLD CHEQUE NUMBER

Data Type: **Numeric**   Length: **11**   Field Type: **Optional**

Enter the previous cheque number for reference purposes.

Y/Q INDICATOR

Data Type: **Alphanumeric**   Length: **1**   Field Type: **Optional**

Indicate which fields on the Employee Master file and Tax Master file will be changed.

Acceptable values are:

Value	Description
Blank	**Adjust the YEAR-, QUARTER-, and MONTH-TO-DATE fields**
Y	Adjust YEAR-TO-DATE fields only
Q	Adjust YEAR- and QUARTER-TO-DATE fields only
P	Adjust PRIOR QUARTER-TO-DATE fields only
C	Adjust the YEAR-TO-DATE and PRIOR QUARTER-TO-DATE only

HTMCP- Regular Pays

```
> C     11860,00000000019,00001                              ON HTMCP
                                                LEVEL 01 LINK FROM HTMC0
                        -- MANUAL PAYS - REGULAR PAYS (400) --

R   COMPANY--> 11860 EMPLOYEE NO--> 0000000001 - 9  PAGE NUMBER--> 00001

    OT SH    HOURS     SAL /AMOUNT  DPT/SEC LABOUR CODE          PV/LOC  ADJ
                                    DIV/OFF FR-DATE    TO-DATE
    0  0     40.00           .00   _____   _____ 010000  -
                                   _____  00000000  00000000
    0  0      .00            .00   _____   _____ 000000  _
                                   _____  00000000  00000000
    0  0      .00            .00   _____   _____ 000000  _
                                   _____  00000000  00000000
    0  0      .00            .00   _____   _____ 000000  _
                                   _____  00000000  00000000
    0  0      .00            .00   _____   _____ 000000  _
                                   _____  00000000  00000000
    0  0      .00            .00   _____   _____ 000000  _
                                   _____  00000000  00000000


A205W-END OF LIST
                                   03/08/06  12:16:27 1 M3LL SUPD ____
```

Screen Description

This screen adjusts regular shift and overtime pay and hours. It is normally used to record a manual payment made outside the system. It is the online data entry equivalent of the 400 transaction.

Fields

COMPANY
Data Type: Numeric   Length: 5   Field Type: Key

Enter a 5-digit Company Number between 1 and 99998.

EMPLOYEE NUMBER
Data Type: Numeric   Length: 11   Field Type: Required

Enter a 10-digit Employee Number.

PAGE NUMBER
Data Type: Numeric   Length: 5   Field Type: Key

Enter a unique page number associated with the employee on this screen. If you want to enter corresponding manual pay data screens, enter the same value in the PAGE NUMBER field on those screens. This ties the manual payment transactions together as a set.

OT   **Data Type: Numeric**   **Length: 1**   **Field Type: Optional**

This field is used for overtime or weeks worked.

Overtime.   If the SALARY/AMOUNT is for Overtime, enter the appropriate value to indicate which accumulators to update with the values in the hours and SALARY/AMOUNT fields.   Acceptable values are:

Value	Description
1	Overtime 1 Hours H0BHA - Amounts H0BPA
2	Overtime 2 Hours H0BHA - Amounts H0BPA

Weeks Worked.   If the SALARY/AMOUNT is for Weeks Worked, enter the appropriate value to indicate which accumulators to update with the value in the SALARY/AMOUNT field. Acceptable values are:

Value	Description
6	Update the WEEKS WORKED UNDER field
7	Update the WEEKS WORKED OVER field

SH   **Data Type: Numeric**   **Length: 1**   **Field Type: Optional**

Indicate the shift code in which an employee worked. Acceptable values are:

Value	Description
0 or 1	This transaction is for regular pay
2	This transaction is for second shift premium
3	This transaction is for third shift premium

If a **2** or **3** is entered, the amounts in the HOURS and RATE/AMOUNT fields will be updated into the SHIFT HOURS and PAY fields on the master files, and will not affect regular hours and pay. To update shift and regular amounts, multiple lines must be entered.

Example.   You want to record a manual check for an employee who has worked 40 hours on second shift. On one line enter:

- **0004000** in the HOURS field

- the regular pay total in the SALARY/AMOUNT field

- blank in the SH field

On the second line enter:

- **0004000** in the HOURS field

- the shift premium amount in the SALARY/AMOUNT field

- 2 in the SH field

The first line records the employees' regular pay and the second line records the employee's shift differential.

HOURS

Data Type: Numeric   **Length: 7**   **Field Type: Optional**

Specify the number of regular hours associated with this entry as a 2-decimal-place amount; for example, enter 40 hours as **0004000** (no decimal point). HCM:M reflects the updated hours on the H0BHA (Employee Hour Accumulation) screen. If you enter hours in this field and a value of 2 or 3 in the SH field, HCM:M updates the shift hours only. See the example in the description of the SH field.

SALARY/AMOUNT

Data Type: Numeric   **Length: 9.2**   **Field Type: Optional**

Enter the salary amount you want to update. HCM:M reflects the PAY AMOUNTS on the H0BPA, Employee Pay Accumulation screen.

- If you enter an amount in this field and a value of **2** or **3** in the SH field, HCM:M will enter the amount in the SHIFT 2 or SHIFT 3 fields of the H0BPA screen. See the example in the definition for the SH field.

- If this payment is for weeks worked, enter the number of weeks with two decimal places and a 6 or 7 in the OT indicator to update weeks worked on the H0BHA.

- If you enter an amount and a value of 1 or 2 in the OT field, HCM:M will update the OT1 and/or OT2 pay accumulators on the H0BPA screen.

DPT/SEC

Data Type: Alphanumeric   **Length: 5**   **Field Type: Optional**

Specify the employee's department and section numbers to which this input is related. These fields are used together by the system and when entered both codes must be provided. If entered, they override the employee's department and section numbers established on the Employee Master file. H0BID or H0BSC.

DIV/OFF

Data Type: Alphanumeric   **Length: 6**   **Field Type: Optional**

Specify the employee's division and office codes for this input. Use this field only to override the first six positions of the ORGANIZATION field on the H0BID (Basic Employee Identification) screen. If you use this field, you must provide both codes. If the codes you enter do not match a labour distribution defined on the H1O01 (Labour Distribution Constant Data) screen, HCM:M issues a warning message.

LABOUR CODE

Data Type: Alphanumeric   **Length: 22**   **Field Type: Optional**

Specify the labour distribution code to which this input is related. If entered, it overrides the labour distribution code established on the Employee Master file using the H0BJO screen.

PV/LOC   **Data Type: Numeric**   **Length: 6**   **Field Type: Optional**

Identify the employee's province/territory to which this input is related in the first two positions of this field. Enter **0000** for the local code or **0001** if the adjustment is being applied to an amount reported on a T4A or Releve 2. If entered, the province/territory code overrides the employee's primary province/territory codes established on the Employee Master file. A list of province/territory codes is provided in Appendix A. Province/territory codes must match an existing Employee Tax Master record for an employee to be valid. The system defaults to the province/territory codes in the Employee Master file.

A total of four Province codes may be entered in one manual pay set. If you have earnings for additional province codes, enter an additional manual pay set.

ADJ   **Data Type: Alphanumeric**   **Length: 1**   **Field Type: Optional**

Indicate the type of adjustment desired. HCM:M updates the Earnings History table the next time you process a payroll run. If you do not process a payroll run, HCM:M updates the Employee and Tax Master and then sends the adjustment information to the pending file. The adjustment is released the next time the employee is paid; the Earnings History file is updated at this time. Acceptable values are:

Value	Description
Blank or +	A positive adjustment is to be recorded for this employee. Values entered on this transaction are added to the appropriate records in the Employee Master file.
-	A negative adjustment is to be recorded for this employee. Values entered on this transaction are subtracted from the appropriate records on the Employee Master file.
	This value can also be used to either reverse a payment or reverse a cheque or advice that is no longer retained on the Earnings History file, when a 450 transaction is not allowed.
P	A manual adjustment is being made to an employee's records. This adjustment will be reflected in the employee's upcoming cheque. The values on this transaction are added to the appropriate fields on the employee's master records.
M	A manual adjustment is being made to an employee's records. This adjustment will be reflected in the employee's upcoming cheque. The values on this transaction are subtracted from the appropriate fields on the employee's master records.
A	A positive manual adjustment to an employee's labour records. This will increase the employee's labour records, but will not affect the employee's pay accumulations.
J	A negative manual adjustment to an employee's labour records. This will decrease the employee's labour records, but will not affect the employee's pay accumulations.

Valid combinations of values are:

- **+** and **-**

- **P** and **M**

- **A** and **J**

Transactions with a (**+**) or (**-**) cannot be intermixed with transactions having a P or M. Do not enter a combination like **+** and **M**. If you do, the manual payment set errors off.

Example 1.   You paid an employee 8 hours of regular pay which should have been vacation. On screen HTMCS (a 660 transaction), enter the hours and amount for the vacation and a **+** to add vacation hours to the employee records. On screen HTMCP (400 transaction), enter the hours and amount for the regular pay and a **-** to subtract regular hours from the employee rows.

Example 2.   You want to transfer an employee's hours from labour code 12359 to labour code 12222, but only for this week. Enter the hours, pay, and labour code for 12222 with an **A** in the +/- indicator. Enter the hours, pay, and labor code for 12359 with a **J** in the +/- indicator. This transaction does not affect the employee's hours, tax, and pay accumulators.

FR-DATE

Data Type: Numeric   **Length: 8**   **Field Type: Optional**

Enter the beginning date of the pay period covered by this pay transaction. If this field is not entered, the system defaults to the BEGINNING DATE field on the HTMC0 screen.

TO-DATE

Data Type: Numeric   **Length: 8**   **Field Type: Optional**

Enter the ending date of the pay period covered by this pay transaction only if it is different from the ENDING DATE entered on theHTMC0 screen.

HTMCS - Special Pays

```
> C     11860,00000000019,00001                                   ON HTMCS
                                                     LEVEL 01 LINK FROM HTMC0
                      -- MANUAL PAYS - SPECIAL PAYS (6XX) --

R  COMPANY--> 11860 EMPLOYEE NO--> 0000000001 - 9 PAGE NUMBER--> 00001

    PAY#    HOURS    SPL PAY AMT  DPT/SEC LABOUR CODE         PV/LOC   PI ADJ
                                  DIV/OF  FR-DATE    TO-DATE   NON-TAXABLE
    000      .00          .00     _____  _____  000000   0  _
                                  _____  00000000  00000000           .00
    000      .00          .00     _____  _____  000000   0  _
                                  _____  00000000  00000000           .00
    000      .00          .00     _____  _____  000000   0  _
                                  _____  00000000  00000000           .00
    000      .00          .00     _____  _____  000000   0  _
                                  _____  00000000  00000000           .00
    000      .00          .00     _____  _____  000000   0  _
                                  _____  00000000  00000000           .00
    000      .00          .00     _____  _____  000000   0  _
                                  _____  00000000  00000000           .00


A205W-END OF LIST
                                     03/08/06  12:16:34 1 M3LL SUPD ____
```

Screen Description

This screen updates special pay fields on the Employee Master file. The PAY# field indicates which special pays are to be updated in the same manner as when special pay is paid. It is the online data entry equivalent of the 6XX transaction.

Fields

PAY#

Data Type: Numeric	**Length: 3**	**Field Type: Required**

Specify the special pay number that is being updated.

Acceptable values are:

Value	Description
001-250	User-defined special pay that has been previously established on the company header record.
052	Fully taxed sick pay.
060	Vacation pay. If the ADJUSTMENT field contains a blank or plus (**+**), vacation units used will be increased by the number of hours provided in the SPPAY HOURS field. If the ADJUSTMENT field contains a minus (**-**), vacation units used will be decreased by the number of hours provided.
070	Bonus pay. When this code is used, do not enter hours on this transaction.

HOURS　　　　　　　　　**Data Type: Numeric**　　　**Length: 5.2**　　　**Field Type: Optional**

Specify the number of special pay hours as a 2-decimal-place number. These hours should only be entered for special pays that allow them; for example, special pay calculation number 4 does not allow hours.

SALARY/AMOUNT　　　　**Data Type: Numeric**　　　**Length: 9.2**　　　**Field Type: Optional**

Enter a special payment amount. If the special payment represents a taxable benefit, HCM:M will not include it in the calculated gross on the HTMC0 screen when balancing the manual payment set.

HCM:M accumulates user defined special payments amounts entered on H10SA.

- MTD AMOUNT

- YTD AMOUNT (H10SA)

HCM:M accumulates system defined special pays on the following screens:

- SICK pay accumulations (H0BPA - Employee Pay Accumulation) HOURS - H0BAC

- VACATION pay accumulations (H0BPA - Employee Pay Accumulation) HOURS - H0BAC

- BONUS pay accumulations (H0BPA - Employee Pay Accumulation)

DPT/SEC　　　　　　　**Data Type: Alphanumeric**　　**Length: 5**　　　**Field Type: Optional**

Specify the employee's department and section numbers to which this input is related. These fields are used together by the system and when entered both codes must be provided. If entered, they override the employee's department and section numbers established on the Employee Master file (H0BID, H0BSC).

DIV/OF　　　　　　　　**Data Type: Alphanumeric**　　**Length: 6**　　　**Field Type: Optional**

Specify the employee's division and office codes for this input. Use this field only to override the first six positions of the ORGANIZATION field on the H0BID (Basic Employee Identification) screen. If you use this field, you must provide both codes. If the codes you enter do not match a labour distribution defined on the H1O01 (Labour Distribution Constant Data) screen, HCM:M issues a warning message.

LABOUR CODE　　　　　**Data Type: Alphanumeric**　　**Length: 22**　　　**Field Type: Optional**

Specify the labour distribution code to which this input is related. If entered, it overrides the labour distribution code established on the Employee Master file using the H0BJO screen.

PROV/LOC   **Data Type: Numeric**   **Length: 6**   **Field Type: Optional**

Identify the employee's province/territory to which this input is related in the first two positions of this field. Enter **0000** for the local code or **0001** if the adjustment is being applied to an amount reported on a T4A or Releve 2. If entered, the province/territory code overrides the employee's primary province/territory codes established on the Employee Master file. A list of province/territory codes is provided in Appendix A. Province/territory codes must match an existing Employee Tax Master record for an employee to be valid. The system defaults to the province/territory codes in the Employee Master file.

A total of four Province codes may be entered in one manual pay set. If you have earnings for additional province codes, enter an additional manual pay set.

PI   **Data Type: Numeric**   **Length: 1**   **Field Type: Optional**

When the special pay calculation number is **50121**, this field indicates whether the benefit/tip is included in net pay. Acceptable values are:

Value	Description
blank, 0	Do not include this benefit/tip in the gross-to-net balancing
1	Include this benefit/tip in the gross-to net balancing

FR-DATE   **Data Type: Numeric**   **Length: 8**   **Field Type: Optional**

Enter the beginning date of the pay period covered by this pay transaction. If this field is not entered, the system defaults to the BEGINNING DATE field on the HTMC0 screen.

TO-DATE   **Data Type: Numeric**   **Length: 8**   **Field Type: Optional**

Enter the ending date of the pay period covered by this pay transaction. If it is different from the ending date entered an date on the HTMC0 screen.

ADJ   **Data Type: Alphanumeric**   **Length: 1**   **Field Type: Optional**

Indicate the type of adjustment desired. HCM:M updates the Earnings History table the next time you process a payroll run. If you do not process a payroll run, HCM:M updates the Employee and Tax Master and then sends the adjustment information to the pending file. The adjustment is released the next time the employee is paid; the Earnings History file is updated at this time.

Acceptable values are:

Value	Description
Blank or +	A positive adjustment is to be recorded for this employee. Values entered on this transaction are added to the appropriate records in the Employee Master file.
-	A negative adjustment is to be recorded for this employee. Values entered on this transaction are subtracted from the appropriate records on the Employee Master file.
P	A positive manual adjustment is being made to an employee's records. This adjustment will be reflected as a refund in the employee's upcoming cheque (net pay). The values on this transaction are added to the appropriate fields on the employee's master records.
M	A negative manual adjustment is being made to an employee's records. This adjustment will be reflected as a subtraction in the employee's upcoming cheque (net pay). The values on this transaction are subtracted from the appropriate fields on the employee's master records.
A	A positive manual adjustment to an employee's record. This will increase the employee's labour records, but will not affect the employee's cheque.
J	A negative manual adjustment to an employee's record. This will decrease the employee's labour records, but will not affect the employee's cheque.

Valid combinations of values are:

- **+** and **-**
- **P** and **M**
- **A** and **J**

Transactions with (**+**) or (**-**) cannot be intermixed with transactions having P or M. Do not enter a combination like **+** and **M**. If you do, the manual payment set errors off.

Example. You paid an employee 8 hours of regular pay, which should have been vacation. On screen HTMCS (a 660 transaction), enter the hours and amount for the vacation and **+** to add vacation hours to the employee records. On screen HTMCP (400 transaction), enter the hours and amount for the regular pay and **-** to subtract regular hours from the employee rows.

NON TXBL AMT

Data Type: Numeric **Length: 11** **Field Type: Optional**

Enter the amount of the special pay which is not subject to taxes.

The amount will be updated into all non taxable accumulators on the employee tax records.

HTMCT - Taxes & Deductions

```
> C     0                                                    ON HTMCT

                        MANUAL PAY    TAXES AND DEDUCTIONS

 R   COMPANY--> 00000 EMPLOYEE NO--> 0000000000 - X PAGE NUMBER--> 00000

                             *---- TAXES (500) ----*
       PV/LOC      FIT            C/QPP          PIT        EI / GROSS    ADJ
       000000         .00            .00            .00          .00     _
                                                                 .00
       000000         .00            .00            .00          .00     _
                                                                 .00
       000000         .00            .00            .00          .00     _
                                                                 .00
       000000         .00            .00            .00          .00     _
                                                                 .00
                          *----- DEDUCTIONS (550) -----*
          0      .00   0         .00   0         .00   0          .00     _
                       0         .00   0         .00   0          .00
          0      .00   0         .00   0         .00   0          .00     _
                       0         .00   0         .00   0          .00
          0      .00   0         .00   0         .00   0          .00     _
                       0         .00   0         .00   0          .00
                                           05/31/01  12:30:12 1 M3LL DEVK ____
```

Screen Description

This screen is used to update the employee's withholding taxes and deductions from a manual check or adjustment. This screen is the online data entry equivalent of the 500 and 550 transactions. If deductions or taxes are being updated, you must enter data on this screen. Gross pay will be automatically updated by the system.

If you entered multiple province codes on the HTMCP and HTMCS, the gross pay associated with each will be displayed.

If you want to access the system tax tables to calculate the estimated taxes, use the online (Tax checker) feature discussed in the System Information chapter of this manual.

Fields

COMPANY

Data Type: Numeric   **Length: 5**   **Field Type: Key**

Company Number between 1 and 99998 will be present from initial screen HtMC0.

EMPLOYEE NUMBER

Data Type: Numeric   **Length: 11**   **Field Type: Required**

10-digit Employee Number will be present from initial screen HTMC0.

PAGE NUMBER

Data Type: Numeric   **Length: 5**   **Field Type: Key**

Will be present from initial screen HTMC0.

TAXES

Use these fields to enter tax information for a 500 transaction. Separate lines should be entered for each taxing jurisdiction affected by an adjustment.

PV/LOC

Data Type: Numeric	**Length: 6**	**Field Type: Optional**

Identify the employee's province/territory to which this input is related in the first two positions of this field. Enter **0000** for the local code or **0001** if the adjustment is being applied to an amount reported on a T4A or Releve 2. If entered, the province/territory code overrides the employee's primary province/territory codes established on the Employee Master file (H0B01). A list of province/territory codes is provided in Appendix A. Province/territory codes must match an existing Employee Tax Master record for an employee to be valid (H0A01). The system defaults to the province/territory codes in the Employee Master file (H0B01).

A total of four Province codes may be entered in one manual pay set. If you have earnings for additional province codes, enter an additional manual pay set.

FIT

Data Type: Numeric	**Length: 9.2**	**Field Type: Optional**

Specify the amount of federal income tax withheld or adjusted within the tax unit and PROV/TERR indicated. HCM:M will update the FIT TAX fields on H0B02 and H0A03.

PIT

Data Type: Numeric	**Length: 9.2**	**Field Type: Optional**

Specify the amount of provincial income tax withheld or adjusted within the provincial tax unit. HCM:M will update PIT fields on H0B02 and H0A04.

C/QPP

Data Type: Numeric	**Length: 9.2**	**Field Type: Optional**

Specify the amount of CPP/QPP tax withheld or adjusted from this employee's pay for the tax unit and province/territory indicated. HCM:M will update C/QPP on H0B02 and H0A03.

EI

Data Type: Numeric	**Length: 9.2**	**Field Type: Optional**

Specify the amount of employment insurance withheld or adjusted within the tax unit province indicated. HCM:M will update EI tax on H0B02 and H0A04.

ADJ   Data Type: **Alphanumeric**   Length: **1**   Field Type: **Optional**

Indicate the type of adjustment desired. HCM:M updates the Earnings History table the next time you process a payroll run. If you do not process a payroll run, HCM:M updates the Employee and Tax Master and then sends the adjustment information to the pending file. The adjustment is released the next time the employee is paid; the Earnings History file is updated at this time.

Acceptable values are:

Value	Description
Blank or +	A positive adjustment is to be recorded for this employee. Values entered on this transaction are added to the appropriate records in the Employee Master file.
-	A negative adjustment is to be recorded for this employee. Values entered on this transaction are subtracted from the appropriate records on the Employee Master file..
P	A positive manual adjustment is being made to an employee's records. This adjustment will be reflected as a refund in the employee's upcoming cheque (net pay). The values on this transaction are added to the appropriate fields on the employee's master records.
M	A negative manual adjustment is being made to an employee's records. This adjustment will be reflected as a subtraction in the employee's upcoming cheque (net pay). The values on this transaction are subtracted from the appropriate fields on the employee's master records.
A	A positive manual adjustment to an employee's record. This will increase the employee's labour records, but will not affect the employee's cheque.
J	A negative manual adjustment to an employee's record. This will decrease the employee's labour records, but will not affect the employee's cheque.

Valid combinations of values are:

- **+** and **-**

- **P** and **M**

- **A** and **J**

Transactions with a (+) or (-) cannot be intermixed with transactions having a P or M.

Do not enter a combination like **+** and **M**. If you do, the manual payment set errors off.

DEDUCTIONS

These fields update an employee's voluntary deductions and are the online data entry equivalent of the 550 transaction. Up to 21 deductions can be updated on this screen.

If company-paid (memo) deductions are withheld, enter them on this screen. However, memo deductions are not included in the balancing of the manual payment set.

DEDUCTION NUMBER (unlabeled)

Data Type: Numeric　　　　**Length: 3**　　　　**Field Type: Required**

Specify a value from **001** to **250** to indicate which deduction is being updated.

AMOUNT (unlabeled)

Data Type: Numeric　　　　**Length: 9.2**　　　　**Field Type: Optional**

Specify the amount to be updated for the deduction number indicated. **If this field is not entered,** a value of zero will be assumed.

ADJ

Data Type: Alphanumeric　　　**Length: 1**　　　**Field Type: Optional**

Indicate the type of adjustment desired. HCM:M updates the Earnings History table the next time you process a payroll run. If you do not process a payroll run, HCM:M updates the Employee and Tax Master and then sends the adjustment information to the pending file. The adjustment is released the next time the employee is paid; the Earnings History file is updated at this time.

Acceptable values are:

Value	Description
Blank or +	A positive adjustment is to be recorded for this employee. Values entered on this transaction are added to the appropriate records in the Employee Master file.
-	A negative adjustment is to be recorded for this employee. Values entered on this transaction are subtracted from the appropriate records on the Employee Master file.
P	A positive manual adjustment is being made to an employee's records. This adjustment will be reflected in the employee's upcoming cheque (net pay). The values on this transaction are added to the appropriate fields on the employee's master records.
M	A negative manual adjustment is being made to an employee's records. This adjustment will be reflected in the employee's upcoming cheque (net pay). The values on this transaction are subtracted from the appropriate fields on the employee's master records.

Valid combinations of values are:

- **+** and **-**

- **P** and **M**

Transactions with a (+) or (-) cannot be intermixed with transactions having a P or M.

Do not enter a combination like **+** and **M**. If you do, the manual payment set errors off.

HTMCQ - Manual Pay Summary

```
> GD _____ ON HTMCQ

___
   COMPANY--> 00000  EMPLOYEE NO--> 0000000000 - 0  PAGE NUMBER--> 00000
   NAME->
   CHEQUE NUM   0000000000  CHEQUE DATE   00000000
   BEGIN DATE   00000000      END DATE   00000000   GROSS PAY           .00
   ........... BALANCING CALCULATIONS ...........  ......... TAXES .........
   REG  PAY              .00                        FEDERAL             .00
   SPEC PAY  +           .00  TAXES           .00   PIT                 .00
   NONPAID   -           .00  DEDS  +         .00   C/QPP               .00
                 ------------        ------------   EI                  .00
   TOT PAYS             .00  TAX/DED
   TAX/DED   -
   NET-ONLY  +           .00
                 ------------
   NET PAY                    <====== EQUAL ======> NET                 .00
   ........................ VOLUNTARY DEDUCTIONS ..........................




                              05/08/01  08:44:58 1 M3LL DEVK ____
```

Screen Description

The HTMCQ screen automatically displays when manual pay processing is completed. It contains information for the manual pay entered on the HTMC0, HTMCP, HTMCS, and HTMCT screens, including:

- Gross pay

- Deductions

- Taxes

- Special payments

- Net pay

Since the HTMCQ is linked to when you initially add a manual pay, you must press Enter once more to complete the process. This will return you to the HTMC0.

HCM:M creates a manual pay set containing the supplied information. The series of screens are chained together in the following order: (HTMC0, HTMCP, HTMCS, HTMCT and HTMCQ). The next time you release the Data Entry Table to HCM:M for processing, HCM:M updates the payroll records from the manual pay sets.

If you want to make changes once a manual pay set has been entered, you have two options:

- Access the HTMC0 (Online Cheque Calculation) screen for your required record.

- Enter an *R* in the subcommand field and resolve any errors you made when you entered the check specifications.

When you press Enter:

This will "Link" you to the following screens which will automatically have an 'R' in the update subcommand:

HTMCP, HTMCS, HTMCT, HTMCQ

If you make changes to amounts on the manual pay screens (HTMCP, HTMCS, HTMCT), Gross and Net Pay will be recalculated and will be presented on HTMCQ screen. Care should be taken to make sure that the totals reflect what you intended.

or

- Link to the Override screen series described below. To accomplish the link, type 'LPA, LSP or LTD' in the quick command on the HTMCQ screen. The system will automatically access the three override screens for your review and update.

HTOCD - Canadian Deduction Refund/Adjustment

```
> GU    99600,00000110105,00001                                    ON HTOCD
                                                        LEVEL 05 LINK FROM HTNC0
                           --CANADIAN DEDUCTION REFUND/ADJUSTMENT--

 __ COMPANY--> 99600 EMPLOYEE NO--> 0000011010 - 5 PAGE NUMBER--> 00001

 TRN   CHEQUE NO    CHQ DT     BEG DT     END DT   REAS    TU    NET PAY      + Y
 503  0000000001   01012006   01012006   01012006   __    000   00000005000    + _

        PROV         FIT         C/QPP         PIP         GROSS PAY     + Y
        /LOC         PIT          EI
 500  000000      00000000300  00000000200   00000000100    00000000000    + _
                  00000000000  00000000000

                     *------ VOLUNTARY DEDUCTIONS ------*
 550  012 00000004000   013 00000001000   000 00000000000   000 00000000000    - _
      000 00000000000   000 00000000000   000 00000000000
 550  000 00000000000   000 00000000000   000 00000000000   000 00000000000    _ _
      000 00000000000   000 00000000000   000 00000000000

 DEDUCTIONS   +    TAXES    +     NET     =  TOTAL PAYS   =    GROSS
 00000005000-    00000000600     00000005000    00000000000    00000000000

                                      08/17/06  10:54:02 1 M3LL SUPD ____
```

Screen Description

This screen allows you to adjust an employee's deductions and net or gross pay. It is normally used to refund a deduction by decreasing the amount in the deduction accumulator in the master file and increasing net or gross pay. For example, to refund a deduction taken after taxes you would enter the deduction number and amount on the 550 transaction with an **M** in the + field; the same amount in the NET PAY field of the 503 transaction with a **P** in the +- field. This adjusts the appropriate fields in the Master file and causes the system to generate a refund on the employee's next cheque or advice of deposit.

If you are refunding a pre-tax deduction and gross pay is entered on the 500 transaction, the taxable amount of gross cannot be less than the pre-tax deduction adjustment.

The fields at the bottom of the screen display totals for manual pay balancing for this screen. These fields are system-generated and cannot be updated. If the fields on this screen do not balance, a fatal error message will display. The fields must balance or the adjustment will be rejected.

503 Transaction Fields

The 503 transaction is used to record the cheque number, cheque date, period begin date, period end date, and net pay of a manual payment. When a manual adjustment is made, this transaction is entered to record cheque number and date, begin date and end date. For correct EI processing, the BEG DT and END DT fields must contain the appropriate pay period begin and end dates to which these manual pays/adjustments apply. This will ensure that all EI weekly history records for the pay period are extracted.

If a 503 transaction is not entered for each manual pay set, the Earnings History file manual pay record will contain zeros in the CHEQUE NUMBER field and the 400 through 600 series manual pay records will contain zero dates. As a result, the manual pay set cannot be reversed using a 450 transaction. To reverse the manual pay set, the entire set would have to be re-entered with the appropriate adjustment indicator.

When multiple sets of manual adjustment transactions are entered for an employee, this transaction must precede each set of manual pay adjustment transactions. The date entered on this transaction is used for reporting purposes throughout the system.

Note: If multiple pay sets are entered for the same employee and the 503 cheque number is identical, only the first record created can ever be reversed.

COMPANY

Data Type: Numeric   **Length: 5**   **Field Type: Key**

Enter a 5-digit Company Number between **1** and **99998**.

EMPLOYEE NO

Data Type: Numeric   **Length: 11**   **Field Type: Key**

Enter a 10-digit Employee Number. Position 11 is the transpositional check digit (TCD). If you do not remember the TCD, enter an **X** and HCM:M will calculate it.

PAGE NUMBER

Data Type: Numeric   **Length: 5**   **Field Type: Key**

Enter a unique page number associated with the employee on this screen. Enter the same page number on corresponding manual pay data screens, HTMPA, HTMSP, HTMTD. This ties the manual payment transactions together as a set.

Example.   You have recorded check number 10056 on the HTM00 screen. You also want to record check number 21216 for the same employee. Enter that check on page 2 of the HTM00 screen and all corresponding screens (HTMPA, HTMSP, HTMTD). This ties the transactions together in each set.

CHEQUE NO.   **Data Type: Numeric**   **Length: 10**   **Field Type: Required**

Specify either a number used to identify an adjustment made to upcoming pay or to record the cheque or advice number of a manual pay.

CHQ DT   **Data Type: Valid Date**   **Length: 8**   **Field Type: Required**

Specify the date the cheque was issued to the employee.

BEG DT   **Data Type: Valid Date**   **Length: 8**   **Field Type: Required**

Specify the beginning date of the pay period covered by the manual cheque.

END DT   **Data Type: Valid Date**   **Length: 8**   **Field Type: Required**

Specify the ending date of the pay period covered by the manual cheque.

REAS   **Data Type: Alphanumeric**   **Length: 2**   **Field Type: Optional**

Specify a user-defined code to indicate the reason for issuing a manual cheque.

TU   **Data Type: Numeric**   **Length: 3**   **Field Type: Optional**

Enter a tax unit to override the employee's current TAX UNIT field established on the H0B01 (Employee Automatic Taxing Information) screen. You must have already established this tax unit for the employee. Typically you would use this field if you wanted to update information for an employee who has worked in more than one tax unit. This field defaults to the employee's TAX UNIT field on H0B01.

Only one tax unit may be updated with one manual pay set. If you need to update more than one tax unit, enter multiple sets of manual payment transactions.

NET PAY   **Data Type: Numeric**   **Length: 11**   **Field Type: Optional**

Specify the employee's net pay for this update adjustment. This field is used in conjunction with the GROSS PAY field to balance an employee's deductions. Net pay is equal to gross pay minus deductions not including memo deductions, taxes, and non-paid special pays.

+ **Data Type: Alphanumeric** **Length: 1** **Field Type: Optional**

Indicate the type of adjustment desired.

Transactions with a (**+**) or (**-**) cannot be intermixed with transactions having a P or M.

Acceptable values are:

Value	Description
Blank or +	A positive adjustment is to be recorded for this employee. Values entered on this transaction are added to the appropriate records in the Employee Master file.
-	A negative adjustment is to be recorded for this employee. Values entered on this transaction are subtracted from the appropriate records on the Employee Master file.
	This value can also be used to either reverse a payment or reverse a cheque or advice that is no longer retained on the Earnings History file, when a 450 transaction is not allowed.
P	A manual adjustment is being made to an employee's records. This adjustment will be reflected in the employee's upcoming cheque (current pay). The values on this transaction are added to the appropriate fields on the employee's master records.
M	A manual adjustment is being made to an employee's records. This adjustment will be reflected in the employee's upcoming cheque (current pay). The values on this transaction are subtracted from the appropriate fields on the employee's master records.
A	A positive manual adjustment to an employee's record. This will increase the employee's labour records, but will not affect the employee's cheque.
J	A negative manual adjustment to an employee's record. This will decrease the employee's labour records, but will not affect the employee's cheque.

Transactions with a (**+**) or (**-**) cannot be intermixed with transactions having a P or M.

Y
       Data Type: Alphanumeric   **Length: 1**   **Field Type: Optional**

Indicate which fields on the Employee Master file and Tax Master file will be changed.

Acceptable values are:

Value	Description
Blank	**Adjust the YEAR-, QUARTER-, and MONTH-TO-DATE fields**
Y	Adjust YEAR-TO-DATE fields only
Q	Adjust YEAR- and QUARTER-TO-DATE fields only
P	Adjust PRIOR QUARTER-TO-DATE fields only
C	Adjust the YEAR-TO-DATE and PRIOR QUARTER-TO-DATE only

500 Transaction Fields

This transaction used to update the employee's withholding taxes and gross pay.

PROV/LOC
       Data Type: Numeric   **Length: 6**   **Field Type: Optional**

Identify the employee's province/territory to which this input is related in the first two positions of this field. Enter **00** for the local code or **01** if the adjustment is being applied to an amount reported on a T4A or Releve 2. If entered, the province/territory code overrides the employee's primary province/territory codes established on the Employee Master file. A list of province/territory codes is provided in Appendix A. Province/territory codes must match an existing Employee Tax Master record for an employee to be valid. The system defaults to the province/territory codes in the Employee Master file (H0B01).

FIT
       Data Type: Numeric   **Length: 11**   **Field Type: Optional**

Specify the amount of federal income tax withheld or adjusted within the tax unit and PROV/TERR indicated.

C/QPP
       Data Type: Numeric   **Length: 11**   **Field Type: Optional**

Specify the amount of CPP/QPP tax withheld or adjusted from this employee's pay for the tax unit and province/territory indicated.

PIP
       Data Type: Numeric   **Length: 11**   **Field Type: Optional**

Specify the amount of Parental Insurance Plan premium withheld or adjusted within the tax unit and province/territory indicated.

PIT
       Data Type: Numeric   **Length: 11**   **Field Type: Optional**

Specify the amount of provincial income tax withheld or adjusted within the provincial tax unit.

EI   Data Type: **Numeric**   Length: **11**   Field Type: **Optional**

Specify the amount of employment insurance withheld or adjusted within the tax unit province/territory indicated.

GROSS   Data Type: **Numeric**   Length: **11**   Field Type: **Optional**

Specify the employee's gross pay for this taxing locality. This field is used to balance the manual adjustment.

+   Data Type: **Alphanumeric**   Length: **1**   Field Type: **Optional**

Indicate the type of adjustment desired. Acceptable values are:

Value	Description
Blank or +	A positive adjustment is to be recorded for this employee. Values entered on this transaction are added to the appropriate records in the Employee Master file.
-	A negative adjustment is to be recorded for this employee. Values entered on this transaction are subtracted from the appropriate records on the Employee Master file.
	This value can also be used to either reverse a payment or reverse a cheque or advice that is no longer retained on the Earnings History file, when a 450 transaction is not allowed.
P	A manual adjustment is being made to an employee's records. This adjustment will be reflected in the employee's upcoming cheque (current pay). The values on this transaction are added to the appropriate fields on the employee's master records.
M	A manual adjustment is being made to an employee's records. This adjustment will be reflected in the employee's upcoming cheque (current pay). The values on this transaction are subtracted from the appropriate fields on the employee's master records.
A	A positive manual adjustment to an employee's record. This will increase the employee's labour records, but will not affect the employee's cheque.
J	A negative manual adjustment to an employee's record. This will decrease the employee's labour records, but will not affect the employee's cheque.

Transactions with a (**+**) or (**-**) cannot be intermixed with transactions having a P or M.

Y   Data Type: **Alphanumeric**   Length: **1**   Field Type: **Optional**

Indicate which fields on the Employee Master file and Tax Master file will be changed.

Acceptable values are:

Value	Description
Blank	Adjust the YEAR-, QUARTER-, and MONTH-TO-DATE fields
Y	Adjust YEAR-TO-DATE fields only
Q	Adjust YEAR- and QUARTER-TO-DATE fields only
P	Adjust PRIOR QUARTER-TO-DATE fields only
C	Adjust the YEAR-TO-DATE and PRIOR QUARTER-TO-DATE only

550 Transaction Fields

This optional transaction updates an employee's voluntary deductions. Up to 14 deductions can be updated on this screen. The same deduction number can be entered multiple times if the deduction amount exceeds $999,999,999.99.

NO (unlabeled)

Data Type: Numeric	Length: 3	Field Type: Required

Specify a value from **001** to **250** to indicate which deduction is being updated.

AMOUNT (unlabeled)

Data Type: Numeric	Length: 11	Field Type: Optional

Specify the amount to be updated for the deduction indicated by the NO field.

+

Data Type: Alphanumeric	Length: 1	Field Type: Optional

Indicate the type of adjustment desired. Acceptable values are:

Value	Description
Blank or +	A positive adjustment is to be recorded for this employee. Values entered on this transaction are added to the appropriate records in the Employee Master file.
-	A negative adjustment is to be recorded for this employee. Values entered on this transaction are subtracted from the appropriate records on the Employee Master file.
	This value can also be used to either reverse a payment or reverse a cheque or advice that is no longer retained on the Earnings History file, when a 450 transaction is not allowed.
P	A manual adjustment is being made to an employee's records. This adjustment will be reflected in the employee's upcoming cheque (current pay). The values on this transaction are added to the appropriate fields on the employee's master records.

(continued)

Value	Description
M	A manual adjustment is being made to an employee's records. This adjustment will be reflected in the employee's upcoming cheque (current pay). The values on this transaction are subtracted from the appropriate fields on the employee's master records.
A	A positive manual adjustment to an employee's record. This will increase the employee's labour records, but will not affect the employee's cheque.
J	A negative manual adjustment to an employee's record. This will decrease the employee's labour records, but will not affect the employee's cheque.

Transactions with a (**+**) or (**-**) cannot be intermixed with transactions having a P or M.

Y   **Data Type: Alphanumeric**   **Length: 1**   **Field Type: Optional**

Indicate which fields on the Employee Master file and Tax Master file will be changed.

Acceptable values are:

Value	Description
Blank	Adjust the YEAR-, QUARTER-, and MONTH-TO-DATE fields
Y	Adjust YEAR-TO-DATE fields only
Q	Adjust YEAR- and QUARTER-TO-DATE fields only
P	Adjust PRIOR QUARTER-TO-DATE fields only
C	Adjust the YEAR-TO-DATE and PRIOR QUARTER-TO-DATE only

HTPCS - Special Pay Adjustments

```
> GU    99600,00000110105,00001                                      ON HTPCS
                                                      LEVEL 05 LINK FROM HTNC0
                    ----CANADIAN EMPLOYEE SPECIAL PAY ADJUSTMENT----

 __ COMPANY--> 99600 EMPLOYEE NO--> 0000011010 - 5 PAGE NUMBER--> 00001


 TRN CHEQUE NO.    CHQ DT    BEG DT    END DT  REAS  TU     NET          + Y
 503 0000000001   01012006  01012006  01012006 __    000  00000038000     _ _
     PV/LOC DPT/DIV OT SH    FROM      TO     HOURS  AMOUNT / LABOUR CODE
 400 000000  _____   0  0   00000000 00000000 0000000 00000040000          _ _
            _____                             _____
 400 000000  _____   0  0   00000000 00000000 0000000 00000000000          _ _
            _____                             _____
     PV/LOC  FIT / PIP    C/QPP       PIT        EI        GROSS      + Y
 500 000000 00000000200 00000000400 00000000400 00000000100 00000040000     _ _
            00000000900
     PAY PV/LOC DP/DV PI    FROM      TO     HOURS   AMT /LABOUR NONTAXABLE
 6XX 000 000000 _____ 0   00000000 00000000 0000000  00000000000 00000000000 _ _
            _____                            _____
 6XX 000 000000 _____ 0   00000000 00000000 0000000  00000000000 00000000000 _ _
            _____                            _____
 TAXES 00000002000  +NET 00000038000  =TOT PAYS 00000040000   =GROSS 00000040000

                                   08/17/06  11:24:00 1 M3LL SUPD _____
```

Screen Description

This screen allows you to adjust an employee's special pays. It would normally be used to transfer the special pay from a special pay bucket to a regular pay or vice versa. The fields at the bottom of the screen display totals for manual pay balancing for this screen. These fields are system-generated and cannot be updated. If the fields on this screen do not balance, a fatal error message is displayed. The fields must balance or the adjustment will be rejected.

Example. For example, if the employee is paid 40 hours of regular pay and 8 hours should have been vacation pay, you would adjust the hours and pays as follows.

- For the 400 transaction fields, enter **800** in the HOURS field n, the amount of pay in the AMOUNT field, and **-** in the + field.

- For the 6XX transaction fields, enter **060** in the PAY# field, **800** in the HOURS field, the amount of pay in the AMT field, and **+** in the + field.

Since the amounts entered on the 400 and 660 transactions cancel each other out, the amount of net and gross pay on the 503 and 500 transactions remains **0**. This causes the adjustment of the vacation hours and pay to be transferred from regular to special pay accumulators on the master file.

503 Transaction Fields

The 503 transaction is used to record the cheque number, cheque date, period begin date, period end date, and net pay of a manual payment. When a manual adjustment is made, this transaction must be entered to record Cheque No. Cheque Date, Begin Date and End Date. For correct EI processing, the BEG DT and END DT fields must contain the appropriate pay period begin and end dates to which these manual pays/adjustments apply. This will ensure that all EI weekly history records for the pay period are extracted.

If a 503 transaction is not entered, the Earnings History file manual pay record will contain zeros in the CHEQUE NUMBER field and the 400 through 600 series manual pay records will contain zero dates. As a result, the manual pay set cannot be reversed using a 450 transaction. To reverse the manual pay set, the entire set would have to be re-entered with the appropriate adjustment indicator.

When multiple sets of manual adjustment transactions are entered for an employee, this transaction must precede each set of manual pay adjustment transactions. The date entered on this transaction is used for reporting purposes throughout the system.

Note: If multiple pay sets are entered for the same employee and the 503 cheque number is identical, only the first record created can ever be reversed.

COMPANY

Data Type: Numeric   **Length: 5**   **Field Type: Key**

Enter a 5-digit Company Number between **1** and **99998**.

EMPLOYEE NO

Data Type: Numeric   **Length: 11**   **Field Type: Key**

Enter a 10-digit Employee Number. Position 11 is the transpositional check digit (TCD). If you do not remember the TCD, enter an **X** and HCM:M will calculate it.

PAGE NUMBER

Data Type: Numeric   **Length: 5**   **Field Type: Key**

Enter a unique page number associated with the employee on this screen. Enter the same page number on corresponding manual pay data screens, HTMPA, HTMSP, HTMTD. This ties the manual payment transactions together as a set.

Example. You have recorded check number 10056 on the HTM00 screen. You also want to record check number 21216 for the same employee. Enter that check on page 2 of the HTM00 screen and all corresponding screens (HTMPA, HTMSP, HTMTD). This ties the transactions together in each set.

CHEQUE NO.

Data Type: Numeric   **Length: 10**   **Field Type: Required**

Specify either a number used to identify an adjustment made to upcoming pay or to record the cheque or advice number of a manual pay.

CHQ DT   **Data Type: Valid Date**   **Length: 8**   **Field Type: Required**

Specify the date the cheque was issued to the employee.

BEG DT   **Data Type: Valid Date**   **Length: 8**   **Field Type: Required**

Specify the beginning date of the pay period covered by the manual cheque.

END DT   **Data Type: Valid Date**   **Length: 8**   **Field Type: Required**

Specify the ending date of the pay period covered by the manual cheque.

REAS   **Data Type: Alphanumeric**   **Length: 2**   **Field Type: Optional**

Specify a user-defined code to indicate the reason for issuing a manual cheque.

TU   **Data Type: Numeric**   **Length: 33**   **Field Type: Optional**

Enter a tax unit to override the employee's current TAX UNIT field established on the H0B01 (Employee Automatic Taxing Information) screen. You must have already established this tax unit for the employee. Typically you would use this field if you wanted to update information for an employee who has worked in more than one tax unit. This field defaults to the employee's work TAX UNIT field on H0B01.

Only one tax unit may be updated with one manual pay set. If you need to update more than one tax unit, enter multiple sets of manual payment transactions.

NET   **Data Type: Numeric**   **Length: 9.2**   **Field Type: Optional**

Specify the employee's net pay for this update adjustment. This field is used in conjunction with the GROSS PAY field to balance an employee's deductions. Net pay is equal to gross pay minus deductions (not including memo deductions), taxes, and non-paid special pays.

+   **Data Type: Alphanumeric**   **Length: 1**   **Field Type: Optional**

Indicate the type of adjustment desired. Acceptable values are:

Value	Description
Blank or +	A positive adjustment is to be recorded for this employee. Values entered on this transaction are added to the appropriate records in the Employee Master file.
-	A negative adjustment is to be recorded for this employee. Values entered on this transaction are subtracted from the appropriate records on the Employee Master file.
	This value can also be used to either reverse a payment or reverse a cheque or advice that is no longer retained on the Earnings History file, when a 450 transaction is not allowed.

(continued)

Value	Description
P	A manual adjustment is being made to an employee's records. This adjustment will be reflected in the employee's upcoming cheque (current pay). The values on this transaction are added to the appropriate fields on the employee's master records.
M	A manual adjustment is being made to an employee's records. This adjustment will be reflected in the employee's upcoming cheque (current pay). The values on this transaction are subtracted from the appropriate fields on the employee's master records.
A	A positive manual adjustment to an employee's record. This will increase the employee's labour records, but will not affect the employee's cheque.
J	A negative manual adjustment to an employee's record. This will decrease the employee's labour records, but will not affect the employee's cheque.

Transactions with a (**+**) or (**-**) cannot be intermixed with transactions having a P or M.

Y

Data Type: Alphanumeric   **Length: 1**   **Field Type: Optional**

Indicate which fields on the Employee Master file and Tax Master file will be changed. Acceptable values are:

Value	Description
Blank	**Adjust the YEAR-, QUARTER-, and MONTH-TO-DATE fields**
Y	Adjust YEAR-TO-DATE fields only
Q	Adjust YEAR- and QUARTER-TO-DATE fields only
P	Adjust PRIOR QUARTER-TO-DATE fields only
C	Adjust the YEAR-TO-DATE and PRIOR QUARTER-TO-DATE only

400 Transaction Fields

This transaction adjusts regular shift and overtime pay and hours.

PV/LOC   **Data Type: Numeric**   **Length: 6**   **Field Type: Optional**

Identify the employee's province/territory to which this input is related in the first two positions of this field. Enter **00** for the local code or **01** if the adjustment is being applied to an amount reported on a T4A or Releve 2. If entered, the province/territory code overrides the employee's primary province/territory codes established on the Employee Master file. A list of province/territory codes is provided in Appendix A. Province/territory codes must match an existing Employee Tax Master record for an employee to be valid. The system defaults to the province/territory codes in the Employee Master file (H0B01).

DPT   **Data Type: Alphanumeric**   **Length: 5**   **Field Type: Optional**

Specify the employee's department and section numbers to which this input is related. These fields are used together by the system and when entered both codes must be provided.   If entered, they override the employee's department and section numbers established on the Employee Master file (H0BID, H0BSC).

OT   **Data Type: Numeric**   **Length: 1**   **Field Type: Optional**

This field is used for overtime or weeks worked in the 400 transaction.

If the 400 transaction is for Overtime, enter the appropriate value to indicate which accumulators to update with the value in HOURS and SALARY AMOUNT fields. Acceptable values are:

Value	Description
1	Overtime 1 Hours H0BA0 - Amounts H0BPA
2	Overtime 2 Hours H0BA0 - Amounts H0BPA

If the 400 transaction is for Weeks Worked, enter the appropriate value to indicate which accumulators to update with the value in the AMOUNT field. Acceptable values are:

Value	Description
6	Update the WEEKS WORKED UNDER field on the H0A02 screen.
7	Update the WEEKS WORKED field on the H0A02 screen.

SH

Data Type: Numeric	Length: 1	Field Type: Optional

Indicate the shift code in which an employee worked. Acceptable values are:

Value	Description
0 or 1	This transaction is for regular pay
2	This transaction is for second shift premium
3	This transaction is for third shift premium

If a **2** or **3** is entered, the amounts in the HOURS and AMOUNT fields will be updated into the SHIFT HOURS and PAY fields on the master files, and will not affect regular hours and pay. To update shift and regular amounts, multiple transactions must be entered.

FROM

Data Type: Numeric	Length: 8	Field Type: Optional

Enter the beginning date of the pay period covered by this pay transaction. If this field is not entered, the system defaults to the PERIOD BEG-DT field on the 503 transaction.

TO

Data Type: Numeric	Length: 8	Field Type: Optional

Enter the ending date of the pay period covered by this pay transaction. If this field is not entered, the system defaults to the PERIOD END-DT field on the 503 transaction.

HOURS

Data Type: Numeric	Length: 7	Field Type: Optional

Specify the number of regular hours associated with this entry as a 2-decimal-place amount; for example, enter 40 hours as **0004000** (no decimal point).

HCM:M reflects the updated hours on the H0BHA. If you enter hours in this field and a value of 2 or 3 in the SH field, HCM:M updates Shift hours only. See the example in the description of the SH field.

AMT

Data Type: Numeric	Length: 11	Field Type: Optional

Enter the salary amount you want to update. HCM:M reflects the PAY AMOUNTS on the H0BPA, Employee Pay Accumulation screen.

▪ If you enter an amount in this field and a value of **2** or **3** in the SH field, HCM:M will enter the amount in the SHIFT 2 or SHIFT 3 fields of the H0BPA screen. See the example in the definition for the SH field.

▪ If this payment is for weeks worked, enter the number of weeks with two decimal places and a 6 or 7 in the OT indicator to update weeks worked on the H0BHA.

▪ If you enter an amount and a value of 1 or 2 in the OT field, HCM:M will update the OT1 and/or OT2 pay accumulators on the H0BPA screen.

DIV   Data Type: Alphanumeric   Length: 6   Field Type: Optional

Specify the employee's division and office codes for this input. Use this field only to override the first six positions of the ORGANIZATION field on the H0BID (Basic Employee Identification) screen. If you use this field, you must provide both codes. If the codes you enter do not match a labour distribution defined on the H1O01 (Labour Distribution Constant Data) screen, HCM:M issues a warning message.

LABOUR CODE   Data Type: Alphanumeric   Length: 22   Field Type: Optional

Specify the labour distribution code to which this input is related. If entered, it overrides the labour distribution code established on the Employee Master file using the H0BJO screen.

+   Data Type: Alphanumeric   Length: 1   Field Type: Optional

Indicate the type of adjustment desired. Acceptable values are:

Value	Description
Blank or +	A positive adjustment is to be recorded for this employee. Values entered on this transaction are added to the appropriate records in the Employee Master file.
-	A negative adjustment is to be recorded for this employee. Values entered on this transaction are subtracted from the appropriate records on the Employee Master file.
	This value can also be used to either reverse a payment or reverse a cheque or advice that is no longer retained on the Earnings History file, when a 450 transaction is not allowed.
P	A manual adjustment is being made to an employee's records. This adjustment will be reflected in the employee's upcoming cheque (current pay). The values on this transaction are added to the appropriate fields on the employee's master records.
M	A manual adjustment is being made to an employee's records. This adjustment will be reflected in the employee's upcoming cheque (current pay). The values on this transaction are subtracted from the appropriate fields on the employee's master records.
A	A positive manual adjustment to an employee's record. This will increase the employee's labour records, but will not affect the employee's cheque.
J	A negative manual adjustment to an employee's record. This will decrease the employee's labour records, but will not affect the employee's cheque.

Transactions with a (+) or (-) cannot be intermixed with transactions having a P or M.

Y   Data Type: Alphanumeric   Length: 1   Field Type: Optional

Indicate the appropriate accumulation fields to adjust on the Employee Master file and Tax Master file. Acceptable values are:

Value	Description
Blank	Adjust the YEAR-, QUARTER-, and MONTH-TO-DATE fields
Y	Adjust YEAR-TO-DATE fields only
Q	Adjust YEAR- and QUARTER-TO-DATE fields only
P	Adjust PRIOR QUARTER-TO-DATE fields only
C	Adjust the YEAR-TO-DATE and PRIOR QUARTER-TO-DATE only

6*XX* Transaction Fields

This transaction updates special pay hours and amounts on the Employee Master file. The PAY# field indicates which special pays are to be updated in the same manner as when special pay is paid.

PAY#

Data Type: Numeric   **Length: 3**   **Field Type: Required**

Specify the special pay number that is being updated. Acceptable values are:

Value	Description
001-250	User-defined special pay that has been previously established on the company header record.
052	Fully taxed sick pay.
060	Vacation pay. If the ADJUSTMENT field contains a blank or plus (**+**), vacation units used will be increased by the number of hours provided in the SPPAY HOURS field. If the ADJUSTMENT field contains a minus (**-**), vacation units used will be decreased by the number of hours provided.
070	Bonus pay. When this code is used, do not enter hours on this transaction.

PV/LOC   Enter in the same manner as for the 400 transaction.

DP   Enter in the same manner as for the 400 transaction.

PI   **Data Type: Numeric**   **Length: 1**   **Field Type: Optional**

When the special pay calculation number is **5**, this field indicates whether the benefit is included in net pay. Acceptable values are:

Value	Description
blank, 0	Do not include in net pay on the 503 transaction
1	Include in net pay on the 503 transaction

FROM   Enter the beginning date in the same manner as for the 400 transaction.

TO   Enter the ending date in the same manner as for the 400 transaction.

HOURS   **Data Type: Numeric**   **Length: 7**   **Field Type: Optional**

Specify the number of special pay hours as a 2-decimal-place number. These hours should only be entered for special pays that allow them; for example, special pay calculation number 4 does not allow hours.

AMT   **Data Type: Numeric**   **Length: 11**   **Field Type: Optional**

Specify a 2-decimal-place pay amount.

DV   **Data Type: Alphanumeric**   **Length: 6**   **Field Type: Optional**

Specify the employee's division and office codes for this input. Use this field only to override the first six positions of the ORGANIZATION field on the H0BID (Basic Employee Identification) screen. If you use this field, you must provide both codes. If the codes you enter do not match a labour distribution defined on the H1O01 (Labour Distribution Constant Data) screen, HCM:M issues a warning message.

LABOUR CODE   Enter in same manner as for the 400 transaction.

NON TAXABLE   **Data Type: Numeric**   **Length: 11**   **Field Type: Optional**

Enter the amount of the special pay which is not subject to taxes.

+   Enter in the same manner as for the 400 transaction.

YQ   Enter in the same manner as for the 400 transaction.

500 Transaction Fields

This transaction is used to update the employee's withholding taxes and gross pay.

PV/LOC   Enter in the same manner as for the 400 transaction.

FIT   **Data Type: Numeric**   **Length: 11**   **Field Type: Optional**

Specify the amount of federal income tax withheld or adjusted within the tax unit and PROV/TERR indicated.

PIP   **Data Type: Numeric**   **Length: 11**   **Field Type: Optional**

Specify the amount of Parental Insurance Plan premium withheld or adjusted within the tax unit and province/territory indicated.

C/QPP   **Data Type: Numeric**   **Length: 11**   **Field Type: Optional**

Specify the amount of CPP/QPP tax withheld or adjusted from this employee's pay for the tax unit and province/territory indicated.

PIT   **Data Type: Numeric**   **Length: 11**   **Field Type: Optional**

Specify the amount of provincial income tax withheld or adjusted within the provincial tax unit.

EI   **Data Type: Numeric**   **Length: 11**   **Field Type: Optional**

Specify the amount of employment insurance withheld or adjusted within the tax unit province/territory indicated.

GROSS   **Data Type: Numeric**   **Length: 11**   **Field Type: Optional**

Specify the employee's gross pay for this taxing locality. This field must equal the sum of all pay entered on the 400 and 600 transactions.

+   Enter in the same manner as for the 400 transaction.

Y   Enter in the same manner as for the 400 transaction.

HTQCT - Canadian Employee Tax Adjustment/Refund

```
> C     99600,00000110105,00001                                    ON HTQCT
                                                      LEVEL 05 LINK FROM HTNC0
                         ----EMPLOYEE TAX REFUND/ADJUSTMENT----

 __  COMPANY--> 99600 EMPLOYEE NO--> 0000011010 - 5 PAGE NUMBER--> 00001

 TRN CHEQUE NO.    CHQ DT    BEG DT    END DT  REAS  TU      NET        + Y
 503 0000000001   01012006  01012006  01012006 __    000   00000000750   - _

              -------- T A X - W I T H H E L D --------

     PR/L   FIT / PIP    C/QPP       PIT        EI      GROSS       + Y
 500 000000 00000000400 00000000200 00000000000 00000000050 00000000000  + _
            00000000100

 500 000000 00000000000 00000000000 00000000000 00000000000 00000000000   _ _
            00000000000


            TAXES    +    NET     =   TOTAL PAYS    =    GROSS
         00000000750   00000000750-     00000000000      00000000000

 A205W-END OF LIST
                                    08/17/06  11:31:27 1 M3LL SUPD ____
```

Screen Description

This screen allows you to adjust an employee's taxes and net or gross pay. This screen is normally used to refund a tax by decreasing the tax accumulator in the master file and increasing net or gross pay. For example, if you wanted to refund $100.00 of Quebec income tax, enter **100000** in the PIT field and an **M** in the +- field of one 500 transaction. Then enter **100000** in the NET PAY field and a **P** in the +- field of the 503 transaction. This causes the system to adjust the appropriate accumulator fields on the master file by $100.00 and add $100.00 to the employee's next cheque or advice or deposit.

The fields at the bottom of the screen display totals for manual pay balancing for this screen. These fields are system-generated and cannot be updated. If the fields on this screen do not balance, a fatal error message will display. The fields must balance or the adjustment will be rejected.

COMPANY   **Data Type: Numeric**   **Length: 5**   **Field Type: Key**

Enter a 5-digit Company Number between **1** and **99998**.

EMPLOYEE NO   **Data Type: Numeric**   **Length: 11**   **Field Type: Key**

Enter a 10-digit Employee Number. Position 11 is the transpositional check digit (TCD). If you do not remember the TCD, enter an **X** and HCM:M will calculate it.

PAGE NUMBER	Data Type: Numeric	Length: 5	Field Type: Key

Enter a unique page number associated with the employee on this screen. Enter the same page number on corresponding manual pay data screens, HTMPA, HTMSP, HTMTD. This ties the manual payment transactions together as a set.

Example. You have recorded check number 10056 on the HTM00 screen. You also want to record check number 21216 for the same employee. Enter that check on page 2 of the HTM00 screen and all corresponding screens (HTMPA, HTMSP, HTMTD). This ties the transactions together in each set.

503 Transaction Fields

The 503 transaction is used to record the cheque number, cheque date, period begin date, period end date, and net pay of a manual payment. When a manual adjustment is made, this transaction must be entered to record cheque number, cheque date, period begin and period end date.

If a 503 transaction is not entered the Earnings History file manual pay record will contain zeros in the CHEQUE NUMBER field and the 400 through 600 series manual pay records will contain zero dates. As a result, the manual pay set cannot be reversed using a 450 transaction. To reverse the manual pay set, the entire set would have to be re-entered with the appropriate adjustment indicator.

When multiple sets of manual adjustment transactions are entered for an employee, this transaction must precede each set of manual pay adjustment transactions. The date entered on this transaction is used for reporting purposes throughout the system.

Note: If multiple pay sets are entered for the same employee and the 503 cheque number is identical, only the first record created can ever be reversed.

CHEQUE NO.	Data Type: Numeric	Length: 10	Field Type: Required

Specify either a number used to identify an adjustment made to upcoming pay or to record the cheque or advice number of a manual pay.

CHQ DT	Data Type: Valid Date	Length: 8	Field Type: Required

Specify the date the cheque was issued to the employee.

BEG DT	Data Type: Valid Date	Length: 8	Field Type: Required

Specify the beginning date of the pay period covered by the manual cheque.

END DT	Data Type: Valid Date	Length: 8	Field Type: Required

Specify the ending date of the pay period covered by the manual cheque.

REAS	**Data Type: Alphanumeric** **Length: 2** **Field Type: Optional**

Specify a user-defined code to indicate the reason for issuing a manual cheque.

TU	**Data Type: Numeric** **Length: 3** **Field Type: Optional**

Enter a tax unit to override the employee's current TAX UNIT field established on the H0B01 (Employee Automatic Taxing Information) screen. You must have already established this tax unit for the employee. Typically you would use this field if you wanted to update information for an employee who has worked in more than one tax unit. This field defaults to the employee's TAX UNIT field on H0B01.

Only one tax unit may be updated with one manual pay set. If you need to update more than one tax unit, enter multiple sets of manual payment transactions.

NET	**Data Type: Numeric** **Length: 11** **Field Type: Optional**

Specify the employee's net pay for this update adjustment. This field is used in conjunction with the GROSS PAY field to balance an employee's deductions. Net pay is equal to gross pay minus deductions not including memo deductions, taxes, and non-paid special pays.

+	**Data Type: Alphanumeric** **Length: 1** **Field Type: Optional**

Indicate the type of adjustment desired. Acceptable values are:

Value	Description
Blank or +	A positive adjustment is to be recorded for this employee. Values entered on this transaction are added to the appropriate records in the Employee Master file.
-	A negative adjustment is to be recorded for this employee. Values entered on this transaction are subtracted from the appropriate records on the Employee Master file.
	This value can also be used to either reverse a payment or reverse a cheque or advice that is no longer retained on the Earnings History file, when a 450 transaction is not allowed.
P	A manual adjustment is being made to an employee's records. This adjustment will be reflected in the employee's upcoming cheque (current pay). The values on this transaction are added to the appropriate fields on the employee's master records.
M	A manual adjustment is being made to an employee's records. This adjustment will be reflected in the employee's upcoming cheque (current pay). The values on this transaction are subtracted from the appropriate fields on the employee's master records.

(continued)

Value	Description
A	A positive manual adjustment to an employee's record. This will increase the employee's labour records, but will not affect the employee's cheque.
J	A negative manual adjustment to an employee's record. This will decrease the employee's labour records, but will not affect the employee's cheque.

Transactions with a (**+**) or (**-**) cannot be intermixed with transactions having a P or M.

Y
    Data Type: Alphanumeric   **Length: 1**   **Field Type: Optional**

Indicate which fields on the Employee Master file and Tax Master file will be changed. Acceptable values are:

Value	Description
Blank	**Adjust the YEAR-, QUARTER-, and MONTH-TO-DATE fields**
Y	Adjust YEAR-TO-DATE fields only
Q	Adjust YEAR- and QUARTER-TO-DATE fields only
P	Adjust PRIOR QUARTER-TO-DATE fields only
C	Adjust the YEAR-TO-DATE and PRIOR QUARTER-TO-DATE only

500 Transaction Fields

This transaction is used to update the employee's withholding taxes and gross pay.

PV/LOC
    Data Type: Numeric   **Length: 6**   **Field Type: Optional**

Identify the employee's province/territory to which this input is related in the first two positions of this field. Enter **0000** for the local code or **0001** if the adjustment is being applied to an amount reported on a T4A or Releve 2. If entered, the province/territory code overrides the employee's primary province/territory codes established on the Employee Master file. A list of province/territory codes is provided in Appendix A. Province/territory codes must match an existing Employee Tax Master record for an employee to be valid. The system defaults to the province/territory codes in the Employee Master file (H0B01).

FIT
    Data Type: Numeric   **Length: 11**   **Field Type: Optional**

Specify the amount of federal income tax withheld or adjusted within the tax unit and PROV/TERR indicated.

PIP
    Data Type: Numeric   **Length: 11**   **Field Type: Optional**

Specify the amount of Parental Insurance Plan premium withheld or adjusted within the tax unit and province/territory indicated.

C/QPP   **Data Type: Numeric**   **Length: 11**   **Field Type: Optional**

Specify the amount of CPP/QPP tax withheld or adjusted from this employee's pay for the tax unit and province/territory indicated.

PIT   **Data Type: Numeric**   **Length: 11**   **Field Type: Optional**

Specify the amount of provincial income tax withheld or adjusted within the provincial tax unit.

EI   **Data Type: Numeric**   **Length: 11**   **Field Type: Optional**

Specify the amount of employment insurance withheld or adjusted within the tax unit province/territory indicated.

GROSS   **Data Type: Numeric**   **Length: 11**   **Field Type: Optional**

Specify the employee's gross pay for this taxing locality.

+   Enter in the same manner as for the 503 transaction.

Y   Enter in the same manner as for the 503 transaction.

HS7CL - Labour Adjustment

```
> GUH   99500                                              ON HS7CL

                    ----------LABOUR ADJUSTMENT-----------

I_ COMPANY--> 99700 PAGE NUMBER--> 00001
   EMPLOYEE--> 00000234000

SEQ    CHEQUE    *-PERIOD DATES--* DIV OFF DEP SEC   LABOUR CODE
NUM    NUMBER     BEGIN     END    ---- INCORRECT (TOP) / CORRECT (BOT) ---

000 00000044401 02102005 02162005 AAA BBB CCC DD    _____
                                  111 BBB 333 44    _____
000 00000000000 00000000 00000000 ___ ___ ___ __    _____
                                  ___ ___ ___ __    _____
000 00000000000 00000000 00000000 ___ ___ ___ __    _____
                                  ___ ___ ___ __    _____

            THIS SCREEN WILL CREATE BOTH THE 470 (INCORRECT DATA)
                    AND THE 471 (CORRECT) TRANSACTIONS




                            03/14/06  07:10:28 1 M3LL SUPD ____
```

Screen Description

This transaction allows you to correct department, section, or labour code entries on an employee's labour distribution record on the Earnings History file without affecting pay. This transaction may be entered to correct errors in those fields when an employee was originally paid by a timecard. Provision is made for indicating the correct department, section, and labour code.

Fields

SEQ NUM

Data Type: Numeric   **Length: 3**   **Field Type: Display Only**

The sequence number is assigned by PAY010 during batch processing and is used to group the 470 and 471 transactions together.

CHEQUE NUMBER

Data Type: Numeric   **Length: 11**   **Field Type: Optional**

Specify the cheque or advice number corresponding to the particular payment to be corrected. If this field is not entered, the system will correct labour distribution data for multiple payments to the same employee on the same date by entering a single 470 transaction.

PERIOD BEGIN DATE   **Data Type: Valid Date**   **Length: 8**   **Field Type: Required**

Specify the beginning date for which the employee was paid. This date must be entered to correct labour distribution.

PERIOD END DATE   **Data Type: Valid Date**   **Length: 8**   **Field Type: Required**

Specify the ending date for which the employee was paid. This date must be entered to correct labour distribution.

DIV   **Data Type: Alphanumeric**   **Length: 3**   **Field Type: Optional**

INCORRECT DIV.   On the top line, specify the division number placed on the labour distribution records to be corrected. If this field is entered, it will be used in selecting labour distribution records for correction. If left blank, division number will not be used in selecting records for correction.

CORRECT DIV.   On the bottom line, specify the division number to be placed on the corrected labour distribution record. If this field is not entered, the division number will not be changed.

OFF   **Data Type: Alphanumeric**   **Length: 3**   **Field Type: Optional**

INCORRECT OFF.   On the top line, specify the office number placed on the labour distribution records to be corrected. If this field is entered, it will be used in selecting a labour distribution record for correction. If left blank, office number will not be used in selecting records for correction.

CORRECT OFF.   On the bottom line, specify the office number to be placed on the corrected labour distribution records. If this field is not entered, the office number will not be changed.

DEP   **Data Type: Alphanumeric**   **Length: 3**   **Field Type: Optional**

INCORRECT DEP.   On the top line, specify the department number placed on the labour distribution records to be corrected. If this field is entered, it will be used in selecting labour distribution records for correction. If left blank, department number will not be used in selecting records for correction.

CORRECT DEP.   On the bottom line, specify the department number to be placed on the corrected labour distribution record. If this field is not entered, the department number will not be changed.

SEC **Data Type: Alphanumeric** **Length: 2** **Field Type: Optional**

INCORRECT SEC. On the top line, specify the section number placed on the labour distribution records to be corrected. If this field is entered, it will be used in selecting a labour distribution record for correction. If left blank, section number will not be used in selecting records for correction.

CORRECT SEC. On the bottom line, specify the section number placed on the corrected labour distribution records. If this field is not entered, the section number will not be changed.

LABOUR CODE **Data Type: Alphanumeric** **Length: 22** **Field Type: Optional**

INCORRECT LABOUR CODE On the top line, specify the labour code placed on the labour distribution records to be corrected. If this field is entered, it will be used in selecting a labour distribution record for correction. If left blank, labour code will not be used in selecting records for correction.

CORRECT LABOUR CODE. On the bottom line, specify the labour code placed on the corrected labour distribution records. If this field is not entered, the labour code will not be changed.

Chapter Contents

Introduction

For various reasons, you may find it necessary to issue cheques between regular payroll runs. Ordinarily, you would

- Research the files for salary or rate, taxing and deduction information.

- Manually calculate the amount of the cheque.

- Reprocess the pay transaction at the time of the next payroll run to update the master files.

With the HCM:M Online Cheque feature, you can perform these tasks online, in the Millennium environment. When you enter the information to process an online cheque, the system

- Reads the master files for the appropriate company and employee salary or rate, taxing and deduction rules.

- Validates labor distribution codes to ensure that payments are not made for unauthorized labor charges.

- Calculates the amount of net pay.

- Displays the results in a cheque-stub like format.

- At your request, prints the cheque.

- Stores the results of tax, deduction, and pay calculations on the Data Entry file, which, when released to the batch system for processing, will update the payroll files to reflect the data on the online cheque.

Payroll Processing: Online Cheque Screens

The chart below lists the screen IDs; the screen title; the maintenance allowed for each, *I* (insert), *R* (replace); and the transactions associated with each screen discussed in this chapter.

Screen	Title	Maintenance	Transactions
H43C1	Online Cheque Number Incrementation	*I, R*	
HTNC0	Online Cheque Calculation	*I, R*	
HTNCQ	Online Cheque Stub	Display	
HTNCN	Online Cheque Stub (Continued)	Display	
HTNCH	Online Cheque Override - Heading Info	R	
HTNCP	Online Cheque Override - Regular Pays	*R*	
HTNCS	Online Cheque Override - Special Pays	*R*	
HTNTD	Online Cheque Override - Taxes & Deductions	*R*	

Key Fields

These fields contain values under which similar material is stored so it will be easier to find when you look for it. Key fields are discussed here.

COMPANY

Data Type: Numeric   **Length: 5**   **Field Type: Required**

Enter the company number to which the employee you are issuing a cheque is assigned.

EMPLOYEE NO

Data Type: Numeric   **Length: 10**   **Field Type: Required**

Enter the employee number for the employee who is to receive the cheque.

*** X

Data Type: Numeric   **Length: 1**   **Field Type: Optional**

Enter the TCD, if known, for the employee number entered. If you do not remember the employee's TCD, do not enter this field and the system will calculate it.

PAGE NUMBER

Data Type: Numeric   **Length: 5**   **Field Type: Key**

If you need to enter more information than one online cheque for the same employee, enter a different page number.

Online Cheques Overview

The HCM:M Online Cheque feature allows you to issue payroll cheques without running the batch system. This is useful when payment requests must be responded to immediately.

Online Cheque Features

When calculating online cheques, the system automatically determines:

- Gross Pay

- Taxes (Federal, FICA, STATE, LOCAL, DI, Occupational, School District) (FIT, PIT, CPP/QPP, UIC and QHIP for Canadian users)

- Earned Income Credit

- Voluntary Deductions

- Net Pay

- Company Taxes (FICA, SUI, FUTA) (CPP/QPP, QHIP for Canadian Users)

- Company Paid Benefits

- Whether or not the payment is associated with a valid labor charge.

Online cheque calculates taxes using date effective tables to ensure that the proper taxes are withheld for the period in which the cheque is issued.

The Online Cheque feature also honors reciprocal taxing agreements between work and resident states/localities as indicated in the employee's tax status file.

Online cheques are useful in a number of situations. You can use them to issue cheques to employees who are terminating, or need an advance. The ways in which you use online cheques depend on your company's needs and policies for issuing payments outside of regular payroll cycles. On the pages that follow, we describe the various applications of the HCM:M Online Cheque feature.

Using the Online Cheque

You control online cheque processing based on your needs for issuing out-of-cycle payments. The following briefly describes the options available to you:

- You determine what voluntary deductions are withheld from the cheque. Online cheque will honor the first 21 deductions established for an employee, unless you specify otherwise.

- HCM:M Online Cheque uses regular, overtime and shift pay when calculating gross pay. In addition to these predefined pays, you may specify up to three special pays to be used in calculating gross.

- You may override master file defaults for regular pay only when processing online cheques. If you don't specify an amount, the rate or salary established for the Employee Master file will be used to calculate the payment.

- You can terminate an employee at the same time you issue an online cheque. When you do so, the termination information will be recorded on the Employee Master file and up to eight outstanding bond carry-forward amounts will be refunded to the employee.

- You can use the Online Cheque feature to pay an employee for his vacation balance.

- You can use the Online Cheque feature with online user called routines (UCRs) written to match your batch UCRs. Batch UCRs cannot be used with the Online Cheque feature.

Reciprocal Taxing

If you tax the employee according to a reciprocal agreement between two states or localities, HCM:M calculates taxes based on this agreement. To determine the taxes paid to the work state or the resident state, see these screens:

- HTNTD (Online Cheque Override – Taxes & Deductions) screen for work state or locality and resident state or locality.

Split Taxing

In situations where the employee pays taxes in more than one work state or locality, the online cheque calculates taxes for the primary work state or locality. Online cheque does not honor split taxing.

Terminating Employees

Often, you will be using the online cheque feature to issue cheques to employees who are terminating. Rather than calculating the cheque, and using another screen to update the Employee Master file with termination data, you can do this right from the HTN00 screen. To accomplish this, enter a **Y** in the TERMINATION FLAG field. This will set the EMPLOYEE STATUS field to **3**, and the TIMECARD STATUS field to **0**. The termination date will be updated to the processing date at the time of the cheque request.

Bond Refund.   If you are terminating an employee with the HTN00 screen, and that employee has a bond carry-forward amount outstanding, this amount will be added back to the employee's net pay. Also, the employee's automatic bond deduction will not be taken, and bond deduction frequencies are set to **0** for the first 8 bond deductions on the file.

Vacation Pay.   If an employee is due vacation at the time the online cheque is processed, you can include vacation pay in the cheque amount. To accomplish this, enter a **Y** in the VACATION field. The system will determine how much vacation is due the employee, and calculate the amount to be paid. This amount will be added to gross pay.

Online Cheque Deduction Processing

You have several options for processing deductions with online cheques. The DEDUCTION PERIOD and BYPASS fields on the HTN00 screen control deduction processing. The following are some considerations for using these fields.

To Override All Deductions. If deductions are not to be taken, enter a **9** in the DEDUCTION PERIOD field. Deductions set up on the employee's records will not be subtracted from the gross pay amount.

To Process Specified Deductions Only. To process only the deductions you specify, (up to 3) enter the appropriate deduction numbers in the BYPASS fields provided and a value of **1** in the DBPY field. Any other deductions established on the employee record will be ignored.

To Exclude Specified Deductions From Calculations. If you want to prevent certain deductions from being taken, enter them in the BYPASS fields provided. Enter a value of **2** in the DBPY field. Up to 3 deductions can be excluded.

Note: The function of chaining deductions is not available for online cheque processing.

Guidelines for Processing Online Cheques

To ensure that you achieve your objectives for processing online cheques, observe the following guidelines.

- A period begin date cannot be greater than the period ending date.

- You do not have to use an employee's regular pay period start and end dates. You may enter future pay period start and end dates on the HTN00 screen.

- If you use labor distribution and the labor record is not found, a warning message will be issued.

H43C1 - Online Cheque Number Incrementation

```
 > GU   _____ ON H43C1

                          ONLINE CHEQUE NUMBER INCREMENTATION

 _   COMPANY--> 00000

     INCREMENT--------->  _                   MANUAL ADJ PERIOD-> _

     CHEQUE NUMBER-----> 0000000000           CHEQUE DATE-------> 00/00/0000

     PERIOD BEGIN DATE-> 00/00/0000           PERIOD END DATE---> 00/00/0000

     VACATION/SICK IND-> 0                     DEDUCTION PERIOD--> _







                                        05/08/01  11:51:13 1 M3LL DEVK ____
```

Screen Description

If you are producing several online cheques, this screen allows you to set up constant information which will apply to all cheques (but may be overridden for each individual cheque). It also allows you to specify your beginning cheque number, which will be incremented with each online cheque produced.

This screen will also, at any time, display the information from the last online cheque produced.

To accomplish this, enter a **Y** in the INCREMENT field on the H43C1 screen, and leave the CHEQUE NUMBER field on the HTN00 screen blank. If you enter a number in the CHEQUE NUMBER field on the HTN00 screen, your cheque number will be used in place of the cheque number that would ordinarily be assigned through automatic cheque numbering. CHEQUE DATE, PERIOD BEGIN DATE, and PERIOD ENDING DATE will display on a mask HTN00 screen if the INCREMENT field on the H43C1 screen is set to **Y**. The H43 database is updated automatically each time automatic cheque numbering occurs.

Online cheques can also be used to control the printing of vacation and sick leave information and to control whether deductions are to be processed.

Fields

INCREMENT

Data Type: Alphanumeric   **Length: 1**   **Field Type: Required**

Indicate whether you want cheque numbers to be incremented automatically.

Acceptable values are:

Value	Description
Blank	**Do not increment**
Y	Increment the online cheque number

MANUAL ADJ PERIOD

Data Type: Alphanumeric   **Length: 1**   **Field Type: Optional**

Indicate the appropriate accumulation fields to be adjusted in the Employee and Tax Master files.

Acceptable values are:

Value	Description
Y	Adjust the YEAR-TO-DATE fields only
Q	Adjust the QUARTER-TO-DATE fields only
P	Adjust the PRIOR-QUARTER-TO-DATE fields only
C	Adjust the YEAR-AND PRIOR-QUARTER-TO-DATE fields only

If this field is not entered, blank is assumed; and YEAR, QUARTER, and MONTH-TO-DATE fields will be adjusted.

CHEQUE NUMBER

Data Type: Numeric   **Length: 10**   **Field Type: Required**

Enter the last number used for a manual cheque. This field will be updated by the system each time an online cheque is issued if a **Y** is entered in the INCREMENT field.

CHEQUE DATE

Data Type: Valid Date   **Length: 8**   **Field Type: Required**

Enter the cheque date.

PERIOD BEGIN DATE
Data Type: Valid Date   **Length: 8**   **Field Type: Required**

Enter the beginning date of the payroll period for which this cheque is being issued.

PERIOD END DATE
Data Type: Valid Date   **Length: 8**   **Field Type: Required**

Enter the ending date of the payroll period for which this cheque is being issued.

VACATION/SICK
Data Type: Numeric   **Length: 1**   **Field Type: Optional**

Indicate whether to print remaining vacation and/or sick leave units on the online cheque stub.

Acceptable values are:

Values	Description
0 or 1	**Do not print vacation or sick units**
2	Print only sick leave units remaining
3	Print only vacation units remaining
4	Print both sick leave and vacation units remaining
5	Print vacation pay remaining only
6	Print vacation units and vacation pay remaining

DEDUCTION PERIOD   **Data Type: Alphanumeric**   **Length: 1**   **Field Type: Optional**

Indicate whether or not deductions are to be withheld; and if they are withheld, what pay period.

Acceptable values are:

Value	Description
1	**First pay period of the month**
2	Second pay period of the month
3	Third pay period of the month
4	Fourth pay period of the month
5	Fifth pay period of the month
6	Take only the deductions shown in the BYPASS field
7	Do not take the deductions shown in the BYPASS field
9	Bypass all deductions

HTNC0 - Online Cheque Calculation

```
> GU    99600,00000110016,00001                              ON HTNC0

                        ONLINE CHEQUE CALCULATION

 __    COMPANY--> 99600 EMPLOYEE NO--> 0000011001 - 6 PAGE NUMBER--> 00001

       CHEQUE NO. CHQ DATE PER-BEG  PER-END   Y/Q DP DBYP   BYPASS    TRM VAC
       0000000001 07142006 07142006 07142006   _  _   _   000 000 000  _   Y

                      NO.     HOURS      DOLLARS        LABOUR CODE

          REGULAR              .00      2000.00      _____
          OVERTIME 1           .00          .00      _____
          OVERTIME 2           .00          .00      _____
          SHIFT 2              .00          .00      _____
          SHIFT 3              .00          .00      _____
          SPECIAL      0       .00          .00      _____
          SPECIAL      0       .00          .00      _____
          SPECIAL      0       .00          .00      _____
          SPECIAL      0       .00          .00      _____
          SPECIAL      0       .00          .00      _____
          SPECIAL      0       .00          .00      _____

                                      12/12/07  09:55:29 1 M3LL SUPD ____
```

Screen Description

Use the HTNC0 screen to specify the cheque parameters, such as cheque number, date, etc.

There are several different options for processing online cheques. You can perform deduction processing (requesting that certain employee deductions be excluded or included in calculations) and process special payments. In addition, you can record termination data at the same time you process online cheques.

Fields

CHEQUE NUMBER **Data Type: Numeric**   **Length: 10**   **Field Type: Required**

Enter the cheque number used for this manual cheque. This field will be updated by the system each time an online cheque is issued if you set the INCREMENT field to **Y** on the H43C1 screen.

CHK DATE **Data Type: Valid Date**   **Length: 8**   **Field Type: Required**

Enter the cheque date.

PER-BEG **Data Type: Valid Date**   **Length: 8**   **Field Type: Required**

Enter the beginning date of the payroll period for which this cheque is being issued.

PER-END **Data Type: Valid Date**   **Length: 8**   **Field Type: Required**

Enter the ending date of the payroll period for which this cheque is being issued.

Note: The cheque date, period-beginning, and period-end date will reflect information entered on the H4301 screen, if automatic number incrementation is used.

Y **Data Type: Alphanumeric**   **Length: 1**   **Field Type: Optional**

Indicate the appropriate accumulation fields to be adjusted in the Employee and Tax Master files.

Acceptable values are:

Value	Description
Y	Adjust the YEAR-TO-DATE fields only
Q	Adjust the QUARTER-TO-DATE fields only
P	Adjust the PRIOR-QUARTER-TO-DATE fields only
C	Adjust the YEAR- and PRIOR-QUARTER-TO-DATE fields only

If this field is not entered, blank is assumed; and YEAR, QUARTER, and MONTH-TO-DATE fields will be adjusted.

DP **Data Type: Alphanumeric** **Length: 1** **Field Type: Optional**

Indicate whether or not deductions are to be withheld; and if they are withheld, what pay period.

Acceptable values are:

Value	Description
1	**First pay period of the month**
2	Second pay period of the month
3	Third pay period of the month
4	Fourth pay period of the month
0	Fifth pay period of the month
9	Bypass all deductions

DBYP **Data Type: Numeric** **Length: 1** **Field Type: Optional**

Indicates specific deductions that are to be bypassed or included for a pay period.

Acceptable values are:

Value	Description
Blank or 0	**Normal deduction processing**
1	Withhold only those deductions specified in the DEDUCTION BYPASS field.
2	Withhold all normal deductions except those specified in the DEDUCTION BYPASS field.
3	Deduction-only refund. If this value is entered, all amounts and hours will be set to zero and an automatic link to the HTNTD or HTNCT screen will occur.

BYPASS **Data Type: Alphanumeric** **Length: 6** **Field Type: Optional**

Enter up to three deductions that you either want to be withheld or bypassed, depending on the value entered in the DP field.

TRM   **Data Type: Alphanumeric**   **Length: 1**   **Field Type: Optional**

Enter a **Y** in this field if the employee for whom you are issuing a cheque is being terminated. The Employee Master file is updated as follows:

Employment status will be updated to a **3** (H0BES screen). Timecard status will be set to **0** (H0BID screen).

The termination date (H0BES screen) will be updated to reflect the processing date at the time of the online cheque request.

VAC   **Data Type: Alphanumeric**   **Length: 1**   **Field Type: Optional**

Enter a **Y** in this field if the employee is due vacation pay. The amount due the employee for vacation will be calculated and added to the gross amount of the cheque. The system will generate a 6XX transaction for special pay 60.

LABOR CODE   **Data Type: Alphanumeric**   **Length: 14**   **Field Type: Optional**

Enter this field only if you want to override the labor code on the Employee Master file.

NO.   **Data Type: Numeric**   **Length: 2**   **Field Type: Optional**

If the employee is to receive any special pays on this cheque, indicate the number of the special pay in this field. Up to six special pays can be included on this cheque.

HOURS   **Data Type: Numeric**   **Length: 5**   **Field Type: Optional**

Enter the number of hours for each category displayed on the screen for which the employee is to be paid.

DOLLARS   **Data Type: Numeric**   **Length: 9**   **Field Type: Optional**

For Regular Pay you may leave this field blank and enter Hours only. The system will calculate the Dollar amount for Regular pay based on Hours entered x the rate on the Employee Master File (H0BID or H0BSC).

Enter a rate for regular pay to override the rate established on the Employee Master file. If the HOURS field is left blank, enter the dollar amount due the employee. This field must be entered for all pays other than regular or the pay will not be included on the cheque.

HTNCH - Online Cheque Header Information

```
> C    0                                                          ON HTNCH

                 ONLINE CHEQUE OVERRIDE - TRANSACTION(503) INFORMATION

R    COMPANY--> 00000 EMPLOYEE NO--> 0000000000 - X PAGE NUMBER--> 00000


                      CHEQUE NUMBER ------>  0000000000
                      CHEQUE DATE -------->    00000000
                      PERIOD BEG -------->     00000000
                      PERIOD END -------->     00000000
                      METHOD CODE ------->            _
                      REASON REV/REISSUE->          __
                      OLD CHEQUE NUMBER -->  0000000000
                      TAX UNIT ---------->         000
                      Y/Q IND ----------->           _


            NOTE:  IF YOU CHANGE CHEQUE DATE ON THIS OVERRIDE SCREEN, YOU
                   WILL NEGATE THE AUTHENTICITY OF THE TAX CALCULATIONS
                   OF ONLINE CHEQUE PROCESSING BASED ON THE EFFECTIVE DATE
                   OF THE ORIGINAL ONLINE CHEQUE.

                                       07/27/01  15:51:05 1 M3LL DEVK _____
```

Screen Description

Use the HTNCH screen to override the cheque parameters, such as cheque number, date, etc. This screen contains all of the updatable fields for the 503 transaction.

Fields

CHEQUE NUMBER   Data Type: Numeric   Length: 10   Field Type: Required

Enter the cheque number used for this manual cheque. This field will be updated by the system each time an online cheque is issued if you set the INCREMENT field to **Y** on the H43C1 screen.

CHK DATE   Data Type: Valid Date   Length: 8   Field Type: Required

Enter the cheque date.

PER-BEG   Data Type: Valid Date   Length: 8   Field Type: Required

Enter the beginning date of the payroll period for which this cheque is being issued.

PER-END   Data Type: Valid Date   Length: 8   Field Type: Required

Enter the ending date of the payroll period for which this cheque is being issued.

Note: The cheque date, period-beginning, and period-end date will reflect information entered on the H43C1 screen, if automatic number incrementation is used.

METHOD-PYMT-CODE   Data Type: Alphanumeric   Length: 1   Field Type: Optional

Used internally by Geac.

REASON-REV-ISSUE

Data Type: Alphanumeric   Length: 2   Field Type: Optional

Used internally by Geac.

OLD-CHEQUE-NUMBER   Data Type: Numeric   Length: 10   Field Type: Optional

Enter old cheque number if applicable

M-TAX-UNIT   Data Type: Numeric   Length: 3   Field Type: Optional

Enter a tax unit to override the employee's current tax unit field established on the H0bad (employee taxing information) screen. You must have already established this tax unit for the employee before releasing this data entry to batch. This field defaults to the employee's work tax unit field.

ADJUSTMENT-SW   Data Type: Alphanumeric   Length: 1   Field Type: Optional

This value will be maintained by Geac.

YQ   **Data Type: Alphanumeric**   **Length: 1**   **Field Type: Optional**

Indicate the appropriate accumulation fields to be adjusted in the Employee and Tax Master files.

Acceptable values are:

Value	Description
Y	Adjust the YEAR-TO-DATE fields only
Q	Adjust the QUARTER-TO-DATE fields only
P	Adjust the PRIOR-QUARTER-TO-DATE fields only
C	Adjust the YEAR- and PRIOR-QUARTER-TO-DATE fields only

If this field is not entered, blank is assumed; and YEAR, QUARTER, and MONTH-TO-DATE fields will be adjusted. If this field is overridden, the system will place this value in all transactions within this set.

HTNCP - Online Cheque Override - Regular Pays

```
> GU    00501,00000001416,00101                                      ON HTNCP

                     --ONLINE CHEQUE OVERRIDE - REGULAR PAYS --

  R  COMPANY--> 00501 EMPLOYEE NO--> 0000000141 - 6  PAGE NUMBER--> 00101

     OT SH   HOURS     SAL /AMOUNT DPT/SEC  LABOUR CODE              PROV  ADJ
                                   DIV/OFF  FR-DATE    TO-DATE       /LOC
     0  0     .00      25000.00    33344    _____ 050000  _
                                   111222   00000000   00000000
     0  0     .00           .00    _____    _____ 000000  _
                                   _____   00000000   00000000
     0  0     .00           .00    _____    _____ 000000  _
                                   _____   00000000   00000000
     0  0     .00           .00    _____    _____ 000000  _
                                   _____   00000000   00000000
     0  0     .00           .00    _____    _____ 000000  _
                                   _____   00000000   00000000




                                   03/15/06  08:51:59 1 M3LL SUPD ____
```

Screen Description

Use this screen to display and adjust regular overtime and shift pay and hours (in the manual pay set generated by Online cheque. It is used to override an online payment. It is the online equivalent of the 400 transaction. The 400 transactions are reserved for the types of pay listed in the following order: 400 tran1 will contain only REGULAR PAY. 400 tran2 will contain only OVERTIME 1 PAY. 400 tran3 will contain only OVERTIME 2 PAY. 400 tran4 will contain only SHIFT2 PAY. 400 tran5 will contain only SHIFT3 PAY.

If you are adjusting hours only, the HTNCQ will still display as balanced. If you are adjusting pay gross and net will automatically be recalculated on HTNCQ. You should review to ensure the totals are as you intended.

The fields on this screen are entered as described in the topic HTMCP - Regular Pays in the Manual Pay Updates/Adjustments chapter of this guide.

HTNCS - Online Cheque Override - Special Pays

```
> C     99600,00000110016,00001                              ON HTNCS

               ONLINE CHEQUE OVERRIDE - SPECIAL PAYS (6XX) --

 R  COMPANY--> 99600 EMPLOYEE NO--> 0000011001 - 6 PAGE NUMBER--> 00001

     PAY#    HOURS   SPL PAY AMT  DPT/SEC LABOUR CODE           PV/LOC   PI ADJ
                                  DIV/OFF FR-DATE    TO-DATE    NON-TAXABLE
     000      .00          .00    _____  _____ 000000    0  _
                                  _____ 00000000  00000000           .00
     000      .00          .00    _____  _____ 000000    0  _
                                  _____ 00000000  00000000           .00
     000      .00          .00    _____  _____ 000000    0  _
                                  _____ 00000000  00000000           .00
     000      .00          .00    _____  _____ 000000    0  _
                                  _____ 00000000  00000000           .00
     000      .00          .00    _____  _____ 000000    0  _
                                  _____ 00000000  00000000           .00
     000      .00          .00    _____  _____ 000000    0  _
                                  _____ 00000000  00000000           .00
     000      .00          .00    _____  _____ 000000    0  _
                                  _____ 00000000  00000000           .00

 A205W-END OF LIST                       12/12/07  09:58:48 1 M3LL SUPD ____
```

Screen Description

Use this screen to display and update special pay fields in the manual pay set generated by the online cheque. The PAY# field indicates which special pays are to be updated in the same manner as when special pay is paid. It is the online equivalent of the 6XX transaction.

If you adjust pay amount, gross and net will automatically be recalculated on the HTNCQ screen. You should review to ensure the totals are as you intended.

HTNCT - Online Cheque Override - Taxes & Deductions

```
 > GU _____ ON HTNCT

                   -- ONLINE CHEQUE OVERRIDE - TAXES & DEDUCTIONS

 _   COMPANY--> 00000 EMPLOYEE NO--> 0000000000 - X PAGE NUMBER--> 00000

                          *---- TAXES (500) ----*
     PROV      FIT             C/QPP           PIT          EI / GROSS    ADJ
    000000          .00             .00             .00            .00     _
                                                                   .00
    000000          .00             .00             .00            .00     _
                                                                   .00
    000000          .00             .00             .00            .00     _
                                                                   .00
    000000          .00             .00             .00            .00     _
                                                                   .00
                        *----- DEDUCTIONS (550) -----*
        0      .00   0        .00    0         .00    0           .00     _
               0        .00    0         .00    0           .00
        0      .00   0        .00    0         .00    0           .00     _
               0        .00    0         .00    0           .00
        0      .00   0        .00    0         .00    0           .00     _
               0        .00    0         .00    0           .00
                                         05/08/01  08:58:51 1 M3LL DEVK ____
```

Screen Description

This screen is used to override employee's withholding taxes and deductions generated by the online cheque. It is the online equivalent of the 500 and 550 transactions.

If deductions or taxes are being updated, Net Pay will automatically be recalculated on the HTNCQ screen. You should review to ensure the totals are as you intended.

If you are adjusting hours only, you do not need to use the HTNCT screen (a 500 transaction) to adjust taxes.

The fields on this screen are entered as described in the topic HTMCT - Taxes & Deductions in the Manual Pay Updates/Adjustments chapter of this guide.

Sample Session

This sample session demonstrates the use of the Online Cheque feature.

The first screen you use is HTNC0, Online Cheque Calculation. Obtain it by entering the following on a blank command line and press **Enter**:

> GU_____ QUALIFIER_____ ON HTNC0

HTNC0   **Creating the Online Cheque**

```
> GU    99600,00000110016,00001                                 ON HTNC0

                         ONLINE CHEQUE CALCULATION

 __   COMPANY--> 99600 EMPLOYEE NO--> 0000011001 - 6 PAGE NUMBER--> 00001

      CHEQUE NO. CHQ DATE PER-BEG  PER-END   Y/Q DP DBYP   BYPASS     TRM VAC
      0000000001 07142006 07142006 07142006   _  _   _    000 000 000  _   Y

                      NO.     HOURS      DOLLARS          LABOUR CODE

            REGULAR             .00       2000.00    _____
            OVERTIME 1          .00           .00    _____
            OVERTIME 2          .00           .00    _____
            SHIFT 2             .00           .00    _____
            SHIFT 3             .00           .00    _____
            SPECIAL     0       .00           .00    _____
            SPECIAL     0       .00           .00    _____
            SPECIAL     0       .00           .00    _____
            SPECIAL     0       .00           .00    _____
            SPECIAL     0       .00           .00    _____
            SPECIAL     0       .00           .00    _____

                                           12/12/07  10:02:16 1 M3LL SUPD ____
```

This screen allows you to enter the parameters for Online Cheque Calculation. In this example, you are paying employee 987-4 in Company 502 for 40 hours for the period beginning May 1 and ending May 7. Deductions for the first pay period of the month are to be withheld, so you enter a value of **1** in the DP field. Leave the DEDUCTION BYPASS fields blank. Enter the information as shown and press **Enter**.

The system reads the employee record to determine how taxes were to be calculated and which deductions are scheduled to be withheld the first pay period of the month. The HTNCQ and HTNCN screens display the results of online cheque calculation. You can now issue the cheque. If you want to print the cheque, provided that your system is set up to do so, enter **PC** in the SUBCOMMAND field as shown on screen HTNCQ.

HTNCQ - Results for Online Cheque Calculation

```
> C     99600,00000110016,00001                              ON HTNCQ
                                              LEVEL 01 LINK FROM HTNC0
  ___                    ONLINE CHEQUE STUB
    COMPANY--> 99600  EMPLOYEE NO--> 0000011001 - 6  PAGE NUMBER--> 00001
    NAME-> 222FIRST          _____  312LASTNAME
    CHEQUE NUMBER 0000000001 CHEQUE DATE  07142006  GROSS PAY        2000.00
    BEGIN DATE    07142006      END DATE  07142006  NET CHQ AMT.     1411.27
    ........... PAYMENTS .......     ... MISC ...  ......... TAXES ..........
    REGULAR         .00    2000.00  REASSIGN CHQ# FEDERAL           293.54
    OVERTIME 1      .00        .00  0000000000    PIT               191.45
    OVERTIME 2      .00        .00  CFP PROFILE   C/QPP              91.74
    SHIFT 2         .00        .00   HRCHKPRT     EI                   .00
    SHIFT 3         .00        .00                PIP                  .00


                                                  NET              1411.27




    A205W-END OF LIST
                                      12/12/07  10:05:24 1 M3LL SUPD _____
```

This screen shows the results for online cheque calculation processed on screen HTNC0.

If you needed to change the cheque number on this online cheque, you would enter the new cheque number in the CHEQUE NUMBER REASSIGNMENT field.

The next time the batch system is run, and the Data Entry file released, the employee's records will be updated with this information.

Note: To display the employee's voluntary deductions, press **Enter** and the HTNCN screen is automatically displayed. However, if you access the HTNCQ screen directly using a partial or full key, the automatic link is inactivated. To display the HTNCN screen in this case, enter **LCN** in the subcommand field and press **Enter**.

HTNCQ - Online Cheque Stub

```
> C     99600,00000110016,00001                            ON HTNCQ
                                                 LEVEL 01 LINK FROM HTNC0
  ___                       ONLINE CHEQUE STUB
   COMPANY--> 99600  EMPLOYEE NO--> 0000011001 - 6  PAGE NUMBER--> 00001
   NAME-> 222FIRST          _____  312LASTNAME
   CHEQUE NUMBER 0000000001 CHEQUE DATE  07142006  GROSS PAY        2000.00
   BEGIN DATE    07142006     END DATE   07142006  NET CHQ AMT.     1411.27
   .......... PAYMENTS .......      ... MISC ...   ......... TAXES ..........
   REGULAR        .00     2000.00   REASSIGN CHQ#  FEDERAL           293.54
   OVERTIME 1     .00         .00   0000000000     PIT               191.45
   OVERTIME 2     .00         .00   CFP PROFILE    C/QPP              91.74
   SHIFT 2        .00         .00    HRCHKPRT      EI                   .00
   SHIFT 3        .00         .00                  PIP                  .00


                                                   NET              1411.27




   A205W-END OF LIST
                                       12/12/07  10:05:24 1 M3LL SUPD ____
```

Screen Description

The HTNCQ screen is automatically displayed when online cheque processing is completed. It contains information for the online cheque entered on the HTNC0 screen, including

- Gross pay

- Deductions

- Taxes

- Special payments

- Net pay.

HCM:M creates a manual pay set containing the online cheque information .The series of screens are chained together in the following order: (HTNCP, HTNCS, and HTNCT). The next time you release the Data Entry Table to HCM:M for processing, HCM:M updates the payroll records from the manual pay sets.

Note: To display the employee's voluntary deductions, press **Enter** and the HTNCN screen is automatically displayed.

Check the HTNCQ and HTNCN screens to ensure that they show the correct amounts. To correct errors

▪ Access the HTNC0 (Online Cheque Calculation) screen for your required record

▪ Enter an *R* in the subcommand field and resolve any errors you made when you entered the cheque specifications

or

▪ Link to the Override Screen series described in the Online Cheque Override Series topic. To accomplish the link, type **LCP** in the quick command on the HTNCQ Screen. The system will automatically access the three override screens for your review and update.

Printing the Cheque

If you have the appropriate hardware configuration, that is, a printer that can be activated directly from the terminal, you can print an actual cheque on either of the two forms supplied with the HCM:M System. See the *Payroll Sample Reports* Guide for a description of paycheque forms.

To print an online cheque, first mount the forms. To align the forms, enter *AL* in the SUBCOMMAND field of the HTNCK screen and press **Enter**. You may need to do this a couple of times to ensure proper alignment. Then, enter *PC* in the SUBCOMMAND field and press **Enter**.

Fields

Most of the fields on this screen are for display only. Only two fields can be updated:

▪ FOR RE-ASSIGNMENT OF CHEQUE NO

▪ CFP PROFILE

To enter a value in either of these fields, you must enter **PC** in the subcommand field.

FOR RE-ASSIGNMENT OF CHEQUE NO

Data Type: Numeric   **Length: 10**   **Field Type: Optional**

For reassignment of a cheque number, enter a new cheque number if you want to override the number in the cheque number field. Enter **PC** in the subcommand field or HCM:M will not accept the new cheque number.

CFP PROFILE

Data Type: Alphanumeric   **Length: 8**   **Field Type: Optional**

Enter the Online Print Profile field from the CFPBR (File/Print Output Profile) screen for online printing. Enter **PC** in the subcommand field or HCM:M will not accept the new online print profile.

Displaying Rates on Cheques

If the Rate Print Flag field on the H0CFL screen contains **1**, rates are displayed on the printed online cheque if the pay contains hours and an amount.

Displaying Messages on Cheques

The HI1CT, HI1CO, and HI101 screens are used to display a message on the printed online cheque. For more information about setting up the HI1 screens, see Chapter 14, Payroll Control.

HTNCN - Online Cheque Stub (Continued)

```
> C    99600,00000110016,00001                              ON HTNCN
                                                  LEVEL 02 LINK FROM HTNCQ
 ___                    ONLINE CHEQUE STUB (CONTINUED)
   COMPANY--> 99600  EMPLOYEE NO--> 0000011001 - 6  PAGE NUMBER--> 00001
   NAME-> 222FIRST            _____ 312LASTNAME
   CHEQUE NUMBER 0000000001 CHEQUE DATE  07142006  GROSS PAY        2000.00
   BEGIN DATE    07142006      END DATE  07142006  NET CHK AMT.     1411.27

   ......................... VOLUNTARY DEDUCTIONS .........................
    12       11.00   13        1.00




                                                   NET             1411.27




   A205W-END OF LIST
                                        12/12/07  10:13:23 1 M3LL SUPD ____
```

Screen Description

The HTNCN screen is automatically displayed when you press **Enter** from the HTNCQ screen. It displays the following pay information:

- Gross Pay

- Net Chk Amt

- Voluntary Deductions

- Net

If you link to the HTNCN screen from the HTNCQ screen, pressing **Enter** automatically links back to the HTNCQ screen. However, if you access the HTNCN screen directly using a partial or full key, the automatic link is inactivated. To display the HTNCQ screen in this case, enter **LCQ** in the subcommand field and press **Enter**.

Manual pay sets are created containing the online cheque information. The screens in the series are chained together in the following order: HTNCP, HTNCS, and HTNCT. The next time you release the Data Entry Table for processing, Payroll records are updated from the manual pay sets.

Check the HTNCQ and HTNCN screens to ensure that they show the correct amounts. To correct errors

- Access the HTNC0 (Online Cheque Calculation) screen for your required record

- Enter an *R* in the subcommand field and resolve any errors you made when you entered the cheque specifications

or

- Link to the Override Screen series described in the Online Cheque Override Series topic. To accomplish the link, type **LCP** in the quick command on the HTNCN Screen. The system will automatically access the three override screens for you to review and update.

Fields

The fields on this screen are for display only.

Online Cheque Override Series

Override Process

The system provides a method of updating individual fields in the manual pay set produced by Online Cheque Processing. The resulting new manual pay set will be generated with balanced totals. You can use the HTNCQ and HTNCN screens to view the totals and link to HTNCP, HTNCS, and HTNCT for review, revision, or both. To activate the link to the override screens, see the section on Quick Commands.

Three quick commands provide easy access to the Online Cheque override screens. They are the same commands used in the manual pay builder, and they are executed from the HTNCQ and HTNCN screens or the HTMCQ screen only.

The first time override processing is used for an online cheque record, the screens must be initialized. This is accomplished by entering LPA in the quick command field on the HTNCQ screen. The initialization process will access the screens in the following sequence: HTNCH, HTNCP, HTNCS, HTNCT, HTNCQ, HTNCN. During this process, review and revision can take place.

If you make changes to amounts on the manual pay screens (HTNCP, HTNCS, HTNCT), Gross and Net Pay will be recalculated and will be presented on the HTNCQ and HTNCN screens. Ensure that the totals are what you intended.

The Manual pay transactions will update the Employee Master Files the next time the batch system is processed. The Earnings History File will be updated with the manual pay set the next time payroll is processed for the employee's frequency.

Quick Commands

Command	Links to...
LCP	HTNCP. Entered in quick command field on the HTNCQ and HTNCN screens.
LCS	HTNCS. Entered in quick command field on HTNCQ and HTNCN screens.
LCT	HTNCT. Entered in quick command field on HTNCQ and HTNCN screens.

Note: The first time the screens are accessed by any of the quick commands, the system will present the entire series to perform initialization of the override process. After the first time, you can enter the command associated with the screen you want to access.

The screens can also be entered directly by providing the correct command qualifier and the screen ID as long as you perform initialization at least one time. After initialization has been performed, you can access the screens in any order. If HTNC0 is re-executed, re-initialization is required.

18 Report Requests

Chapter Contents

Introduction

To produce reports that are not set up to be produced every pay period, you must request them at batch processing time. You may also need to request:

- Reports that access the Facts DataFile

- Reports for a super company

- Reports that access the Earnings History file

- Master file prints

- Personnel file printouts

This chapter describes the screens you will use to request these types of reports.

Report Request Screens

The chart below lists the screen IDs; the screen title; the maintenance allowed for each, *I* (insert), *R* (replace); and the transactions associated with each screen discussed in this section.

Screen	Title	Maintenance	Transactions
HSRPT	Standard Report Request	*I, R*	RPT
HSRPP	Facts DataFile Report	*I, R*	RPP
HSRPQ	Earnings History file	*I, R*	RPQ
HSRPS	Super Company Report	*I, R*	RPS
HS020	Master File Printout Request	*I, R*	020
HSP20	Personnel File Request	*I, R*	P20

This chapter also includes a description of the BYP transaction, Report File Positioning.

Key Fields

These fields contain values under which similar material is stored so it will be easier to find when you look for it. Key fields common to all screens will be discussed here. Other key fields are discussed with the field descriptions of the screen.

COMPANY

Data Type: Numeric　　　**Length: 5**　　　**Field Type: Required**

Enter the company number for which you are requesting or processing information.

PAGE NUMBER

Data Type: Numeric　　　**Length: 5**　　　**Field Type: Key**

If you are requesting more than one page of reports, enter this field. Increment each subsequent page number by a value of 1.

HSRPT - Standard Report Request

```
> GU  _____  ON HSRPT

                    --------STANDARD REPORT REQUEST---------

_   COMPANY--> 00000 PAGE NUMBER--> 00000

TRN R  R#  O  R#  O  R#  O  R#  O  R#  O  R#  O  R#  O  R#  O  R#  O  R#  O
RPT 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0
RPT 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0
RPT 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0
RPT 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0





                                      05/07/01  14:07:21 1 M3LL DEVK ____
```

Screen Description

The HSRPT screen is used for individual report control. It is optional and may be entered if special processing is required for a company's reports or if system-level reporting is desired. If the HSRPT screen is not entered, all reports established with a frequency of **0** on the H0XCR screen will be produced unless they are otherwise suppressed or if the data required for the report is not present.

Note: A system-level request will override reports set up at the processing company level.

Fields

R   Data Type: Numeric   Length: 1   Field Type: Optional

Indicate how the reports on this transaction are to be processed. Acceptable values are:

Value	Description
0	Produce the reports listed on this screen in addition to those reports with a frequency of **0**
1	Produce the reports listed on this screen instead of reports having a frequency code of zero
2	Suppress the reports listed on this screen

R#   **Data Type: Numeric**   **Length: 4**   **Field Type: Optional**

Specify the report number to be produced or suppressed. You can request up to 40 reports on each page of the HSRPT screen.

O   **Data Type: Numeric**   **Length: 1**   **Field Type: Optional**

Specify the occurrence number for the report number entered in the R# field as it occurs in the company header record. This field is necessary only when the same report number has been established more than once in the company header record. Acceptable values are:

Value	Description
0 or 1	Use the first occurrence of this report in the company header record
2-9	Use occurrences 2 through 9 of the report in the company header record

HSRPP - Transaction RPP - Personnel File Report Control

```
> GU _____ ON HSRPP

               TRANSACTION RPP - PERSONNEL FILE REPORT CONTROL

 _   COMPANY--> 00000 PAGE NUMBER--> 00000

 SEQ R  R#  O  R#  O  R#  O  R#  O  R#  O  R#  O  R#  O  R#  O  R#  O  R#  O
 000 _ 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0
 000 _ 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0
 000 _ 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0
 000 _ 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0
 000 _ 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0




                                          05/07/01  14:07:19 1 M3LL DEVK ____
```

Screen Description

The HSRPP screen is used to specify which Report Writer reports (numbers 0202 - 0999) which use the Facts DataFile are to be produced. Also, standard COBOL reports (numbers 003 to 201 and 1100 - 1499) can be requested on this screen if they require access to the Employee Master File. You do not have to establish a report on the H1201 screen (150 and 151 transactions) before requesting it, unless that report requires setup values other than the defaults listed below:

- Forms Code **900**
- Breaks **1111**
- History Print **0**
- Number of Copies **0** (i.e., 1 copy)
- Frequency **9** (by request only)

Reports using Facts DataFile may be set up to be produced automatically by setting frequency equal to zero on the H1201 screen. However, an RPP must be entered for at least one report in order for these automatic reports to be produced.

If the COMPANY field on this screen identifies a super company, the reports requested on this screen will contain data for all the companies in the hierarchy established for the super company on the H1301 screen. If you wish to produce reports containing data for the super company only (i.e., the super company is a processing company), that super company must be set up within the hierarchy for another super company, and the IND field for it on the H1301 screen must contain a **0**.

Fields

SEQ

Data Type: Numeric   **Length: 3**   **Field Type: Optional**

Specify a sequence number (between **1** and **255**) that determines the order in which multiple RPPs will be processed. All reports within a sequence will be generated before the next sequence. Sequence numbers need not be entered in consecutive order, as processing will always be in ascending order.

Normally a value of **1** should be entered in this field. However, if you are posting to the Facts DataFile and wish to request multiple reports which post to the same file type, then those reports should be requested on separate RPP transactions, using different values in this field.

R

Data Type: Numeric   **Length: 1**   **Field Type: Optional**

Indicate how the reports on this screen are to be processed.

Acceptable values are:

Value	Description
0	Produce the reports listed on this screen in addition to those reports normally produced; if multi-cycle posting reports are being requested, only one report option 0 cycle may be requested
1	Produce the reports listed on this screen instead of reports having a frequency code of zero or reports scheduled to be automatically produced
2	Suppress the reports listed on this screen

R#

Data Type: Numeric   **Length: 4**   **Field Type: Optional**

Specify the report number to be produced or suppressed. You can request up to 50 reports on each page of the HSRPP screen

O **Data Type: Numeric** **Length: 1** **Field Type: Optional**

Specify the occurrence number for the report number entered in the R# field as it occurs in the company header record. This field is necessary only when the same report number has been established more than once in the company header record.

Acceptable values are:

Value	Description
0 or 1	Use the first occurrence of this report in the company header record
2-9	Use occurrences 2 through 9 of the report in the company header record

HSRPQ - Transaction RPQ - Earning History File Report Control

```
> GU  _____  ON HSRPQ

            TRANSACTION RPQ - EARNINGS HISTORY FILE REPORT CONTROL

_  COMPANY--> 00000 PAGE NUMBER--> 00000

EMPLOYEE  TCD -REPORT DATES-  T  R  R#  O  R#  O  R#  O  R#  O  R#  O  R#  O
NUMBER        -FROM-   --TO-- I  I     C     C     C     C     C     C
0000000000 _ 00000000 00000000 _  0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0
0000000000 _ 00000000 00000000 _  0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0
0000000000 _ 00000000 00000000 _  0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0
0000000000 _ 00000000 00000000 _  0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0
0000000000 _ 00000000 00000000 _  0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0
0000000000 _ 00000000 00000000 _  0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0
0000000000 _ 00000000 00000000 _  0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0



                              05/07/01  14:07:20 1 M3LL DEVK ____
```

Screen Description

This screen allows you to request prior pay period reports that access the Earnings History file. You may generate file reports for an individual employee, for all the employees in a company, or all the employees in the HCM:M system.

Do not request reports using this screen at the same time you are doing current pay period reporting.

Employee-Level Reporting.

Step	Action
1	Enter a company-level RPQ transaction in the first line to indicate the:

- Reports you want to request using the RPT field

- Control parameters you want to establish using the TI, RI, and OC fields.

Leave the EMPLOYEE NUMBER, TCD, REPORT DATES FROM, and the REPORT DATES TO fields blank. If you enter any values in the REPORT DATES FROM and the REPORT DATES TO fields, HCM:M ignores these values.

(continued)

Step	Action
2	Enter one or more employee-level RPQ transactions in the second line to indicate the:

■   Employee Number

■   Report Dates From

■   Report Dates To

Do not enter values in the TI and RI fields. HCM:M does not recognize these fields for this transaction.

Fields

EMPLOYEE NUMBER   **Data Type: Numeric**   **Length: 10**   **Field Type: Optional**

Enter the employee number if you are requesting reports for specific employees.

TCD   **Data Type: Numeric**   **Length: 1**   **Field Type: Optional**

Enter either the Transpositional Check digit or an **X** for the employee number entered in the EMPLOYEE NO field. The system uses this field to verify the employee number. This field must be entered if you entered an employee number in the EMPLOYEE NO field.

REPORT DATES FROM   **Data Type: Valid Date**   **Length: 8**   **Field Type: Required**

Specify the beginning date of the range of cheque dates to be included. This field must not be zero when requesting for specific employees.

REPORT DATES TO   **Data Type: Valid Date**   **Length: 8**   **Field Type: Required**

Specify the ending date of the range of cheque dates to be included. This field must not be zero when requesting for specific employees.

If multiple RPQ transactions with different date ranges are entered in the same processing run, only the first date range will be used, although all reports requested will be produced for that date range.

T I

Data Type: Numeric   **Length: 1**   **Field Type: Optional**

Indicate whether or not the data for the report is to be extracted from a backup file created by PAY032.

Acceptable values are:

Value	Description
Blank or 0	Extract from current disk master
T	Extract from backup tape

RI

Data Type: Numeric   **Length: 1**   **Field Type: Optional**

Indicate how the reports on this transaction are to be processed.

Acceptable values are:

Value	Description
0	Produce the reports listed on this screen in addition to those reports with a frequency code of **zero**
1	Produce the reports listed on this screen instead of reports having a frequency code of **zero**
2	Suppress the reports listed on this screen

R#

Data Type: Numeric   **Length: 4**   **Field Type: Optional**

Specify the report number to be produced or suppressed. You can request up to 42 reports on each page of the HSRPQ screen.

OC

Data Type: Numeric   **Length: 1**   **Field Type: Optional**

Specify the occurrence number for the report number entered in the R# field as it occurs in the company header record. This field is necessary only when the same report number has been established more than once in the company header record.

Acceptable values are:

Value	Description
0 or 1	Use the first occurrence of this report in the company header record
2-9	Use occurrences 2 through 9 of the report in the company header record

HSRPS - Transaction RPS - Super Company Report

```
 > GU  _____ ON HSRPS

                   -TRANSACTION RPS - SUPER COMPANY REPORT-

 _   COMPANY--> 00000 PAGE NUMBER--> 00000

  REPORT   REPORT  T R  R#  O  R#  O  R#  O  R#  O  R#  O  R#  O  R#  O  R#  O
  FROM-DT TO-DATE  I I      C      C      C      C      C      C      C      C
 00000000 00000000 _ 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0
 00000000 00000000 _ 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0




                                    05/07/01  14:07:20 1 M3LL DEVK ____
```

Screen Description

This screen allows you to request super company reports.

Fields

REPORT FROM-DT

Data Type: Valid Date   **Length: 8**   **Field Type: Optional**

Specify the beginning date of the range of cheque dates to be included. This field must not be zero when requesting for specific employees.

REPORT TO-DATE

Data Type: Valid Date   **Length: 8**   **Field Type: Optional**

Specify the ending date of the range of cheque dates to be included. This field must not be zero when requesting for specific employees.

If multiple RPS transactions with different date ranges are entered in the same processing run, the first range of dates not equal to **0** will be used for all reporting at the super company level. If current pay reports are requested at the super company level, then a date range must be entered.

T I

| Data Type: Numeric | Length: 1 | Field Type: Optional |

Indicate whether or not the data for the report is to be extracted from a backup file created by PAY032.

Acceptable values are:

Value	Description
Blank or 0	Extract from current disk master
T	Extract from backup file

R I

| Data Type: Numeric | Length: 1 | Field Type: Optional |

Indicate how the reports on this transaction are to be processed.

Acceptable values are:

Value	Description
0	Produce the reports listed on this screen in addition to those reports with frequency of zero
1	Produce the reports listed on this screen instead of reports having a frequency code of zero
2	Suppress the reports listed on this screen

R#

| Data Type: Numeric | Length: 4 | Field Type: Optional |

Specify the report number to be produced or suppressed. You can request up to 16 reports on each page of the HSRPS screen.

OC

| Data Type: Numeric | Length: 1 | Field Type: Optional |

Specify the occurrence number for the report number entered in the R# field as it occurs in the company header record. This field is necessary only when the same report number has been established more than once in the company header record.

Acceptable values are:

Value	Description
0 or 1	Use the first occurrence of this report in the company header record
2-9	Use occurrences 2 through 9 of the report in the company header record

HS020 - Master File Printout Request

```
> GU  _____ ON HS020

                      ------MASTER FILE PRINTOUT REQUEST------

 _   COMPANY--> 00000 PAGE NUMBER--> 00000


                          TRANSACTION 020 - MASTER FILE PRINT
 EMPLOYEE NO   TCD TRN  OP    EMPLOYEE NO   TCD TRN  OP    EMPLOYEE NO   TCD TRN  OP
 0000000000     _  020  0     0000000000     _  020  0     0000000000     _  020  0
 0000000000     _  020  0     0000000000     _  020  0     0000000000     _  020  0
 0000000000     _  020  0     0000000000     _  020  0     0000000000     _  020  0
 0000000000     _  020  0     0000000000     _  020  0     0000000000     _  020  0
 0000000000     _  020  0     0000000000     _  020  0     0000000000     _  020  0
 0000000000     _  020  0     0000000000     _  020  0     0000000000     _  020  0








                                     05/07/01  14:07:22 1 M3LL DEVK ____
```

Screen Description

This screen allows you to request formatted prints of any or all payroll, tax, or utility master records. This screen is the online data entry equivalent of the 020 transaction.

Fields

Specify the company or employees for whom you want to have formatted prints of payroll, tax, or utility master records.

EMPLOYEE NO

Data Type: Numeric   **Length: 10**   **Field Type: Optional**

Enter this field if you want formatted prints for specific employees printed, enter their employee number. If you want prints for an entire company, leave this field blank.

TCD

Data Type: Numeric   **Length: 1**   **Field Type: Optional**

Enter the correct Transpositional Check digit or an **X** to verify the employee number.

OP   **Data Type: Numeric**   **Length: 1**   **Field Type: Optional**

Indicate the printing operations to be performed. Acceptable values are:

Value	Description
0	Print company header records, Employee Master, Tax Master file records, and Utility Master file records; issue a message if the Employee and Tax Master file records are out-of-balance.
1	Scan for out-of-balance employees and print all employees whose Tax Master fields do not balance with the corresponding Employee Master fields. Error messages are also produced. A scan will also occur for fields with negative values, error messages will appear that warn you that negative fields were found.
2	Print only the company header records and company-level Utility Master records. Do not enter an employee number if you use this value.
3	Print all system-level records from the Utility Master **file**. Do not enter a company number or employee number if you use this value. Any company header records for company 0 will also be printed, if present. Communicator, Facts DataFile, Monitor tables, and system error messages will also be printed.
4	Print all system-level records from the Utility Master **file**. Do not enter a company number or employee number if you use this value. Any company header records for company 0 will also be printed, if present. Decode tables will also be printed.
5	Print all system control information and company header records for company number 0. Enter **0** in the COMPANY NUMBER field when using this option.
6	Scan the employee and tax records for out of balance conditions and print only employees who are out of balance.
7	Scan the employee and tax records for negative fields and print only employees who have negative fields.

HSP20 - Facts File Printout Request / Control

```
> GU  _____ ON HSP20

                    FACTS   FILE   PRINTOUT   REQUEST/CONTROL

 _   COMPANY--> 00000 PAGE NUMBER--> 00000


               TRANSACTION P20 - FACTS FILE PRINT CONTROL
 EMPLOYEE NO  TCD  TRN  O/P   F/T      EMPLOYEE NO  TCD  TRN  O/P   F/T
 0000000000    _   P20   0   000       0000000000    _   P20   0   000
 0000000000    _   P20   0   000       0000000000    _   P20   0   000
 0000000000    _   P20   0   000       0000000000    _   P20   0   000
 0000000000    _   P20   0   000       0000000000    _   P20   0   000
 0000000000    _   P20   0   000       0000000000    _   P20   0   000
 0000000000    _   P20   0   000       0000000000    _   P20   0   000
 0000000000    _   P20   0   000       0000000000    _   P20   0   000
 0000000000    _   P20   0   000       0000000000    _   P20   0   000
 0000000000    _   P20   0   000       0000000000    _   P20   0   000
 0000000000    _   P20   0   000       0000000000    _   P20   0   000




                                   05/07/01  14:07:19 1 M3LL DEVK ____
```

Screen Description

This screen allows you to enter the information necessary to request personnel turnaround documents and formatted displays of the information contained on the Facts DataFile and Utility Master file records. This screen is the online data entry equivalent of the P20 transaction.

Fields

EMPLOYEE NO   **Data Type: Numeric**   **Length: 10**   **Field Type: Optional**

Enter the user-defined unique identifier for the employee whose records are to be printed. Leave this field blank if you are printing records for an entire company.

TCD   **Data Type: Alphanumeric**   **Length: 1**   **Field Type: Optional**

If you entered an employee number, enter the correct Transpositional Check digit (TCD) associated with the employee number. Or, enter an **X** if you want the system to calculate the Transpositional Check digit.

O/P   **Data Type: Numeric**   **Length: 1**   **Field Type: Optional**

Enter one of the following values to control the printing of master file records:

Value	Description
0	Print all company and detail records as well as system records. If the EMPLOYEE NO field is entered, print only that employee's records.
1	Print all detail records for this company if the EMPLOYEE NO field is blank. If the EMPLOYEE NO field is entered, print only that employee's detail records.
2	Print company database records only. If you use this value, do not enter an employee number.
3	Print company database and detail records. If the employee number is entered, print detail records for this employee only.
4	Print only system records. If you use this value, you may not enter an employee number.

F/T   **Data Type: Numeric**   **Length: 3**   **Field Type: Optional**

Enter the Facts DataFile file type for the records to be printed. If left blank, all file types will be printed.

Report File Positioning - BYP Transaction

The BYP transaction is used to bypass current pay and labor processing for the companies indicated. When this option is used, do not enter an HSRPT or CK1 (HSCTL screen) for the companies being bypassed.

This transactions is also used to indicate the presence of a Current Pay file and is required, along with an RPT transaction, to produce current reports without running PAY040 as in the case of check restart.

Fields

COMPANY NO

  Data Type: Numeric   **Length: 5**   **Field Type: Optional**

Use only with CONTROL IND of '1'. Can be used to select cheques for reprint from a specific company.

EMPLOYEE NO

  Data Type: Numeric   **Length: 11**   **Field Type: Optional**

Use only with CONTROL IND of '1'. Can be used to select cheques for reprint from a specific employee.

CONTROL IND

  Data Type: Alphanumeric   **Length: 1**   **Field Type: Required**

Indicate the type of action to be performed.

Acceptable values are:

Value	Description
0 (blank)	Use a saved Current Pay and Current Labor file. All other fields on this Transaction must be left blank. Only one such BYP is allowed per run.
1	Indicates that the Earnings History file will be used for Cheque Reprint. All other fields on this Transaction can be used. Cheque Date and Start Cheque are required. Company, Employee, End Cheque are optional. Up to 200 BYP transactions can be entered with this option.

CHEQUE DATE

  Data Type: Date   **Length: 8**   **Field Type: Optional**

Required with CONTROL IND of '1'. Enter the Cheque Date on the Earnings History File of the cheque to be reprinted. Only one Cheque Date can be entered per run. All BYP's entered in a run MUST use the same Cheque Date.

START CHEQUE

  Data Type: Numeric   **Length: 10**   **Field Type: Optional**

Required with CONTROL IND of '1'. Enter the first Cheque Number to be reprinted. If a range is needed, enter the END CHEQUE field as well. If a range is used any Check within the range that meets all other matching data on the BYP will be selected.

END CHEQUE **Data Type: Numeric** **Length: 10** **Field Type: Optional**

Use only with CONTROL IND of '1'. Enter the last Cheque Number to be reprinted if a range is needed.

Note: In a given run, if the Earnings History option is used (CONTROL IND = 1), up to 200 BYP transactions can be entered with any combination of fields specified. ALL MUST have the same Cheque Date. As few as one cheque, or an entire payroll for a date may be specified. This option requires that the allocation of the Current Pay and Current Labor files is done in PAY020.

If the saved Current Pay/Labor file option is used, only one BYP is allowed.

Chapter Contents

Introduction

The Earnings History file contains information relating to each payment made to an employee. This data may be used to provide prior pay period reporting, payment reversals, and retroactive payments.

H0H identifies the Earnings History database. Screens have been provided to display the data elements of each record; however, changes to individual fields within a record are not permitted. Adjustments to prior pay period amounts can be made with batch transaction or the manual pay screens (HTMC0, HTMCH, HTMCP, HTMCS, HTMCT and HTMCQ).

Pay period information stored in each record details payment hours and amounts (regular, overtime, vacation, sick, user-defined, etc.), tax and taxable amounts, and user-defined deduction amounts. Other information such as dates, related payment record information, and miscellaneous flags and constants is also maintained in each record.

Earnings History Screens

The chart below lists the ID and title of each screen discussed in this section.

Screen	Title
H0HMT	Employee Payment History
H0HHP	Employee Payment History 2
H0HHS	Employee Payment Status History
H0HNT	Employee Taxes Not Taken
H0HC1	Canadian Employee Tax History 1
H0HC2	Canadian Employee Taxes Not Taken
H0MDE	Employee Deduction History
H0MSP	Employee Special Payment History
H0NC1	Canadian Employee Tax History by Jurisdiction
H0HBI	Employee Banking History
H0HAC	User-Defined Alphanumeric Constants
H0HLS	Employee Payment History List

Key Fields

These fields contain values under which similar material is stored so it will be easier to find when you look for it. Key fields common to all screens will be discussed here.

All the screens in the Earnings History file are display-only screens. To access a particular record in this file, enter the following on a command line:

> GD_____Co No.,Emp No.,Cheque Date,Cheque Seq _____ ON H0HHP

If you want to look at all the records for the company, just enter the company number in the COMMAND QUALIFIER. If you want to see all the records for a particular employee, enter the company number and employee number in the COMMAND QUALIFIER. If you want to see the information for a particular cheque, then you must enter the entire key in the COMMAND QUALIFIER, as shown above.

COMPANY

Data Type: Numeric   **Length: 5**   **Length: Required**

Enter the company number to which the employee is assigned.

EMPLOYEE NUMBER

Data Type: Numeric   **Length: 11**   **Length: Optional**

Specify the employee number for whom you want to see the Earnings History data.

CHEQUE DATE   **Data Type: Valid Date**   **Length: 8**   **Field Type: Optional**

Specify the date the cheque was printed for the employee entered in the EMPLOYEE field.

CHEQUE SEQ   **Data Type: Numeric**   **Length: 3**   **Field Type: Optional**

If multiple checks were issued for the same employee and check date, the sequence number will be incremented.

QEH LAB SEQ   **Data Type: Numeric**   **Length: 3**   **Field Type: Optional**

For labor distribution records, this sequence number will identify each record for a specific check.

Earnings History File Overview

Earnings History Records

There are two types of data records in the Earnings History file:

- Payment Summary records

- Labour Distributions records

Payment Summary Records

Created each time a payment is made to an employee. This record describes the hours, pays, taxes, and deductions for a given payment (cheque).

Labour Distribution Records

Created for each payment summary record if labour distribution processing has been specified for a given company. These records contain the same data elements as the payment summary records; however, the hours and amounts relate to a specific regular or special pay transaction. Payments made without regular or special payment transactions, such as no-timecard-required, regular payments, or automatic special payments, result in one labour distribution record for each type of payment.

Labour distribution and organization code overrides made for regular and special payments are reflected in the corresponding fields on the labour distribution detail records. Taxes and other deduction amounts are prorated based upon the proportion of the regular or special payment amount to the total amount of pay.

The hours and amounts given in each summary record will balance to the sum of the corresponding fields in the labour distribution detail records. Each detail record normally only relates to a single type of payment, while summary records contain the totals from all payments. The labour distribution and organizational codes displayed for the summary records usually contain the employee payroll master values, while individual transaction override values are reflected in the labour distribution detail records.

Earnings history summary records are identified as payment summary records on each H0H screen. The corresponding detail records are identified as labour distribution detail records.

H0HMT - Employee Miscellaneous Information

```
 > GD  _____ ON H0HMT


                    ----EMPLOYEE MISCELLANEOUS INFORMATION----
    COMPANY--> 00000 EMPLOYEE NUMBER--> 00000000000 CHECK DATE--> 00/00/1900
    CHECK SEQ--    0 QEH LAB SEQ------>   0
    CHECK NUMBER--> 00000000000   PAYMENT SUMMARY RECORD
    NAME> NOT FOUND              NOT FOUND            NOT FOUND
    ORG CODE---->                    LABOR CD-->
  __
    PAID RATE--------> 00000.000000      TYPE PAY----------->   0
    OT 1 PREM--------->          .00     OT 2 PREM---------->           .00
    OT1 FACTOR------->        .0000      OT2 FACTOR-------->      .0000
    AVG RATE WK1------>       .00000     AVG RATE WK2------->       .00000
    NUMBER OF PIECES-->         .00      EMPLOYEE STD HOURS->    .00


                   ---HRS--- ---AMOUNT---            --HRS--- ---AMOUNT---
    REGULAR---->         .00          .00  VACATION--->     .00          .00
    SICK LEAVE->         .00          .00  BONUS------>                  .00
    OVERTIME 1->         .00          .00  SHIFT 2---->     .00          .00
    OVERTIME 2->         .00          .00  SHIFT 3---->     .00          .00
    TOT SPEC--->         .00          .00  PENSION---->                  .00
    ALL OVR OT1>         .00          .00  ALL OVR OT2>     .00          .00

                                     05/08/01  09:43:28 1 M3LL DEVK ____
```

Screen Description

This screen displays payroll information used for the employee and a summary of payments received by the employee, including regular and overtime hours and amounts.

H0HHP - Employee Payment History

```
> GD    34000,  10236195,01222003,  2,  0                              ON H0HHP

                      -------EMPLOYEE PAYMENT HISTORY-------
     COMPANY--> 34000 EMPLOYEE NUMBER--> 00010236195 CHECK DATE--> 01/22/2003
     CHECK SEQ--   2 QEH LAB SEQ------>   0
     CHECK NUMBER--> 00000000000   PAYMENT SUMMARY RECORD
     NAME> THOMAS                                        SHELDON
     ORG CODE---->                   LABOR CD-->
__

     PERIOD FROM DATE--> 01/21/2003        PERIOD TO DATE----> 01/21/2003
     CTL END DATE------> 01/21/2003
     NET PAY-----------> 1552.19-    TOTAL DEDUCTIONS-->       151.30-
     NET CHECK AMOUNT--> 1552.19-    GROSS PAY--------->      2521.72-
     PAY ADJUSTMENT---->       .00   DEDUCTION ADJ----->          .00
     SHIFT OT FLAG-----> _           REDUCE PAY FLAG---> 0
     LABOR TYPE CODE---> _           POSTING FLAG------> _
     OLD CHECK NUMBER-->      5589   CHECK BACKOUT DATE> 01/21/2003




                            02/13/03  08:16:29 1 M3LL SUPS ____
```

Screen Description

This screen displays miscellaneous payroll information used for the employee and payroll. It includes items such as net and gross pay, cheque numbers, and cheque amounts.

H0HAC - User-Defined Alphanumeric Constants

```
 > GD  _____ ON H0HAC


                        ------- ALPHA CONSTANTS -------

   COMPANY--> 00000 EMPLOYEE NUMBER--> 00000000000 CHECK DATE--> 00/00/1900
   CHECK SEQ--    0 QEH LAB SEQ------>    0
   CHECK NUMBER--> 00000000000   PAYMENT SUMMARY RECORD
   NAME> NOT FOUND              NOT FOUND            NOT FOUND
   ORG CODE---->                LABOR CD-->
 __


                             ALPHA CONSTANTS
        ----1---    ----2---    ----3---    ----4---    ----5---
        _____    _____    _____    _____    _____


        ----6---    ----7---    ----8---    ----9---    ---10---
        _____    _____    _____    _____    _____




                              05/08/01  09:43:24 1 M3LL DEVK ____
```

Screen Description

This screen displays the alphanumeric constants used for the employee.

H0HBI - Employee Banking History

```
  > GD  _____ ON H0HBI

                        ------- EMPLOYEE BANKING HISTORY -------

     COMPANY--> 00000 EMPLOYEE NUMBER--> 00000000000 CHECK DATE--> 00/00/1900
     CHECK SEQ--    0 QEH LAB SEQ------>    0
     CHECK NUMBER--> 00000000000   PAYMENT SUMMARY RECORD
     NAME> NOT FOUND              NOT FOUND          NOT FOUND
     ORG CODE---->                LABOR CD-->
  __
     NO     BANK       ACCOUNT         NO     BANK       ACCOUNT
     01-> 000000000  _____   11-> 000000000  _____
     02-> 000000000  _____   12-> 000000000  _____
     03-> 000000000  _____   13-> 000000000  _____
     04-> 000000000  _____   14-> 000000000  _____
     05-> 000000000  _____   15-> 000000000  _____
     06-> 000000000  _____   16-> 000000000  _____
     07-> 000000000  _____   17-> 000000000  _____
     08-> 000000000  _____   18-> 000000000  _____
     09-> 000000000  _____   19-> 000000000  _____
     10-> 000000000  _____   20-> 000000000  _____


                          05/08/01  09:43:24 1 M3LL DEVK ____
```

Screen Description

This screen displays the bank, account numbers, and the deduction bank-account pointers used by the employee.

H0HHS - Employee Payment Status History

```
> GD                                                                    ON H0HHS

                        ----EMPLOYEE PAYMENT STATUS HISTORY----
     COMPANY--> 00000 EMPLOYEE NUMBER--> 00000000000 CHECK DATE--> 00/00/1900
     CHECK SEQ--    0 QEH LAB SEQ------>    0
     CHECK NUMBER--> 00000000000   PAYMENT SUMMARY RECORD
     NAME> NOT FOUND              NOT FOUND           NOT FOUND
     ORG CODE---->                   LABOR CD-->
  __
     BACKOUT FLAG------> _    UPDATE FLAG-> _    ADJUSTMENT SWITCH-> _
     FREQUENCY--------->    0                   DEDUCTION PERIOD--> 0
     PAYROLL TYPE------> _                      EMPLOYEE PAY TYPE-> _
     BOND PRINT ONLY---> _                      DED CHECK FLAG----> 0
     MEMO DED FLAG-----> _                      DED NOT TAKEN SW--> 0
     UNION CODE--------> ____                   JOB CLASS---------> ____
     WORKERS COMP CODE-> ____                   WORKERS COMP RATE->   .00000
     MINIMUM WAGE ST--->    0                   CHECK ADVICE FLAG-> _
     DROP W2 FLAG------> _                      TAX OCCURRENCES--->    0
     REASON REV ISSUE--> __                     METHOD OF PAYMENT-> _
     OLD CHECK NUMBER-->           0            CHECK BACKOUT DATE> 00/00/1900
     CHECK MSG--- _____


                                05/08/01  09:43:27 1 M3LL DEVK ____
```

Screen Description

This screen displays the employee's payment status and other indicators at the time of the payment.

H0MDE - Employee Deduction History

```
 > GD                                                                  ON H0MDE

                        ----EMPLOYEE DEDUCTION HISTORY ----
    COMPANY--> 00000 EMPLOYEE NUMBER--> 00000000000 CHECK DATE-->  00/00/1900
    CHECK SEQ--    0 QEH LAB SEQ------>    0
    CHECK NUMBER-->  00000000000     PAYMENT SUMMARY RECORD
    NAME> NOT FOUND              NOT FOUND            NOT FOUND
    ORG CODE---->                 LABOR CD-->
                                             AMOUNT        BOND     BANK/
      NO.       NAME            AMOUNT      NOT TAKEN       QTY     ACCT
      000  * -NOT FOUND- *         .00          .00         0       00
      000  * -NOT FOUND- *         .00          .00         0       00
      000  * -NOT FOUND- *         .00          .00         0       00
      000  * -NOT FOUND- *         .00          .00         0       00
      000  * -NOT FOUND- *         .00          .00         0       00
      000  * -NOT FOUND- *         .00          .00         0       00
      000  * -NOT FOUND- *         .00          .00         0       00
      000  * -NOT FOUND- *         .00          .00         0       00
      000  * -NOT FOUND- *         .00          .00         0       00
      000  * -NOT FOUND- *         .00          .00         0       00
      000  * -NOT FOUND- *         .00          .00         0       00
      000  * -NOT FOUND- *         .00          .00         0       00

                                 05/08/01  11:21:02 1 M3LL DEVK ____
```

Screen Description

This screen displays the numbers and amounts of taxes which were not withheld from an employee's pay due to insufficient gross or net pay.

H0MSP - Employee Special Payment History

```
> GD    _____ ON H0MSP

                    ----EMPLOYEE SPECIAL PAYMENT HISTORY----
   COMPANY--> 00000 EMPLOYEE NUMBER--> 00000000000 CHECK DATE-->  00/00/1900
   CHECK SEQ--    0 QEH LAB SEQ------>    0
   CHECK NUMBER--> 00000000000      PAYMENT SUMMARY RECORD
   NAME> NOT FOUND              NOT FOUND           NOT FOUND
   ORG CODE---->                LABOR CD-->

           NO.         NAME          HOURS          AMOUNT
           000    _____      .00             .00
           000    _____      .00             .00
           000    _____      .00             .00
           000    _____      .00             .00
           000    _____      .00             .00
           000    _____      .00             .00
           000    _____      .00             .00
           000    _____      .00             .00
           000    _____      .00             .00
           000    _____      .00             .00
           000    _____      .00             .00
           000    _____      .00             .00

                              05/08/01  11:21:45 1 M3LL DEVK ____
```

Screen Description

This screen displays the special payments received by the employee.

H0HC1 - Canadian Employee Tax History I

```
 > GD  _____  ON H0HC1


                 --------CANADIAN EMPLOYEE TAX HISTORY I--------

    COMPANY--> 00000 EMPLOYEE NUMBER--> 00000000000 CHEQUE DATE--> 00/00/1900
    CHEQUE SEQ>    0 QEH LAB SEQ------>    0
    CHEQUE NUMBER--> 00000000000      PAYMENT SUMMARY RECORD
    NAME> NOT FOUND           NOT FOUND           NOT FOUND
    ORG CODE---->                LABOUR CD-->
 __
    MARITAL STATUS----> _               TD1 EXEMPTION AMT-> 0000000
    FIT EXTRA AMT/%---> 00000           FED/PROV STATUS---> _
    CPP/QPP STATUS----> _               QHIP STATUS-------> _
              TAX AMOUNT    TXBL WAGES     NTXBL AMT    GROSS TXBL
    FIT------->        .00          .00          .00
    C/QPP----->        .00          .00          .00          .00
    CO C/QPP-->        .00          .00          .00          .00
    PIT------->        .00          .00          .00
    QHIP------>        .00          .00          .00
    EI-------->        .00          .00          .00
    PEN FIT--->        .00          .00
    CO PD EI-->        .00                   CO C/QP TIPS>        .00
                       TIPS>        .00   EMP C/QPP TIPS>        .00

                             05/08/01  09:43:25 1 M3LL DEVK ____
```

Screen Description

This screen displays earnings history tax information such as payroll and tax information, tax amounts taken from wages, pay rates, and overtime premiums. The amounts on this screen represent the total tax information associated with a given payment or labour record.

The following fields are not updated by manual pay sets, paid updates, check reversals, check reissues, or labor distribution corrections:

- MARITAL STATUS

- TD1 EXEMPTION AMT

- FIT EXTRA AMT/%

- FED/PROV STATUS

- CPP/QPP STATUS

- QHIP STATUS

H0HC2 - Canadian Employee Taxes Not Taken

```
> GD    00100,         38,09202002, ,  0                          ON H0HC2


                --------CANADIAN EMPLOYEE TAXES NOT TAKEN--------

   COMPANY--> 00100 EMPLOYEE NUMBER--> 00000000038 CHEQUE DATE--> 09/20/2002
   CHEQUE SEQ>    0 QEH LAB SEQ------>   0
   CHEQUE NUMBER--> 00000000000       PAYMENT SUMMARY RECORD
   NAME> WILLIAM            N                      TERM1STQTR
   ORG CODE----> 114 224 334 44   LABOUR CD-->
 __
             TX NOT TAKEN
   FIT------->          .00
   C/QPP----->          .00
   PIT------->          .00
   EI-------->          .00
   PIP------->          .00




   A211W-GU INVALID FOR THIS SCREEN DBID   12/01/05  12:28:16 1 M3LL SUPD ____
```

Screen Description

This screen displays the numbers and amounts of taxes which were not withheld from an employee's pay due to insufficient gross or net pay.

H0HC3 - Canadian Employee Tax History II

```
> GD    00100,        38,09202002, , 0                          ON H0HC3

                 --------CANADIAN EMPLOYEE TAX HISTORY II-------

    COMPANY--> 00100 EMPLOYEE NUMBER--> 00000000038 CHEQUE DATE--> 09/20/2002
    CHEQUE SEQ>    0 QEH LAB SEQ------>    0
    CHEQUE NUMBER--> 00000000000        PAYMENT SUMMARY RECORD
    NAME> WILLIAM            N                      TERM1STQTR
    ORG CODE----> 114 224 334 44   LABOUR CD-->
 __
              TAX AMOUNT    TXBL WAGES    NTXBL AMT
    PIP------->      23.66      1632.03         .00
    CO PIP---->      23.66




    A211W-GU INVALID FOR THIS SCREEN DBID
                                    12/01/05  12:32:31 1 M3LL SUPD ____
```

Screen Description

This screen displays Earnings History tax information for Parental Insurance amounts. The amounts on this screen represent the total tax information associated with a given payment or labour record.

H0NC1 - Canadian Employee Tax History I

```
> GD _____ ON H0NC1


                    ----CANADIAN EMPLOYEE TAX HISTORY I ----
    COMPANY----> 00000 EMPLOYEE NUMBER--> 00000000000 CHEQUE DATE-> 00/00/1900
    CHEQUE SEQ->   0   QEH LAB SEQ------>   0          COUNTRY----->   0
    TAX UNIT--->   0   PROVINCE--------->   0          LOCAL------->   0
    CHEQUE NUMBER-->          0        PAYMENT SUMMARY RECORD
    NAME> NOT FOUND             NOT FOUND             NOT FOUND
 __
    PIT STATUS-> 0     EI STATUS-> 0       PIT MARITAL STATUS> 0
    PIT EXEMPTION AMT->      0  PIT ADD AMOUNT/%->     0
                       TAX AMOUNT   TXBL WAGES     NONTXBL AMT   GROSS TXBL
    FIT------------->         .00          .00            .00
    C/QPP----------->         .00          .00            .00
    CO C/QPP-------->         .00          .00            .00
    PIT------------->         .00          .00            .00
    QHIP------------>         .00          .00            .00
    EI-------------->         .00          .00            .00             .00
    PEN FIT--------->         .00          .00
    CO PD EI-------->         .00

    TIPS>         .00  C/QPP TIPS>         .00   EM C/QPP TIPS>         .00

                                    05/08/01  11:35:48 1 M3LL DEVK ____
```

Screen Description

This screen displays an employee's tax history for a particular tax jurisdiction.

The following fields are not updated by manual pay sets, paid updates, check reversals, check reissues, or labor distribution corrections:

- PIT STATUS

- EI STATUS

- PIT MARITAL STATUS

- PIT EXEMPTION AMT

- PIT ADD AMOUNT/%

H0NC3 - Canadian Employee Tax History II

```
> GD    00100,        38,09202002, , 0, 1, 1                    ON H0NC3

                    ----CANADIAN EMPLOYEE TAX HISTORY II----
    COMPANY----> 00100 EMPLOYEE NUMBER--> 00000000038 CHEQUE DATE-> 09/20/2002
    CHEQUE SEQ->  0   QEH LAB SEQ------>   0          COUNTRY----->  1
    TAX UNIT--->  1   PROVINCE--------> 18            LOCAL------->   1
    CHEQUE NUMBER-->            0      PAYMENT SUMMARY RECORD
    NAME> WILLIAM              N                      TERM1STQTR
 __

    PIP STATUS-> 4

                       TAX AMOUNT    TXBL WAGES      NONTXBL AMT

    PIP------------->        23.66      1632.03            .00
    CO PD PIP------->        23.66




                                    12/01/05  13:05:08 1 M3LL SUPD ____
```

Screen Description

This screen displays the employee's tax history for a particular taxing jurisdiction.

The following field is not updated by manual pay sets, paid updates, check reversals, check reissues, or labor distribution corrections.

  PIP STATUS

H0HLS - Employee Payment History List

```
> GD    99500,         10                                              ON H0HLS


                        ------EMPLOYEE PAYMENT HISTORY LIST-----
 CMPNUM 99500      EMPLOYEENO 00000000010
 CHECK DATE    CHECK NBR    GROSS PAY      NET PAY
 11101999    00000000000     2143.75      1290.98
 11101999    00000000000        2.81          .00
 11101999    00000000000         .56          .00
 11101999    00000000000         .38          .00
 11101999    00000000000       68.78        41.49
 11101999    00000000000       13.75         8.30
 11101999    00000000000        9.18         5.54
 11101999    00000000000       68.78        41.49
 11101999    00000000000       13.75         8.30
 11101999    00000000000        9.18         5.54
 11101999    00000000000       68.78        41.49
 11101999    00000000000       13.75         8.30
 11101999    00000000000        9.18         5.54
 11101999    00000000000       68.78        41.49
 11101999    00000000000       13.75         8.30
 11101999    00000000000        9.18         5.54
 11101999    00000000000       68.78        41.49

                                   08/15/02  08:46:30 1 M4LL SUPY ____
```

Screen Description

This screen displays miscellaneous payroll information used for the employee and payroll. It includes items such as net and gross pay, cheque numbers, and cheque amounts and cheque date.

20   Record of Employment and Workers' Compensation

Chapter Contents

Introduction

The Record of Employment (ROE) is used in the Employment Insurance (EI) program. This chapter describes the process and information necessary for the completion of a Record of Employment (ROE) within the HCM:M system. Sections in this chapter include:

- Explanations of ROE terminology and the sources of data used to produce an ROE

- Descriptions of the screens used to establish company and employee ROE information

- Methods used to process ROEs.

ROE Screens

The screens used in ROE processing are listed in the following chart:

Screen	Screen Name	Maintenance	Transactions
HI601	Canadian ROE EI Earnings	*I, R*	WCU, WCV
HI701	Canadian ROE EI Hours by Pay Period	*I, R*	WCW, WCY
HI801	Canadian ROE Information	*I, R*	WCZ, WC0
HLB01 - HLB05	Canadian ROE Workers' Compensation I - V	*I, R*	WCR, WCS
HLYLS	Canadian ROE List Screen	*I, R, D*	WC1, WC2, WC3
HLV01	Canadian ROE Company Data	*R*	WCA, WCB
HLW01	Canadian ROE Issuer Data	*R*	WCC, WCD
HJU01	Canadian ROE Business Number	*I, R, D*	WEA
HLY01	Canadian ROE Employee Data	*R*	WC1, WC2, WC3
HLZ01	Canadian ROE Termination Comments	*R*	WC4, WC5
HM101	Canadian ROE Data	*R*	WC6, WC7, WC8
HM001	Canadian ROE EI Earnings by Pay Period	*R*	WC9

The HLYLS screen is used for the online generation, list processing and online print of ROEs. Company information for ROE processing is entered on the HLV01 and HLW01 screens. The business number is entered on the HJU01 screen. Employee information for ROE processing is entered on the HI601, HI701, HI801, HLY01, HLZ01, HM101, and HM001 screens. Enter company information before entering employee information. Detailed information for these ROE screens is included in this section.

Key Fields

Key fields contain values under which similar information is stored, making the information easier to find. The key to the HLV01 and HLW01 screens is company number only. The key to the HJU01 screen is company number and tax unit number. The key to the other ROE screens is company number, employee number, and ROE date. These key fields are described in the following paragraphs.

COMPANY   **Data Type: Numeric**   **Length: 5**   **Field Type: Required**

Specify a company number between **1** and **99998** to which you have assigned the employee.

EMPLOYEE NUMBER   **Data Type: Numeric**   **Length: 11**   **Field Type: Required**

Enter the employee number you have assigned to this employee in the first ten positions of this field. Position 11 is for the transpositional check digit (TCD).

The TCD feature may be optionally turned off.

Values for the cheque digit option are explained in this guide in the discussion of the H0I01 screen.

ROE DATE   **Data Type: Valid Date**   **Length: 8**   **Field Type: Required**

If you do not enter a date in this field, the date will default first to the termination date, then to the leave date, or finally to the current processing date.

NAME   Displays the name on the Employee Master file that corresponds to the employee number entered in the EMPLOYEE NUMBER field.

ROE Terminology

This section explains the relationship between certain key ROE terms and the HCM:M system.

Insured Employment.   Revenue Canada Taxation decides what employment is insurable and what earnings are insured. To define an employee's regular earnings as insurable, set the employee's EI status to **4** (calculate). Each special payment has a EI tax flag that can be set to **1** to specify insurability (see the H0WCP screen).

Insurable Earnings.   When an employee is paid for insured employment, the system accumulates insurable earnings as EI taxable earnings.

Interruption of Earnings.   An interruption of earnings occurs when:

- There is a layoff or a separation of employment where no work is performed and no earnings are paid for a period of 7 consecutive days (e.g., dismissal, unpaid leave, retirement, or the employee quit). The HCM:M TERMINATION DATE field on the H0BES screen specifies both this condition and the last day worked.

- An insured person stops working because of illness, quarantine, pregnancy, paternity or adoption leave. The HCM:M LEAVE DATE field on the H0BES screen identifies both this condition and the first day not worked.

Creating ROEs

The Canada Employment and Immigration Commission (CEIC) uses the information you record on the ROE form to decide if a person qualifies for EI benefits, what the benefit rate should be, and how long the person is eligible to receive these benefits. As an employer, you must issue an ROE to every employee working in insurable employment who has had an interruption of earnings. You must issue the ROE within 5 days of when the interruption of earnings occurred.

In order to issue an ROE within the 5 days, you may want to estimate the employee's final earnings. If an estimate is reported, include the term **EST** beside the amount being reported on the ROE. (You may have to issue an amended ROE with the exact amount if requested by the CEIC.) Issue an ROE only if there has been an interruption of earnings, or if it is requested by CEIC. More information about the Record of Employment, such as the *How to Complete the Record of Employment - Employer Guide*, is available from CEIC.

ROEs can be created in one of three ways:

- Online generation
- Batch generation
- Manual entry.

These methods are explained in the following paragraphs.

Online Generation of ROE

You can generate an ROE online when sufficient information* is stored online in the HCM:M system. Using the HLYLS screen, enter the company, employee number, ROE date, and an *I* in the UPDATE SUBCOMMAND field. Post-screen programs collect the available information from the data sources and create the ROE records. From the HLYLS screen you can use quick commands *E1*, *E2*, *E3*, or *E4* to view or modify the document.

Note: There must be 52 weeks of online Earnings History, 52 weeks of EI Earnings History, or 52 weeks of a combination of the two stored online at the time you attempt to generate the ROE.

Batch Generation of ROE Data

Batch generation allows you to create a large number of ROEs with minimal input. When mass layoffs or plant closings occur, you may prefer to mass generate ROEs. The batch processing facilities create ROE records, calculate ROE data, and print the ROE document.

Within the HCM:M system, Monitor tables 599 and 600 monitor the LEAVE DATE and TERMINATION DATE fields on the employee's record. If you change either of these fields, Monitor will create the ROE Facts Datafile records from the employee's H0B data. Transactions can be mass-generated to change either the leave date or the termination date, which will cause a mass generation of ROEs.

During the batch generation, Report 140 collects historical data from the Earnings History and EI Weekly History files for the employee, and posts it to the ROE records. Report 140 must be requested with an RPQ transaction (HSRPQ screen). You must specify whether to use the disk or tape Earnings History file. This data can be obtained either entirely from the Earnings History file or from both the Earnings History and the EI Weekly History files. At least one of the pay period records must be obtained from the Earnings History file.

Manual Entry of ROE Data

If there is insufficient data on the HCM:M system to use either the online or batch generation features, you can create an ROE using manual entry. Simply enter information on the HLY01, HLZ01, HM101, and HM001 screens according to the directions given in this chapter. This will create the records necessary for ROE production. When using this method, information on the HLY01 screen must be entered first.

Printing ROEs

Regardless of the way an ROE is created, it can be printed either online or in a batch processing run. Both methods are explained in the following paragraphs.

Online ROE Print

To print an ROE online, use the HLYLS screen. The ROE PRINT STATUS field must indicate **New**, and the ROE print location must contain the name of the printer. Enter the *PR* quick command in the UPDATE SUBCOMMAND field to print the ROE.

Batch ROE Print

To print an ROE in a batch processing run, use the HLYLS screen. The ROE PRINT STATUS field must indicate **New**, and the ROE print location must indicate **Batch**. To print the ROE, request Report 716 on the HSRPP screen (RPP transaction).

Reporting ROEs

Ttwo batch reports are available to report ROE information for your company's use. Request these reports with the HSRPP screen (RPP transaction).

- Report 717 is a daily register of ROEs created but not printed.

- Report 718 is a complete register of all ROEs on the system.

Note: Reports 616, 617 and 618 are still available for ROEs prior to 1/1/97.

Deleting ROEs

Both the HLYLS and HLY01 screens can be used to delete ROEs. To delete an ROE, enter a *D* in the UPDATE SUBCOMMAND field. All records for that ROE will be deleted.

Stack limits can be specified for the ROE Facts DataFile records. As delivered, the ROE records will remain indefinitely, but you can choose to limit each employee to a fixed number of ROEs on file. Use the H0T02 screen to set the stack limit for record types 787 through 793. For more information on stack limits, see the *Facts DataFile Guide*.

Recap of ROE Procedure

The following chart shows how information is placed on ROE screens for both batch ROE processing and online ROE generation with the HLYLS screen.

Screen	(Batch) Fields Monitored at Termination (Online) Entered by HLYLS Online Generation	(Batch Fields Posted by Report 140 (Online) Entered by HLYLS Online Generation	Fields You Enter
HLY01	Termination Date	EI Number of Weeks	Leave Payment Date
	Employee Name	Replaces ROE Number	
	P.O. Box Number	Leave Payment Weeks	
	Street Address		
	City Prov. Postal		
	Social Insurance		
	Employment Date		
	Last Date Worked		
	Reason Terminated		
	EI Payable to Date		
HLZ01	Termination Date	Comment Lines 1-4	
HM101	Termination Date	Period End Date	Recall Date
	Job Description	Not Returning	
	Frequency	Recall Unknown	
			Additional Pay Info
HM001			All Fields

ROE Data Sources

This section explains the data sources used by the HCM:M system in ROE production. These ROE data sources are listed below and explained in the following paragraphs.

1996 Data Sources

- Earnings History file

- EI Insurable History file

- Data Entry file

- Employee Master file

- Manual Entry

1997 Forward Data Sources

- Earnings History file

- Employee Master File

- Manual Entry

Earnings History

The Earnings History file provides EI insurability records for each pay period. There are three formats of this file that can be used to create a particular ROE:

- Online Earnings History (H0H database)

- Earnings History Master file (QEHMAST used in standard payroll processing)

- Earnings History Backup Tape (archived by PAY032 to tape).

Data Entry File

When a final cheque is issued to an employee using the online manual cheque screen (HTMC0), the cheque information is kept on the Data Entry file until the next batch processing run. If an online cheque has been entered with the ROE indicator set to **Y**, this data will be used for the ROE.

Employee Master

Employee identification data and employment data is taken from the H0B database and supplied to the HLY01, HLZ01 and HM101 fields by Monitor for batch processing, or by inserting the ROE on the HLYLS screen for online creation. These fields are listed on the chart shown at the end of this chapter.

Manual Entry

There are fields on the HI801, HLY01, HLZ01, and HM101 screens that will not be automatically created, but can be entered if required by your company. These fields can be either entered on screens, or mass-generated for groups of employees. These fields are listed on the chart shown at the end of this chapter.

HI601 - Canadian ROE EI Earnings

```
> GU _____ ON HI601

                    CANADIAN R.O.E. EI EARNINGS BY PAY PERIOD

_   COMPANY--> 00000 EMPLOYEE NUMBER--> 00000000000 ROE DATE-> 00/00/0000

    NAME>

    PRINT DETAIL SW---> _

    NO   EI EARNINGS    NO   EI EARNINGS    NO   EI EARNINGS
    01          .00     10          .00     19          .00
    02          .00     11          .00     20          .00
    03          .00     12          .00     21          .00
    04          .00     13          .00     22          .00
    05          .00     14          .00     23          .00
    06          .00     15          .00     24          .00
    07          .00     16          .00     25          .00
    08          .00     17          .00     26          .00
    09          .00     18          .00     27          .00



                                    05/07/01  11:28:10 1 M3LL DEVK ____
```

Screen Description

This screen displays an employee's EI insurable earnings by pay period. All fields on this screen are posted by Report 140.

Fields

NO   Represents the pay period.

PRINT DETAIL SW   If the employee has a pay period containing zero insurable earnings, each pay period must be printed on the ROE form. To print the detail for each pay period, enter a value of **1**.

EI EARNINGS   The amount of EI insurable earnings received by the employee for the pay period indicated by NO. Pay Period 01 is the most recent pay period.

HI701 - Canadian ROE EI Hours by Pay Period

```
 > GU  _____ ON HI701

                      CANADIAN R.O.E. EI HOURS BY PAY PERIOD

 _   COMPANY--> 00000 EMPLOYEE NUMBER--> 00000000000 ROE DATE-> 00/00/0000

     NAME>

     EI TOTAL HOURS---->       .00

     NO   EI HOURS      NO   EI HOURS      NO   EI HOURS
     01      .00        10      .00        19      .00
     02      .00        11      .00        20      .00
     03      .00        12      .00        21      .00
     04      .00        13      .00        22      .00
     05      .00        14      .00        23      .00
     06      .00        15      .00        24      .00
     07      .00        16      .00        25      .00
     08      .00        17      .00        26      .00
     09      .00        18      .00        27      .00




                                  05/07/01  11:28:11 1 M3LL DEVK ____
```

Screen Description

This screen displays an employee's EI insurable hours by pay period. All fields on this screen are posted by Report 140.

Fields

NO   Represents the pay period.

EI TOTAL HOURS The total insurable hours received by the employee. The number of pay periods included in this total is determined by the employee's pay frequency.

EI HOURS   The amount of EI insurable hours received by the employee for the pay period indicated by No. Pay Period 01 is the most recent pay period.

HI801 - Canadian ROE Information

```
 > GU  _____ ON HI801


                     ------CANADIAN R.O.E. INFORMATION------

 _   COMPANY--> 00000 EMPLOYEE NUMBER--> 00000000000 ROE DATE-> 00/00/0000


     NAME>

     THIRD ADD HOLIDAY-> _____     THIRD HOLIDAY PAY->         .00
     SECOND ADD PAY----> _____     SECOND PAY-------->         .00
     THIRD ADD PAY-----> _____     THIRD PAY--------->         .00
     ADDL PMT IND------> _                    ADDITIONAL PAY---->         .00









                                   05/07/01  11:28:12 1 M3LL DEVK ____
```

Screen Description

This screen allows you to enter and maintain additional pay information.

Fields

THIRD ADD HOLIDAY   Enter the name of the holiday for which the employee will be paid.

THIRD HOLIDAY PAY   Enter the amount of pay the employee will receive for a statutory holiday that occurs after the interruption of earnings.

SECOND ADD PAY   Enter the name of the additional pay for which the employee will be paid.

SECOND PAY   Enter the amount of payments which will be paid to the employee in addition to regular wages.

THIRD ADD PAY   Enter the name of the payment which will be paid to the employee in addition to regular wages.

THIRD PAY   Enter the amount of payments which will be paid to the employee in addition to regular wages.

ADDL PMT IND   Indicates whether the amount contained in the additional pay field is an amount per day or an amount per week. Acceptable values are:

Value	Description
D	Per Day
W	Per Week

ADDITIONAL PAY   Enter the amount of sick, maternity, parental leave, or group wage loss indemnity payments paid to the employee after the last day worked.

HLB01 - HLB05 - Canadian Workers' Compensation

```
> GU  _____ ON HLB01

    C A N A D I A N   R O E / W O R K E R S'   C O M P E N S A T I O N   I

_  COMPANY-------->  00000   PROVINCE CODE-->  00
   PROVINCE NAME-->

   PROVINCE MAXIMUM ASSESSABLE EARNINGS----->          .00

                    ROE/WORKERS' COMPENSATION SPECIAL PAYS (1 - 50)

                             1 1 1 1 1 1 1 1 1 1 2 2 2 2 2 2
   FROM    TO   1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5
    1 -  25    Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y

                             2 2 2 3 3 3 3 3 3 3 3 3 3 4 4 4 4 4 4 4 4 4 4 5
                             6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0
   26 -  50    Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y

                                              07/23/01  08:49:46 1 M3LL DEVK ____
```

```
> GU  _____ ON HLB02

    C A N A D I A N   R O E / W O R K E R S'   C O M P E N S A T I O N   II

_  COMPANY-------->  00000   PROVINCE CODE-->  00
   PROVINCE NAME-->

   PROVINCE MAXIMUM ASSESSABLE EARNINGS----->          .00

                    ROE/WORKERS' COMPENSATION SPECIAL PAYS (51 - 100)

                             5 5 5 5 5 5 5 5 5 6 6 6 6 6 6 6 6 6 6 7 7 7 7 7 7
   FROM    TO   1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5
   51 -  75    Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y

                                                                    1
                             7 7 7 7 8 8 8 8 8 8 8 8 8 8 9 9 9 9 9 9 9 9 9 9 0
                             6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0
   76 - 100    Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y

                                              07/23/01  09:28:06 1 M3LL DEVK ____
```

```
> GU _____ ON HLB03

    C A N A D I A N   R O E / W O R K E R S '   C O M P E N S A T I O N   III

_   COMPANY--------> 00000   PROVINCE CODE--> 00
    PROVINCE NAME-->

    PROVINCE MAXIMUM ASSESSABLE EARNINGS-----> 	        .00

                ROE/WORKERS' COMPENSATION SPECIAL PAYS (101 - 150)
                1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
                0 0 0 0 0 0 0 0 0 1 1 1 1 1 1 1 1 1 1 2 2 2 2 2 2
     FROM    TO 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5
    101 - 125   Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y

                1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
                2 2 2 2 3 3 3 3 3 3 3 3 3 3 4 4 4 4 4 4 4 4 4 4 5
                6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0
    126 - 150   Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y


                                07/23/01  09:28:23 1 M3LL DEVK ____
```

```
> GU _____ ON HLB04

    C A N A D I A N   R O E / W O R K E R S '   C O M P E N S A T I O N   IV

_   COMPANY--------> 00000   PROVINCE CODE--> 00
    PROVINCE NAME-->

    PROVINCE MAXIMUM ASSESSABLE EARNINGS-----> 	        .00

                ROE/WORKERS' COMPENSATION SPECIAL PAYS (151 - 200)
                1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
                5 5 5 5 5 5 5 5 5 6 6 6 6 6 6 6 6 6 6 7 7 7 7 7 7
     FROM    TO 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5
    151 - 175   Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y

                1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 2
                7 7 7 7 8 8 8 8 8 8 8 8 8 8 9 9 9 9 9 9 9 9 9 9 0
                6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0
    176 - 200   Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y


                                07/23/01  09:35:22 1 M3LL DEVK ____
```

```
> GU  _____ ON HLB05

    C A N A D I A N   R O E / W O R K E R S'   C O M P E N S A T I O N   V

_  COMPANY--------> 00000   PROVINCE CODE--> 00
   PROVINCE NAME-->

   PROVINCE MAXIMUM ASSESSABLE EARNINGS----->          .00

                    ROE/WORKERS' COMPENSATION SPECIAL PAYS (201 - 250)
                   2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2
                   0 0 0 0 0 0 0 0 0 1 1 1 1 1 1 1 1 1 1 2 2 2 2 2 2
    FROM   TO      1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5
    201 - 225      Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y

                   2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2
                   2 2 2 2 3 3 3 3 3 3 3 3 3 3 4 4 4 4 4 4 4 4 4 4 5
                   6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0
    226 - 250      Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y




                                 07/23/01  09:46:03 1 M3LL DEVK ____
```

Screen Descriptions

The HLB01 - HLB05 screens are used to specify the special pay hours that will be excluded from insurable hours on Report 140 ROE. It is also used to indicate which special pay hours are excluded from the Workers' Compensaton reports.

Fields

COMPANY

Data Type: Numeric   Length: 5   Field Type: Key

Specify the company number between 0 and 99998.

PROVINCE CODE

Data Type: Numeric   Length: 2   Field Type: Key

Enter the Province code for the Worker's Comp Reports. Must be zero for R.O.E.

PROVINCE NAME

Not used by Report 140 ROE. Enter the Province name for the Worker's Comp Reports.

PROVINCE MAXIMUM ASSESSABLE EARNINGS

Not used by Report 140 ROE. Enter the maximum assessable earnings for the Worker's Compensation reports.

SPECIAL PAYS

Specifies whether the hours for the special pay are insurable assessable. All special pay hours with a value of **N** will not be included.

Screen	Special Pays
HLB01	01 - 50
HLB02	51 - 100
HLB03	101 - 150
HLB04	151 - 200
HLB05	201 - 250

HLYLS - Canadian ROE List Screen

```
> GU _____ ON HLYLS

                      ------CANADIAN R.O.E. LIST SCREEN-------

    COMPANY--> 00000

       EMPLOYEE                                      ----ROE PRINT----
        NUMBER                           ROE DATE  PROFILE    STATUS
                             EMPLOYEE NAME
   __   00000000000                      00/00/0000 _____  _____

   __   00000000000                      00/00/0000 _____  _____

   __   00000000000                      00/00/0000 _____  _____

   __   00000000000                      00/00/0000 _____  _____

   __   00000000000                      00/00/0000 _____  _____




                              05/07/01  11:34:40 1 M3LL DEVK ____
```

Screen Description

The HLYLS screen is used for the online generation, list processing, and online print of ROEs.

To generate an ROE online, simply enter the company, employee, ROE date, and an *I* in the UPDATE SUBCOMMAND field. Post-screen programs collect the information available from the ROE data sources described earlier and create the ROE records. To view or modify the resulting ROE document, enter quick commands *E1, E2, E3,* or *E4* in the UPDATE SUBCOMMAND field. These commands will link to the other ROE screens described in this section.

For list processing, use this screen to access each of the other ROE screens entered for an employee through the quick commands. The HLYLS screen displays the employee number and name of any employee who has had an ROE produced. This screen also displays the ROE date of issue, the printer profile, and the print status of the employee's ROE.

Fields

UPDATE SUBCOMMAND FIELD   Data Type: **Alphanumeric**   Length: **2**   Field Type: **Optional**

Use this field to access other ROE screens, generate ROEs online, or print ROEs. The appropriate commands and their functions are:

Command	Description
I	Insert (used with online ROE generation)
R	Replace (used with the ROE print fields)
D	Delete (will delete all records for that ROE)
C1	Access HLV01
C2	Access HLW01
E1	Access HLY01
E2	Access HM101
E3	Access HLZ01
E4	Access HM001
AR	Online print alignment
PR	Online print

ROE DATE   Data Type: **Numeric**   Length: **8**   Field Type: **Optional**

If you do not enter a date in this field, the date will default first to the termination date, then to the leave date, and finally to the current processing date. This is the date which will be printed in Box 24 of the ROE.

ROE PRINT PROFILE   Data Type: **Alphanumeric**   Length: **8**   Field Type: **Optional**

Enter the profile name of the printer you want to use. The *AR* and *PR* commands are issued to the printer specified in this field. To print an ROE in a batch run with Report 716, enter **Batch** in this field. If nothing is entered in this field, it defaults to **HRROEPRT**.

Note: The printer device entered in this field must first be defined on the CFPBR screen in the CICS printer profile. Further information regarding printer profiles on the CFPBR screen can be found in the *Millennium Reference Manual, Volume 1*.

ROE PRINT STATUS   **Data Type: Alphanumeric**   **Length: 8**   **Field Type: Generated**

This field indicates whether the document has been printed.

Acceptable values are:

Value	Description
New	ROE has not been printed
Printed	ROE has been printed

In order to print an ROE, this field must indicate **New**. To reprint an ROE, first enter an *R* in the UPDATE SUBCOMMAND field and change this field from **Printed** to **New**.

HLV01 - Canadian ROE Company Data

```
> GU  _____ ON HLV01

                    ------CANADIAN R.O.E. COMPANY DATA------

 _   COMPANY--> 00000

     COMPANY NAME------>  _____
     STREET----------->  _____
     CITY------------->  _____
     PROVINCE--------->  _____
     POSTAL CODE------>  _____




                                   05/07/01  11:34:39 1 M3LL DEVK _____
```

Screen Description

This screen allows you to enter and maintain company data that will appear on all ROEs issued by this company.

Fields

COMPANY NAME   Data Type: Alphanumeric   Length: 41   Field Type: Required

Enter the company name to be printed in Box 4 of the ROE.

STREET   Data Type: Alphanumeric   Length: 30   Field Type: Required

Enter the company's street to be printed in Box 4 of the ROE.

CITY   Data Type: Alphanumeric   Length: 17   Field Type: Required

Enter the company's city to be printed in Box 4 of the ROE.

PROVINCE   Data Type: Alphanumeric   Length: 7   Field Type: Required

Enter the company's province to be printed in Box 4 of the ROE.

POSTAL CODE   Data Type: Alphanumeric   Length: 6   Field Type: Required

Enter the company's postal code to be printed in Box 7 of the ROE.

HLW01 - Canadian ROE Issuer Data

```
 > GU    _____ ON HLW01

                    ------CANADIAN R.O.E. ISSUER DATA-------

  _   COMPANY--> 00000

       ADDITIONAL RCT NO-> _____
       LANGUAGE CODE-----> _
       ISSUER TEL AREA---->   0
       ISSUER TEL NUMBER->        0
       ISSUER TEL EXT----> ____
       ISSUER NAME-------> _____




                                       05/07/01  11:34:39 1 M3LL DEVK ____
```

Screen Description

This screen allows you to enter and maintain information concerning the ROE issuer.

Fields

ADDITIONAL RCT NO   **Data Type: Alphanumeric**   **Length: 15**   **Field Type: Optional**

This field is no longer required.

LANGUAGE CODE   **Data Type: Alphanumeric**   **Length: 1**   **Field Type: Required**

The value entered here will be used to indicate the language preference in Box 6 of the ROE.

Acceptable values are:

Value	Description
E	English
F	French

ISSUER TEL AREA   **Data Type: Alphanumeric**   **Length: 3**   **Field Type: Required**

Enter the area code of the issuer's telephone number.

ISSUER TEL NUMBER   **Data Type: Alphanumeric**   **Length: 7**   **Field Type: Required**

Enter the issuer's telephone number.

ISSUER TEL EXT   **Data Type: Alphanumeric**   **Length: 4**   **Field Type: Optional**

Enter the issuer's telephone extension.

Note: Telephone number information will be printed in Box 23 of the ROE.

ISSUER NAME   **Data Type: Alphanumeric**   **Length: 30**   **Field Type: Required**

Enter the name of the person responsible for issuing the ROE. This name will be printed in Box 21 of the ROE.

HJU01 - Canadian ROE Business Number

```
 > GU     _____   ON HJU01

                          ----CANADIAN R.O.E. BUSINESS NUMBER----

 _   COMPANY--> 00000 ROE TAX UNIT------> 000


       BUSINESS NUMBER---> _____

       YOUTH HIRE IND----> _








                                      05/07/01  11:28:16 1 M3LL DEVK ____
```

Screen Description

This screen allows you to enter and maintain the Business number by tax unit. The Business number entered will appear in Box 5 of the ROE, and will be retrieved based on the tax unit to which the employee is assigned.

Fields

BUSINESS NUMBER   **Data Type: Alphanumeric**   **Length: 15**   **Field Type: Required**

Enter the Revenue Canada Taxation (Business) number for this company and tax unit.

NEW HIRE REFUND   **Data Type: Numeric**   **Length: 9.2**   **Field Type: Required**

Enter the amount of refund allowed for employment insurance premiums under |the new hire program.

HLY01 - Canadian ROE Employee Data

```
> GU  _____  ON HLY01

                      ------CANADIAN R.O.E. EMPLOYEE DATA-----

_   COMPANY--> 00000 EMPLOYEE NUMBER--> 00000000000 ROE DATE--------> 00/00/0000
    NAME>
                      PRINT PROFILE----> _____    PRINT STATUS----> _____

    EMPLOYEE NAME-
         FIRST/MIDDLE-> _____ _____
         LAST--------> _____
    PO BOX NUMBER-----> _____
    STREET ADDRESS----> _____
    CITY PROV. POSTAL-> _____ _____ _____
    SOCIAL INSURANCE--> 000-000-000
    EMPLOYMENT DATE---> 00/00/0000        LAST DATE WORKED--> 00/00/0000
    EI PAYABLE TO DT--> 00/00/0000        EI NO OF WEEKS---->   0
    LEAVE PMT DATE----> 00/00/0000        LEAVE PMT WKS----->   0
    REASON TERMINATED-> __                REPLACES ROE NO---> _____




                                  05/07/01  11:34:41 1 M3LL DEVK ____
```

Screen Description

This screen allows you to enter and maintain employee data for the ROE. You can link to this screen from the HLYLS screen be entering the quick command *E1* in the UPDATE SUBCOMMAND field.

Fields

The following fields are monitored from the Employee Master file for batch ROE processing, or entered by online insertion of an ROE on the HLYLS screen. Refer to online Help or the field descriptions for the H0BID or H0BES screens as indicated after each field.

EMPLOYEE FIRST/MIDDLE NAME (H0BID) - Box 9
EMPLOYEE NAME LAST (H0BID) - Box 9
PO BOX NUMBER (H0BID) - Box 9
STREET ADDRESS (H0BID) - Box 9
CITY PROV. POSTAL (H0BID) - Box 9
SOCIAL INSURANCE (H0BID) - Box 10
EMPLOYMENT DATE (H0BID) - Box 11 - First Day Worked
REASON TERMINATED (H0BES) - Box 19 - Reason for Issuing this ROE

LAST DATE WORKED   **Data Type: Valid Date**   **Length: 8**   **Field Type: Required**

Specify the actual date the employee last worked or performed services for the company. If the employee has reached the age of 65 and continues working, enter the last day of the month in which the birthday occurred. If the employee's termination date is not zero, this field defaults to the termination date. If there is no termination date and leave date is not zero, this field defaults to the leave date. If both termination date and leave date are zero, this field defaults to ROE date. This date will be printed in Box 12 of the ROE.

EI PAYABLE TO DT   **Data Type: Valid Date**   **Length: 8**   **Field Type: Required**

Specify the last day for which the employer will pay EI premiums for the employee. This is usually the same as the last day worked. This date will be printed in Box 13 of the ROE.

EI NO OF WEEKS   **Data Type: Numeric**   **Length: 3**   **Field Type: Required**

Displays the number of weeks for which EI premiums were payable in the last 52 weeks, or since the last ROE was issued for this employee. This field is posted by Report 140 for batch ROE processing. This value will be printed in Box 16 of the ROE.

LEAVE PMT DATE   **Data Type: Valid Date**   **Length: 8**   **Field Type: Optional**

Specify the date from which paid leave payments (sick, maternity, paternity or group wage loss indemnity payments after the last day worked) were begun. This date will be printed in Box 18 of the ROE.

LEAVE PMT WKS   **Data Type: Numeric**   **Length: 3**   **Field Type: Optional**

Specify the number of weeks the employee is to receive the above payments. This date will be printed in Box 18 of the ROE.

REPLACES ROE NO   **Data Type: Alphanumeric**   **Length: 9**   **Field Type: Optional**

If you are completing an ROE to amend or replace an ROE previously issued, enter the number of the original ROE in this field. This value will be printed in Box 2 of the ROE.

HLZ01 - Canadian ROE Termination Comments

```
 > GU    _____ ON HLZ01


                       --CANADIAN R.O.E. TERMINATION COMMENTS--


 _   COMPANY--> 00000 EMPLOYEE NUMBER--> 00000000000 ROE DATE-> 00/00/0000
     NAME>


     COMMENT 1--------->  _____
     COMMENT 2--------->  _____
     COMMENT 3--------->  _____
     COMMENT 4--------->  _____










                                   05/07/01  11:34:42 1 M3LL DEVK _____
```

Screen Description

This screen allows you to enter and maintain comments concerning the reason the ROE is being issued.

Fields

COMMENT 1 through 4   **Data Type: Alphanumeric**   **Length: 26**   **Field Type: Optional**

Enter up to four lines of comments concerning the reason for the issuance of this record. These comments will be printed in Box 22 of the ROE.

HM101 - Canadian ROE Data

```
> GU  _____ ON HM101


                    ----------CANADIAN R.O.E. DATA----------


 _   COMPANY--> 00000 EMPLOYEE NUMBER--> 00000000000 ROE DATE-> 00/00/0000
     NAME>

     JOB DESCRIPTION---> _____
     RECALL DATE-------> 00/00/0000
     NOT RETURNING-----> _
     RECALL UNKNOWN----> _
     ADD VACATION PAY-->            .00
     FIRST ADD HOLIDAY-> _____      FIRST HOLIDAY PAY->          .00
     SECOND ADD HOLIDAY> _____      SECOND HOLIDAY PAY>          .00
     ADDITIONAL PAY NAME _____      ADDITIONAL PAY--->          .00
     FREQUENCY--------> 00
     PERIOD END DATE---> 00/00/0000




                                  05/07/01  11:34:45 1 M3LL DEVK ____
```

Screen Description

This screen allows you to enter and maintain employee data such as job description, paid holidays, vacation pay, and other payments the employee is to receive.

Fields

The following fields are monitored from the Employee Master file for batch ROE processing, or entered by online insertion of an ROE on the HLYLS screen. Refer to online Help or the field descriptions for the H0BJO or H0BID screens, as indicated after each field.

JOB DESCRIPTION (H0BJO) - Box 9A - Occupation
FREQUENCY (H0BID) - Box 8 - Pay Period Type

RECALL DATE

Data Type: Valid Date **Length: 8** **Field Type: Optional**

Specify the date that the employee is expected to be recalled for work, if known. This date will be printed in Box 20 of the ROE.

NOT RETURNING

Data Type: Alphanumeric **Length: 1** **Field Type: Optional**

Enter a **Y** in this field if this employee will not be returning to work. This value will be printed in Box 20 of the ROE.

RECALL UNKNOWN

Data Type: Alphanumeric **Length: 1** **Field Type: Optional**

Enter a **Y** in this field if it is unknown whether the employee will be returning to work. This value will be printed in Box 20 of the ROE.

ADD VACATION PAY

Data Type: Numeric **Length: 11** **Field Type: Required**

Specify the total amount of vacation pay paid to the employee upon or in contemplation of termination or layoff.

Note: The ADDITIONAL VACATION PAY, HOLIDAY PAY, and ADDITIONAL PAY fields will be used to complete Boxes 17A, B, and C of the ROE.

FIRST ADD HOLIDAY

Data Type: Alphanumeric **Length: 15** **Field Type: Optional**

Specify the date of the statutory holiday for which the employee will be paid following the last day worked and/or the date up to which EI premiums are payable. The date will be shown in Box 17 of the ROE and must be entered in DD/MM/YY format. For example, July 1, 2001 would be entered as **01 07 2001.**

FIRST HOLIDAY PAY

Data Type: Numeric **Length: 11** **Field Type: Optional**

Specify the amount of pay the employee will receive for a statutory holiday that occurs after the last day worked and/or the date the EI premiums are payable.

SECOND ADD HOLIDAY

Data Type: Alphanumeric **Length: 15** **Field Type: Optional**

Specify the date of a second statutory holiday for which the employee will be paid following the last day worked and/or the date EI premiums are payable up to. The date will be shown in Box 17 of the ROE and must be entered in DD/MM/YY format. For example, July 1, 2001 would be entered as **01 07 2001.**

SECOND HOLIDAY PAY

Data Type: Numeric **Length: 11** **Field Type: Optional**

Specify the amount of pay the employee will receive for a second statutory holiday that occurs after the last day worked and/or the date EI premiums are payable to.

ADDITIONAL PAY NAME

Data Type: Alphanumeric   **Length: 15**   **Field Type: Required**

Specify the name of any payment paid or payable to the employee in contemplation of, on, or after the separation of employment.

ADDITIONAL PAY

Data Type: Numeric   **Length: 11**   **Field Type: Required**

Enter the amount of the above payment.

PERIOD END DATE

Data Type: Valid Date   **Length: 8**   **Field Type: Posted**

Specify the ending date for the employee's last regular pay period. This field is posted by Report 140 for batch ROE processing or entered when the ROE is generated online with the HLYLS screen. This date will be printed in Box 14 of the ROE.

HM001 - Canadian ROE EI Earnings by Pay Period

```
 > GU   _____  ON HM001

                    CANADIAN R.O.E. EI EARNINGS BY PAY PERIOD

 _   COMPANY--> 00000 EMPLOYEE NUMBER--> 00000000000 ROE DATE-> 00/00/0000
     NAME>

     NO    EI EARNINGS    EI WEEKS      NO    EI EARNINGS    EI WEEKS
     01           .00         .00       11           .00         .00
     02           .00         .00       12           .00         .00
     03           .00         .00       13           .00         .00
     04           .00         .00       14           .00         .00
     05           .00         .00       15           .00         .00
     06           .00         .00       16           .00         .00
     07           .00         .00       17           .00         .00
     08           .00         .00       18           .00         .00
     09           .00         .00       19           .00         .00
     10           .00         .00       20           .00         .00




                                    05/07/01  11:34:45 1 M3LL DEVK ____
```

Screen Description

This screen displays an employee's EI insurable earnings by pay period. All fields on
this screen are posted by Report 140 for batch ROE processing or entered when the
ROE is generated online with the HLYLS screen. This data will be used to complete
Box 15 of the ROE.

Fields

NO   Represents the pay period.

EI EARNINGS   Displays the amount of EI insurable earnings earned by the employee for the pay
                        period.

EI WEEKS   Displays the number of insurable weeks in the pay period, if different than the normal
                        number of weeks in the pay period.

ROE Processing

This section explains the methods of creating, printing, reporting, and deleting ROE
information.

Canadian Workers' Compensation

This section tells you how to maintain and track Canadian Workers' Compensation.

Canadian Workers' Compensation Screens

The chart below lists the screen IDs; the screen title; the maintenance allowed for each, *I* (insert), *R* (replace), or *D* (delete); and the transactions associated with each screen discussed in this section.

Screen	Title	Maintenance	Transactions
HLA01	Canadian Workers' Compensation	*I, R*	WCP, WCQ, UXM
HLB01	Canadian Workers' Compensation I	*I, R*	WCS
HLB02	Canadian Workers' Compensation II	*I, R*	WCS
HLB03	Canadian Workers' Compensation III	*I, R*	WCS
HLB04	Canadian Workers' Compensation IV	*I, R*	WCS
HLB05	Canadian Workers' Compensation V	*I, R*	WCS

HLA01 - Canadian Worker's Compensation

```
> GU  _____ ON HLA01

            C A N A D I A N   W O R K E R S '   C O M P E N S A T I O N

  _   COMPANY--> 00000   PROVINCE CODE-->  00   WORKERS' COMP CODE-->  ____
      PROVINCE NAME-->

      FIRM NUMBER------->  _____
      FIRM NAME--------->  _____
      RATE $/100 ------->     .00000


                                        NO. EMPLOYEES
      NO. OF EMPLOYEES-->        0       OVER MAXIMUM------>          0

         GROSS          EXCESS         ASSESS         WK-COMP
        EARNINGS       EARNINGS       EARNINGS        PAYMENT

             .00            .00            .00            .00




                                    07/23/01  09:57:20 1 M3LL DEVK ____
```

Screen Description

This screen is used to track Worker's Compensation assessable earnings for a specific province.

Fields

COMPANY

Data Type: Numeric	Length: 5	Field Type: Key

Specify a company number between **1** and **99998** for which you are setting up Worker's Compensation assessable earnings.

PROVINCE CODE

Data Type: Numeric	Length: 2	Field Type: Key

Specify the province code for which you are setting up Workers' Compensation assessable earnings.

WORKERS' COMP CODE

Data Type: Alphanumeric	Length: 4	Field Type: Key

Specify the Worker's Compensation code that identifies the group of employees for whom you are reporting Worker's Compensation assessable earnings. This code must be entered on the H0BJO screen for each employee who is to be included.

PROVINCE NAME

Displays the decoded name that corresponds to the province code specified.

FIRM NUMBER   Data Type: **Alphanumeric**   Length: **6**   Field Type: **Optional**

Specify an identification code for the firm for which you are reporting the assessable earnings. This number may be the same as the workers' comp code, a government-assigned number, or a user-defined code.

FIRM NAME   Data Type: **Alphanumeric**   Length: **41**   Field Type: **Optional**

Specify a name to identify the firm for which you are reporting the assessable earnings.

RATE $ / 100   Data Type: **Numeric**   Length: **8**   Field Type: **Required**

Specify the legislated rate that is to be used in the calculation of the WK-COMP PAYMENT field.

NO. OF EMPLOYEES   Displays the number of employees who have been assigned to this workers' comp code. This field is posted by Report 271, Detailed Workers' Compensation Assessable Earnings.

NO. EMPLOYEES OVER MAXIMUM   Displays the number of employees who have exceeded the province maximum assessable earnings. This field is posted by Report 271.

GROSS EARNINGS   Displays the total gross earnings for all employees assigned to this workers' comp code. This field is posted by Report 271.

EXCESS EARNINGS   Displays the total amount of earnings that exceed the province maximum assessable earnings on the HLB01 screen, and earnings that are not assessable in this province.

ASSESS EARNINGS   Displays the total net amount of earnings that are assessable earnings for Worker's Compensation. This is posted by Report 271, and is the difference between gross and excess earnings.

WK-COMP PAYMENT   This field is calculated by the system based on the RATE $/100 and ASSESSABLE EARNINGS fields. This field is the Worker's Compensation payment.

Chapter Contents

Mass Generation Transactions - GN1, GN0 - GN9, GNC, GNE, GNF

Control Transactions

Mass Generation is a feature of the HCM:M system that gives you the ability to make changes to all or groups of employees in a single company. This is done by using a series of control transactions (GN1 - GN9, GNE, and GNF). These transactions determine which employees are selected based on the selection criteria indicated by the transaction. There are also company transactions GNC which can be mass-generated for all companies on the master file or for all companies within a super company. To use this feature, the employees and company must be established on the Payroll Master file.

Selection Criteria

To use mass generation, first determine the selection criteria to be used. The mass generation transactions and their selection criteria are shown below:

Value	Description
GN1	Selects employees based on ORG code or Workers' Compensation code
GN2	Selects employees based on salary, status, sex and marital status
GN3	Selects employees based on job-related information
GN4, GN01	Selects employees based on dates
GN5	Selects employees based on established deductions
GN6	Selects employees based on either Primary Labour Distribution Code or Residence Tax Status code
GN7	Selects employees based on the first fifteen personnel flags
GN8	Selects employees based on the remaining personnel flags, tax status codes, and primary work locations
GN9	Selects employees based on values in the Tax Master file
GNC	MASS GENS transactions for all companies on the payroll files or for all companies within the super company indicated
GNE - GNF	Selects employees based on the user-defined employee personnel constants 1 through 6

GN Transactions

An extremely flexible matching and comparing technique is provided for these GN transactions. It is possible to perform the following operations on either a single value or a range of selection values.

■ Select if Employee Master is equal to a specified value.

■ Select if Employee Master is not equal to a specified value.

■ Select if the Employee Master is less than a specified value.

■ Select if the Employee Master is greater than or equal to a specified value.

■ Select if the Employee Master is less than or equal to a specified value.

Each of the values on an individual selection transaction are entered as two fields and use an **AND** operation. It is possible to use an OR operation by entering multiple selection transactions having the same transaction code.

Once the selection criteria has been determined, prepare the mass generation transactions needed. The transactions should have a control number assigned from **1** through **9** which is entered in the transpositional CHECK DIGIT field, position 16, of the GN-series transactions. These transactions make up a transaction set. All transactions in the set (up to 15) should have the same control number entered in position 16.

Types of Transactions

The types of transactions which may be generated are listed below:

■ Transactions 200-265, 268-299

■ Transactions 700-9XX

■ Transaction 010

■ Transaction 020 for individual employees

■ Transactions RPQ and RPS for individual employees

■ Transaction P20 for individual employees

■ Transactions S*XX*-Z*XX* for individual employees

■ Transaction 470 for individual employees

■ Transaction P20 for companies

- Transactions RPQ, RPS, and RPT for companies

- Transaction PDL for companies

- Transaction 100-149 for companies, using a GNC transaction

- Transaction CTL for companies

Up to nine transaction groups can be simultaneously processed with nine different sets of input transactions being generated at a time. These transactions are placed into the normal transaction stream and are applied as if they had been entered in the normal way.

Note: If you are using a mass generation transaction and are selecting from fields contained on the Tax Master file, duplicate transactions will generate if the employee has multiple tax records.

Key Fields

COMPANY NUMBER   **Data Type: Numeric**   **Length: 1-5**   **Field Type: Key**

Specify the company number for the employees to be selected for mass transaction generation. If all companies are to have transactions mass-generated, this field may be left blank. If company transactions are to be mass-generated for a super company, this field contains the super company number.

CONTROL NUMBER   **Data Type: Numeric**   **Length: 16**   **Field Type: Key**

Specify a value from **1** to **9** which serves as a control number for record selection. Each control number will define a unique set of selection criteria.

CHANGE INDICATOR   Precedes each SELECTION field on generation transactions. It contains a code used to specify selection criteria.

Acceptable values are:

Value	Description
Blank	**Do not use for selection purposes**
E	Select if the Employee Master is equal to the fields provided in this transaction
N	Select if the field following is not equal to the Employee Master file
L	Select if the Employee Master file value is less than the field following it
G	Select if the Employee Master file is greater than the field following it
K	Select if the Employee Master file is less than or equal to the field following it
F	Select if the Employee Master file is greater than or equal to the field following it

GN1 - Employee Organization Transaction

This transaction selects employees based on the organization codes established or the Workers' Compensation code to which they belong. From and To range may be specified within each organization, allowing you to select a range of employees.

Fields

FROM and TO TAX UNIT

Data Type: Numeric   Positions: 21-23   Field Type: Optional
Data Type: Numeric   Positions: 25-27   Field Type: Optional

Selects a range of employees based on the tax unit to which the employee is assigned.

FROM and TO DIVISION

Data Type: Alphanumeric   Positions: 29-31   Field Type: Optional
Data Type: Alphanumeric   Positions: 33-35   Field Type: Optional

Selects a range of employees based on the division in which the employee works.

FROM and TO OFFICE

Data Type: Alphanumeric   Positions: 37-39   Field Type: Optional
Data Type: Alphanumeric   Positions: 41-43   Field Type: Optional

Selects a range of employees based on the office in which the employee works.

FROM and TO DEPARTMENT

Data Type: Alphanumeric   Positions: 45-47   Field Type: Optional
Data Type: Alphanumeric   Positions: 49-51   Field Type: Optional

Selects a range of employees based on the department in which the employee works.

FROM and TO SECTION

Data Type: Alphanumeric   Positions: 53-54   Field Type: Optional
Data Type: Alphanumeric   Positions: 56-57   Field Type: Optional

Selects a range of employees based on the section to which an employee is assigned.

FROM and TO EMPLOYEES

Data Type: Numeric   Positions: 59-62   Field Type: Optional
Data Type: Numeric   Positions: 64-67   Field Type: Optional

Selects a range of employees based on the establishment assigned to the employee.

FROM and TO WORKERS' GROUP

Data Type: Numeric   Positions: 64-67   Field Type: Optional
Data Type: Numeric   Positions: 69-72   Field Type: Optional

Selects a range of employees based on the their assigned Worker's Compensation code.

GN2 - Employee Pay Information Transaction

This transaction selects employees based on salary and status data as well as sex and marital status. From and To range can be specified.

Fields

FROM and TO EMPLOYEE ST

Data Type: Numeric	Positions: 21	Field Type: Optional
Data Type: Numeric	Positions: 23	Field Type: Optional

Selects a range of employees based on their employment status.

FROM and TO PAY TYPE

Data Type: Numeric	Positions: 25	Field Type: Optional
Data Type: Numeric	Positions: 27	Field Type: Optional

Selects a range of employees based on their pay type.

FROM and TO PAY FREQ

Data Type: Numeric	Positions: 29-30	Field Type: Optional
Data Type: Numeric	Positions: 32-33	Field Type: Optional

Selects a range of employees based on their pay frequency.

FROM and TO SALARY RATE

Data Type: Numeric	Positions: 35-45	Field Type: Optional
Data Type: Numeric	Positions: 47-57	Field Type: Optional

Selects a range of employees based on their salary or rate.

FROM and TO T/C STATUS

Data Type: Numeric	Positions: 59	Field Type: Optional
Data Type: Numeric	Positions: 61	Field Type: Optional

Selects a range of employees based on their timecard status.

FROM and TO SHIFT CODE

Data Type: Numeric	Positions: 63	Field Type: Optional
Data Type: Numeric	Positions: 65	Field Type: Optional

Selects a range of employees based on their shift code.

FROM and TO O/T STATUS

Data Type: Numeric	Positions: 67	Field Type: Optional
Data Type: Numeric	Positions: 67	Field Type: Optional

Selects a range of employees based on their overtime status.

FROM and TO O/T TYPE

Data Type: Numeric	Positions: 71	Field Type: Optional
Data Type: Numeric	Positions: 73	Field Type: Optional

Selects a range of employees based on their overtime type.

FROM and TO SEX

Data Type: Numeric   **Positions: 75**   **Field Type: Optional**
Data Type: Numeric   **Positions: 77**   **Field Type: Optional**

Selects a range of employees based on their sex.

**FROM and TO
MARITAL ST**

Data Type: Numeric   **Positions: 79**   **Field Type: Optional**
Data Type: Numeric   **Positions: 81**   **Field Type: Optional**

Selects a range of employees based on their marital status.

GN3 - Employee Job Information Transaction

This transaction selects employees based on job-related information. From and To range can be specified.

Fields

FROM and TO JOB CLASS

Data Type: **Alphanumeric**	Positions: **21-24**	Field Type: **Optional**
Data Type: **Alphanumeric**	Positions: **26-29**	Field Type: **Optional**

Selects a range of employees based on their job class.

FROM and TO JOB TYPE

Data Type: **Alphanumeric**	Positions: **31-32**	Field Type: **Optional**
Data Type: **Alphanumeric**	Positions: **34-35**	Field Type: **Optional**

Selects a range of employees based on their job type code.

FROM and TO SALARY GRADE

Data Type: **Alphanumeric**	Positions: **37-38**	Field Type: **Optional**
Data Type: **Alphanumeric**	Positions: **40-41**	Field Type: **Optional**

Selects a range of employees based on their salary grade.

FROM and TO SALARY ST

Data Type: **Alphanumeric**	Positions: **43-44**	Field Type: **Optional**
Data Type: **Alphanumeric**	Positions: **46-47**	Field Type: **Optional**

Selects a range of employees based on their salary range within a pay grade.

FROM and TO TERM CODE

Data Type: **Alphanumeric**	Positions: **49-50**	Field Type: **Optional**
Data Type: **Alphanumeric**	Positions: **52-53**	Field Type: **Optional**

Selects a range of employees based on termination code.

FROM and TO STD HRS ONE

Data Type: **Numeric**	Positions: **55-59**	Field Type: **Optional**
Data Type: **Numeric**	Positions: **61-65**	Field Type: **Optional**

Selects a range of employees based on their primary standard hours.

FROM and TO STD HRS TWO

Data Type: **Numeric**	Positions: **67-71**	Field Type: **Optional**
Data Type: **Numeric**	Positions: **73-77**	Field Type: **Optional**

Selects a range of employees based on their overtime status.

GN4 - Employee Dates Transaction

This transaction selects employees based on certain dates. Prior to selection, these dates are converted to the Julian form of year and day so correct date comparisons can be made.

Fields

FROM and TO BIRTH DATE

Data Type: Valid Date	**Positions: 21-28**	**Field Type: Optional**
Data Type: Valid Date	**Positions: 30-37**	**Field Type: Optional**

Selects a range of employees based on date of birth.

FROM and TO DATE OF EMP

Data Type: Valid Date	**Positions: 39-46**	**Field Type: Optional**
Data Type: Valid Date	**Positions: 48-55**	**Field Type: Optional**

Selects a range of employees based on date of employment.

GN0 - Employee Dates Transaction

This transaction selects employees based on certain dates.

FROM and TO DATE OF RET

Data Type:	Valid Date	Positions:	21-28	Field Type:	Optional
Data Type:	Valid Date	Positions:	30-37	Field Type:	Optional

Selects a range of employees based on date of retirement.

FROM and TO DT OF LT INC

Data Type:	Valid Date	Positions:	39-46	Field Type:	Optional
Data Type:	Valid Date	Positions:	48-55	Field Type:	Optional

Selects a range of employees based on date of last increase. Caution should be used when using this field, as the system may have supplied the date that the increase was applied.

GN5 - Employee Deductions Transaction

This transaction selects employees based on established deductions. From and To range may be specified.

Fields

FROM and TO DATE LAST REV

Data Type: Valid Date	**Positions: 21-28**	**Field Type: Optional**
Data Type: Valid Date	**Positions: 30-37**	**Field Type: Optional**

Selects a range of employees based on date of their last review.

FROM and TO PAY AT BANK

Data Type: Numeric	**Positions: 39-47**	**Field Type: Optional**
Data Type: Numeric	**Positions: 49-57**	**Field Type: Optional**

Selects a range of employees based on their payable at bank transit number.

FROM and TO CODE FOR DT B

Data Type: Alphanumeric	**Positions: 59-60**	**Field Type: Optional**
Data Type: Alphanumeric	**Positions: 62-63**	**Field Type: Optional**

Selects a range of employees based on a user-defined code for date B.

FROM and TO DEDUCTION NO

Data Type: Numeric	**Positions: 65-67**	**Field Type: Optional**
Data Type: Numeric	**Positions: 69-71**	**Field Type: Optional**

Selects a range of employees based on deduction numbers established on the Employee Master file.

GN6 - Employee Labor Distribution and Residence Codes Transaction

This transaction selects employees based on either their Primary Labour Distribution code or their Residence Tax Status codes.

Fields

FROM and TO LAB DIST CD

Data Type: Alphanumeric	Positions: 21-42	Field Type: Optional
Data Type: Alphanumeric	Positions: 44-65	Field Type: Optional

Selects a range of employees based on their primary labour distribution code in the Employee Master file.

FROM and TO RES. CTRY

Data Type: Alphanumeric	Positions: 67-69	Field Type: Optional
Data Type: Alphanumeric	Positions: 71-73	Field Type: Optional

Selects a range of employees based on their resident country code.

FROM and TO RESIDENT PV

Data Type: Alphanumeric	Positions: 75-76	Field Type: Optional
Data Type: Alphanumeric	Positions: 78-79	Field Type: Optional

Selects a range of employees based on their resident province code.

FROM and TO RESID LOCAL

Data Type: Alphanumeric	Positions: 81-84	Field Type: Optional

Selects a range of employees based on their resident local code.

GN7 - Employee Personnel Flags Transaction

This transaction selects employees based on the first fifteen personnel flags. A From and To range can be specified.

Fields

FLAGS A - O

The following fields select employees based on how these flags have been defined. All fields are:

Data Type: Alphanumeric - Field Type: Optional

From	Position
FROM FLAG A	21
TO FLAG A	23
FROM FLAG B	25
TO FLAG B	27
FROM FLAG C	29
TO FLAG C	31
FROM FLAG D	33
TO FLAG D	35
FROM FLAG E	37
TO FLAG E	39
FROM FLAG F	41
TO FLAG F	43
FROM FLAG G	45
TO FLAG G	47
FROM FLAG H	49
TO FLAG H	51
FROM FLAG I	53
TO FLAG I	55
FROM FLAG J	57
TO FLAG J	59

(continued)

From	Position
FROM FLAG K	61
TO FLAG K	63
FROM FLAG L	65
TO FLAG L	67
FROM FLAG M	69
TO FLAG M	71
FROM FLAG N	73
TO FLAG N	75
FROM FLAG O	77
TO FLAG O	79

GN8 - Employee Tax Status Codes Transaction

This transaction selects employees based on the remaining personnel flags, tax status codes, and primary work locations. A From and To range can be specified.

Fields

FLAGS P through T   Selects employees based on how these flags have been defined.

From	Position
FROM FLAG P	21
TO FLAG P	23
FROM FLAG Q	25
TO FLAG Q	27
FROM FLAG R	29
TO FLAG R	31
FROM FLAG S	33
TO FLAG S	35
FROM FLAG T	37
TO FLAG T	39

FROM and TO WORK CTRY

Data Type: Alphanumeric	**Positions: 41-43**	**Field Type: Optional**
Data Type: Alphanumeric	**Positions: 45-47**	**Field Type: Optional**

Selects a range of employees based on their work country code.

FROM and TO WORK PROV

Data Type: Alphanumeric	**Positions: 49-50**	**Field Type: Optional**
Data Type: Alphanumeric	**Positions: 52-53**	**Field Type: Optional**

Selects a range of employees based on their work province code.

FROM and TO WORK LOCAL

Data Type: Alphanumeric	**Positions: 55-58**	**Field Type: Optional**
Data Type: Alphanumeric	**Positions: 60-63**	**Field Type: Optional**

Selects a range of employees based on their work local code.

FROM and TO FIT

Data Type: Alphanumeric	**Positions: 65**	**Field Type: Optional**
Data Type: Alphanumeric	**Positions: 67**	**Field Type: Optional**

Selects a range of employees based on their FIT status.

FROM and TO C/QPP

Data Type: Alphanumeric	Positions: 69	Field Type: Optional
Data Type: Alphanumeric	Positions: 71	Field Type: Optional

Selects a range of employees based on their C/QPP status.

FROM and TO FUTA

Data Type: Alphanumeric	Positions: 73	Field Type: Optional
Data Type: Alphanumeric	Positions: 75	Field Type: Optional

Not used by Canadian users.

FROM and TO QHIP

Data Type: Alphanumeric	Positions: 77	Field Type: Optional
Data Type: Alphanumeric	Positions: 79	Field Type: Optional

Selects a range of employees based on their QHIP status.

USER FLAG 1

Data Type: Alphanumeric	Position: 81	Field Type: Optional
Data Type: Alphanumeric	Position: 83	Field Type: Optional

Selects a range of employees based on their user flag 1 status.

USER FLAG 2

Data Type: Alphanumeric	Position: 85	Field Type: Optional
Data Type: Alphanumeric	Position: 87	Field Type: Optional

Selects a range of employees based on their user flag 2 status.

USER FLAG 3

Data Type: Alphanumeric	Position: 89	Field Type: Optional
Data Type: Alphanumeric	Position: 91	Field Type: Optional

Selects a range of employees based on their user flag 3 status.

USER FLAG 4

Data Type: Alphanumeric	Position: 93	Field Type: Optional
Data Type: Alphanumeric	Position: 95	Field Type: Optional

Selects a range of employees based on their user flag 4 status.

USER FLAG 5

Data Type: Alphanumeric	Position: 97	Field Type: Optional
Data Type: Alphanumeric	Position: 99	Field Type: Optional

Selects a range of employees based on their user flag 5 status.

USER FLAG 6

Data Type: Alphanumeric	Position: 101	Field Type: Optional
Data Type: Alphanumeric	Position: 103	Field Type: Optional

Selects a range of employees based on their user flag 6 status.

USER FLAG 7

Data Type: Alphanumeric	Position: 105	Field Type: Optional
Data Type: Alphanumeric	Position: 107	Field Type: Optional

Selects a range of employees based on their user flag 7 status.

USER FLAG 8

Data Type: Alphanumeric	Position: 109	Field Type: Optional
Data Type: Alphanumeric	Position: 111	Field Type: Optional

Selects a range of employees based on their user flag 8 status.

GN9 - Tax Master File Transaction

This transaction selects employees based on values in the Tax Master file.

Fields

FROM and TO CTRY CODE

| Data Type: Numeric | Positions: 21-23 | Field Type: Optional |
| Data Type: Numeric | Positions: 25-27 | Field Type: Optional |

Selects a range of employees based on the country code found on the Tax Master file.

FROM and TO TAX UNIT

| Data Type: Numeric | Positions: 29-31 | Field Type: Optional |
| Data Type: Numeric | Positions: 33-35 | Field Type: Optional |

Selects a range of employees based on the tax unit code found on the Tax Master file.

FROM and TO PROV CODE

| Data Type: Numeric | Positions: 37-38 | Field Type: Optional |
| Data Type: Numeric | Positions: 40-41 | Field Type: Optiona |

Selects a range of employees based on the province code found on the Tax Master file.

FROM and TO LOCAL CODE

| Data Type: Numeric | Positions: 43-46 | Field Type: Optional |
| Data Type: Numeric | Positions: 48-51 | Field Type: Optional |

Selects a range of employees based on the local code found on the Tax Master file. If selection is made using this code, the province code should also be used in the selection process.

FROM and TO QIT STATUS

| Data Type: Numeric | Positions: 53 | Field Type: Optional |
| Data Type: Numeric | Positions: 55 | Field Type: Optional |

Selects a range of employees based on the Quebec income status found on the Tax Master file.

FROM and TO EI STATUS

| Data Type: Numeric | Positions: 57 | Field Type: Optional |
| Data Type: Numeric | Positions: 59 | Field Type: Optional |

Selects a range of employees based on the employment insurance status found on the Tax Master file.

FROM and TO LOCAL STATUS

| Data Type: Numeric | Positions: 61 | Field Type: Optional |
| Data Type: Numeric | Positions: 63 | Field Type: Optional |

Selects a range of employees based on the local status code found on the Tax Master file.

FROM and TO SPL LOCAL ST

| Data Type: Numeric | Positions: 65 | Field Type: Optional |
| Data Type: Numeric | Positions: 67 | Field Type: Optional |

Not used by Canadian users.

GNC - Company Transactions

This transaction is used to mass-generate transactions for either all companies on the payroll files or for all companies within the super company indicated in the COMPANY NUMBER field.

No special record selection criteria are used with this transaction. If all companies are to be processed, leave the company number blank.

If a super company is to be processed, enter the super company number in the COMPANY NUMBER field. All companies within the super company hierarchy will be processed.

GNE and GNF - Employee Personnel Constants Transactions

These transactions select employees based on the user-defined employee personnel constants 1 through 6. The GNE transaction is used to enter constants 1 to 3, and the GNF is used to enter constants 4 to 6.

Fields

FROM and TO *

Data Type: Alphanumeric **Positions:** * **Field Type:** Optional
Data Type: Alphanumeric **Positions:** * **Field Type:** Optional

Selects a range of employees based on the value assigned to personnel constant one.

GNE Fields

FROM and TO ONE

Data Type: Alphanumeric **Positions:** 21-28 **Field Type:** Optional
Data Type: Alphanumeric **Positions:** 30-37 **Field Type:** Optional

Selects employees based on the value you have assigned to personnel constant ONE.

FROM and TO TWO

Data Type: Alphanumeric **Positions:** 39-46 **Field Type:** Optional
Data Type: Alphanumeric **Positions:** 48-55 **Field Type:** Optional

Selects employees based on the value you have assigned to personnel constant TWO.

FROM and TO THREE

Data Type: Alphanumeric **Positions:** 57-64 **Field Type:** Optional
Data Type: Alphanumeric **Positions:** 66-73 **Field Type:** Optional

Selects employees based on the value you have assigned to personnel constant THREE.

GNF Fields

FROM and TO FOUR

Data Type: Alphanumeric **Positions:** 21-28 **Field Type:** Optional
Data Type: Alphanumeric **Positions:** 30-37 **Field Type:** Optional

Selects employees based on the value you have assigned to personnel constant FOUR.

FROM and TO FIVE

Data Type: Alphanumeric **Positions:** 39-46 **Field Type:** Optional
Data Type: Alphanumeric **Positions:** 48-55 **Field Type:** Optional

Selects employees based on the value you have assigned to personnel constant FIVE.

FROM and TO SIX

Data Type: Alphanumeric **Positions:** 57-64 **Field Type:** Optional
Data Type: Alphanumeric **Positions:** 66-73 **Field Type:** Optional

Selects employees based on the value you have assigned to personnel constant SIX.

Chapter Contents

Introduction

The information contained in this chapter will help you learn how to enter information into the HCM:M Payroll system and how the system handles the information once it has been entered. In addition to setting up the case company using the information in this chapter, you can make up a company that uses different information, then run the results of both to get an even better feel for how the system works.

The case company contains all the system, company, and employee information you need to set up and process payrolls.

Since the case company includes both salaried and hourly employees, and there is only one screen printed in the text sections, employee screens for Molly Murphy are for a salaried employee and screens for Sally O'Donnell are for an hourly employee.

System Input

Other than establishing banks, you will not be making changes to system input. The sample session for system input is intended to tell you how to change system information if the need arises.

The information needed to set up company and employee banks is discussed under Company and Employee Input.

Company Input

 The case company has offices in Montreal and Toronto. Initially, you will establish only one company; later, you will use the copy company feature to establish the second company. You will also work with mass-generation transactions and the new retroactive data entry screens.

Company Name & Address

Company Number 90004
Racquet World, Inc.
Metro Plaza Building 4
4316 Summers Highway
Hamilton, Ontario   L9H 1E3

Company Type

Manufacturing

Organizational Codes

This example shows a breakdown of the organization codes that have been defined for the company.

Office		Department		Section	
Ontario	100				
		Manufacturing	200	Parts	30
				Assembly	31
				Shipping	32
		Finance	300	Accounting	40
				Payroll	41
				Computations 42	42
		Sales/Mktg	400	Sales	50
				Marketing	51
Quebec	500	Manufacturing	600	Parts	60
				Assembly	61
				Shipping	62

Payroll Information

Racquet World employs both hourly and salaried employees. Salaried employees include managers, supervisors, professionals, and clerical personnel. Hourly employees include anyone involved in manufacturing, shipping, and maintenance.

The payroll information for employees is as follows:

- Hourly employees must submit timecards to be paid.

- Salaried employees do not need to submit timecards unless the employee:
    - Is on vacation
    - Is sick
    - Worked less than 40 hours and his/her manager wants to reduce the employee's salary for the reduction in hours
    - Worked more than 40 hours and his/her manager wishes to pay overtime

- Hourly employees are paid weekly and have a pay frequency of **01**. Salaried employees are paid semi-monthly and have a frequency of **80**.

- The standard work week is 40 hours. Shift differential is paid to employees whose workdays begin before 6:00 am or after 12 noon. A regular 2nd or 3rd shift employee is eligible for a 10% shift differential for all regular and overtime pay.

- The company's minimum wage is $5.30 per hour and management wants an audit system that warns when employees fall below this minimum.

Tax Information

The tax unit name and address is the same as that for the company.

Federal Income Tax   FIT is calculated using the standard tax tables. TD1 credit amounts and additional withholdings are specified under employee input. The company's Revenue Canada Taxation (Business) account number is ABC1234567.

Quebec Income Tax   QIT is calculated using the standard tax tables. The Revenue Quebec Taxation (RQT) account number is XYZ7654321.

Quebec Health Insurance Plan   QHIP is calculated for employees working in Quebec based on the QHIP STATUS field on the H0BNF screen.

Employment Insurance

EI uses a 1.4 EI factor for all provinces/territories on the H0301 screen.

Overtime Policy

Hourly employees who exceed 40 hours are eligible for overtime pay. They will be paid time and one-half of their regular hourly wage for:

- Hours worked in excess of 8 hours per day, but less than 12
- Hours worked in excess of 40 hours per week
- Hours worked on a Saturday.

Hourly employees are paid double their regular hourly wage for:

- Hours worked on a Sunday
- Hours worked on a statutory or company holiday
- Hours worked in excess of 12 hours per day.

If approved by his/her supervisor, salaried employees are paid at straight time for any overtime hours worked.

Management wants to be notified when an employee's cheque exceeds 150% of his/her regular pay.

Vacation Pay

Hourly employees accrue vacation at .2 days per 40 hours a week worked, to a maximum of 10 days per year. Days cannot be carried over into the next calendar year. Vacationable earnings must also be accrued.

Salaried employees accrue vacation at .3 days per 173.3 hours a month worked, to a maximum of 15 days per year. A maximum of 5 days can be carried over into the next calendar year. Vacationable earnings must also be accrued.

Both hourly and salaried employees may be paid in excess of the days they have accrued, provided they sign a release indicating that should their employment be terminated prior to them earning their vacation taken, they authorize the company to retrieve any outstanding difference from their final pay cheques.

Sick Policy

Hourly employees accrue sick units at one-half day per pay period, to a maximum of 20 days per year. Sick days may not be carried over.

Salaried employees accrue sick units at 2 days per pay period, to a maximum of 20 days per year. Sick days may not be carried over.

Unlike vacation, neither hourly nor salaried employees may be paid in excess of the accrued days.

Disbursements

Employees can receive their pay by cheque or through direct deposit. The company generates a direct deposit tape to send to the following bank where the company maintains its payroll bank account:

Royal Bank of Canada
4343 Summers Highway
Hamilton, ONT L3C 6R2
Transit No: 00306802
Account No: 3269053

The DDA file number for the first direct deposit tape is 900.

All pay cheques and advices of deposit should include the employee's pay rate, company name and address, employee name and address, vacation and sick units remaining, YTD totals, organization codes, but no memo deductions.

Deductions

Separate reporting is required for all deductions. The following deductions are used by the company.

Registered Company Pension Plan

Contributions are equal to 3% of all regular, shift, overtime, vacation, and sick pay. Stop this deduction when the contributions reach a goal of $3,500.00 in a year.

United Way

The contributions can be deducted as either a fixed amount per pay period or a percentage of net pay.

Short Term Disability

STD deductions are taken during the first pay period of the month, at a cost of $5.00 per month for both hourly and salaried employees.

Long Term Disability

LTD coverage is paid for by the company and therefore is set up as a memo deduction only, at a cost of $3.00 per month for both hourly and salaried employees.

Revenue Canada Garnishment

A Revenue Canada garnishment has been served to one of the employees due to failure to pay his federal income tax. The rules of the court specify that the employee is to be guaranteed a weekly take home pay (gross less taxes) of $100. The remainder must be withheld from his pay cheque and forwarded to Revenue Canada. This garnishment is in effect until the entire balance of $300 has been settled.

Direct Deposit

Direct deposit deductions must be established for employees who want their pay cheque to go to a savings and/or chequing account. The employee supplies the banking information by either providing a voided cheque or by obtaining the information from his/her bank.

Special Pays

There are three other special pays, in addition to the predefined vacation and sick (fully taxed) pays.

Tuition Reimbursement

Tuition reimbursement is provided at 100% upon submission of the tuition bill and evidence of satisfactory completion of the course. Tuition reimbursements are subject to regular taxation unless specifically exempt.

Management Awards   Management awards are given to outstanding employees throughout the year. These awards are taxed using the bonus method of taxation.

Salary Advance   Salary advances are given to employees when they forget to submit their weekly timecards (which prevents them from being paid). They are required to turn in their timecard during the following week, to be processed as a payroll adjustment, and the amount of the advance is then deducted from their gross pay.

Labour Distribution

To monitor the cost associated with various tasks, all hourly employees are required to submit vouchers with their weekly timecards, indicating the number of hours which were incurred for each job performed. If no vouchers are submitted, it is assumed that the employee worked at his/her primary job 100% of the time.

The following list is a sample of some vouchered tasks and the associated labour distribution codes.

Task	Labour Code
Manufacture of frames	FRAMES001
Assembly of squash racquets	ASSYSQ002
Assembly of tennis racquets	ASSYTN003
Packaging of orders	PACKAG004
General Maintenance	GMAINT005
Rework	REWORK002

Payroll Reports

The following reports (in addition to pay cheques and deposit notices) are required by the payroll department:

Report Name	Report	Sort/Break Code
Standard Payroll Register (pay period)	10	a
Payroll Deduction Register (pay period)	3	a
Payroll Deduction Recap (pay period)	20	a
Banking Deposit Letter (pay period)	7	a
Cheque Issued Register (pay period)	15	a
Manual Cheque Issued Register (pay period)	12	a

(continued)

Report Name	Report	Sort/Break Code
Employer's Tax Distribution Summary (as required)	615	a
Gross Pay Limit Exceeded (pay period)	59	a
Pay Distribution report (pay period)	23	a
Employees Within Deduction (pay period)	21	b
Labour Distribution (pay period)	600	a
Master Employee List (as required)	32	b
Sick and Vacation Accrual (pay period)	78	c
Direct Deposit Interface (pay period)	26	c

Sort/Break Code Value	Description
A	Sort by office, department, section, and employee number; breaks by office, department, and section unless specified otherwise in the report set up
B	Sort alphabetically by employee last name; no breaks required
C	Sort by employee number; no breaks required
D	Special sort required

Miscellaneous

Earnings History This is maintained for 3 months for cheque reversal purposes and then is backed up to tape for storage in the tape library.

Termination Final termination interval is 30 days following termination.

Batch Balancing This is not required.

Employee Input

Five representative employees have been selected. All employees began work on September 4, 2001.

Jonathan Davis - Ontario Office

Employee Number 1001
1210 Yonge Street
Toronto, ONT M1K 1R3

SIN: 459-981-052	Job Title: Manager/Accounting
Organization: 100 300 40	Supervisor: Rick Dodge
Pay Type: Salary	Primary Labour Code:
Shift: 1	Pay Rate: $1750.00/semi-month
Start Pay Date: 9/4/2001	Birth Date: 05/30/48

Deductions: STD, LTD, United Way (1%)

Jonathan is married, claims $11,310 on his TD1 claim form, and wants an additional 5% withheld for FIT.

Molly Murphy - Ontario Office

Employee Number 1000
Apt 1602
545 Sherbourne Street
Toronto, ONT M4W 1X4

SIN: 265-192-021	Job Title: Accountant
Organization: 100 300 40	Supervisor: Jonathan Davis
Pay Type: Salary	Primary Labour Code:
Shift: 1	Pay Rate: $1500.00/semi-month
Start Pay Date: 9/4/2001	Birth Date: 03/18/57

Deductions: STD, LTD.

Molly is single, claims $6,169 on her TD1 claim form, and wants an additional $25 withheld for FIT. Molly wants her pay directly deposited to the bank. She uses the same bank as the company, and her account number is 3-347-09.

Sally O'Donnell - Ontario Office

Employee Number 1006
4 Sullivan Street
Toronto, ONT M5B 1X3

SIN: 463-139-021	Job Title: Assembler
Organization: 100 200 31	Supervisor: Bill Jacobs
Pay Type: Hourly	Primary Labour Code: ASSYSQ002
Shift: 1	Pay Rate: $5.00/hour
Start Pay Date: 9/4/2001	Birth Date: 10/24/50

Deductions: STD, LTD, Pension, United Way ($5.00/week)

Sally is married and claims $6,169 on her TD1 claim form. Sally wants $25.00 of her pay deposited to her savings account and the remainder deposited to her chequing account. Her banking information is as follows:

Canadian Imperial Bank of Commerce
3615 Thornhill Circle
Toronto, ONT M5B 1X3
Transit No.: 01000132
Savings Account No.: 22 47011 ($25.00)
Chequing Account No.: 33 59145 (100% of remaining)

Shelly Lipman - Quebec Office

Employee Number 3008
Apt 1205
3550 Jeanne-Mance
Montreal, Quebec H3L 3N5

SIN: 621-982-053	Job Title: Machine Operator
Organization: 500 600 60	Supervisor: John Martin
Pay Type: Hourly	Primary Labour Code: FRAMES001
Shift: 2	Pay Rate: $7.25/hour
Start Pay Date: 9/4/2001	Birth Date: 10/10/48

Deductions: STD, LTD, Pension.

Shelly is exempt from taxes for 1990.

Stephen Bourassa - Quebec Office

Employee Number 3009
48 Rue Marly
Montreal, Quebec H5B 5D2

SIN: 987-051-276	Job Title: Packing Clerk
Organization: 500 600 60	Supervisor: John Martin
Pay Type: Hourly	Primary Labour Code: PACKAG004
Shift: 2	Pay Rate: $6.35/hour
Start Pay Date: 9/4/2001	Birth Date: 07/19/64

Deductions: STD, LTD, Revenue Canada Garnishment, Guaranteed Net ($100.00)

Stephen is married, claims $6,169 on his TD1 claim form and $5,280 on his TPD-IV claim form.

Timecard Information

The following summary shows the timecards submitted for Racquet World employees.

Week Ending 9/8/2001

	O'Donnell	Lipman	Bourassa
Monday	--	--	--
Tuesday	9am - 5pm	Sick	4pm - 12am
Wednesday	9am - 5pm	4pm - 12am	4pm - 12am
Thursday	9am - 5pm	4pm - 12am	Unpaid Absence
Friday	9am - 5pm	4pm - 4am	4pm - 12am
Saturday	9am - 5pm	--	--
Sunday	--	--	4pm - 12am

Week Ending 9/15/2001

	O'Donnell	Lipman	Bourassa
Monday	4pm – 12am	--	--
Tuesday	9am – 5pm	4pm - 12am	--
Wednesday	9am – 11pm	4pm - 12am	--
Thursday	Sick	4pm - 12am	--
Friday	9am – 5pm	4pm - 4am	--
Saturday	--	--	--
Sunday	--	--	--

1. O'Donnell is to receive a tuition reimbursement of $525.00.

2. As Bourassa did not submit a timecard, he was paid an advance of $75.00.

Week Ending 9/22/2001

	O'Donnell	Lipman	Bourassa
Monday	9am – 5pm	2pm - 11pm	3pm - 11pm
Tuesday	9am – 2pm	2pm - 6pm	4pm - 12am
Wednesday	9am - 11pm	4pm - 5am	3pm - 12am
Thursday	Vacation	Vacation	Unpaid Absence
Friday	9am - 9pm	Vacation	Unpaid Absence
Saturday	--	--	--
Sunday	--	--	1pm - 12am

Bourassa submitted a timecard for week ending 9/15/2001, as well as the one shown above. This card included 40 hours of regular pay and should be processed in the payroll for week ending 9/22/2001. Deduct $75.00 for the advance given to Bourassa last week.

Salary Payroll for 9/1/2001 to 9/15/2001

1. Murphy was on vacation on 9/5/2001. As per company policy, she must be paid one vacation day. Remember to reduce her regular pay by 8 hours.

2. Davis is to receive a $250.00 management award for recognition of dedicated service.

3. Murphy worked 8 hours of overtime on Saturday 9/15/2001 in addition to her regular schedule. The overtime is approved and should be paid.

4. Davis worked only 16 hours during the week ending 9/15/2001. Per company policy, you must reduce his pay by 24 hours.

Payroll Information

In addition to timecard information, you need to consider the following information when processing a payroll.

First Weekly Payroll, Sunday 9/2/2001 to Saturday 9/8/2001

1. Cheques are dated and delivered four days after the end of the regular work week.

2. Reports should be dated as of the week ending date.

3. The company ends its work week on Saturday.

4. Process labour distribution with payroll calculations.

5. Ignore batch balancing.

6. Cheque numbers 4567 through 4600 have been delivered to the computer room.

7. This is the first payroll of the month for hourly employees.

8. Request Master file prints for your employees.

Second Weekly Payroll, Sunday 9/9/2001 to Saturday 9/15/2001

1. Use same information from 1-5 above.

2. The first cheque number should be the next continuous number after the last payroll was run.

3. Include salaried employees. Their pay period extends from 9/1/2001 to 9/15/2001. Salaried employees are paid their normal semi-monthly salary, plus the adjustments indicated on their timecard sheet.

4. Request a payroll snapshot of Molly Murphy.

5. Stop the United Way contribution for one week.

6. The payroll staff gave Sally O'Donnell a manual cheque of $80.00 gross for 8 hours of overtime worked on Sunday 9/9/2001, which had been erroneously deleted from her timecard. The cheque number is 0874, the cheque date was 9/12/2001. The Payroll Department calculated and deducted the following taxes:

   CPP - $3.44
   EI - $4.73
   FIT - $22.35

7. Reissue Shelly Lipman's pay cheque from week ending 9/8/2001 which her husband destroyed when washing her blue jeans. The cheque number is 4569, the cheque date is 9/12/2001.

8. Request a copy of the Master Employee List.

9. Request Master file prints for all your employees.

10. In addition to processing the manual pay, request the Manual Cheque Issued Register.

Third Weekly Payroll, Sunday 9/16/2001 to Saturday 9/22/2001

1. Repeat 1 and 2 for week 2.

2. O'Donnell should receive a special rate of $6.25/hour for her work performed on Monday 9/17/2001.

3. Request a copy of the Employer's Tax Distribution Summary.

Advanced Payroll Procedures

The following procedures are covered in the Advanced Payroll class. You can do them now or wait until after attending the class.

Monitor

The Payroll Department of Racquet World, Inc. has a severe manpower shortage. They are looking for ways to reduce the input required to set up employees and perform file maintenance. You have suggested that the company use the monitor feature of HCM:M as extensively as possible to minimize data entry requirements. To demonstrate the monitor feature, establish a table which will accomplish the following: When a new salaried employee is added, the timecard status should be changed to **not required**, and frequency should be changed to **semi-monthly**.

After you have loaded your table, add the employee listed below to ensure that the table functions as intended.

Employee Number: 1010
Employee Name: Sam Johnson
Employee Address: 210 St. Thomas
Toronto, ONT M5B 1X3
Pay Type: Salaried
Salary: 2000.00/semi-monthly

Mass Generation Transactions

The government has increased the basic TD1 claim amount by 5%. The Payroll Department is gearing up to perform file maintenance on every individual employee to correct the claim amount. Of course, you know a more efficient way of implementing these changes. Prepare and load the data necessary to perform corrections with a minimum number of transactions. You must also pay vacation balances to all employees using mass generation transactions.

Copy Company

Under the current system, the Ontario and Quebec employees have been set up within the same company. The management of the company has determined that the two locations should be set up as two separate companies. Establish company 90005 for the Quebec office. Remember that you will have to establish a new tax unit for company 90005, because this information will not be duplicated. The RQT number will remain the same.

Setting Up a Super Company

For consolidated reporting purposes, you will want to take advantage of the super company feature. Set up Company 90003 as the super company with companies 90004 and 90005 as processing companies reporting to it. Call the 90003 company Racquet World Headquarters with the same address as the Ontario office.

Transferring Employees

Transfer the Quebec employees (Lipman and Bourassa) to the new company you have created. Because they are not changing Business Number numbers, you should transfer their year-to-date hours, wages, and taxes to company 90005 as well.

Retroactive Pay

You have discovered a serious error in the rates you are paying your hourly employees. In all the payrolls you have run, your hourly employees have been short-changed by $.10/hour. You will have to devise a method to select these employees and process a retroactive wage adjustment to correct the shortage. The $.10 increase should apply to all payments including any vacation or sick pay which they have received. However, do not include any special payments which were made during this period.

Labour Distribution

Though there were no labour vouchers during the payrolls you ran in September, the Payroll Department has requested that you provide them with a demonstration of how they should submit labour vouchers in the event that this feature becomes widely used. Therefore, process a payroll for employee Bourassa using the following information.

Week Ending: 09/29/2001
Regular Hours: 40
Labour Vouchers Submitted:

Labour Code	Hours
FRAMES001	20
ASSYSQ002	10
ASSYTN003	10

Entering System Information

Remember that when you received your HCM:M Payroll system, system-level information was supplied. This means you will be performing file maintenance on these screens, except when establishing new banks in the system.

Establishing Bank Information

Each bank that is used to process payrolls at both the company and employee level must be established at the system level first.

Step	Action
1	Enter the following on the command line and press **Enter**: > GU_____ ON H0001
2	Enter an *I* in the UPDATE SUBCOMMAND field, the transit number, bank name and address, and the account number edit criteria required for this bank.
3	You should have entered a bank for the company (Molly Murphy uses the same bank) and for Sally O'Donnell. If you did not enter these two banks, do so at this time.

(continued)

```
 > GU    _____ ON H0001

                     --------SYSTEM BANK INFORMATION--------

    TRANSIT NO.-->   000000000

 _  BANK NAME -----> _____
    DEPARTMENT --> _____
    STREET ADDRESS-> _____
    CITY----------> _____
    STATE/PROVINCE-> _____
    ZIP/POSTAL-----> _____
    PRENOTE SWITCH-> 0











                                  05/08/01  11:36:01 1 M3LL DEVK ____
```

Step	Action
4	Review the information to make sure you entered it correctly, and press **Enter** again.
5	Repeat Steps 1, 2, and 4 until you have entered all the banks used by your company and employees.

Updating Bank Information

Step	Action
1	Enter the following on a blank screen and press **Enter**: > GUH___(Transit Number)_____ ON H0001
2	Enter an *R* in the UPDATE SUBCOMMAND field and make the necessary changes to the information display on the screen.
3	Press **Enter**, review the information to make sure you entered it correctly, and press **Enter** again.

Deleting Utility Record Types

This screen can be used to delete any information stored on Utility Master file. Use this screen very carefully, once you delete a record using this screen, it is gone. We recommend that you use the batch system when deleting information, so you can back up and restore, if needed.

Step	Action
1	Enter the following on the command line: > GUH_____0_____ ON H0KDL
2	Enter a *D* in the UPDATE SUBCOMMAND field in front of the record type you want to delete. You can delete one of the bank transit numbers you just set up. If you do this, be sure to re-enter the information for the bank.
3	Review the information to make sure you entered it correctly.

Entering Company Information

Company-level information establishes control data for all employees within a company. Company processing parameters, as well as some employee processing parameters, are defined on company screens. The COMPANY field on these screens contains a number between **1** and **99998** that you have defined to identify companies within the Payroll system. For the case company, we used company number 90004. If you have several people using the case company to learn the system, you would need to assign each one a different company number.

Adding a New Company

Step	Action
1	Enter the following on the command line: > GUH_____ ON H0CNC
2	Enter just the *I* and company number and press **Enter**. Take a look at the error messages at the bottom of your screen and the system defaults that appear. If you enter a **0** in the COMMAND QUALIFIER field, the system defaults appear on your screen. If you enter a company number in the COMMAND QUALIFIER, the defaults for that company will appear. The H0CNC screen below displays the system defaults that appear when a **0** is entered in the COMMAND QUALIFIER field.

(continued)

```
 > GU     _____ ON H0CNC


                    ---------NEW COMPANY ADDITIONS---------

  _   COMPANY--> 99999

      COMPANY NAME------>  _____
      P O BOX/APT/SUITE->  _____
      STREET ADDRESS---->  _____
      CITY------------->   _____
      STATE/PROVINCE---->  _____
      ZIP/POSTAL-------->  _____
      SHORT BREAK NAME 1>  ___              LONG BREAK NAME 1 _____
      SHORT BREAK NAME 2>  ___              LONG BREAK NAME 2 _____
      SHORT BREAK NAME 3>  ___              LONG BREAK NAME 3 _____
      SHORT BREAK NAME 4>  ___              LONG BREAK NAME 4 _____
      WEEKLY DEF HRS---->    .00            BIWEEK DEF HRS-->   .00
      SEMI-MONTH DEF HRS>    .00            MONTHLY DEF HRS->   .00
      FINAL TERM INTER>     0               CHANGE RPT SEQ--> 0
      EARN. HIST. RET.--> 0



                                    05/08/01  09:42:23 1 M3LL DEVK ____
```

Step	Action
3	Enter an *I* in the UPDATE SUBCOMMAND field, the COMPANY, COMPANY NAME and ADDRESS and other information supplied with this case company.
4	Review the information to make sure you entered it correctly, press **Enter**.
5	You should have entered these fields in addition to those in Step 3: EARN. HIST. RET., FINAL TERM INTER, and CHANGE RPT SEQ.

Setting Up a Tax Unit

When you added the new company, there was a warning message that appeared on the bottom of the screen that told you to set up a tax unit. This should be the second step you take when setting up a new company.

Step	Action
1	Enter the following on the command line:
	> GUH_____90004_____ ON H0101
2	Enter the company number, tax unit number (use 0**01** for the case company), an *I* in the UPDATE SUBCOMMAND field, the company name, address, and Business Number number.
3	Review the information to make sure you entered it correctly.

Updating Company

Step	Action
1	Enter the following on the command line:
	> GUH_____90004_____ ON H0CCN
2	Enter an *R* in the UPDATE SUBCOMMAND field and make the necessary changes to the information displayed on the screen. You need to enter the bank number and account numbers that the company uses for payrolls.
3	Review the information to make sure you entered it correctly.

Establishing Processing Indicators

Step	Action
1	Enter the following on the command line: > GUH_____90004_____ ON H0CCS
2	Look over the screen and find the fields that already have values entered. Remember that some of this information was entered on the H0CNC screen when you first set up this company and others are system defaults.
3	Enter an *R* in the UPDATE SUBCOMMAND field and make the necessary changes to the information displayed on the screen.
4	The company wants to know when someone is paid less than the minimum rate which is $5.30 per hour. They also want the cheque address printed on cheques, labour distribution run each pay period, and audits of any changes made.
5	Review the information to make sure you entered it correctly. Did you enter the CO EXCESS HRS SW, MIN RATE FLAG, MIN RATE, CHEQUE ADDRESS, MONITOR SWITCH, MULTI-CHEQUE CTL, and LABOUR DISTRIBUTION fields?

Setting Company Processing Flags

Step	Action
1	Enter the following on the command line: > GUH_____90004_____ ON H0CFL
2	Look over the screen and find the fields that already have values entered. Remember that some of this information was entered on the H0CNC screen when you first set up this company.
3	Enter an *R* in the UPDATE SUBCOMMAND field and make the necessary changes to the information displayed on the screen.
4	The company wants pay rates printed on cheques.
5	Review the information to make sure you entered it correctly.

Establishing Vacation and Sick Leave Accruals

Hourly and salary employees accrue vacation and sick leave at different rates, so you need to set up two tables.

Step	Action
1	Enter the following on the command line: > GUH_____90004_____ ON H0DAC
2	Enter an *R* in the UPDATE SUBCOMMAND field and enter the information needed to accrue vacation and sick leave as described by company policy. You do not have to enter decimal places and trailing zeros unless you enter values less than one. Vacation accrued method 7 was selected to accrue both days and vacationable earnings.
3	Review the information to make sure you entered it correctly.

Defining Payroll Limits

The company wants to be notified when an employee's cheque exceeds 150%.

Step	Action
1	Enter the following on the command line: > GUH_____90004_____ ON H0DCF
2	Enter an *R* in the UPDATE SUBCOMMAND field and enter the weekly and monthly limit. Enter 150% as **1.5**.
3	Review the information to make sure you entered it correctly.

Revenue Quebec Taxation (RQT) Account Number

You have employees working in both Ontario and Quebec. You need to set up identification numbers and factors. Ontario does not withhold a provincial income tax at source, while Quebec does.

Step	Action
1	Enter the following on the command line: > GUH_____90004_____ ON H0201
2	Enter an *R* in the UPDATE SUBCOMMAND field and the tax identification number for Quebec.
3	Review the information to make sure you entered it correctly.

Changing EI Factors

Step	Action

1	Enter the following on the command line:
	> GUH_____90004_____ ON H0301
2	Enter an *R* in the UPDATE SUBCOMMAND field and the EI factor for all provinces/territories.
3	Review the information to make sure you entered it correctly.

Setting Up Deductions

Your employees have requested several deductions be taken from their pay. At the company level you must set up all deductions for all employees.

Step	Action
1	Enter the following on the command line:
	> GUH_____90004_____ ON H0VCD
2	Enter an *I* in the UPDATE SUBCOMMAND field and the information needed to withhold the correct amounts for deductions from an employee's pay.
3	What deduction numbers did you use? Did you remember to set them up by priority? We used the following numbers to set up the deductions:

Value	Description
3	Guarantee
4	Garnishment
20	Pension
25	STD
26	LTD
30	United Way
249	Cheque2
250	Cheque1

4	Review the information to make sure you entered it correctly.

Define Apply Codes and Shift Differentials

The company uses two types of apply code sets.

Step	Action
1	Enter the following on the command line: > GUH_____90004_____ ON H0CCH
2	Enter an *I* in the UPDATE SUBCOMMAND field and apply codes for net and gross pay. The company defined gross pay to include: regular, overtime, shift, sick, and vacation. If you wanted gross pay to include all pays you would enter a **1** in every field except NET.
3	Enter the shift differential of $.10 for shifts 2 and 3.
4	Review the information to make sure you entered it correctly.

Setting Up Special Pays

The company uses four special pays in addition to predefined vacation and sick pay.

Step	Action
1	Enter the following on the command line: > GUH_____90004_____ ON H0WCP
2	Enter an *R* in the UPDATE SUBCOMMAND field and information needed to define the special pays for your company.
3	Review the information to make sure you entered it correctly.

Establishing Reports on the Company Header Records

You can set up to 500 reports on the company header record. It is a good idea to match report numbers to the numbers on the report set-up screens whenever possible to simplify location of the report on the Company Header. The Company Header does not list report titles but rather report numbers.

Step	Action
1	Enter the following on the command line:
	> GUH_____90004_____ ON H0XCR
2	Enter an *I* in the UPDATE SUBCOMMAND field and the information necessary to produce the reports requested by the company. For internal use at Geac, we use forms code 111. You would enter the special forms code, if required, or the forms code your company has set up for all other reports. The screen displayed in the Report Definitions chapter is the H0XCR. The entries made on the other report set-up screens are shown here.
	It is not necessary to enter the fields that contain zeros, they are shown here so you can see how the entries would appear after you enter them.

			H0XCR Screen				
Pos	Rpt No.	Break Flags	Forms Code	Sort Seq	Copies	Freq	Country
15	0615	0000	111	00	0	9	
20	0020	0123	111	92	0	0	
21	0021	0123	111	92	0	0	
23	0023	0123	111	92	0	0	
26	0026	1010	926	01	0	0	
32	0032	0000	111	11	0	9	
59	0059	0000	111	92	0	0	
60	0600	0123	111	00	0	0	
78	0078	0000	111	01	0	0	

Step	Action
3	Review the information to make sure you entered it correctly.

Produce Formatted Master Prints

When you set up a new company or make changes to company header records, you will want to produce master file prints to verify that all the information is entered correctly.

Step	Action
1	Enter the following on the command line:
	> GUH_____90004_____ ON HS020
2	For this exercise, request a printout of the company data. Enter the company number, page number, and a **2** in the first TCD field on the 020 transaction.
3	Review the information to make sure you entered it correctly.

Entering Employee Information

Throughout the case company, the screens reflect the information entered on Sally O'Donnell. You will need to enter the information for all five employees to run the payrolls for the case company.

Loading Employees

Step	Action
1	Enter the following on the command line and press **Enter**: > GUH_____90004_____ ON H0BNF
2	Look over the screen at the values that are already displayed; these are the defaults that were used the last time an employee was entered into this company. These vary depending on the pay type you entered for the last employee. If you did not enter a company number on the command line, you would see the system defaults.
3	Enter an *I* in the UPDATE SUBCOMMAND field and the information necessary to load the employee. The value entered in the PAY TYPE field determines where the decimal is added to the SALARY OR RATE field. You have to enter decimals for less than whole dollar amounts.

(continued)

```
> GU    _____ ON H0BNF


               ------------NEW EMPLOYEE ADD------------

 _   COMPANY--> 99999 EMPLOYEE NUMBER--> 9999999999 X
     EMPLOYEE NAME FIRST/MIDDLE--> _____ _____
     EMPLOYEE NAME LAST --------> _____
     PO BOX/APT/SUITE--> _____
     STREET ADDRESS----> _____
     CITY PROV POSTAL--> _____ _____ _____
     SOCIAL INSURANCE--> 000-000-000       EMPLOYMENT DATE---> 00/00/0000
     BIRTH DATE--------> 00/00/0000          SALARY OR RATE----> 0
     TIME CARD STATUS--> 0   PAY TYPE--> 1   PAY FREQUENCY-----> 01
     STAND HRS 1 AND 2->    .00       .00     START PAY DATE----> 00/00/0000
        TD1     FIT     EXTRA              C/QPP        QHIP        TAX
      EXEMP   STATUS   AMT/%              STATUS       STATUS       UNIT
     0000000    4        0                  4            4          000
     ORG CODES CNTRY PV    MAR  PIT  PIT  PIT                  EI
     _____ CD   CD    ST   ST  EXEMP AMT/%               ST
     WORK----->  000  00     1    4    0     0                  4
     RESIDENT->       00     0    4    0     0                  4


                               05/08/01  09:32:58 1 M3LL DEVK ____
```

Step	Action
4	Review the information to make sure you entered it correctly.
5	Repeat Steps 1 through 4 until you have loaded all five employees.

Viewing the Employee List

Once you have loaded your employees, request the H0BLS screen to make sure all five employees were entered and have the right pay type. You can also access other employee screens from this screen by entering the screen ID in the SUBCOMMAND field preceding the employee information.

Step	Action
1	Enter the following on the command line and press **Enter**: > GD_____90004_____ ON H0BLS
2	Look at the last digit in the employee number. This is the TCD calculated by the system and is used to verify that you are updating information for the right employee on future file maintenance operations.

(continued)

```
 > GD    _____ ON H0BLS

                      ------------ EMPLOYEE LIST -------------

                        (ENTER SCREEN ID FOR EMPLOYEE RECORD TO BE SELECTED)

     COMPANY    EMPLOYEE   PT FR  ST
                                       EMPLOYEE NAME
   __  00000   00000000000  0 00   0
               _____                        _____
   __  00000   00000000000  0 00   0
               _____                        _____
   __  00000   00000000000  0 00   0
               _____                        _____
   __  00000   00000000000  0 00   0
               _____                        _____
   __  00000   00000000000  0 00   0
               _____                        _____
   __  00000   00000000000  0 00   0
               _____                        _____
   __  00000   00000000000  0 00   0
               _____                        _____

                                    05/08/01  09:09:56 1 M3LL DEVK _____
```

Updating Employee Input

Step	Action
1	Enter the following on the command line and press **Enter**: > GUH_____90004_____ ON H0BID
2	Look over the screen at the values that are already displayed. These were entered on the H0BNF screen.

(continued)

```
> GU     _____ ON H0BID

                      ------BASIC EMPLOYEE IDENTIFICATION------

   COMPANY--> 00000 EMPLOYEE NUMBER--> 00000000000
__ NAME> _____ _____ _____   0
   PO BOX/APT/SUITE--> _____
   STREET ADDRESS----> _____
   CITY STATE ZIP----> _____ _____ _____
   HOME PHONE--------> (000)000-0000       BUSINESS PHONE----> (000)000-0000
   PAY TYPE----------> 0                   SALARY OR RATE----> 00000.000000
   STANDARD HOURS----->    .00             STANDARD HOURS 2-->    .00
   TIME CARD STATUS--> NON AUTO            SOCIAL SECURITY---> 000-00-0000
   BIRTH DATE--------> 00/00/0000 0        PAY FREQUENCY-----> 00
   EMPLOYMENT DATE---> 00/00/0000          SEX---------------> NOT DEFINED
   ANNUAL SALARY-----> 000000000.00        AMT LAST PAY CHG--> 00000.000000
   ORGANIZATION------> _____        DATE LAST PAY CHG-> 00/00/0000
   SALARY GRADE------> __                  SALARY STEP-------> __
   MARITAL STATUS----> 0                   ADJUSTED EMP DATE-> 00/00/0000
   START PAY DATE----> 00/00/0000          START DAY OF WEEK-> 0
   WORK DAYS/WEEK----> 0                   STD HOURS/DAY-----> .0


                                     05/08/01  09:09:55 1 M3LL DEVK _____
```

Step	Action
3	Enter the sex, marital status, work days/week of the employee on this screen.
4	Review the information to make sure you entered it correctly.
5	Repeat Steps 1 through 4 until you have entered the information for all five employees.

Establishing Employee Banking Information

Step	Action
1	Enter the following on the command line and press **Enter**: > GUH_____90004_____ ON H0BBI
2	Enter the banking information for employees who have requested their cheques be sent to the bank. These banks must be established at the system level before you can add them here.
3	Review the information to make sure you entered it correctly.
4	Repeat Steps 1 through 3 until you have entered all the banks used by employees.

Entering Job Description Information

Step	Action
1	Enter the following on the command line and press **Enter**:
	> GUH_____90004_____ ON H0BJO
2	Enter the labour codes and job descriptions for each employee.

(continued)

```
> GU      _____ ON H0BJO


                   --------EMPLOYEE JOB DESCRIPTION--------

   COMPANY--> 00000 EMPLOYEE NUMBER--> 00000000000
   NAME>

 _  PRIM LABOR CDE/EXT> _____ ____
    PRIMARY LABOR %---> .000              MILITARY STATUS---> __
    JOB TYPE---------> __                 JOB CLASS--------> _____
    ESTABLISHMENT CODE> _____             TRAINEE STATUS----> 0
    EXEMPT CODE-------> 0                 PENSION PLAN------> 0
    WORK SHEET LIST---> 0                 DIST CAT PART ONE-> _
    JOB DESCRIPTION---> _____ PROVIDES EQUIPMENT> NOT DEFINED
    UNION CODE--------> ___               WORKER'S COMP CODE> _____
    FLAG F-----------> _                  TRANSFER FLAG-----> 0
    WAGE PLAN CODE----> _                 PQ WAGE PLAN CODE-> _
    PLANT LOCATION----> _____            LANGUAGE CHOICE---> __
    CREDIT ASSOCIATION> 000               CODE FOR DATE B---> __




                               05/08/01  09:09:56 1 M3LL DEVK ____
```

Step	Action
3	Review the information to make sure you entered it correctly.
4	Repeat Steps 1 through 3 until you have entered the information for each employee.

Defining Employee Vacation and Sick Pay Factors

Step	Action
1	Enter the following on the command line and press **Enter**:
	> GUH_____90004_____ ON HOBAC
2	Enter the table numbers and accrual status for each employee. You set up tables for accruing vacation and sick leave on the H0DAC screen at the company level.
3	Review the information to make sure you entered it correctly.
4	Repeat Steps 1 through 3 until you have entered the information for each employee.

Defining Overtime Pay Rates

Step	Action
1	Enter the following on the command line and press **Enter**:
	> GUH_____90004_____ ON H0BBN
2	Enter the shift information and overtime premiums for each employee.
3	Review the information to make sure you entered it correctly.
4	Repeat Steps 1 through 3 until you have entered the information for each employee.

Setting Up Employee Deductions

Step	Action
1	Enter the following on the command line and press **Enter**:
	> GUH_____90004_____ ON H0ZDC
2	Enter the information needed to set up the deductions each employee wants withheld from his/her pay.
3	Deductions for the other employees were entered as follows:

(continued)

Number	Frequency	Amt/Pct	Goal	Utility
Jonathan David				
025	01	5.00	.00	1000000
06	01	3.00	.00	1000000
030	09	1.00	.00	2000000
Molly Murphy				
025	01	5.00	.00	1000000
026	01	3.00	.00	1000000
Sally O'Donnell				
020	09	3.00	3500.00	2000000
025	01	5.00	.00	1000000
026	01	3.00	.00	1000000
030	01	5.00	.00	1000000
Shelly Lipman				
020	09	3.00	3500.00	1000000
025	01	5.00	.00	1000000
026	01	3.00	.00	1000000
Stephen Bourassa				
003	09	100.00	.00	0000000
004	09	1000.00	300.00	2000000
025	09	5.00	.00	1000000
026	09	3.00	.00	1000000

Step	Action
4	Review the information to make sure you entered it correctly.
5	Repeat Steps 1, 2, and 4 until you have entered the information for each employee.

Requesting Formatted Master Prints

Now that you have loaded system, company and employee data, you may wish to request the formatted master printouts.

Step	Action
1	Enter the following on the command line: > GUH_____90004_____ ON HS020
2	For this exercise, request a printout of the company data. Enter a **0** in the first TCD field on the 020 transaction.

(continued)

```
> GU    _____ ON HS020

                    ------MASTER FILE PRINTOUT REQUEST------

_   COMPANY--> 00000 PAGE NUMBER--> 00000


                        TRANSACTION 020 - MASTER FILE PRINT
  EMPLOYEE NO  TCD TRN  OP    EMPLOYEE NO  TCD TRN  OP    EMPLOYEE NO  TCD TRN  OP
  0000000000    _  020   0    0000000000    _  020   0    0000000000    _  020   0
  0000000000    _  020   0    0000000000    _  020   0    0000000000    _  020   0
  0000000000    _  020   0    0000000000    _  020   0    0000000000    _  020   0
  0000000000    _  020   0    0000000000    _  020   0    0000000000    _  020   0
  0000000000    _  020   0    0000000000    _  020   0    0000000000    _  020   0
  0000000000    _  020   0    0000000000    _  020   0    0000000000    _  020   0







                                    05/07/01  14:07:22 1 M3LL DEVK ____
```

Step	Action
3	Review the information to make sure you entered it correctly.

Processing Payrolls

You are now ready to load and run your first payroll. You have to enter all the information from the employees' timecards and then enter a CTL transaction to set up information needed to run the payroll and an RPT for any reports that were set up on a frequency of **9** that you want produced.

Since you will be processing payrolls frequently, the screens for all payrolls are included as part of the exercise. Some of these screens also appear in the documentation for these screens.

Entering Regular Pay Transactions for First Payroll

Step	Action
1	Enter the following on the command line:
	> GUH_____90004_____ ON HUA02
2	Enter all the information from the timecards submitted this week.

(continued)

```
 > GU      _____ ON HUA02


                  --------STANDARD TIME REPORTING---------

 _   COMPANY--> 00000 BATCH NUMBER--> 0000 PAGE NUMBER--> 00000

  EMPLOYEE    C TRN PROV   DEPT   O S D   DATE      DATE     HOURS    AMOUNT    A A
   NUMBER     D CDE LOCAL    SEC  T H E   FROM      TO                          D M
               (2ND LINE)                LABOUR CODE           WORKFIELD    J T
 0000000000 X 700 000000 _____ 0 0 0 00000000 00000000  0000000 00000000000
                                         _____ 00000000000   _ 0
 0000000000 X 700 000000 _____ 0 0 0 00000000 00000000  0000000 00000000000
                                         _____ 00000000000   _ 0
 0000000000 X 700 000000 _____ 0 0 0 00000000 00000000  0000000 00000000000
                                         _____ 00000000000   _ 0
 0000000000 X 700 000000 _____ 0 0 0 00000000 00000000  0000000 00000000000
                                         _____ 00000000000   _ 0
 0000000000 X 700 000000 _____ 0 0 0 00000000 00000000  0000000 00000000000
                                         _____ 00000000000   _ 0
 0000000000 X 700 000000 _____ 0 0 0 00000000 00000000  0000000 00000000000
                                         _____ 00000000000   _ 0


                               05/08/01  09:09:22 1 M3LL DEVK ____
```

Step	Action
3	Review the information to make sure you entered it correctly.

Entering a Special Pay Transaction for Sick Pay (First Payroll)

Step	Action
1	Enter the following on the command line:
	> GUH_____90004_____ ON HUE02
2	Enter all the information from the timecards submitted this week.

```
> GU      _____  ON HUE02

                    ------------SPECIAL PAYMENTS------------

_   COMPANY--> 00000 BATCH NUMBER--> 0000 PAGE NUMBER--> 00000

          T                       T C D
 EMPLOYEE C     PAY PROV   DEPT   A H E    DATE     DATE    HOURS   RATE/AMT
  NUMBER  D TRN  NO LOCAL   SEC   X K D    FROM      TO
                  (2ND LINE)    LABOUR CODE             WORKFIELD    ADJ AU
0000000000 X 9XX 000 000000 _____ 0 0 0 00000000 00000000 0000000 00000000000
                             _____ 00000000000    _    0
0000000000 X 9XX 000 000000 _____ 0 0 0 00000000 00000000 0000000 00000000000
                             _____ 00000000000    _    0
0000000000 X 9XX 000 000000 _____ 0 0 0 00000000 00000000 0000000 00000000000
                             _____ 00000000000    _    0
0000000000 X 9XX 000 000000 _____ 0 0 0 00000000 00000000 0000000 00000000000
                             _____ 00000000000    _    0
0000000000 X 9XX 000 000000 _____ 0 0 0 00000000 00000000 0000000 00000000000
                             _____ 00000000000    _    0
0000000000 X 9XX 000 000000 _____ 0 0 0 00000000 00000000 0000000 00000000000
                             _____ 00000000000    _    0

                              05/08/01  09:09:30 1 M3LL DEVK _____
```

Entering the CTL Transaction (First Payroll)

Step	Action
1	Enter the following on the command line:
	> GUH_____90004_____ ON HSCTM
2	Enter the information necessary to run this payroll.
3	Review the information to make sure you entered it correctly.

Entering Regular Pay Transactions for Second Payroll

This week you have to enter regular pay transactions and special pay transactions for both hourly and salaried employees.

Step	Action
1	Enter the following on the command line:
	> GUH_____90004_____ ON HUA02
2	Enter all the information from the timecards submitted this week.
3	Review the information to make sure you entered it correctly.

Entering Special Pay Transactions (Second Payroll)

Step	Action
1	Enter the following on the command line:
	> GUH_____90004_____ ON HUE02
2	Enter all the information from the timecards submitted this week.
3	Review the information to make sure you entered it correctly.

Entering a Manual Pay (Second Payroll)

Step	Action
1	Enter the following on the command line:
	> GUH_____90004_____ ON HTMC0
2	Enter all the information supplied by the payroll staff.

(continued)

```
> C     0                                                       ON HTMC0

                    ---------- MANUAL PAY BUILDER ----------

 _  COMPANY--> 00000 EMPLOYEE NO--> 0000000000 - X PAGE NUMBER--> 00000

                          CHEQUE NUMBER        0000000000
                          OLD CHEQUE NUMBER    0000000000
                          CHEQUE DATE            00000000
                          BEGINNING DATE         00000000
                          ENDING DATE            00000000
                          TAX UNIT                    000
                          REASON                      __
                          METHOD                      _
                          Y/Q INDICATOR               _


              * * * SCREENS WILL BE ACCESSED IN FOLLOWING ORDER * * *
                          PAYS ------------------>  HTMCP
                          SPECIAL PAYS ----------->  HTMCS
                          TAXES AND DEDUCTIONS --->  HTMCT
                          BALANCE DETAILS -------->  HTMCQ

                                       05/31/01  12:29:44 1 M3LL DEVK ____
```

```
> C     0                                                       ON HTMCP

                    -- MANUAL PAYS - REGULAR PAYS (400) --

 R  COMPANY--> 00000 EMPLOYEE NO--> 0000000000 - X  PAGE NUMBER--> 00000

    OT SH    HOURS     SAL /AMOUNT DPT/SEC  LABOUR CODE            PV/LOC  ADJ
                                            FR-DATE    TO-DATE
    0  0      .00          .00  _____  _____  000000   _
                                            00000000  00000000
    0  0      .00          .00  _____  _____  000000   _
                                            00000000  00000000
    0  0      .00          .00  _____  _____  000000   _
                                            00000000  00000000
    0  0      .00          .00  _____  _____  000000   _
                                            00000000  00000000
    0  0      .00          .00  _____  _____  000000   _
                                            00000000  00000000
    0  0      .00          .00  _____  _____  000000   _
                                            00000000  00000000


                                       05/31/01  12:29:56 1 M3LL DEVK ____
```

```
> C     0                                                      ON HTMCS

                    -- MANUAL PAYS - SPECIAL PAYS (6XX) --

 R  COMPANY--> 00000 EMPLOYEE NO--> 0000000000 - X PAGE NUMBER--> 00000

       PAY#    HOURS    SPL PAY AMT  DPT/SEC  LABOUR CODE        PV/LOC   PI ADJ
                                              FR-DATE   TO-DATE  NON-TAXABLE
       000      .00          .00    _____    _____   000000   0  _
                                              00000000  00000000        .00
       000      .00          .00    _____    _____   000000   0  _
                                              00000000  00000000        .00
       000      .00          .00    _____    _____   000000   0  _
                                              00000000  00000000        .00
       000      .00          .00    _____    _____   000000   0  _
                                              00000000  00000000        .00
       000      .00          .00    _____    _____   000000   0  _
                                              00000000  00000000        .00
       000      .00          .00    _____    _____   000000   0  _
                                              00000000  00000000        .00




                                 05/31/01  12:30:04 1 M3LL DEVK _____
```

```
> C     0                                                      ON HTMCT

                    MANUAL PAY   TAXES AND DEDUCTIONS

 R  COMPANY--> 00000 EMPLOYEE NO--> 0000000000 - X PAGE NUMBER--> 00000

                        *---- TAXES (500) ----*
       PV/LOC    FIT           C/QPP          PIT         EI / GROSS   ADJ
       000000       .00           .00           .00           .00      _
                                                                .00
       000000       .00           .00           .00           .00      _
                                                                .00
       000000       .00           .00           .00           .00      _
                                                                .00
       000000       .00           .00           .00           .00      _
                                                                .00
                        *----- DEDUCTIONS (550) -----*
        0       .00   0      .00   0      .00   0       .00  _
                0      .00   0      .00   0       .00
        0       .00   0      .00   0      .00   0       .00  _
                0      .00   0      .00   0       .00
        0       .00   0      .00   0      .00   0       .00  _
                0      .00   0      .00   0       .00
                                 05/31/01  12:30:12 1 M3LL DEVK _____
```

```
> C    0                                                      ON HTMCQ


___
   COMPANY--> 00000  EMPLOYEE NO--> 0000000000 - 0  PAGE NUMBER--> 00000
   NAME->
   CHEQUE NUM   0000000000  CHEQUE DATE  00000000
   BEGIN DATE   00000000       END DATE  00000000   GROSS PAY            .00
   ........... BALANCING CALCULATIONS ...........   ......... TAXES .........
   REG  PAY             .00                          FEDERAL              .00
   SPEC PAY  +          .00   TAXES          .00     PIT                  .00
   NONPAID   -          .00   DEDS  +        .00     C/QPP                .00
                ------------         ------------    EI                   .00
   TOT PAYS            .00    TAX/DED
   TAX/DED   -
   NET-ONLY  +          .00
                ------------
   NET PAY                    <====== EQUAL ======>  NET                  .00
   ........................  VOLUNTARY DEDUCTIONS ..........................




                                  05/31/01  12:30:25 * M3LL DEVK _____
```

Step	Action
3	Review the information to make sure you entered it correctly.

Requesting a Report (Second Payroll)

Step	Action
1	Enter the following on the command line: > GUH_____90004_____ ON HSRPT
2	Enter the information necessary to request the Manual Cheque Issued Register and Master Employee List.

(continued)

```
> GU  _____ ON HSRPT

                       --------STANDARD REPORT REQUEST---------

 _   COMPANY--> 00000 PAGE NUMBER--> 00000

TRN R  R#  O  R#  O  R#  O  R#  O  R#  O  R#  O  R#  O  R#  O  R#  O  R#  O
RPT 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0
RPT 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0
RPT 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0
RPT 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0 0000 0




                                          05/07/01  14:07:21 1 M3LL DEVK ____
```

Step	Action
3	Review the information to make sure you entered it correctly.

Reversing and Reissuing a Cheque (Second Payroll)

Step	Action
1	Enter the following on the command line:
	> GUH_____90004_____ ON HS460
2	Enter the information provided by the Payroll Department to record this reversal and reissue.

(continued)

```
> GU   _____ ON HS460

                      ----PAYMENT REVERSAL AND REISSUE----

_   COMPANY--> 00000 PAGE NUMBER--> 00000

EMPLOYEE   TCD TRN   PAYMENT     PAY      PERIOD   M REAS D  MANUAL PAY    PAY
 NUMBER        CDE   NUMBER      DATE     END DT   C CODE C   NUMBER       DATE

_____ _  460 00000000000 00000000 00000000 0  __ _  0000000000 00000000
_____ _  460 00000000000 00000000 00000000 0  __ _  0000000000 00000000
_____ _  460 00000000000 00000000 00000000 0  __ _  0000000000 00000000
_____ _  460 00000000000 00000000 00000000 0  __ _  0000000000 00000000
_____ _  460 00000000000 00000000 00000000 0  __ _  0000000000 00000000
_____ _  460 00000000000 00000000 00000000 0  __ _  0000000000 00000000
_____ _  460 00000000000 00000000 00000000 0  __ _  0000000000 00000000
_____ _  460 00000000000 00000000 00000000 0  __ _  0000000000 00000000




                                  05/07/01  14:07:25 1 M3LL DEVK _____
```

Step	Action
3	Review the information to make sure you entered it correctly.

Entering a Deduction Override

You have to stop the United Way contribution for one week. This can be done on the CTD transaction for an entire company by entering **E30** in the D-DED-NO field on the HSCTM screen as follows:

Step	Action
1	Enter the following on the command line:
	> GUH_____90004_____ ON HSCTM

Entering the CTL Transaction (Second Payroll)

Step	Action
1	Enter the following on the command line:
	> GUH_____90004_____ ON HSCTM
2	Enter the information necessary to run this payroll.
3	Review the information to make sure you entered it correctly.

Entering Regular Pay Transactions for the Third Payroll

Step	Action
1	Enter the following on the command line:
	> GUH_____90004_____ ON HUA02
2	Enter all the information from the timecards submitted this week.
3	Review the information to make sure you entered it correctly.

Entering Special Pay Transactions

Step	Action
1	Enter the following on the command line:
	> GUH_____90004_____ ON HUE02
2	Enter all the information from the timecards submitted this week.
3	Review the information to make sure you entered it correctly.

Entering the CTL Transaction (Third Payroll)

Step	Action
1	Enter the following on the command line:
	> GUH_____90004_____ ON HSCTM
2	Enter the information necessary to run this payroll.
3	Review the information to make sure you entered it correctly.

Requesting Reports Assigned a Frequency of 9

Step	Action
1	Enter the following on the command line:
	> GUH_____90004_____ ON HSRPT
2	Enter the report numbers for any reports required that have a frequency of **9**, as entered on the H0XCR screen.

Advanced Payroll Case Study

The following steps are used for completing the advanced payroll case study.

Setting up a Monitor Table

Step	Action
1	Enter the following on a command line:
	> GUH_____90004_____ ON HRX01
2	Enter the information needed to create the Monitor table.
3	Review the information to make sure you entered it correctly and press **Enter**.

```
> GU      _____ ON HRX01


                   --------MONITOR TABLE DEFINITION--------

 _  COMPANY--> 00000 TABLE NBR-> 00000000 PAGE NUMBER--> 00000

   SEQ TRAN F CHANGED FIELD NAME SUB EDIT FILE
   NO  CODE                      NO  IND  TYPE
   000 197  _ _____   000  0    000

          L O    CONSTANTS    L O    CONSTANTS    L O    CONSTANTS
            ALPHA  NUMERIC      ALPHA  NUMERIC      ALPHA  NUMERIC
   000 198  _ _ _____ 000000000 _ _ _____ 000000000 _ _ _____ 000000000

          GEN TRN F M C    GENERATED    OCC BEG LEN S SOURCE FIELD NAME SUB
          TRN SEQ M O H   FIELD NAME    NO  CC      R NUMERIC CON       NO
          NO  NO  T D G                           C  ALPHA
   000 199 ___ 00 _ 0 _ _____ 000 000 00 0 _____ 000
   000 199 ___ 00 _ 0 _ _____ 000 000 00 0 _____ 000
   000 199 ___ 00 _ 0 _ _____ 000 000 00 0 _____ 000
   000 199 ___ 00 _ 0 _ _____ 000 000 00 0 _____ 000
   000 199 ___ 00 _ 0 _ _____ 000 000 00 0 _____ 000

                                05/07/01  14:07:15 1 M3LL DEVK ____
```

Mass Generating a TD1 Exemption Increase

Step	Action
1	Enter a GN2 transaction for company 90004, enter a **1** in position 16, an **F** in position 24, and a **1** in position 25.
2	Enter a 210 transaction for company 90004, enter a **1** in position 16, **P** in position 49, **0500** in position 50.
	Enter company number 90004 in positions 1 to 5 for both the GN2 and 210 transactions.

Mass Generating Vacation Balance Pay

Step	Action
1	Enter a GN2 transaction for company 90004, enter a **2** in position 16, **F** in position 24, and a **1** in position 25.
2	Enter a 980 transaction for company 90004, enter a **2** in position 16.
	Enter company number 90004 in positions 1 to 5 for both the GN2 and 980 transactions.

Using Copy Company

Remember you have two options for creating a new company for the Quebec office. You can either use the 1CP transaction or the GEX procedure. Refer to the documentation on the 1CP transaction to see if the way you entered this information agrees with the way we entered it.

Setting Up a Super Company

Now that you have a company set up for your Ontario office and your Quebec office, you will want to set up a super company for consolidated reporting.

Step	Action
1	Use either copy company or enter an H0CNC screen for company 90003. Define the organization code (on the H0CBS screen) so that 44444 is contained in the last five positions. Enter **COMPANY** as the long break name and **COM** as the short break name for break flag 4.

(continued)

```
> GU   _____ ON H0CNC


                    ---------NEW COMPANY ADDITIONS---------

_   COMPANY--> 99999

    COMPANY NAME------> _____
    P O BOX/APT/SUITE-> _____
    STREET ADDRESS----> _____
    CITY-------------> _____
    STATE/PROVINCE----> _____
    ZIP/POSTAL--------> _____
    SHORT BREAK NAME 1> ___              LONG BREAK NAME 1 _____
    SHORT BREAK NAME 2> ___              LONG BREAK NAME 2 _____
    SHORT BREAK NAME 3> ___              LONG BREAK NAME 3 _____
    SHORT BREAK NAME 4> ___              LONG BREAK NAME 4 _____
    WEEKLY DEF HRS----->    .00          BIWEEK DEF HRS-->    .00
    SEMI-MONTH DEF HRS>    .00           MONTHLY DEF HRS->    .00
    FINAL TERM INTER>     0              CHANGE RPT SEQ--> 0
    EARN. HIST. RET.--> 0



                                    05/08/01  09:42:23 1 M3LL DEVK ____
```

Step	Action
2	Enter an H1301 screen listing companies 90004 and 90005 as subordinate super companies to company 90003 by entering a **1** in the IND field.

(continued)

```
> GU  _____  ON H1301

                    -CONSOLIDATED REPORTING (SUPER COMPANY)-

    COMPANY--> 00000

              SUBORDINATE         SUBORDINATE         SUBORDINATE         SUBORDINATE
     POSITION  COMPANY   IND       COMPANY   IND       COMPANY   IND       COMPANY   IND

_    01-04     00000      0        00000      0        00000      0        00000      0
     05-08     00000      0        00000      0        00000      0        00000      0
     09-12     00000      0        00000      0        00000      0        00000      0
     13-16     00000      0        00000      0        00000      0        00000      0
     17-20     00000      0        00000      0        00000      0        00000      0
     21-24     00000      0        00000      0        00000      0        00000      0
     25-28     00000      0        00000      0        00000      0        00000      0
     29-32     00000      0        00000      0        00000      0        00000      0
     33-36     00000      0        00000      0        00000      0        00000      0
     37-39     00000      0        00000      0        00000      0



                                      05/08/01  11:36:26 1 M3LL DEVK ____
```

Step	Action
3	Establish reports on the H0XCR screen for company 90003.

Transferring Employees

You have created company 90005 for the company's Quebec employees. You now
need to transfer your two Quebec employees to this company.

Step	Action
1	Enter the following on a command line:
	> GUH_____90004_____ ON HS2TF
2	Enter the information needed to transfer Shelly and Stephen to the Quebec office.

(continued)

```
> GU      _____ ON HS2TF

                    -----------EMPLOYEE TRANSFER-----------

  _   COMPANY--> 00000 PAGE NUMBER--> 00000

        EMPLOYEE      TRN NAME  -------NEW-------   EMP   TAX     TRANSFER
        NUMBER        CDE CHECK COMPANY  EMPLOYEE   TCD   CLEAR   FACTS
     00000000000      203  ___    00000  0000000000  X     0        _
     00000000000      203  ___    00000  0000000000  X     0        _
     00000000000      203  ___    00000  0000000000  X     0        _
     00000000000      203  ___    00000  0000000000  X     0        _
     00000000000      203  ___    00000  0000000000  X     0        _
     00000000000      203  ___    00000  0000000000  X     0        _
     00000000000      203  ___    00000  0000000000  X     0        _
     00000000000      203  ___    00000  0000000000  X     0        _






                                       05/07/01  14:07:23 1 M3LL DEVK ____
```

Step	Action
3	Press **Enter**, review the information to make sure you entered it correctly and press **Enter** again. Did you a enter **1** in the TAX CLEAR field? This would cause all the records for these two employees to transfer to the new company and to be flagged for deletion in the old company. It would also transfer your QEH records.

Entering a Retroactive Pay Increase

Step	Action
1	Enter the following on a command line:
	> GUH_____ ON HTZ01
2	Enter the information needed to pay Sally, Shelly, and Stephen the $.10 increase.

(continued)

```
> GU      _____ ON HTZ01

                    ----  RETROACTIVE PAY GENERATION 1 ----

 _  COMPANY--> 00000 EMPLOYEE NO--> 0000000000 - X PAGE NUMBER--> 00000        0

            PROCESS DATES     UNION  CODE     RPT    CHK    DED
      TRN    FROM      THRU   * FROM * THRU    IND    IND    IND
      RT1  00000000 00000000  _ ____ _ ____    0      0      0

            REG  OT1  OT2  SH2  SH3  VAC  SCK  BON  PEN  SPC
      TRN   PAY  PAY  PAY  PAY  PAY  PAY  PAY  PAY  PAY  PAY
      RT2   0    0    0    0    0    0    0    0    0    0

            JOB  CLASS  CODE    WORK  COMP  CODE    SEL      RATE/
      TRN   * FROM * THRU       * FROM * THRU       IND     PERCENT
      RT3   _ ____ _ ____       _ ____ _ ____        0    00000000000
      RT3   _ ____ _ ____       _ ____ _ ____        0    00000000000
      RT3   _ ____ _ ____       _ ____ _ ____        0    00000000000
      RT3   _ ____ _ ____       _ ____ _ ____        0    00000000000


                              05/08/01  09:09:20 1 M3LL DEVK ____
```

Step	Action
3	Review the information to make sure you entered it correctly, and press **Enter** again.

23 Conversion Input

Chapter Contents

Introduction

Before you can use the HCM:M Payroll system, you must convert your existing data to the HCM:M system. The conversion can be performed in one of several different ways:

- Manual coding of all companies and employees

- Computerized master file to master file conversion

- Computerized master file to input transaction conversion.

Manual Conversion

You must code and enter company, taxing unit, and employee input forms, illustrated in the HCM:M *Transmittal Reference* guide. When performing a manual conversion, the procedures used are much the same as those used to load new companies, tax units, and employees. The only difference is that year-, quarter-, and month-to-date accumulations are normally established during a conversion and are not normally established when a new employee is hired.

Input Transaction Conversion

This method of file conversion is recommended by Geac. Generate input transactions to the Edit and File Maintenance program. This method is considerably safer than the one described previously since the Payroll system performs extensive edits on incoming data, and programming tasks are simplified by the series of defaults and assumptions which may be applied when data is not present. In addition, the use of this method allows you to create the company master records by automated input, greatly simplifying the programming conversion task and providing a low volume manual input burden. When a master has been converted using the input transaction method, the powerful tools of the Edit and File Maintenance program are available to diagnose errors in the user's program as well as to validate the data ensuring a smoother conversion.

The mass transaction generation feature of the Edit and File Maintenance program, which allows groups of employees to be modified with a minimum of input based on various selection criteria, facilitates this conversion method. Please note that this feature can be used only after employees have been loaded into the master files.

Employee cumulative fields may be converted either by the use of the automatic field flow feature or by the generation of all fields on 300-series transactions. Of these two, automatic field flow is the easiest to use, but it will not work in all cases. For those cases when field flow does not work, use the 300-series transactions. These transactions are discussed in this chapter.

VSAM Master Files

The HCM:M system uses VSAM master files in its processing. These files are used to store constant and cumulative data used in payroll processing, to maintain payroll transactions on a suspense or Pending file, and to retain employee salary history data which is used to produce both an Earnings History Summary report and to reverse employee cheques.

Utility Master File

This file contains various information pertaining to companies (statistics), taxing units (EI rates, names, and Business numbers), and to employees (alternate payment names).

Payroll Master Files

This file consists of the Employee Master file, the Special Pay Master file, and the Deduction Master file. This file contains two types of records: those used to define a company and those containing both constant and cumulative information dealing with employees. These records are referenced by company and employee numbers with employee numbers 1, 2, and 3 being used to designate company records.

The company information consists primarily of heading names, such as deductions, and indicators used to inform the system as to which of the available options a company is to use. The employee records contain constant information used to define an employee and cumulative pay, and tax information. Voluntary deduction data is contained in its entirety in the employee's master record; however, data used primarily to balance the data contained in the employee's tax master records is also present.

Tax Master File

This file contains a record for every province/territory in which an employee either has worked or plans to work during the course of the year. These records are identified by country, taxing unit, province/territory code, as well as the customer identification of company and employee number. Each record contains year, quarter-, prior quarter-, and month-to-date accumulations of all the employee's tax and taxable fields.

Facts DataFile Master File

This file contains optional data with various file and record types which are defined and used by optional personnel modules and predefined labour distribution posting options.

Pending Master File

This file contains records that are automatically added in both PAY020 and PAY040 and held in suspense.

Earnings History files

These files contains pay and labour distribution records that are automatically added in PAY050. The three files are Earnings History, Special Pay and Deduction History, and Tax History by Taxing Jurisdiction.

Additional files are also used for online processing. Refer to the *Implementation Guide And System Reference* for information concerning these files.

Automatic Field Flow

Automatic Field Flow has been provided to facilitate the conversion of employees from other payroll systems. It is accomplished by the movement or flow of an employee's gross pay for a taxing location into all associated taxable fields, depending upon status codes in the employee master and tax master records. It will greatly reduce the amount of data required for conversion of employees.

Field flow is indicated by an **F** in column 20 of the 355 transaction, and when it is used only the 355, 356, 357, 260, and 375 need be entered for every province and location in which an employee has been employed during the current year, quarter, or month. In addition, it is only necessary to include the following employee master transactions containing pay and hours data: 300; if required, the 305 and 310; 335; 340; if required, the 345, 351, and 352.

Even though some transactions are required, not all of the data on them is required. This is especially true for employee master transactions that have a corresponding field in the Tax Master file, since values will be added to the Employee Master file as they are applied to the Employee Tax Master file.

This feature is always additive and a plus (+) must be placed in the CHANGE INDICATOR field preceding the numeric value to be entered. Because of this, conversion can be accomplished after an employee has been paid by the system without destroying any of the pay accumulated. Use of field flow greatly enhances the system since it is no longer necessary to have conversion inputs ready when an employee is to be paid for the first time. It is necessary to supply conversion input prior to running the first monthly report.

Should an invalid field be encountered during automatic field flow, an error message will be displayed on the Employee Diagnostic Listing (Report 1009) produced by PAY020. Corrective action must be taken prior to running the system again because it is possible that the year-, quarter-, or month-to-date quantities for the employee might be incorrect. Care should be taken to examine the employee master records with a printout of the Employee Master Record (Report 3011) following a conversion process.

When this feature is being used and an error (other than a missing change indicator) is detected on transactions 335 through 385, all 335 to 385 transaction will be rejected. In addition, taxable amounts cannot be specified on any 300-series transaction during a field flow operation. Any tax data entered on transaction 355 and greater is added to the tax fields in the Employee Master file; therefore, tax fields on transactions 300 through 354 should not be entered.

Note: An **F** must be entered in column 20 of every 355 transaction, a plus (**+**) must be entered in every CHANGE INDICATOR field preceding a field containing data, and field flow may be performed after an employee has been paid by the Payroll system.

300-Series Transactions

These transactions are used to supply or adjust employee accumulations. When these transactions are used, individual fields in the Employee and Tax Master files may be replaced, added to, or subtracted from by specifying a proper character in the CHANGE INDICATOR field preceding the field. If the CHANGE INDICATOR field is left blank, an error will be diagnosed. Acceptable values for the CHANGE INDICATOR field are:

Value	Description
X	Replace the value in the Employee or Tax Master files with the value entered in the next field.
+	Add the value in the next field to the values in the Employee and Tax Master files.
-	Subtract the value in the next field from the values in the Employee and Tax Master files. It should be noted that the Employee Master or Tax Master fields will be allowed to become negative only if you set the NEGATIVE ADJUSTMENT INDICATOR to a **1** or **2** on the H0CNC screen. An error message will appear if you choose a value of **1**.
M	Replace the field with the value entered; the value is considered to be negative.

If these transactions are used, care should be taken to update both the Employee Master file and the tax file. Otherwise, Out-of-Balance conditions will result and reports may be inaccurate.

Refer to the associated screen documentation or HELP for additional descriptions of these accumulator fields.

A cross-reference of screens and field names for the 300-series transactions follows:

TRAN	SCREEN	FIELD DESCRIPTION	BATCH FIELD NAME
300	H0BPA	SHIFT 3 PAY (Y,Q,M)	SD-YTD-SF3-PAY
300	H0BPA	SHIFT 2 PAY (Y,Q,M)	SD-YTD-SF2-PAY
300	H0BPA	REGULAR PAY (Y,Q,M)	SD-YTD-REG-PAY
300	H0BPA	OVERTIME2 PAY (Y,Q,M)	SD-YTD-OT2-PAY
300	H0BPA	OVERTIME1 PAY (Y,Q,M)	SD-YTD-OT1-PAY
300	H0BPA	NET PAY (Y,Q,M)	SD-YTD-NET-PAY
305	H0BPA	SICK PAY (Y,Q,M)	YTD-SCK-PAY
305	H0BPA	PENSION PAY (Y,Q)	YTD-PENSION-PAY
310	H10SA	SPECIAL PAY (Y,M)	YTD-SPEC-PAY
315	H0BPA	VACATION PAY (Y,M)	YTD-VAC-PAY

TRAN	SCREEN	FIELD DESCRIPTION	BATCH FIELD NAME
315	H0BES	COMP-HOURS-USED (Y)	YTD-COMP-HR-USED
315	H0BES	COMP HOURS (Y)	TODATE-COMP-HRS
315	H0BPA	BONUS PAY (Y,M)	YTD-COMMSN-PAY
320	HOB02	PROVINCE TAXABLE (Y)	M-YTD-PROV-TXBL
320	H0BPA	GROSS PAY (Y,Q,M)	SD-YTD-GROSS-PAY
320	HOB02	FEDERAL TAXABLE (Y)	M-YTD-FIT-TXBL
325	HOB02	QHIP TAXABLE (Y)	M-YTD-QHIP-TXBL
325	HOB02	C/QPP TAXABLE (Y)	M-YTD-CPP-TXBL
325	HOB02	FEDERAL NONTAXABLE (Y)	YTD-FIT-NTXBL
325	HOB02	EI TAXABLE (Y)	M-YTD-EI-TXBL
325	HOB02	COMPANY C/QPP TAXABLE (Y)	M-YTD-C-CPP-TXB
326	HOB02	C/QPP NONTAXABLE (Y)	YTD-C-QPP-NTX
326	HOB02	C/QPP GROSS (Y)	YTD-C-QPP-GROSS
326	HOB02	COMPANY C/QPP NONTAXABLE (Y)	YTD-COCQPP-NTX
327	HOB02	QHIP NONTAXABLE (Y)	YTD-QHIP-NTXBL
327	HOB02	PROVINCE NONTAXABLE (Y)	YTD-PIT-NTX
327	HOB02	EI NONTAXABLE (Y)	YTD-EI-NTX
327	HOB02	COMPANY C/QPP GROSS (Y)	YTD-COCQPP-GROSS
330	HOB02	PROVINCE TAX (Y)	M-YTD-PIT
330	HOB02	C/QPP TAX (Y)	M-YTD-CPP
330	HOB02	FEDERAL TAX (Y)	M-YTD-FIT
330	HOB02	EI TAX (Y)	M-YTD-EI
330	HOB02	COMPANY C/QPP TAX (Y)	M-YTD-CO-CPP
335	H0ZDC	DEDUCTION AMOUNT (Y,M)	DED-YTD
340	H0BHA	SHIFT 3 HOURS (Y,M)	YTD-SHIFT3-HRS
340	H0BHA	SHIFT 2 HOURS (Y,M)	YTD-SHIFT2-HRS
340	H0BHA	REGULAR HOURS (Y,M)	YTD-REG-HRS
340	H0BHA	OVERTIME 2 HOURS (Y,M)	YTD-OT2-HRS
340	H0BHA	OVERTIME 1 HOURS (Y,M)	YTD-OT1-HRS
345	H10SA	SPECIAL PAY HOURS (Y,M)	YTD-SPEC-HOURS
350	H0BAC	VACATION HOURS USED (Y)	VAC-HRS-USED
350	H0BAC	VACATION HOURS ACCRUED TO DATE (TD)	VAC-HRS-TODATE
350	H0BAC	VACATION HOURS ACCRUED (Y)	VAC-HRS-YTD-ACCM
350	H0BAC	SICK HOURS USED (Y)	SCK-HRS-USED
350	H0BAC	SICK HOURS ACCRUED TO DATE (TD)	SCK-HRS-TODATE

TRAN	SCREEN	FIELD DESCRIPTION	BATCH FIELD NAME
350	H0BAC	SICK HOURS ACCRUED (Y)	SCK-HRS-YTD-ACCM
351	HOB02	UNCOLLECTED C/QPP TAX (Y)	UNC-CPP-ON-TIPS
351	HOB02	TIPS (Y)	M-YTD-TIPS
351	HOB02	QHIP TAX (Y)	M-YTD-QHIP
351	HOB02	C/QPP TAXABLE TIPS (Y)	YTD-EMPCPP-TIPS
351	HOB02	COMPANY C/QPP TAXABLE TIPS (Y)	YTD-COCPP-TIPS
352	HOB02	PENSION FIT TAXABLE (Y)	YTD-PENSION-TXBL
352	HOB02	PENSION FIT TAX (Y)	YTD-PENSION-FIT
353	H0BAC	VACATIONABLE PAY BALANCE (Y)	VACTNABL-PAY-BAL
353	H0BPA	TOTAL VOLUNTARY DEDUCTIONS (Y,Q,M)	YTD-VOL-DED
355	H0A03	GROSS PAY (Y,Q,M,PQ)	YTD-GROSS-PAY
356	H0A03	FEDERAL NONTAXABLE (Y,Q,M,PQ)	YTD-FIT-NONTXBL
357	H0A02	WEEKS WORKED UNDER LIMIT (Y,Q,M,PQ)	YTD-WKS-WK-UNDER
357	H0A02	WEEKS WORKED (Y,Q,M,PQ)	YTD-WKS-WORKED
357	H0A02	PROVINCE TAX (Y,Q,M,PQ)	YTD-PIT
357	H0A03	C/QPP TAX (Y,Q,M,PQ)	YTD-CPP
357	H0A03	FEDERAL TAX (Y,Q,M,PQ)	YTD-FIT
360	H0A02	QHIP TAX (Y,Q,M,PQ)	M-YTD-QHIP
360	H0A04	EI TAX (Y,Q,M,PQ)	YTD-EI
360	H0A02	COMPANY C/QPP TAX (Y,Q,M,PQ)	YTD-CPP-CO
365	H0A02	QHIP NONTAXABLE (Y,Q,M,PQ)	YTD-QHIP-NTX
365	H0A02	QHIP GROSS TAXABLE (Y,Q,M,PQ)	YTD-QHIP-GROSS
365	H0A04	PROVINCE TAXABLE (Y,Q,M,PQ)	MTD-PROV-TXBL
365	H0A04	PROVINCE NONTAXABLE (Y,Q,M,PQ)	YTD-PIT-NTXBL
365	H0A02	FEDERAL TAXABLE (Y,Q,M,PQ)	YTD-FIT-TXBL
365	H0A04	EI TAXABLE (Y,Q,M,PQ)	YTD-EI-TXBL
369	H0A04	EI NONTAXABLE (Y,Q,M,PQ)	YTD-EI-NTXBL
369	H0A04	EI GROSS TAXABLE (Y,Q,M,PQ)	YTD-EI-GROSS
370	H0A02	QHIP TAXABLE (Y,Q,M,PQ)	YTD-QHIP-TXBL
370	H0A02	C/QPP TAXABLE (Y,Q,M,PQ)	YTD-CPP-TXBL
370	H0A02	C/QPP NONTAXABLE (Y,Q,M,PQ)	YTD-C-QPP-NTX
370	H0A02	PERIOD TODATE UI TAX	PTD-UI-TAX
370	H0A01	COMPANY C/QPP TAXABLE (Y,Q,M,PQ)	YTD-CO-CPP-TXBL
370	H0A01	COMPANY C/QPP NONTAXABLE (Y,Q,M,PQ)	YTD-COCQPP-NTX

Employee/Tax Master File Maintenance

Employee/Tax Master file maintenance transactions are easily recognizable from other input transactions because of their numbering scheme, 300-399.

These transactions are unique in that most of them require companion transactions to be entered simultaneously. A relationship chart is provided at the end of this section.

Within the HCM:M system, all tax records are balanced to the Employee Master file. As an example, if an employee had three tax records, then the total amount of all three tax records should balance to the total amount in the Employee Master file. Suppose an employee worked in Ontario, Quebec, and Alberta and earned $1000 in wages in each province. The Employee Master file should reflect $3000 in wages earned. Therefore, when the balancing of the Tax Master file to the Employee Master file takes place, this employee's record will be in balance.

As you can see, if a change is made to one of this employee's tax records, the identical change should be made to the Employee Master file. In other words, if the wages earned in Ontario were decreased by $200, the Employee Master file will have to be decremented by $200, or an out-of-balance condition will occur.

The audit trail for these transactions is limited and the update will not be reported in the Earnings History file. You should consider this point when using these transactions.

Note: These transactions should be used when no other alternative exists. They are very powerful, and extreme caution should be used when entering them. A current master file print of the employee should be available before the 300-series transactions are entered. After the transactions have been processed, a master file print should be requested to verify the changes made to the file.

The 300-series transactions may play a very important role during conversion of previous payroll information to the HCM:M system. This method allows you to load Employee Master and Tax Master file information with a low volume of input.

Relationship Chart for Employee and Tax Master Files

Emp tran	FIELD DESCRIPTION	Emp screen	Tax Tran	Tax Screen
315	BONUS PAY (Y,M)	H0BPA		
326	C/QPP GROSS (Y)	H0B02		
326	C/QPP NONTAXABLE (Y)	H0B02	370	H0A03
330	C/QPP TAX (Y)	H0B02	357	H0A03
325	C/QPP TAXABLE (Y)	H0B02	370	H0A03
351	C/QPP TAXABLE TIPS (Y)	H0B02	375	
315	COMP HOURS (Y)	H0BES		
327	COMPANY C/QPP GROSS (Y)	H0B02		
326	COMPANY C/QPP NONTAXABLE (Y)	H0B02	370	H0A02
330	COMPANY C/QPP TAX (Y)	H0B02	360	H0A02
325	COMPANY C/QPP TAXABLE (Y)	H0B02	370	H0A02
351	COMPANY C/QPP TAXABLE TIPS (Y)	H0B02	375	
352	COMPANY PAID EI TAX (Y)		385	H0A02
315	COMP-HOURS-USED (Y)	H0BES		
335	DEDUCTION AMOUNT (Y,M)	H0ZDC		
369	EI GROSS TAXABLE (Y,Q,M,PQ)		369	H0A04
327	EI NONTAXABLE (Y)	H0B02	369	H0A04
330	EI TAX (Y)	H0B02	360	H0A04
325	EI TAXABLE (Y)	H0B02	365	H0A04
325	FEDERAL NONTAXABLE (Y)	H0B02	356	H0A03
330	FEDERAL TAX (Y)	H0B02	357	H0A03
320	FEDERAL TAXABLE (Y)	H0B02	365	H0A03
320	GROSS PAY (Y,Q,M)	H0BPA	355	H0A03
300	NET PAY (Y,Q,M)	H0BPA		
340	OVERTIME 1 HOURS (Y,M)	H0BHA		
340	OVERTIME 2 HOURS (Y,M)	H0BHA		
300	OVERTIME1 PAY (Y,Q,M)	H0BPA		
300	OVERTIME2 PAY (Y,Q,M)	H0BPA		
352	PENSION FIT TAX (Y)	H0B02	389	H0A03
352	PENSION FIT TAXABLE (Y)	H0B02	389	H0A03
305	PENSION PAY (Y,Q)	H0BPA		
327	PROVINCE NONTAXABLE (Y)	H0B02	365	H0A04
330	PROVINCE TAX (Y)	H0B02	357	H0A04

Emp tran	FIELD DESCRIPTION	Emp screen	Tax Tran	Tax Screen
320	PROVINCE TAXABLE (Y)	H0B02	365	H0A04
	QHIP GROSS TAXABLE (Y,Q,M,PQ)		365	H0A02
327	QHIP NONTAXABLE (Y)	H0B02	365	H0A02
351	QHIP TAX (Y)	H0B02	360	H0A02
325	QHIP TAXABLE (Y)	H0B02	370	H0A02
340	REGULAR HOURS (Y,M)	H0BHA		
300	REGULAR PAY (Y,Q,M)	H0BPA		
340	SHIFT 2 HOURS (Y,M)	H0BHA		
300	SHIFT 2 PAY (Y,Q,M)	H0BPA		
340	SHIFT 3 HOURS (Y,M)	H0BHA		
300	SHIFT 3 PAY (Y,Q,M)	H0BPA		
350	SICK HOURS ACCRUED (Y)	H0BAC		
350	SICK HOURS ACCRUED TO DATE (TD)	H0BAC		
350	SICK HOURS USED (Y)	H0BAC		
305	SICK PAY (Y,Q,M)	H0BPA		
310	SPECIAL PAY (Y,M)	H10SA		
345	SPECIAL PAY HOURS (Y,M)	H10SA		
351	TIPS (Y)	H0B02		
353	TOTAL VOLUNTARY DEDUCTIONS (Y,Q,M)	H0BPA		
	TRANSFER COMPANY OASDI GROSS (Y)		356	H0A02
	TRANSFER OASDI GROSS (Y)		356	H0A03
350	VACATION HOURS ACCRUED (Y)	H0BAC		
350	VACATION HOURS ACCRUED TO DATE (TD)	H0BAC		
350	VACATION HOURS USED (Y)	H0BAC		
315	VACATION PAY (Y,M)	H0BPA		
353	VACATIONABLE PAY BALANCE (Y)	H0BAC		
350	WEEKD WORKED UNDER LIMIT (Y)		357	H0A02
350	WEEKS WORKED (Y)		357	H0A02

Conversion Input Using Manual Pay Transactions

The manual pay transactions (503, 400, 500, 550, and 6*XX*) may also be used during conversion of previous payroll information to the HCM:M system. These transactions are on the HTMM1-HTMM3 data entry screens. This method is most useful if conversion of the files will take place sometime after the beginning of the calendar year. This method also provides an audit trail of the transactions entered by creating an entry on the Earnings History file upon execution of the system.

Each set of manual pay transactions must be in balance before being entered into the system. If a set is not in balance, it will be rejected with the appropriate diagnostic messages issued.

Beginning Quarter Conversion

For beginning quarter conversion, only one set of manual pay transactions are required.

This is an example of a manual pay set being entered for the first quarter of the year.

```
  > GU    _____ ON HTMC0

                 ---------- MANUAL PAY BUILDER ----------

 _  COMPANY--> 00000 EMPLOYEE NO--> 0000000000 - X PAGE NUMBER--> 00000

                      CHEQUE NUMBER          0000000000
                      OLD CHEQUE NUMBER      0000000000
                      CHEQUE DATE              00000000
                      BEGINNING DATE           00000000
                      ENDING DATE              00000000
                      TAX UNIT                      000
                      REASON                         __
                      METHOD                         _
                      Y/Q INDICATOR                  _


            * * * SCREENS WILL BE ACCESSED IN FOLLOWING ORDER * * *
                      PAYS ------------------>  HTMCP
                      SPECIAL PAYS ----------->  HTMCS
                      TAXES AND DEDUCTIONS --->  HTMCT
                      BALANCE DETAILS -------->  HTMCQ

                                  05/08/01  08:44:03 1 M3LL DEVK ____
```

```
> C     0                                                        ON HTMCP

                    -- MANUAL PAYS - REGULAR PAYS (400) --

 R  COMPANY--> 00000 EMPLOYEE NO--> 0000000000 - X  PAGE NUMBER--> 00000

    OT SH   HOURS     SAL /AMOUNT DPT/SEC  LABOUR CODE           PV/LOC  ADJ
                                           FR-DATE   TO-DATE
    0  0     .00          .00     _____   _____   000000   _
                                           00000000  00000000
    0  0     .00          .00     _____   _____   000000   _
                                           00000000  00000000
    0  0     .00          .00     _____   _____   000000   _
                                           00000000  00000000
    0  0     .00          .00     _____   _____   000000   _
                                           00000000  00000000
    0  0     .00          .00     _____   _____   000000   _
                                           00000000  00000000
    0  0     .00          .00     _____   _____   000000   _
                                           00000000  00000000


                                    05/31/01  12:29:56 1 M3LL DEVK ____
```

```
> C     0                                                        ON HTMCS

                    -- MANUAL PAYS - SPECIAL PAYS (6XX) --

 R  COMPANY--> 00000 EMPLOYEE NO--> 0000000000 - X PAGE NUMBER--> 00000

    PAY#   HOURS   SPL PAY AMT DPT/SEC LABOUR CODE           PV/LOC  PI ADJ
                                       FR-DATE   TO-DATE     NON-TAXABLE
    000     .00         .00    _____   _____   000000   0  _
                                       00000000  00000000            .00
    000     .00         .00    _____   _____   000000   0  _
                                       00000000  00000000            .00
    000     .00         .00    _____   _____   000000   0  _
                                       00000000  00000000            .00
    000     .00         .00    _____   _____   000000   0  _
                                       00000000  00000000            .00
    000     .00         .00    _____   _____   000000   0  _
                                       00000000  00000000            .00
    000     .00         .00    _____   _____   000000   0  _
                                       00000000  00000000            .00


                                    05/31/01  12:30:04 1 M3LL DEVK ____
```

```
> C    0                                                          ON HTMCT

                    MANUAL PAY    TAXES AND DEDUCTIONS

 R  COMPANY--> 00000 EMPLOYEE NO--> 0000000000 - X PAGE NUMBER--> 00000

                         *---- TAXES (500) ----*
      PV/LOC     FIT           C/QPP          PIT         EI / GROSS    ADJ
      000000          .00           .00           .00           .00    _
                                                                 .00
      000000          .00           .00           .00           .00    _
                                                                 .00
      000000          .00           .00           .00           .00    _
                                                                 .00
      000000          .00           .00           .00           .00    _
                                                                 .00
                         *----- DEDUCTIONS (550) -----*
        0        .00  0         .00  0         .00  0          .00     _
                      0         .00  0         .00  0          .00
        0        .00  0         .00  0         .00  0          .00     _
                      0         .00  0         .00  0          .00
        0        .00  0         .00  0         .00  0          .00     _
                      0         .00  0         .00  0          .00
                                         05/31/01  12:30:12 1 M3LL DEVK ____
```

```
> C    0                                                          ON HTMCQ

  ___
    COMPANY--> 00000  EMPLOYEE NO--> 0000000000 - 0  PAGE NUMBER--> 00000
    NAME->
    CHEQUE NUM  0000000000  CHEQUE DATE  00000000
    BEGIN DATE  00000000       END DATE  00000000  GROSS PAY           .00
    .......... BALANCING CALCULATIONS ...........  ......... TAXES .........
    REG  PAY              .00                       FEDERAL             .00
    SPEC PAY  +           .00  TAXES           .00  PIT                 .00
    NONPAID   -           .00  DEDS  +         .00  C/QPP               .00
                   ------------       ------------  EI                  .00
    TOT PAYS             .00  TAX/DED
    TAX/DED   -
    NET-ONLY  +           .00
                   ------------
    NET PAY                    <====== EQUAL ======> NET                .00
    ........................ VOLUNTARY DEDUCTIONS ........................



                                         05/31/01  12:30:25 * M3LL DEVK ____
```

Second Quarter Conversion

For second quarter conversion, two sets of manual pay transactions are required. The first set with a **Q** in the YQ indicator updating CURRENT QUARTER and YEAR-TO-DATE; and the second with a **C** in the YQ indicator, updating the balance in the YEAR-TO-DATE and PRIOR QUARTER fields.

Note: The first set of **C** needs to be updated before the second set with **Q** is entered.

This is an example of a manual pay set being entered for the second quarter (current).

Third and Fourth Quarter Conversion

Third and fourth quarter conversion is accomplished in the same manner as second quarter conversion with one exception. Use a **Y** instead of a **C** in the YQ indicator to update year-to-date figures only. No PRIOR QUARTER fields will be updated.

This is an example of a manual pay set being entered for the third and fourth quarters (YEAR-TO-DATE and PRIOR QUARTER)

Appendix A List of Province and Country Codes

Appendix Contents

List of Province/Territory Codes

Province/Territory	Numeric Code	Abbreviation
Alberta	01	AB
British Columbia	02	BC
Manitoba	03	MB
New Brunswick	04	NB
Newfoundland	05	NL
Northwest Territories	06	NW
Nova Scotia	07	NS
Ontario	08	ON
Prince Edward Island	09	PE
Quebec	10	QU
Saskatchewan	11	SA
Yukon	12	YT
Outside Canada	13	ZZ
Nunavut	14	NN

List of Country Codes

Country	Code
United States of America	001
Canada	002
Puerto Rico	003
Virgin Islands	004
Guam	005