



forward faster

▶▶ Masterpiece®/Net HRMS

# Directory Batch User Guide

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# Directory Maintenance

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## Overview

The Masterpiece/Net Human Resources Management System (HRMS) allows employee data to be entered and maintained in either batch or online mode. This guide describes the directory tables that are used in Masterpiece/Net HRMS and how to update, modify and load this data using batch transactions. The directory tables play an important role in defining and editing much of the information used throughout the system, and in certain cases dictates to the system the desired processing that is to occur.

## Organization of this Guide

Chapter 2 contains a description of System Table Maintenance.

Chapter 3 describes Company/Organization Table Maintenance.

Chapter 4 describes the Pay Group Table Maintenance.

Chapter 5 describes the online scheduling panels, used to schedule batch jobs and reports.

## Supporting Publications

The publications supplied with Masterpiece/Net HRMS are as follows:

- *Masterpiece/Net HRMS Introduction Guide*  
This guide describes the functionality and structure of Masterpiece/Net HRMS.
- *Masterpiece/Net HRMS Directory Online Guide*

- *Masterpiece/Net HRMS Directory Batch Guide (this guide)*

These two guides are designed to assist you in setting up, maintaining, and reporting on the Directory tables — the tables that must be established before any employee data can be processed.

- *Masterpiece/Net HRMS Personnel and Benefits Online Guide*
- *Masterpiece/Net HRMS Personnel and Benefits Batch Guide*

These two guides are designed to assist you in entering, maintaining, and reporting on personnel and benefits data.

- *Masterpiece/Net HRMS Payroll Online Guide*
- *Masterpiece/Net HRMS Payroll Batch Guide*

These two guides are designed to assist you in processing the company payroll.

- *Masterpiece/Net HRMS Tax Calculation System User Guide*

This guide is designed to maintain rate changes to the U.S. and Canadian tax tables used by the Payroll System.

- *Masterpiece/Net HRMS Tax Reporting Guide*

This guide is designed to assist you in producing the necessary reports and media for the various tax authorities.

- *Masterpiece/Net HRMS Special Features Guide*

This guide contains a more complete explanation of some of the special features of HRMS, including support for Position Control/Multiple Appointment organizations; Job Evaluation, Benefit Enrollment, and FlexComp processing; EEO-1 reporting; the BSI Tax System; and more.

- *Masterpiece/Net HRMS Field Description Manual*

This guide provides a list of all the fields used to contain employee data. These fields are grouped by Employee table for easy lookup. In addition to a description of each field, the guide contains the unique number associated with the field for batch transactions, the field length, the data type (alphanumeric or numeric), the primary Transaction Code used to update the field, and the field's COBOL name.

The following Masterpiece/Net publications are also supplied with Masterpiece/Net HRMS:

- *Masterpiece/Net Getting Started Guide*

This guide describes the online services available to all Masterpiece/Net users.

- *Masterpiece/Net Common Services User Guide*

This guide explains how to maintain calendar and currency services for the all Masterpiece/Net Applications.

- *Masterpiece/Net Runtime System Administrator Guide*

Designed for the system administrator, this guide explains how to set up, maintain, and customize the working environment for Masterpiece/Net users. Topics include defining organizations and enterprises, creating security, customizing the user interface, and tuning system performance.

## Purpose of the Directory Tables

Many directory tables are used for code translations, and consist of only a table entry key and a description of the entry. These tables are used mainly for verifying or editing information entered in employee maintenance, payroll, or other directory maintenance, or for providing the descriptions or text that will print on reports. Tables having additional fields are used for verifying or editing information, and in many cases for providing rates, indicators, or other information needed by the system to control processing or perform calculations.

Several tables apply only to certain types of company organizations in the system. For example, many of the Organization Level Tables apply only to Multiple Appointment/Position Control organizations.

## Table Levels

Each directory table in the system is categorized into one of three table levels: System/Enterprise Level, Company/Organization Level or Pay Group Level. System/Enterprise Level Tables contain codes and information that apply to all companies within an entity. Company/Organization Level Tables contain codes and information that apply to individual companies within an entity. Therefore, the entries in Company/Organization Level Tables may be added and maintained for each organization defined to the system. Pay Group Level Tables are used by the system for grouping employees and for payroll processing, and contain codes and information that apply to a pay group within a company. (A pay group is defined as a group of employees with similar characteristics, such as pay frequency, pay period dates, and payroll calculations.)

Each directory table level is described more fully in the following sections. The following table lists each table and the table's level and primary functional use in the system.

## Security

A user's ability to access a table online, and to perform online directory maintenance activities against a table, is governed by the User's Profile. Refer to Masterpiece/Net Runtime System Administration Guide as well as the Masterpiece/Net HRMS System Administration Guide for further information.

**Table ID, Description, Level, and Special Use in the System**

Table ID	Table Name	Level	Table Key(s)	Mult. Appt./ Pos. Ctl.
<b>AAL</b>	Affirmative Action Location Codes	<b>C</b>	AAL Code	
<b>ADR</b>	Address Code Table	<b>C</b>	Address Code	
<b>BCO</b>	Benefit Coverage Table	<b>C</b>	Benefit Plan ID, Benefit Coverage Type	
<b>BCV</b>	Benefits Coverage Rate Table	<b>P</b>	Deduction ID Age Coverage	
<b>BDC</b>	Savings Bond Codes	<b>S</b>	Savings Bond Code	
<b>BNK</b>	Bank Code Table	<b>C</b>	Bank Code (Client Number)	
<b>BPD</b>	Benefits Deduction Table	<b>P</b>	Benefits Package ID Deduction ID	
<b>BPL</b>	Benefit Plan Table	<b>C</b>	Benefit Plan ID	
<b>BPT</b>	Benefits Package Table	<b>P</b>	Benefits Package ID	
<b>CAL</b>	Payroll Calendar Table	<b>P</b>	Pay Period Year and Number	
<b>CCC</b>	Classification Category Codes	<b>C</b>	Class Category Code	X
<b>CFC</b>	Classification Family Codes	<b>C</b>	Class Category Code Class Family Code	X
<b>CLG</b>	College Code Table	<b>S</b>	College (School) Code	
<b>CLS</b>	Classification Codes	<b>C</b>		X
<b>COC</b>	Company Control Table	<b>C</b>	Organization ID (established in Control Field)	
<b>COS</b>	Company Status Table	<b>S</b>	Company Status Code	
<b>CTX</b>	Canadian Tax Table	<b>S</b>	Province Code and Tax Type ID (Canadian only)	

Table ID	Table Name	Level	Table Key(s)	Mult. Appt./ Pos. Ctl.
<b>CZC</b>	Citizenship (Foreign Country Codes)	<b>S</b>	Citizenship Code	
<b>DAD</b>	Deduction Account Distribution Table	<b>P</b>	Deduction ID Qualifier 1 Qualifier 2	
<b>DBS</b>	Statistics Canadian Table	<b>C</b>	STATCAN Group Code and AAL Code (Canadian only)	
<b>DDD</b>	Deduction Control Table	<b>P</b>	Deduction number	
<b>DDP</b>	Direct Deposit (Pay Group)	<b>P</b>	Pay Group Number (established in Control Field)	
<b>DEF</b>	Defined Contribution Table	<b>P</b>	Plan ID	
<b>DEP</b>	Deduction Dependency Table	<b>P</b>	Dependent Deduction Number	
<b>DEV</b>	Deduction Variable Table	<b>P</b>	Deduction Number Deduction Variable Number	
<b>DFH</b>	Direct Deposit File Header	<b>S</b>	DFH File ID	
<b>DFI</b>	Direct Deposit Financial Institution	<b>S</b>	DFI Transit Routing Number	
<b>DID</b>	Deduction ID	<b>S</b>	Deduction ID	
<b>DIX</b>	Directory Index	<b>S</b>	Table ID Level	
<b>DLC</b>	Location Code Table	<b>C</b>	Location Code	
<b>DPB</b>	Pay Basis Table	<b>P</b>	Pay Basis Code	
<b>DRO</b>	Promotability Codes	<b>C</b>	Promotability Code	
<b>DSC</b>	Security Table	<b>S</b>	Internal Security Code	
<b>DST</b>	State Code Table	<b>S</b>	State Code	
<b>DTE</b>	Multiple Appointment Termination Reason Table	<b>C</b>	Mult. Appt. Termination Reason Code	<b>X</b>
<b>DUE</b>	Unemployment Insurance table	<b>S</b>	Year and Month of Entry (Canadian only)	
<b>EDL</b>	Education Level	<b>S</b>	Education Level Code	
<b>EDM</b>	Education Major	<b>S</b>	Education Major Code	
<b>EEC</b>	EEO Employer Information Table	<b>C</b>	Organization ID (established in Control Field)	
<b>EEO</b>	EEO Category Codes	<b>S</b>	EEO Code (EEO Category and Job Family)	

Table ID	Table Name	Level	Table Key(s)	Mult. Appt./ Pos. Ctl.
<b>EID</b>	Earnings ID Table	<b>S</b>	Earnings ID Code	
<b>EMG</b>	Message Information	<b>S</b>	Message Number	
<b>EMS</b>	Employee Status Reason Table	<b>S</b>	Employee Status Reason Code	
<b>ERN</b>	Earnings Control Table	<b>P</b>	Earnings Number	
<b>ERV</b>	Earnings Variable Table	<b>P</b>	Earnings Number Earnings Variable Number	
<b>EXP</b>	Experience Type	<b>S</b>	Experience Code	
<b>FCA</b>	Flexible Compensation Account Table	<b>C</b>	Account Type	
<b>FCB</b>	Flexible Compensation Benefit Reimbursement Deduction Table	<b>P</b>	Account Type	
<b>FCC</b>	Flexible Compensation Claimant Code Table	<b>S</b>	Claimant Code	
<b>FCD</b>	Flexible Compensation Denial Code Table	<b>S</b>	Denial Code	
<b>FCM</b>	Flexible Compensation Claim Type Table	<b>C</b>	Account Type & Claim Type	
<b>FCP</b>	Flexible Compensation Payroll Data Table	<b>P</b>	Account Type	
<b>FCR</b>	Flexible Compensation Change	<b>S</b>	Reason Code	
<b>FIN</b>	Definition Field Panel/Transaction	<b>S</b>	Transaction Code and Field Number	
<b>FIT</b>	Field Information Table	<b>S</b>	Field Number	
<b>FLS</b>	FLSA Codes	<b>S</b>	FLSA Code	
<b>GCF</b>	Group Term Life Insurance Calculation Factor	<b>P</b>	Earnings Number	
<b>GCR</b>	Group Term Life Coverage Cost Table	<b>P</b>	Earnings Number, Age, Coverage	
<b>HCC</b>	Handicap Codes	<b>S</b>	Handicap Code	
<b>HCR</b>	Handicap Restriction	<b>S</b>	Handicap Restriction Code	
<b>HRO</b>	Organization Code Table	<b>C</b>	Organization Code	
<b>HSR</b>	Hire Source Codes	<b>S</b>	Hire Source Code	

Table ID	Table Name	Level	Table Key(s)	Mult. Appt./ Pos. Ctl.
<b>ICC</b>	Interstate Commerce Commission Classification Codes	<b>S</b>	ICC Code	
<b>INC</b>	Salary Increase Codes	<b>S</b>	Salary Increase Code	
<b>IVS</b>	Investment	<b>C</b>	Investment Option Code	
<b>JBC</b>	Corporate Job Codes	<b>S</b>	Corporate Job Code	
<b>JBS</b>	Job Status	<b>S</b>	Job Status Code	
<b>JCC</b>	Job Change Codes	<b>S</b>	Job Change Code	
<b>JEL</b>	Job Evaluation Line Table	<b>C</b>	Job Evaluation Line Code	
<b>JEP</b>	Job Evaluation Points Table	<b>C</b>	Job Code (or Class Code if Mult. Appt./Pos. Ctl.)	
<b>JOB</b>	Job Code Table	<b>C</b>	Job Code	
<b>JST</b>	Joint & Survivor Type	<b>S</b>	Joint & Survivor Type Code	
<b>JSU</b>	Joint & Survivor Option	<b>S</b>	Joint & Survivor Option Code	
<b>LAN</b>	Language Code Table	<b>S</b>	Language Code	
<b>LTX</b>	Local Tax Code Table	<b>S</b>	State Code Local Tax Code	
<b>LVL</b>	Salary Level Table	<b>C</b>	Class Category Code Class Family Code Salary Level Code	X
<b>MST</b>	Marital Status	<b>S</b>	Marital Status Code	
<b>PBC</b>	Position Budget Complement Table	<b>C</b>	Position Budget Complement Code	X
<b>PCG</b>	Multiple Appointment Change Code Table	<b>C</b>	Mult. Appt. Change Code	X
<b>PCS</b>	Multiple Appointment Future Change Table	<b>C</b>	Mult. Appt. Future Change Code	X
<b>PCT</b>	Position Control Table	<b>C</b>	Position	X
<b>PED</b>	Position Account Distribution	<b>C</b>	Position Number	X
<b>PGR</b>	Pay Group Record Table	<b>P</b>	Pay Group Number (established in Control Field)	
<b>PLC</b>	Professional License and Membership Table	<b>S</b>	Professional Lic./Memb. Code	
<b>PLS</b>	Benefit Plan Status Table	<b>C</b>	Benefit Plan Status Code	

Table ID	Table Name	Level	Table Key(s)	Mult. Appt./ Pos. Ctl.
<b>PLV</b>	Multiple Appointment Leave Code Table	<b>C</b>	Mult. Appt. Leave Code	<b>X</b>
<b>PLY</b>	Multiple Appointment Leave	<b>C</b>	Mult. Appt. Leave Type Code	<b>X</b>
<b>PMS</b>	Multiple Appointment Status Table	<b>C</b>	Mult. Appt. Status Code	<b>X</b>
<b>PPT</b>	Multiple Appointment Permanency Table	<b>C</b>	Mult. Appt. Permanency Code	<b>X</b>
<b>PRT</b>	Performance Rating	<b>C</b>	Performance Rating Code	
<b>PST</b>	Position Stringency Table	<b>C</b>	Position Stringency Code	<b>X</b>
<b>PTO</b>	Paid Time Off Table	<b>P</b>	Paid Time Off Plan Code	
<b>PTT</b>	Multiple Appointment Type Code Table	<b>C</b>	Mult. Appt. Type Code	<b>X</b>
<b>PYS</b>	Pay Status	<b>S</b>	Pay Status Code	
<b>RAC</b>	Race Codes	<b>S</b>	Race Codes	
<b>RCT</b>	Revenue Canada Tax Table	<b>C</b>	Organization ID Status Code (Canadian only)	
<b>RET</b>	Relationship Codes	<b>S</b>	Relationship Code	
<b>ROE</b>	Record of Employment Table	<b>S</b>	Message Indicator and Number (Canadian only)	
<b>RPC</b>	Report Control Table - Company /Organization Level	<b>C</b>	Report Number Sequence Code	
<b>RPP</b>	Report Control Table - Pay Group Level	<b>P</b>	Report Number Sequence Code	
<b>RPY</b>	Retroactive Pay Option Table	<b>S</b>	RETRO	
<b>SAL</b>	Salary Grade Table	<b>C</b>	Salary Grade Code	
<b>SEG</b>	Job/Pay History Segment Type	<b>S</b>	History Segment Type Code	
<b>SIJ</b>	Status In Job	<b>S</b>	Status in Job Code	
<b>SKL</b>	Skill Code Table	<b>S</b>	Skill Code	
<b>STC</b>	State Tax Table	<b>C</b>	State Code	
<b>TAX</b>	Tax Status	<b>S</b>	Tax Status Code	
<b>TIM</b>	Time Sheet Shift - Print	<b>S</b>	Shift Code	
<b>TRN</b>	Training Courses	<b>S</b>	Training Course Code	

Table ID	Table Name	Level	Table Key(s)	Mult. Appt./ Pos. Ctl.
<b>TST</b>	Time Sheet Shift - Default	<b>S</b>	Shift Code	
<b>UEX</b>	User Expansion by Transaction Table	<b>C</b>	Employee Maintenance Transaction Code	
<b>UNC</b>	Union Codes	<b>C</b>	Union Code	
<b>VAC</b>	Vacation Accrual	<b>C</b>	Province Code (Canadian only)	
<b>WCC</b>	Workers' Compensation Code Table	<b>C</b>	State Code Workers' Compensation Code	
<b>WCS</b>	Workers' Compensation Codes - Master List	<b>S</b>	Workers' Compensation Code	
<b>WKS</b>	Work Status	<b>S</b>	Work Status Code	
<b>XCL</b>	Tax Reporting Local Tax ID	<b>C</b>	State and Local Code	
<b>XCS</b>	Tax Reporting State Rate/Limit Table	<b>C</b>	Year and State Code	
<b>XFD</b>	Tax Reporting Federal Rate/Limit Table	<b>S</b>	Year	
<b>XIT</b>	Exit Table	<b>C</b>	Exit ID	
<b>XLC</b>	Tax Reporting Local Code Table	<b>S</b>	State and Local Code	
<b>XMS</b>	Tax Reporting Miscellaneous Contact Table	<b>S</b>	State Code and Output Type	
<b>XSP</b>	Tax Reporting Special W-2 Reporting	<b>P</b>	State Code, Country Code and Item Name	
<b>XST</b>	Tax Reporting State Reporting Table	<b>S</b>	State Code	
<b>XTM</b>	Tax Reporting Transmittal Information	<b>S</b>	Output Type	
<b>XTR</b>	Tax Reporting Transmitter Information	<b>S</b>	State Code or Federal Identifier, Output Type, and magnetic media type.	
<b>XUC</b>	Tax Reporting Unemployment Insurance Report Table	<b>S</b>	State Code, form, and Line number	
<b>XUP</b>	Tax Reporting Unemployment Insurance Report Parameters	<b>S</b>	State Code, Form, Line and Column Number	
<b>XUR</b>	Tax Reporting W-2 User Box 14 Table	<b>P</b>	Item number	
<b>XWS</b>	Tax Reporting Worksite Table	<b>C</b>	State Code and Worksite ID	

## Table Control Fields

Each directory table is composed of two basic sets of fields. This first set of fields are known as the Control Fields, which identify the table entry for which maintenance activity is to be performed and includes information needed for proper table processing. The second set of fields is the Table Data, which is the actual data related to the table key incorporated in the Control Fields. The Table Data may be a single field, for those tables consisting of only Control Fields and a description of the entry; for other tables, the Table Data may consist of numerous fields required either for a complete description of the entry or for system processing associated with the table.

The individual fields that comprise the Control Fields differ between batch and online directory maintenance. In online directory maintenance the control fields are used to identify the specific table screen to be displayed, either for user inquiry or for applying updates, deletions, or additions of table entries. The critical Control Fields for online directory maintenance include Organization ID, Pay Group Number, Table ID, and Table Key(s). In batch directory maintenance, two additional Control Fields (Transaction Sequence and Transaction ID) are required, to ensure that the transactions are sorted in proper sequence.

The directory maintenance Control Fields are described below. Fields that are unique for batch processing only are clearly identified.

Control Fields	Description
<b>User Initials</b>	Maximum three alphanumeric characters, used to identify the originator of the maintenance activity. (Batch columns 1-3)
<b>Transaction Sequence</b>	Batch only; numeric. When processing batch transactions, the system sorts each entry into the following order: Organization ID, Transaction Sequence, Pay Group Number, Table ID, and Table Key. Transaction Sequence is a numeric field that allows certain tables, in a given table level, to be processed before other tables in the same table level. This is important if one table must be validated against another table in the same table level. In this case, the table used for validation must be sorted and loaded first and therefore must have a transaction sequence number that is less than that of the table being validated. (A lower number would be required only if the Table ID of the table used for validation is sorted alphabetically after the Table ID of the table that must be validated.) (Batch columns 4-6)
<b>Transaction ID</b>	Batch only (Batch columns 7-9). These columns should always contain <b>DIR</b> in a batch transaction.

Control Fields	Description
<b>Organization ID</b>	The Organization ID of the table. System/Enterprise Level Tables must have a High Level (Level 1) Organization in the Enterprise; Company/Organization level and Pay Group Level Tables require valid company/organization numbers. (Batch columns 10-15)
<b>Pay Group Number</b>	The Pay Group Number of the table. System/Enterprise Level and Company /Organization Level Tables have Pay Group Number <b>00</b> ; Pay Group Level Tables require valid Pay Group Numbers. (Batch columns 16-17)
<b>Directory ID</b>	The three-character alphabetic Table ID of the table. The previous table lists the valid Table ID's. (Batch columns 18-20)
<b>Subcode (Key)</b>	<p>The table Subcode, or key, defines the unique table entry for which the directory maintenance will be applied, or for online, the entry that will be retrieved and displayed [Batch columns 21-36 (maximum)].</p> <p>Online, the Subcode field is divided into a Key 1 (5 positions), a Key 2 (5 positions), and a Key 3 (6 positions). These keys correspond to the individual fields that may be required to access a table entry online (e.g., field 1 is entered in Key 1, field 2 in Key 2, and field 3 in Key 3).</p> <p>In batch processing only, several tables require the use of a Sequence Code as one of the key fields. Tables utilizing a Sequence Code fall under one of the following categories:</p> <ul style="list-style-type: none"> <li>▪ tables having the key in one of the other Control Fields (<b>COC, PGR</b>)</li> <li>▪ tables which, because of size, must be stored as two tables on the Directory Table (<b>DAD, ERN, JEP, LVL, PCT, XTR</b>)</li> <li>▪ tables not requiring a key (<b>DDP</b>)</li> </ul>

## Directory Maintenance Processing

The directory maintenance activity allows users to maintain the content of each table in the system. Table entries may be added, revised, deleted, inactivated, or reactivated via batch transactions or online entry. It is important, however, that users fully understand the role of each table in the system, and the consequences of adding new entries or revising, deleting, inactivating, or reactivating existing entries, before undertaking any type of directory maintenance in the system.

In batch directory maintenance, each table entry may require one or more input records to maintain all fields. Each input record contains 83 positions, of which positions 1-36 are Control Fields and position 37 is an Action Code. Depending upon the table being processed, one or more of these records may be required to create a complete batch Directory Maintenance Transaction. The first step in the batch maintenance process is to read the transactions and create the Directory Update Record. The first input record of each transaction contains an Action Code (**N** = New, **R** = Revise, **D** = Delete, **I** = Inactivate, or **A** = Activated), which defines to the system the maintenance activity being requested. Any additional input records for a single transaction would contain the record number in the Action Code (e.g., record 2 would have Action Code **2**). The Control Fields in positions 1-36 must be repeated **exactly** for each input record required for a table transaction.

In online directory maintenance, the content of each table, with the exception of the **PCT** Table, is displayed on one screen. (The **PCT** Table requires two screens to display all information.) The Control Fields entered online define the specific table entry to be retrieved and displayed. If the requested key does not exist, the system will display an error message; the user may retrieve the next closest entry to the one requested, if desired. If the key fields are left blank, the first table entry is displayed.

### Adding an Entry to a Table

In batch maintenance, input record 1 must specify Action Code **N**; any additional input records must specify the record number in the Action Code. When adding an entry all input records must be included for a table, and all required fields must be entered.

In online maintenance, enter the Control Fields and use the **ADD** command. This will retrieve a data entry screen for the table desired. Enter the required table information, including the appropriate table key(s), in the proper data entry areas on the screen.

### Revising a Table Entry

In batch maintenance, enter only the input records that contain fields to be revised. If the first input record contains revisions, enter Action Code **R** and the revision fields only. If additional input records contain revisions, enter those records with the record number in the Action Code and the revision fields only. It is **not** necessary to specify revision (**R**); if the system encounters an Action Code of 2,3,4 without a record 1, it assumes that the record contains a revision. To blank out an existing field, enter an asterisk (\*) in the field's first position.

In online maintenance, use the Control Fields to retrieve the entry desired. When the entry displays, enter Change Code **R** and enter the revised data where necessary. To blank out an existing field, enter spaces or zeroes in that field. Use zeroes for numeric fields.

### Deleting a Table Entry

In batch maintenance, enter Action Code **D** in the first input record. Do not enter any other input records.

In online maintenance, use the Control Fields to retrieve the entry to be deleted. When the entry displays, use the DELETE command.

### Inactivating a Table Entry

In batch maintenance, enter Action Code **I** in the first input record. Do not enter any other input records.

In online maintenance, use the Control Fields to retrieve the entry to be inactivated. When the entry displays, enter Change Code **I**. An inactivated table entry remains on the table, prints on the Directory List, and may be retrieved online, but is treated as non-existent by the system during related field editing or system calculations.

### Reactivating a Table Entry

In online maintenance, use the Control Fields to retrieve the entry to be reactivated. Once displayed, the inactivated entry may be reactivated by entering Change Code **A** (activate).

In batch maintenance, an inactivated entry may be reactivated by entering Action Code **A** (activate) in the first input record. Do not enter any other input records.

For more specific information regarding the online maintenance of directories, see the *Masterpiece/Net HRMS Directory Online Guide*.

## Directory Maintenance Transaction Layouts

Depending upon the structure of the table, one of five types of forms may be used. System/Enterprise Level and Company /Organization Level Tables consisting of a table key and description may use one of two general transaction layouts specific to their level type. Tables having a key and a 40-position description use General Transaction Layout (A) -- System/Enterprise Level Tables are coded on the System/Enterprise Level General Transaction Layout (A), and Company /Organization Level Tables on the Company /Organization Level General Transaction Layout (A). Tables having a key, a 20-position description, use either the System/Enterprise Level or the Company /Organization Level General Transaction Layout (B), as appropriate. Tables having additional data fields are coded on table-specific transaction layouts.

Directory Maintenance Transaction Layouts are designed primarily for use with batch directory maintenance transactions. Although the transaction layouts are in 83 position input record format, they may easily be used as a data entry source document for online directory maintenance. Users must be aware that certain entries coded on the transaction layout (e.g., the Transaction ID **DIR**, Transaction Sequence number, Sequence Code, and the Control Fields and Action Code repeated after input record 1) are meaningful **only** for batch processing and are not to be entered online.

# System Table Maintenance

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## System/Enterprise Level Tables

### Introduction

Tables defined as System/Enterprise Level Tables apply to all companies/organizations in the enterprise. Therefore, each System/Enterprise Level Table exists only once in the system; it is not necessary to enter these tables repeatedly for each organization. System/Enterprise Level Tables include tables that affect system processing in general (e.g., the **DIX**, **FIT**, **EMG**, **DSC**, and **SEG** Tables), tables that contain a master list of allowable codes and applicable data for all companies (e.g., the **DFH**, **DFI**, **DID**, **EID**, and **LTX** Tables), and tables whose data is not organization-specific (e.g., the **CLG**, **EEO**, **FLS**, and **LAN** Tables) and applies to all companies in the organization.

It is suggested that users reference the individual table descriptions in this section before performing any maintenance activities to System/Enterprise Level Tables.

## System/Enterprise Level Table Control Fields

The control fields used for System/Enterprise Level Tables are described below. The card columns in which these fields are entered in a batch transaction are also indicated.

Field (Columns)	Description
<b>INIT</b> <b>(Column 1-3)</b>	User's initials.
<b>TRANS SEQ</b> <b>(Column 4-6)</b>	Batch only. Valid values: 100 For most tables 110 FIN, LTX and CLG Tables 000 DIX Table
<b>ID</b> <b>(Column 7-9)</b>	Batch only. Valid value is DIR.
<b>ORG ID</b> <b>(Column 10-15)</b>	Must always be the High Level Organization ID (Level 1 Organization in the Enterprise) for system level.
<b>PAY GRP</b> <b>(Column 16-17)</b>	Enter 00 for system level.
<b>TABLE ID</b> <b>(Column 18-20)</b>	Table ID of table being accessed.
<b>KEY</b> <b>(Column 21-36)</b>	Table key(s) of table entry being accessed.
<b>ACTION</b> <b>(Column 37 of first input record only)</b>	Action Code. Valid values: N new R revise D delete I inactivate A activate

The Organization ID that is defined as the Level 1 Organization ID in the Enterprise should be the lowest level, as far as sorting goes, in the organization structure (i.e., HRS000, HRS101, HRS103, and HRS105. In this example HRS000 is defined as the Level 1 Organization ID in the Enterprise structure). This ensures that System/Enterprise Level Tables will be sorted prior to all other table levels during batch maintenance processing and will, therefore, be processed before Company /Organization Level and Pay Group Level Tables.

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## System/Enterprise Level Table Transaction Layouts

Table-specific transaction layouts are used for coding maintenance information for System/Enterprise Level Tables that either require multiple input records for batch maintenance or contain a description plus additional data fields.

System/Enterprise Level Tables consisting of a key and a description field use a System/Enterprise Level General Transaction Layout for coding maintenance information. The General Transaction Layout used depends upon the applicable description field.

- System/Enterprise Level Tables having only a single 40-position description field use the **System/Enterprise Level General Transaction Layout (A)**.
- System/Enterprise Level Tables having a 20-position description field use the **System/Enterprise Level General Transaction Layout (B)**.

### System/Enterprise Level Tables Using the System/Enterprise Level General Transaction Layout (A)

The following table lists all **System/Enterprise Level** Tables that use Transaction Layout (A):

Table ID	Table Name
<b>BDC</b>	Savings Bond Codes Table
<b>EEO</b>	EEO Category Table
<b>FLS</b>	FLSA Codes Table
<b>RAC</b>	Ethnic Codes Table
<b>ROE</b>	Record of Employment Table (Canadian only)
<b>TAX</b>	Tax Status Codes Table
<b>WCS</b>	Workers' Compensation Codes Table

**SYSTEM ENTERPRISE LEVEL GENERAL TABLE A**

INIT	TRAN SEQ	ID	ORG ID	PAY GR	TBL ID	KEY	A C T I O N	DESCRIPTION
1	4	7	10	16	18	21	36 37 38	77
1	1	0	0	0	0	0	0	0
1	1	0	0	0	0	0	0	0
1	1	0	0	0	0	0	0	0
1	1	0	0	0	0	0	0	0
1	1	0	0	0	0	0	0	0
1	1	0	0	0	0	0	0	0
1	1	0	0	0	0	0	0	0
1	1	0	0	0	0	0	0	0
1	1	0	0	0	0	0	0	0
1	1	0	0	0	0	0	0	0
1	1	0	0	0	0	0	0	0
1	1	0	0	0	0	0	0	0
1	1	0	0	0	0	0	0	0

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**System/Enterprise Level Tables Using the System/Enterprise Level General Transaction Layout (B)**

The following table lists all **System/Enterprise Level** Tables that use Transaction Layout (B).

Table ID	Table Name
<b>COS</b>	Company Status Table
<b>CZC</b>	Citizenship (Foreign Country Codes)
<b>DID</b>	Deduction ID Table
<b>EDL</b>	Education Level Table
<b>EDM</b>	Education Major Table
<b>EXP</b>	Experience Type Table
<b>FCC</b>	Flexible Compensation Claimant Codes Table
<b>FCD</b>	Flexible Compensation Denial Codes Table
<b>FCR</b>	Flexible Compensation Change Reasons Table
<b>HCC</b>	Handicap Codes Table
<b>HCR</b>	Handicap Restriction Table
<b>HSR</b>	Hire Source Codes Table
<b>ICC</b>	Interstate Commerce Commission Codes Table
<b>INC</b>	Salary Increase Codes Table
<b>JBC</b>	Corporate Job Codes Table
<b>JBS</b>	Job Status Table

Table ID	Table Name
JCC	Job Change Codes Table
JSU	Joint & Survivor Option Table
JST	Joint & Survivor Type Table
MST	Marital Status Table
PYS	Pay Status Table
RET	Relationship Codes Table
SEG	Job/Pay History Segment Type Table
SIG	Status in Job Table
TRN	Training Courses Table
TST	Timesheet Shift - Default Codes Table
TIM	Timesheet Shift - Print Codes Table
WKS	Work Status Codes Table

SYSTEM ENTERPRISE LEVEL GENERAL TABLE B

INIT	TRAN SEQ	ID	ORG ID	PAY GR	TBL ID	KEY	A C T I O N	DESCRIPTION
1	4	7	10	16	18	21	36 37 38	57
	0	D	I	R	H	R	S	0
	0	0	0	0	0	0	0	0
	1	0	0	D	I	R	H	R
	0	0	0	0	0	0	0	0
	1	0	0	D	I	R	H	R
	0	0	0	0	0	0	0	0
	1	0	0	D	I	R	H	R
	0	0	0	0	0	0	0	0
	1	0	0	D	I	R	H	R
	0	0	0	0	0	0	0	0
	1	0	0	D	I	R	H	R
	0	0	0	0	0	0	0	0
	1	0	0	D	I	R	H	R
	0	0	0	0	0	0	0	0

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## Directory Index (DIX)

The **DIX** Table serves as a master index of all directory tables in the system. It contains all valid Table ID's and designates the table's level (System, Company /Organization or Pay Group). A populated **DIX** Table is provided with the system.

The Table Codes, Levels, and Program Numbers associated with each entry on the **DIX** Table delivered with the system are critical to system processing and should not be revised. User maintenance to the **DIX** Table should be restricted to the Description field. A table's Description on the **DIX** Table prints on the table's Directory Listing, and the first 30 characters of the table's Description appear on the Directory Maintenance Menu screen. Users may revise the Table description to one that is more meaningful to their particular organization.

Additions and deletions of entries on this table should be handled by programming personnel, because of the impact of this table on table processing. If a new entry is to be added to the **DIX** Table, the entry must first be added to the copy member **DIRIDALL**. Contact your technical representative for assistance.

The Directory Index Transaction Layout is used for coding optional batch **DIX** Table maintenance.

### DIRECTORY INDEX

Record 1

INIT	TRAN SEQ	ID	ORG ID	PAY GR	TBL ID	TABLE CODE	LEVEL	ACT I O N	DESCRIPTION	P R O G		
1	4	7	10	16	18	21 23	26	37 38		NO		
			D I R	H R S	0	0	0	0	0	0	D I X	

DIRIND.XLS/1000

Field (Columns)	Description
<b>Table ID (Column 18-20)</b>	Directory Index (DIX). Valid value is DIX (pre-coded on the transaction layout). <i>Required, alphanumeric, 3 characters.</i>
<b>Table Code (Column 21-23)</b>	Defines the Table Code of each table in the system. When entering this field in a batch transaction, leave positions 24 and 25 blank. <i>Required, alphanumeric, 3 characters.</i>
<b>Level (Column 26)</b>	Level associated with the table. When entering this field in a batch transaction, leave positions 27-36 blank. <i>Required, alphanumeric, 1 character.</i>  Valid values: S System C Company/Organization P Pay Group

**Record 1 Fields**

Field (Columns)	Description
<b>Description (Column 38-75)</b>	Prints as the table's title on the Directory List. The first 30 characters of the description are displayed on the Directory Maintenance Menu screen. This field can be abbreviated or revised as necessary. <i>Required, alphanumeric, 38 characters.</i>
<b>Prog No. (Column 76-77)</b>	Defines to the system the type of online processing which is to occur for the table. In general, tables comprised of only a key and description are assigned program number G1. All other tables have a blank Program Number. <i>Optional, alphanumeric, 2 characters.</i>

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## Savings Bond Codes (BDC)

The **BDC** Table contains all valid denominations of savings bonds available for purchase by employees. This table edits an employee's Savings Bond Denomination (Field 511) entered via Transaction **331**. The **BDC** Table should contain, as its key, the bond denomination (face-value amount) and not the cost of the bond. Bond costs are calculated using the system's standard deduction processing.

The System/Enterprise Level General Transaction Layout (A) is used for coding optional batch **BDC** Table Maintenance.

Field (Columns)	Description
<b>Table ID</b> <b>(Column 18-20)</b>	Valid value is BDC. <i>Required, alphanumeric, 3 characters.</i>
<b>Key</b> <b>(Column 21-25)</b>	Bond Denomination code (maturity value). For example, 00050 equals a \$50 bond and 01000 equals a \$1,000 bond. When entering this field in a batch transaction, leave positions 26-36 blank. <i>Required, numeric, 5 places.</i>
<b>Description</b> <b>(Column 38-77)</b>	Description of the Bond Denomination (e.g., \$50 bond). <i>Required, numeric, 40 places.</i>

## College Code (CLG)

The **CLG** Table contains College Codes and is to be used to edit the employee's College Codes entered via the education (ED) area of Transaction **380**. A populated **CLG** Table is provided with the system.

The College Code Table Transaction Layout is used for coding optional batch **CLG** Table maintenance.

COLLEGE CODE TABLE

The screenshot displays a grid-based transaction layout for the College Code Table. The columns are labeled as follows from left to right: ST (State), COLLEGE NAME (College Name), ACT (Action), COLLEGE CODE (College Code), and INIT (Initials). The grid contains multiple rows, each representing a record in the table. The 'COLLEGE CODE' column shows values like '0101', '0102', etc., and the 'COLLEGE NAME' column shows corresponding names like '0101', '0102', etc. The 'ST' column shows state abbreviations like '01', '02', etc.

COLLEGE CODE TABLE

Field (Columns)	Description
<b>Table ID</b> (Column 18-20)	Valid value is CLG (pre-coded on the transaction layout). <i>Required, alphanumeric, 3 characters.</i>
<b>College Code</b> (Column 21-24)	College Code. Note that the system-supplied CLG Table lists colleges in alphabetic state order. Gaps are provided in the College Code numbering scheme to allow the users to enter additional colleges per state. When entering this field in a batch transaction, leave positions 25-36 blank. <i>Required, alphanumeric, 4 characters.</i>
<b>College Name</b> (Column 38-55)	Corresponding College Name. <i>Required, alphanumeric, 18 characters.</i>
<b>St</b> (Column 56-57)	State abbreviation. Enter the state abbreviation of the college location in positions 56-57. The state abbreviation may be alphabetic or numeric, and may be used to represent a foreign country, if necessary. <i>Optional, alphanumeric, 2 characters.</i>

## Company/Organization Status (COS)

The **COS** Table establishes the valid company/organization status codes, which identify an employee's status within a company/organization. This table is used for editing an employee's Company Status (Field 019) entered via Transactions **210** or **220**.

The following codes are required on the **COS** Table:

- P regular employee,
- T temporary employee
- C casual employee.

These entries are used by the system during EEO reporting and are used to determine the required employee maintenance fields. Therefore these entries should neither be deleted from the table nor revised. Additional Company Status Codes may be added to this table, however, without affecting system processing.

The System/Enterprise Level General Transaction Layout (B) is used for coding optional batch **COS** Table maintenance.

Field (Columns)	Description
<b>Table ID (Column 18-20)</b>	Valid value is COS. <i>Required, alphanumeric, 3 characters.</i>
<b>Key (Column 21)</b>	Company Status Code. Codes P, T, or C should not be revised. When entering this field in a batch transaction, leave positions 22-36 blank. <i>Required, alphanumeric, 1 character.</i>
<b>Description (Column 38-77)</b>	Description of the Company Status. <i>Required, alphanumeric, 40 characters.</i>

## Canadian Tax Table (CTX) (Canadian Only)

This mandatory Canadian table is used to store both English and French abbreviated tax names for the purpose of printing on cheque stubs, tax reports and other reports. It is also used to validate tax type entries on the employee record. A sample table is provided at the system start-up time.

The Canadian Tax Table Input Form is used for coding all **CTX** table maintenance.

Field (Columns)	Description
<b>Table ID (Column 18-20)</b>	Valid value is CTX (pre-coded on the input form). <i>Required, alphanumeric, 3 characters.</i>
<b>Province (Column 21-22)</b>	Province Code. Must be a valid entry on the State (DST) Table. When entering this field in a batch transaction, leave positions 23-36 blank. <i>Required, numeric, 2 places.</i>
<b>Tax Type (Column 26)</b>	Canadian Tax Types. Enter one of the following types. When entering this field in a batch transaction, leave positions 27-36 blank. <i>Required, alphanumeric, 1 character.</i> Valid values: 0 UIC 1 Health Tax 2 CPP/QPP 3 Levy 7 Federal 8 Provincial 9 T4A A Releve 2
<b>Description (Column 38-57)</b>	Description of the Canadian tax to which this entry applies. <i>Required, alphanumeric, 20 characters.</i>
<b>English Tax Short Name (Column 58-65)</b>	Abbreviated English-language Tax Name that will print on year-end tax reports and check stubs. <i>Optional, alphanumeric, 8 characters.</i>
<b>French Tax Short Name (Column 66-73)</b>	Applies to Canadian users requiring a French-language abbreviated Tax Name that will print on year-end tax reports and check stubs. When entering this field in a batch transaction, leave positions 74-84 blank. <i>Optional, alphanumeric, 8 characters.</i>

## Citizenship (Foreign Country) Codes (CZC)

The **CZC** Table is used to edit the employee's Citizenship Code (Field 011), entered via Transactions **210** or **220**. If the Citizenship Code is blank on either Transaction **210** or **220**, the system will apply the default value US (for United States). Users who do not wish to use the default of United States may enter another **CZC** Code to represent United States, and change the description of the US code to Unspecified. The system default of US (unspecified) would then alert the user that a **CZC** Code was not specified for the employee.

A sample **CZC** Table is provided with the system. The System/Enterprise Level General Transaction Layout (B) is used for **CZC** Table maintenance.

Field (Columns)	Description
<b>Table ID</b> (Column 18-20)	Valid value is CZC. <i>Required, alphanumeric, 3 characters.</i>
<b>Key</b> (Column 21-22)	Citizenship (Country) Code. When entering this field in a batch transaction, leave positions 23-36 blank. <i>Required, alphanumeric, 2 characters.</i>
<b>Description</b> (Column 38-77)	Name of the country. <i>Required, alphanumeric, 40 characters.</i>



## DFH Form 1

Field (Columns)	Description
<b>Table ID (Column 18-20)</b>	Valid value is DFH (pre-coded on the transaction layout). <i>Required, alphanumeric, 3 characters.</i>
<b>DFH File ID (Column 21-22)</b>	Valid values are 01-99. A DFH File ID must be entered for each payroll bank account through which employees are paid. Each pay group will be assigned a DFH File ID, via the DDP Table, which associates the pay group with its payroll bank account. <i>Required, numeric, 2 places.</i>
<b>DDP F/H Immed Dest ACH (Column 38-47)</b>	DDP File Header Immediate Destination Automated Clearing House. This field represents the bank number of the institution receiving the NACHA tape. <i>Required, alphanumeric, 10 characters, format BTTTTDIXAC.</i>  Valid format values: B        blank TTTT    transit number DIXA    American Bankers Association (ABA) number C        check digit number
<b>DDP F/H Immed Orig ACH (Column 48-57)</b>	DDP File Header Immediate Origination Automated Clearing House represents the number of the bank originating the NACHA tape. The field format is identical to the previous field (BTTTTDIXAC). <i>Required, alphanumeric, 10 characters.</i>
<b>FH PRI Code (Column 58-59)</b>	File Header Priority Code. Valid value is 01, which appears on Record Type 1 on the NACHA tape. <i>Required, numeric, 2 places.</i>
<b>FH MOD (Column 60)</b>	File ID Modifier. Enter a user-defined modifier, which will appear on Record Type 1 on the NACHA tape. <i>Required, alphanumeric, 1 character.</i>
<b>DDP F/H Destination ACH Name (Column 61-83)</b>	Name of the ACH institution receiving the NACHA tape. <i>Required, alphanumeric, 23 characters.</i>

DFH Form 2

DIRECT DEPOSIT FILE HEADER TABLE (2)

INIT	TRAN SEQ	ID	ORG ID	PAY GR	TBL ID	DFH FIL ID	ACT IO N	DDP F/H ORIGIN ACH NAME	DDP F/H REFERENCE #	DDP FILE HEADER DESCRIPTION										
1	4	7	10	16	18	21	37 38		61	69	83									
		1	0	0	0	1	R	H	R	S	0	0	0	0	0	0	D	F	H	
		1	0	0	0	1	R	H	R	S	0	0	0	0	0	0	D	F	H	
		1	0	0	0	1	R	H	R	S	0	0	0	0	0	0	D	F	H	
		1	0	0	0	1	R	H	R	S	0	0	0	0	0	0	D	F	H	
		1	0	0	0	1	R	H	R	S	0	0	0	0	0	0	D	F	H	
		1	0	0	0	1	R	H	R	S	0	0	0	0	0	0	D	F	H	
		1	0	0	0	1	R	H	R	S	0	0	0	0	0	0	D	F	H	
		1	0	0	0	1	R	H	R	S	0	0	0	0	0	0	D	F	H	
		1	0	0	0	1	R	H	R	S	0	0	0	0	0	0	D	F	H	
		1	0	0	0	1	R	H	R	S	0	0	0	0	0	0	D	F	H	
		1	0	0	0	1	R	H	R	S	0	0	0	0	0	0	D	F	H	
		1	0	0	0	1	R	H	R	S	0	0	0	0	0	0	D	F	H	
		1	0	0	0	1	R	H	R	S	0	0	0	0	0	0	D	F	H	
		1	0	0	0	1	R	H	R	S	0	0	0	0	0	0	D	F	H	
		1	0	0	0	1	R	H	R	S	0	0	0	0	0	0	D	F	H	
		1	0	0	0	1	R	H	R	S	0	0	0	0	0	0	D	F	H	
		1	0	0	0	1	R	H	R	S	0	0	0	0	0	0	D	F	H	
		1	0	0	0	1	R	H	R	S	0	0	0	0	0	0	D	F	H	
		1	0	0	0	1	R	H	R	S	0	0	0	0	0	0	D	F	H	
		1	0	0	0	1	R	H	R	S	0	0	0	0	0	0	D	F	H	
		1	0	0	0	1	R	H	R	S	0	0	0	0	0	0	D	F	H	
		1	0	0	0	1	R	H	R	S	0	0	0	0	0	0	D	F	H	
		1	0	0	0	1	R	H	R	S	0	0	0	0	0	0	D	F	H	
		1	0	0	0	1	R	H	R	S	0	0	0	0	0	0	D	F	H	
		1	0	0	0	1	R	H	R	S	0	0	0	0	0	0	D	F	H	
		1	0	0	0	1	R	H	R	S	0	0	0	0	0	0	D	F	H	
		1	0	0	0	1	R	H	R	S	0	0	0	0	0	0	D	F	H	
		1	0	0	0	1	R	H	R	S	0	0	0	0	0	0	D	F	H	
		1	0	0	0	1	R	H	R	S	0	0	0	0	0	0	D	F	H	

DDFHTAB2.XLS/1000

Field (Columns)	Description
<b>Table ID (Column 18-20)</b>	Valid value is DFH (pre-coded on the transaction layout). <i>Required, alphanumeric, 3 characters.</i>
<b>DFH File ID (Column 21-22)</b>	Valid values are 01-99. The DFH File ID entered in this field must already have been entered in DFH Table record 1. When entering this field in a batch transaction, leave positions 23-36 blank. <i>Required, numeric, 2 places.</i>
<b>DDP F/H Origin ACH Name (Column 38-60)</b>	Name of the ACH originating the NACHA tape. <i>Required, alphanumeric, 23 characters.</i>
<b>DDP F/H Reference # (File Create #) (Column 61-68)</b>	DDP File Reference Number (file create number). This number appears on Record Type 1 on the tape. This entry must be numeric and will be automatically incremented by 1 before the system copies the information onto the NACHA tape. <i>Optional, numeric, 8 places.</i>
<b>DDP File Header Description (Column 69-83)</b>	DDP File Header Description. This entry does not appear on the NACHA tape. It is intended to assist the user to easily differentiate DFH entries. <i>Required, alphanumeric, 15 characters.</i>



## Deduction ID (DID)

The **DID** Table allows users to establish the deduction types, which are used to categorize all deductions in your Deduction Control Tables (**DDD**). A single **DID** Table entry may apply to several deductions defined on the **DDD** Tables. For example, if Deduction Numbers 010 and 020 on the **DDD** Table are both savings deductions, they will most likely be given System Deduction ID **SAV**.

The following table lists suggested **DID** Codes. The codes highlighted with an asterisk are subject to special system processing, as described later in this section. If the special processing associated with the highlighted code is **not** desired, a different code should be used. All **DID** codes other than those highlighted with an asterisk are user-defined. Additional **DID** codes may be added, if desired. A sample **DID** Table is provided with the system.

The System/Enterprise Level General Transaction Layout (B) is used for coding optional batch **DID** Table maintenance.

Field (Columns)	Description
<b>Table ID (Column 18-20)</b>	Valid value is DID. <i>Required, alphanumeric, 3 characters.</i>
<b>Key (Column 21-23)</b>	Key code. This code is user-defined, and may be one of those listed in the following table. Codes preceded by an asterisk in the following table are subject to special processing. To avoid the special processing, assign a code other than the special processing code in the following table. When entering this field in a batch transaction, leave positions 24-36 blank. For FlexComp processing, the valid value is 125. (This code can be found on table 2-3 as a special processing code.) This code must also be used for processing Cafeteria Benefit Deductions for Non-FlexComp companies. When entering this field in a batch transaction leave positions 24-36 blank. <i>Required, numeric, 3 places.</i>
<b>Description (Column 38-77)</b>	Description of the deduction. <i>Required, alphanumeric, 55 characters.</i>

## Suggested System Deduction ID Codes

Codes highlighted with an asterisk are subject to special system processing.

Code	Description
<b>*ADD</b>	A.D. & D. (Accidental Death and Dismemberment)
<b>ADJ</b>	Adjustment
<b>*BND</b>	Bonds
<b>CAD</b>	Cash Advances
<b>CDC</b>	Canadian Defined Contribution (reported on Canadian Year-end statement)
<b>CHR</b>	Charitable Donations (reported on Canadian Year-end statement)
<b>*401</b>	401(k) Non-Taxable Defined Contribution
<b>*4CU</b>	401(k) Catch-up. Non-Taxable Defined Contribution for employees 50 or older.
<b>*409</b>	409(a) Nonqualified Deferred Contribution
<b>*410</b>	409(a) Nonqualified Deferred Contribution to be reported on the 1099-Misc
<b>DEN</b>	Dental Deductions (reported on Canadian Year-end statement)
<b>DON</b>	Donations (automatically deactivated at year end)
<b>*DLI</b>	Dependent Life Insurance
<b>ARC</b>	Employee Accounts Receivable
<b>GRN</b>	Garnishments
<b>GHI</b>	Group Hospital Insurance
<b>GLE</b>	Group Life and Hospital
<b>*GLI</b>	Group Life Insurance
<b>HMO</b>	Health Maintenance Organization
<b>*LTD</b>	Long Term Disability
<b>*MED</b>	Medical Insurance
<b>MGF</b>	Matching Gift
<b>MIN</b>	Canadian Multiple Employer Insurance Plan (reported on Canadian Year-end statement)
<b>*MIP</b>	New Jersey Medical Malpractice Liability Insurance Premium Assistance Fund

Code	Description
MIS	Miscellaneous
NMI	Named Insured
OHI	Outside Hospital Insurance
OLI	Outside Life Insurance
*125	Cafeteria Benefits
*PAI	Personal Accident Insurance
PAC	Political Contribution
*PDI	Private Disability (New Jersey employees)
*PEN	Pension Earnings
PUR	Purchases
RLI	Retirement Life Insurance
*RSP	Canadian Registered Payment Plan (reported on Canadian Year-end statement)
*SAV	Savings
SCI	Salary Continuation Insurance
STD	Short Term Disability
TAX	Miscellaneous Tax
*TLI	Travel Insurance
UNI	Uniforms
UND	Union Dues (reported on Canadian Year-end statement)
*WCO	Workers' Comp (Oregon employees)
*WCW	Supplemental Pension and Medical Aid (Washington employees)
*VDI	Voluntary Disability (California employees)
*901	Taxable Defined Contribution
*902	Lump Sum 401k Contributions

### Special Processing for DID Codes

The following **DID** Codes, when associated with a **DDD** Table deduction, will initiate special system processing when the deduction is taken during a payroll run. These codes are highlighted with an asterisk in the preceding table.

Code	Description
<b>ADD</b>	Deductions on the <b>DDD</b> Table that have system deduction ID <b>ADD</b> (Accidental Death and Dismemberment) are calculated as follows during a payroll run: Employee Coverage (in thousands) plus Spouse Coverage (in thousands) (Fields 516 and 517, Transaction <b>331</b> ) multiplied by the percent in the Amount or Percent 1 field on the employee's <b>DEV</b> Table entry.
<b>BND</b>	Deductions on the <b>DDD</b> Table that have system deduction ID <b>BND</b> , will be recognized for bond processing. The employee's Bond Denomination (Field 511, Transaction <b>331</b> ) may only be populated with a deduction that has a system ID of <b>BND</b> . The employee Bond Option/Eligibility flag (Field 091, Transaction <b>332</b> ) will be checked when a <b>BND</b> deduction is processed. The current deduction plus the previous bond balance will be checked to determine whether a bond may be purchased. The bond denomination is checked and the appropriate cost (50% of the denomination) is used as the basis for determining whether the bond may be purchased.
<b>401</b>	Deductions on the <b>DDD</b> Table that have system deduction ID <b>401</b> are considered deferred compensation as defined by the IRS in section 401(k). All such deductions are excluded as taxable income from the various taxing authorities as appropriate. Tax-sheltered annuities are accommodated using an A0 <b>DDD</b> calculation with a flat amount. Scheduled <b>401</b> deductions will be processed as Schedule Indicator <b>R</b> deductions. If there is insufficient net pay to take the full <b>401</b> amount, the deduction will be taken to a zero net and the remainder will be placed in arrears.
<b>4CU</b>	Deductions on the <b>DDD</b> Table that have system deduction ID <b>4CU</b> are considered deferred compensation as defined by the IRS in section 401(k). All such deductions are excluded as taxable income from the various taxing authorities as appropriate for employees who are 50 or older.
<b>409</b>	Deductions on the <b>DDD</b> Table that have system deduction ID <b>409</b> are considered nonqualified deferred compensation as defined by the IRS in section 409(a). All such deductions are included as taxable income from the various taxing authorities as appropriate.
<b>410</b>	Deductions on the <b>DDD</b> Table that have system deduction ID <b>410</b> are considered nonqualified deferred compensation as defined by the IRS in section 409(a). All such deductions are included as taxable income from the various taxing authorities as appropriate. These deductions will be reported on the contractor's 1099-Misc.

Code	Description
<b>DLI</b>	Deductions on the <b>DDD</b> Table that have system deduction ID <b>DLI</b> will use the Eligibility/Option flag provided on Transaction <b>332</b> .
<b>GLI</b>	Deductions on the <b>DDD</b> Table that have system deduction ID <b>GLI</b> will use the Eligibility/Option Flag provided on Transaction <b>332</b> .
<b>LTD</b>	Deductions on the <b>DDD</b> Table that have system deduction ID <b>LTD</b> will use the Eligibility/Option Flag provided on Transaction <b>332</b> .
<b>MED</b>	Deductions on the <b>DDD</b> Table that have system deduction ID <b>MED</b> will use the Eligibility/Option Flag provided on Transaction <b>332</b> .
<b>MIP</b>	Deductions on the <b>DDD</b> Table that have system deduction ID <b>MIP</b> are used to track the New Jersey Medical Malpractice Liability Insurance Premium Assistance amounts. There deductions will be used in W-2 reporting.
<b>125</b>	Additional amounts are not allowed. Deduction <b>125</b> amounts are considered tax deferred and are excluded as taxable income from the various taxing authorities, as appropriate. Scheduled <b>125</b> deductions will be processed as Schedule Indicator <b>R</b> deductions. If there is insufficient net pay to take the full <b>125</b> amount, the deduction will be taken to a zero net and the remainder will be placed in arrears. For FlexComp processing, a Deduction ID of <b>125</b> must be a <b>DID</b> Table entry.
<b>PAI</b>	Deductions on the <b>DDD</b> Table that have system deduction ID <b>PAI</b> should be set up with a calculation code of <b>D_</b> . They will use the Eligibility/Option Flag provided on Transaction <b>332</b> . The deduction amount is the employee and spouse coverage (in thousands) multiplied by the rate in the Amount/Percent 1 Field on the <b>DEV</b> Table. This amount can vary based on the system's lookup insurance (LOKUPINS) routine. Fields 516 and 517 ( <b>PAI</b> employee and spouse coverage) can only be populated in Transaction <b>331</b> when a deduction is set up as <b>PAI</b>
<b>PDI</b>	Deductions on the <b>DDD</b> Table that have a system deduction ID of <b>PDI</b> are used to track the amount of contributions to a private disability insurance plan for employees in the State of New Jersey. These deductions should be recorded separately for use in subsequent tax reporting.

Code	Description
<b>PEN</b>	Deductions on the <b>DDD</b> Table that have system deduction ID <b>PEN</b> will use the Eligibility/Option Flag provided on Transaction <b>332</b> . A <b>DDD</b> Table Withholding Control Indicator of <b>06</b> is used to specify that the deduction is taken from Pension eligible earnings. The following fields, entered via Transaction 331 are used exclusively by <b>PEN</b> Deductions: Earliest Pension Vesting Date, Actual Vesting Date, Previous Credited Service, Joint & Survivor Option Code, Type, and Date (Fields 483-488, respectively) and Annual Benefit Accumulated (Field 496). Buy Back Date and Buy Back Indicator (Fields 482 and 481) can be used for <b>PEN</b> deductions. A vesting date calculation is performed in Transaction <b>331</b> (IPRT330) which first checks for latest hire date.
<b>RSP</b>	Deductions on the <b>DDD</b> Table that have system deduction ID <b>RSP</b> are considered deferred compensation as defined by Canadian legislature. All such deductions are excluded as taxable income from the various taxing authorities as appropriate
<b>SAV</b>	Deductions on the <b>DDD</b> Table that have system deduction ID <b>SAV</b> may split the deduction amounts into options as defined on the <b>IVS</b> Table (Company /Organization Level) and at the employee level via Transaction <b>333</b> . A separate <b>SAV</b> record is sent to the Interface File. An <b>SAV</b> deduction may use the Buy Back Indicator and Date (Fields 481 and 482) on Transaction <b>331</b> .
<b>TLI</b>	Deductions on the <b>DDD</b> Table that have system deduction ID <b>TLI</b> may use the Travel Insurance Coverage Field (Field 520) in Transaction <b>331</b> . The employer-paid travel coverage amount may be entered in Field 112, Transaction <b>332</b> .
<b>VDI</b>	Deductions on the <b>DDD</b> Table that have a system deduction ID of <b>VDI</b> are used to track the amount of contributions to a voluntary disability insurance plan for employees in the State of California. These deductions should be recorded separately for use in subsequent tax reporting.
<b>WCO</b>	Deductions on the <b>DDD</b> Table that have a system deduction ID of <b>WCO</b> are used to track the amount of contributions to the Oregon Workers' Comp fund for employees in the State of Oregon. These deductions should be recorded separately for use in subsequent tax reporting.

Code	Description
<b>WCW</b>	Deductions on the <b>DDD</b> Table that have a system deduction ID of <b>WCW</b> are used to track the amount of contributions to the Supplemental Pension and Medical Aid funds under the Washington Industrial Insurance Act (workers' comp) for employees in the State of Washington. These deductions should be recorded separately for use in subsequent tax reporting.



## Record 1 Fields

Field (Columns)	Description
<b>Description</b> <b>(Column 38-57)</b>	Name of the State. <i>Required, alphanumeric, 20 characters.</i>
<b>St</b> <b>(Column 58-59)</b>	Alphabetic (Post Office Code) State (from the list in the following table). <i>Required, alphanumeric. 2 characters.</i>
<b>St (Tax)</b> <b>(Column 60-61)</b>	State Tax code (from the list in the following table). <i>Required, numeric, 2 places.</i>
<b>Tax Name (W-2)</b> <b>(Column 62-71)</b>	Name of the State that will print on the W-2 Tax Form. <i>Required, alphanumeric, 10 characters.</i>
<b>Tax Form Number</b> <b>(Column 72-81)</b>	Tax Form Number to which the State tax applies, if applicable. <i>Required, alphanumeric, 10 characters.</i>

## Record 2 Fields

Record 2 has a pre-coded 2 in the Action (Column 37) field.

The following 401(k) and 125 taxable indicators apply to both employee and employer taxability.

Field (Columns)	Description
<b>401(k) State Taxable Ind</b> <b>(Column 38)</b>	401(k) State Taxable Indicator. <i>Required, alphanumeric, 1 character.</i> Valid values: Y 401(k) deductions are taxed by the state; they are not recognized as tax-deferred. N 401(k) deductions are not state taxed. Default: N
<b>401(k) SDI Taxable Ind</b> <b>(Column 39)</b>	401(k) SDI Taxable Indicator. <i>Required, alphanumeric, 1 character.</i> Valid values: Y 401(k) deductions are taxable for SDI in this state. N 401(k) deductions are not taxable for SDI in this state. Default: N

Field (Columns)	Description
<b>401(k) SUI Taxable Ind (Column 40)</b>	<p>401(k) SUI Taxable Indicator. <i>Required, alphanumeric, 1 character.</i></p> <p>Valid values:</p> <ul style="list-style-type: none"> <li>Y 401(k) deductions are taxable for SUI in this state.</li> <li>N 401(k) deductions are not taxable for SUI in this state.</li> </ul> <p>Default: N</p>
<b>Section 125 State Taxable Indicator 01 (Column 41)</b>	<p>For non-FlexComp companies, this field determines the taxability status of 125 deductions for state tax. <i>Required, alphanumeric, 1 character.</i></p> <p>Valid values:</p> <ul style="list-style-type: none"> <li>Y taxable</li> <li>N non-taxable</li> </ul> <p>For FlexComp companies, this field determines the state taxability status for FCA accounts that are tied to DST indicator 01.</p> <p>Default: N</p>
<b>Section 125 State Taxable Indicators 02-10 (Column 42-50)</b>	<p>For non-FlexComp companies, these fields are not used. <i>Required, alphanumeric, 1 character, 9 times.</i></p> <p>For FlexComp companies, these fields determine the state taxability status for FCA accounts that are tied to the applicable DST indicator (02-10).</p> <p>Valid values:</p> <ul style="list-style-type: none"> <li>Y taxable</li> <li>N non-taxable</li> </ul> <p>Default: N</p>
<b>Section 125 SDI Taxable Indicator 01 (Column 51)</b>	<p>For non-FlexComp companies, this field determines the taxability status of 125 deductions for SDI tax. <i>Required, alphanumeric, 1 character.</i></p> <p>Valid values:</p> <ul style="list-style-type: none"> <li>Y taxable</li> <li>N non-taxable</li> </ul> <p>For FlexComp companies, this field determines the SDI taxability status for FCA accounts that are tied to DST indicator 01.</p> <p>Default: N</p>
<b>Section 125 SDI Taxable Indicators 02-10 (Column 52-60)</b>	<p>For non-FlexComp companies, these fields are not used. <i>Required, alphanumeric, 1 character, 9 times.</i></p> <p>For FlexComp companies, these fields determine the SDI taxability status for FCA accounts that are tied to the applicable DST indicator (02-10).</p> <p>Valid values:</p> <ul style="list-style-type: none"> <li>Y taxable</li> <li>N non-taxable</li> </ul> <p>Default: N</p>

Field (Columns)	Description
<b>Section 125 SUI Taxable Indicator 01 (Column 61)</b>	<p>For non-FlexComp companies, this field determines the taxability status of 125 deductions for SUI tax. <i>Required, alphanumeric, 1 character.</i></p> <p>Valid values:  Y taxable  N non-taxable</p> <p>For FlexComp companies, this field determines the SUI taxability status for FCA accounts that are tied to DST indicator 01.  Default: N</p>
<b>Section 125 SUI Taxable Indicators 02-10 (Column 62-70)</b>	<p>For non-FlexComp companies, these fields are not used. <i>Required, alphanumeric, 1 character, 9 times.</i></p> <p>For FlexComp companies, these fields determine the SUI taxability status for FCA accounts that are tied to the applicable DST indicator (02-10).  Valid values:  Y taxable  N non-taxable</p> <p>Default: N</p>

### Record 3 Fields

Record 3 has a pre-coded 3 in the Action (Column 37) field.

Field (Columns)	Description
<b>Minimum Dollars (Column 38-46)</b>	<p>State Minimum Dollars. Enter the amount used to calculate weeks worked. For example, \$20.00 is entered as 000002000. Mutually exclusive with Minimum Hours. <i>Optional, numeric, 9 places.</i></p>
<b>Minimum Hours (Column 47-53)</b>	<p>State Minimum Hours. Enter the hours used to calculate weeks worked. For example, 15 is entered as 0001500. Mutually exclusive with Minimum Dollars. <i>Optional, numeric, 7 places.</i></p>
<b>Minimum Ind (Column 54)</b>	<p>Minimum Indicator used to calculate weeks worked for this state. <i>Optional, alphanumeric, 1 character.</i></p> <p>Valid values:  D Minimum Dollars  H Minimum Hours  Blank none</p> <p>Default: D or H, depending on value used to calculate weeks worked.</p>

**Valid State Codes**

<b>IBM State/Province Code</b>	<b>State/Province Name</b>	<b>Post Office Code</b>	<b>Tax Code</b>
01	Alabama	AL	01
50	Alaska	AK	02
60	Alberta	AB	60
02	Arizona	AZ	03
03	Arkansas	AR	04
74	Beyond Provinces		74
61	British Columbia	BC	61
04	California	CA	05
05	Colorado	CO	06
06	Connecticut	CT	07
07	Delaware	DE	08
08	District of Columbia	DC	51
09	Florida	FL	09
10	Georgia	GA	10
51	Hawaii	HI	11
11	Idaho	ID	12
12	Illinois	IL	13
13	Indiana	IN	14
14	Iowa	IA	15
15	Kansas	KS	16
16	Kentucky	KY	17
17	Louisiana	LA	18
18	Maine	ME	19
62	Manitoba	MB	62
19	Maryland	MD	20
20	Massachusetts	MA	21

IBM State/Province Code	State/Province Name	Post Office Code	Tax Code
21	Michigan	MI	22
22	Minnesota	MN	23
23	Mississippi	MS	24
24	Missouri	MO	25
25	Montana	MT	26
26	Nebraska	NE	27
27	Nevada	NV	28
63	New Brunswick	NB	63
64	New Foundland	NF	64
28	New Hampshire	NH	29
29	New Jersey	NJ	30
30	New Mexico	NM	31
31	New York	NY	32
32	North Carolina	NC	33
33	North Dakota	ND	34
65	North West Territory	NT	65
66	Nova Scotia	NS	66
75	Nunavut		75
34	Ohio	OH	35
35	Oklahoma	OK	36
67	Ontario	ON	67
36	Oregon	OR	37
73	Out of Country	OC	73
37	Pennsylvania	PA	38
68	Prince Edward Island	PE	68
52	Puerto Rico	PR	52
69	Quebec	PQ	69
72	Quebec 2		72

IBM State/Province Code	State/Province Name	Post Office Code	Tax Code
38	Rhode Island	RI	39
70	Saskatchewan	SK	70
39	South Carolina	SC	40
40	South Dakota	SD	41
41	Tennessee	TN	42
42	Texas	TX	43
43	Utah	UT	44
44	Vermont	VT	45
54	Virgin Islands	VI	54
45	Virginia	VA	46
46	Washington	WA	47
47	West Virginia	WV	48
48	Wisconsin	WI	49
49	Wyoming	WY	50
71	Yukon	YT	71



Field (Columns)	Description
<b>Annual Min Wage Limit</b> <b>(Column 47-55)</b>	Enter the minimum earnings for one year. (Refer to p. 3 of Canada Pension Plan Contribution and UIC Premium Table.) <i>Optional, numeric, 9 places.</i>
<b>Min Hours Limit</b> <b>(Column 56-64)</b>	Enter the minimum hours multiplied by the weekly hours. (Refer to p. 3 of Canada Pension Plan and UIC Premium Table.) <i>Optional, numeric, 9 places.</i>

## Education Level (EDL)

The **EDL** Table defines valid Education Level Codes to the system. This table edits the employee's Education Level (Field 754) entered in Transaction **380**. A sample **EDL** Table is supplied with the system.

The System/Enterprise Level General Transaction Layout (B) is used for coding optional batch **EDL** Table maintenance.

Field (Columns)	Description
<b>Table ID (Column 18-20)</b>	Valid value is EDL. <i>Required, alphanumeric, 3 characters.</i>
<b>Key (Column 21-22)</b>	User-defined Education Level Code. When entering this field in a batch transaction, leave positions 23-36 blank. <i>Required, alphanumeric, 2 characters.</i>
<b>Description (Column 38-77)</b>	Description of the Education Level. <i>Required, alphanumeric, 40 characters.</i>

## Education Major (EDM)

The **EDM** Table defines valid Education Major Codes to the system. This table edits the employee's Education Major (Field 755) entered in Transaction **380**. A sample **EDM** Table is supplied with the system.

The System/Enterprise Level General Transaction Layout (B) is used for coding optional batch **EDM** Table maintenance.

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Field (Columns)	Description
<b>Table ID (Column 18-20)</b>	Valid value is EDM. <i>Required, alphanumeric, 3 characters.</i>
<b>Key (Column 21-23)</b>	User-defined Education Major Code defines the major field of study. When entering this field in a batch transaction, leave positions 24-36 blank. <i>Required, alphanumeric, 3 characters.</i>
<b>Description (Column 38-77)</b>	Description of the Education Major. <i>Required, alphanumeric, 40 characters.</i>

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## EEO Category (U.S. only) (EEO)

The **EEO** Table establishes the **EEO** Category Codes and **EEO** Subcodes used throughout the organization. The table edits the employee's **EEO** Code Field 038, Transaction **230**, or for Position Control (Field 85N on Transaction **400**), the Management Level (Field 777) entered in the Prior Employment portion of Career Development (Transaction **380**, type **PE**), and edits the **EEO** Code field on the organization's **JOB** or Position **PCT** Table.

To ensure accurate EEO-1 reporting, the first position of the **EEO** Code must be one of the alphabetic codes (**A-K**) established by the EEO Commission. The second and third positions represent the user-defined Job Family, which provides a more precise description to the category specified in the first position. The EEO Commission Category Codes are defined later in this section.

A different EEO coding structure will be used for companies that must file EEO-4 (State and Local Government) or EEO-6 (Higher Education) reports. The coding structure for these types of companies is given in the Employee Maintenance chapter, in the Personnel Control Cards and Reports section.

The System/Enterprise Level General Transaction Layout (A) is used for coding optional batch **EEO** Table maintenance.

Field (Columns)	Description
<b>Table ID (Column 18-20)</b>	Valid value is EEO. <i>Required, alphanumeric, 3 characters.</i>
<b>Key (Column 21-23)</b>	EEO Code for EEO-1 reporting consists of a one-character alphabetic Category Code (A-K) plus a two-character user-defined numeric Job Family designation. For EEO-4 reporting, the EEO Code consists of a Category Code (A-I) plus a two-character Function Code (01-05). For EEO-6 reporting, the EEO Code consists of a Category Code (A-I) plus a two-character Job Family Code (01-06). When entering this field in a batch transaction, leave positions 24-36 blank. <i>Required, alphanumeric, 3 characters.</i>
<b>Description (Column 38-77)</b>	Description of the EEO Category and Job Family combination. <i>Required, alphanumeric, 20 characters.</i>

**EEO Category Code/Job Family Code**

The following **EEO** Category Codes must be used in the first position of the **EEO** Code if the system is to produce accurate EEO-1 Reports.

<b>Code</b>	<b>Description</b>
<b>A</b>	Officials and Managers
<b>B</b>	Professionals
<b>C</b>	Technicians
<b>D</b>	Sales Workers
<b>E</b>	Office and Clerical
<b>F</b>	Craftsmen (skilled)
<b>G</b>	Operatives (semi-skilled)
<b>H</b>	Laborers (unskilled)
<b>I</b>	Service Workers
<b>J</b>	On the Job Trainees (white collar)
<b>K</b>	On the Job Trainees (blue collar)

The two-position numeric Job Family (Group) Code is entered in the remaining two positions of the **EEO** Code. Job Family is a user-defined coding structure meant to define subsets within each **EEO** Category. Examples are shown below.

<b>Code</b>	<b>Description</b>
A00	Officials and Managers
A01	President
A02	Executive Vice Presidents
A03	Senior Vice Presidents

## Earnings ID (EID)

The **EID** Table allows users to establish the earnings types which are used to categorize all earnings in your Earnings Control Tables (**ERN**). A single **EID** Table entry may apply to several earnings defined on the **ERN** Tables. For example, if Earnings Numbers 010 and 020 on the **ERN** Table are both types of Disability Pay earnings, they will most likely be given System Earnings ID **DBP**.

For FlexComp processing, an **EID** code of **125** must be entered because it will be needed as a system Earnings ID for all FlexComp **125**-Type earnings on the **ERN** Table. This code is listed in the following table as it is subject to special processing.

The following table lists several suggested **EID** Codes. The codes highlighted with an asterisk are subject to special system processing, as described later in this section. If the special processing associated with the highlighted code is **not** desired, a different code should be used for that earnings type. All **EID** Codes other than those highlighted with an asterisk are user-defined. Additional **EID** codes may be added, if desired.

The Earnings ID Table Transaction Layout is used for coding optional batch **EID** Table maintenance.

Field (Columns)	Description
<b>Table ID</b> (Column 18-20)	Valid value is EID (pre-coded on the transaction layout). <i>Required, alphanumeric, 3 characters.</i>
<b>Earn Code</b> (Column 21-23)	Earnings ID are user-defined, and may be one of those listed in the following table. The codes preceded by an asterisk in Table 2-4 are subject to special processing. To avoid the special processing, assign a code other than the special processing code in the following table. When entering this field in a batch transaction, leave positions 24-36 blank. For FlexComp processing, the valid special processing code is 125. When entering this field in a batch transaction, leave positions 24-36 blank. <i>Required, alphanumeric, 3 characters.</i>
<b>Description</b> (Column 38-77)	Description of the earnings. <i>Required, alphanumeric, 20 characters.</i>

**Suggested System Earnings ID Codes**

(Codes highlighted with an asterisk are subject to special system processing.)

<b>Code</b>	<b>Description</b>
<b>ABC</b>	Absent as Directed by Company
<b>*ADB</b>	Adoption Benefits
<b>ADJ</b>	Adjustment
<b>*ADV</b>	Advance
<b>*AUT</b>	100% Auto (Non-Cash Fringe Benefits) (reported on Canadian Year-end statement for Canadian companies)
<b>AUM</b>	Authorized Union Meetings
<b>BON</b>	Bonus
<b>BDF</b>	Bonus-Deferred
<b>BDC</b>	Bonus-Discretionary
<b>CLH</b>	Call Out Less than 2-3/4 hours
<b>COE</b>	Call Out in Excess of 2-3/4 hours
<b>CNW</b>	Call Out No Work Provided
<b>CAL</b>	Car Allowance
<b>COM</b>	Commission (reported on Canadian Year-end statement for Canadian companies)
<b>DBP</b>	Disability Pay
<b>*EBC</b>	Cash Employee Business Expense Reimbursement (W-2 reportable)
<b>*EBN</b>	Non-Cash Employee Business Expense Reimbursement (W-2 reportable)
<b>EDA</b>	Educational Assistance
<b>*EIC</b>	Earned Income Credit
<b>*EII</b>	Earned Income Credit for Indiana
<b>*ENS</b>	Exercise of Non-Statutory Stock
<b>*EPP</b>	Excess Golden Parachute Payments
<b>EXH</b>	Excess of 8 hours in 24 Hour Period
<b>*EXP</b>	Expatriate

Code	Description
<b>*FRB</b>	Non-Cash Fringe Benefits (Taxable)
<b>*GTL</b>	Cost of Group Term Life in Excess of \$50,000
<b>*GTU</b>	Portion of cost of Group Term Life in Excess of \$50,000 – FICA not collected (non-cash)
<b>HBL</b>	Housing (reported on Canadian Year-end statement for Canadian companies)
<b>*HNW</b>	Holiday Not Worked
<b>*HSA</b>	Health Savings Accounts
<b>*HWK</b>	Holiday Worked
<b>INC</b>	Incentive
<b>JDY</b>	Jury Duty
<b>LIL</b>	Loans (reported on Canadian Year-end statement for Canadian companies)
<b>LWP</b>	Leave With Pay
<b>*LCP</b>	Legal Compensation
<b>LCD</b>	Lost Time Compensation – Death in Family
<b>LCI</b>	Lost Time Compensation – Illness in Family
<b>LCO</b>	Lost Time Compensation – Other
<b>LDF</b>	Lost Time Disability Subject to FICA
<b>LTC</b>	Lost Time No Compensation
<b>LNF</b>	Lost Time – Not Subject to FICA
<b>LTS</b>	Lost Time – Shift Change
<b>LSF</b>	Lost Time Subject to FICA
<b>MAL</b>	Meal Allowance (Non-taxable)
<b>*MCE</b>	Non-taxable Cash Moving Expenses
<b>MCI</b>	Taxable Cash Moving Expenses
<b>MLP</b>	Military Leave With Pay
<b>*MNE</b>	Non-taxable Non-cash Moving Expenses
<b>MNI</b>	Taxable Non-cash Moving Expenses
<b>*NQU</b>	Non-qualified Plan Distributions
<b>*NQA</b>	Non-Cash – Exclude from Gross Wages

<b>Code</b>	<b>Description</b>
<b>OHP</b>	Other Pay
<b>*OSA</b>	Overseas Allowance
<b>*OVT</b>	Overtime
<b>PAD</b>	Pension Adjustment Earnings (reported on Canadian Year-end statement for Canadian companies)
<b>PDN</b>	Pay Differential Location (Non-taxable)
<b>PDT</b>	Pay Differential Location (Taxable)
<b>*PEN</b>	Pension Earnings (Pension Companies)
<b>PRT</b>	Piece Rate
<b>*PRM</b>	Premium
<b>*PTO</b>	Paid Time Off
<b>*REG</b>	Regular
<b>*RLA</b>	Relocation Allowance
<b>RLH</b>	Report to Work Less than 3 Hours Provided
<b>RET</b>	Retroactive Pay
<b>*SEV</b>	Severance
<b>*SFD</b>	Shift Differential Pay
<b>*SKO</b>	Sick Pay Not Subject to FICA
<b>*SKW</b>	Sick Pay Subject to FICA
<b>*STO</b>	Stock Option (reported on Canadian Year-end statement for Canadian companies)
<b>SRD</b>	Strike Duty
<b>*TIP</b>	Tips (FICA tax collected)
<b>*TPA</b>	Allocated Tips (Non-Cash, Non-taxable)
<b>*TPN</b>	Third Party Sick Pay (Non-taxable)
<b>TPS</b>	Third Party Sick Pay (Taxable)
<b>*TPU</b>	Tips (no FICA tax collected)
<b>TRV</b>	Travel (reported on Canadian Year-end statement for Canadian companies)
<b>UAL</b>	Uniform Allowance
<b>*VAC</b>	Vacation

Code	Description
<b>WBF</b>	Non-cash fringe benefit (taxable) resulting from employer paid workers' benefit fund assessment in Oregon.
<b>99A</b>	1099A Box - Cash Earnings
<b>99B</b>	1099B Box - Non-Cash Earnings
<b>*125</b>	FlexComp Reimbursement
<b>*409</b>	Income under a Section 409A non-qualified deferred compensation plan

### Special Processing for EID Codes

The following **EID** Codes, when associated with **ERN** Table earnings, will initiate special processing during a payroll run. These codes were highlighted with an asterisk in the preceding table.

Code	Description
<b>ADB</b>	Any earnings tagged as <b>ADB</b> will print on the W-2 as Code T. This is the total paid or reimbursed to the employee for qualified adoption expenses.
<b>ADV</b>	Any earnings tagged as <b>ADV</b> will be printed in the Unreported Wages column on the Workers' Compensation Report.
<b>AUT</b>	Any earnings tagged as <b>AUT</b> (100% Auto) will be treated similar to a Fringe Benefit ( <b>FRB</b> ) earnings except that the <b>AUT</b> amount will be reported as AUTO on the W-2 Form. Since <b>AUT</b> earnings are Federal Taxable, they should be defined as such on the ERN Table. The YTD earnings amount of <b>AUT</b> earnings defined on the table as <b>not</b> Federal Taxable will be added to the employee's Federal Taxable Wages when reported on the W-2 Form.
<b>EBC</b>	Earnings having an EID of <b>EBC</b> or <b>EBN</b> should be paid to an employee <b>only</b> .

Code	Description
<b>EBN</b>	When the employee's total business expense reimbursement exceeds the government-specified maximum rate, the <b>EBC</b> (for <b>cash</b> reimbursements) or <b>EBN</b> (for non-cash reimbursements) are used to reflect only the portion of such excess reimbursements up to the government-specified rate; any additional reimbursements (beyond the government rate) should be paid with a non-EBC or -EBN earnings. Similarly, if the total reimbursement does not exceed the government-specified rate, a non-EBC or -EBN earnings should be used. Any earnings tagged as EBC or EBN (Excess Business Expense Reimbursements) will be reported on the W-2 Form as Code L. EBN is defined in the copy member ERNCONST as non-cash earnings. Excess reimbursements retained by the employee are normal taxable earnings, require no special Earnings ID, and are reported in Box 1 of the W-2.
<b>EIC</b>	Any earnings tagged as <b>EIC</b> and having Calc Code C0 will (with proper setup) invoke Earned Income Credit processing. The appropriate information will be passed to the tax module to process the credit if applicable.
<b>EII</b>	These earnings are for Indiana employees that have a Federal EIC earning. This must have a C0 Calc Code and be set up for the employee prior to invoking the Indiana Earned Income Credit processing. The Indiana Earning Income Credit is 6% of the Federal EIC.
<b>ENS</b>	Exercise of Non-Statutory Stock Options. These earnings show the fair market value of stock over the exercise price of the option (s) granted to the employee. They are taxable Federal, Social Security and Medicare wages. They are reported on the W-2 as Code V.
<b>EPP</b>	Any earnings tagged as <b>EPP</b> (Excess Golden Parachute Payments) will be totaled; then multiplied by the excise tax rate (currently 20%) before being reported on the W-2 Form as Code K.
<b>EXP</b>	Any earnings tagged as <b>EXP</b> will appear in the Unreported Pay column on the Workers' Compensation Report.

Code	Description
<b>FRB</b>	Any earnings tagged as <b>FRB</b> will be excluded from normal gross pay amounts, but will be included in the appropriate taxable grosses as defined on the Earnings Control ( <b>ERN</b> ) Table. The dollar amount of <b>FRB</b> earnings will be taxed according to the Tax Withholding indicators on the <b>ERN</b> Table, but the dollars will not be included in the gross pay amount. <b>FRB</b> earnings will be reported as Fringe Benefits on the W-2 Form. Since <b>FRB</b> earnings are Federal Taxable earnings, they should be defined as such on the ERN Table. The YTD earnings amount of <b>FRB</b> earnings, defined on the table as <b>not</b> Federal Taxable, will be added to the employee's Federal Taxable Wages when reported on the W-2 Form.
<b>GTL</b>	Any earnings tagged as <b>GTL</b> will be totaled and reported on the W-2 Form as Code C. These earnings represent the amount of imputed income due to Group Term Life Insurance in Excess of \$50,000, and will be included in Federal, State, and Local gross pay amounts only if defined as such in the copy member ERNCONST.
<b>GTU</b>	These earnings represent the portion of <b>GTL</b> imputed income for which no FICA tax has been collected. This is non-cash earnings (and as such must be defined in copy member ERNCONST), and will be reported on Form W-2 as an uncollected OASDI portion of FICA (multiplied by the OASDI FICA percent) and as an uncollected Medicare portion (multiplied by the Medicare FICA percent). For accurate W-2 reporting, it is essential that <b>GTU</b> earnings be defined as <b>not</b> FICA (OASDI and Medicare) Taxable on the Earnings Directory, since the YTD <b>GTU</b> earnings will be added to both Social Security and Medicare Taxable Wages before being reported on the W-2 Form.
<b>HNW</b>	If there is a Number of Holidays field entered on the <b>CAL</b> Table for the pay period being processed, earnings are searched for those tagged as <b>HNW</b> . Then the system checks for an Earnings Calculation Code of <b>E0</b> in order to process the automatic back out of holiday pay from regular pay. The backed-out amount is then recorded in the <b>HNW</b> earnings accumulator. The net result on the employee's check will be no different, but the hours and dollars are recorded under Holiday.
<b>HSA</b>	Employer Contributions to the employee's Health Savings Account. This is taxable income, and will be reported on the W-2 Form as Code W.

Code	Description
<b>HWK</b>	Any earnings tagged as <b>HWK</b> will print in the Total Overtime column on the Workers' Compensation Report. The overtime premium amount is calculated in the Gross Earnings calculation portion of the payroll process, and the result is placed in the employee's State Tax Table.
<b>125</b>	Any FlexComp earnings tagged as <b>125</b> will be considered tax deferred earnings and will be tracked through the FlexComp system.
<b>LCP</b>	Any earnings tagged as <b>LCP</b> will appear as Unreported Wages on the Workers' Compensation Report.
<b>MCE</b>	Moving expense Cash reimbursements, Excludable from taxable income. These are cash earnings used to reimburse employees for moving expenses that are deductible in nature. These earnings are nontaxable for Federal and FICA, and should be nontaxable for State and Local withholding. They will appear on the W-2 Form as Code P.
<b>MCI</b>	Moving expense Cash reimbursements, includible in taxable income. These are cash earnings used to reimburse employees for moving expenses that are nondeductible in nature. These earnings are fully taxable for Federal, FICA, State and Local withholding.
<b>MNE</b>	Moving expense Non-cash reimbursements, Excludable from taxable income. These are non-cash earnings (as defined in copy member ERNCONST) used to report payments made to third parties on behalf of employees, for moving expenses that are deductible in nature. These earnings are nontaxable for Federal and FICA, and should be nontaxable for State and Local withholding. They will appear on the W-2 Form as Code P.
<b>MNI</b>	Moving expense Non-cash reimbursements, includible in taxable income. These are non-cash earnings (as defined in copy member ERNCONST) used to report payments made to third parties on behalf of employees, for moving expenses that are nondeductible in nature. These earnings are fully taxable for Federal, FICA, State and Local withholding.
<b>NQU</b>	These earnings represent distributions from non-qualified defined compensation plans that are not Code Section 457 plans. These savings are reported on Form W-2, and are cash payments taxable for Federal withholding.
<b>OSA</b>	Any earnings tagged as <b>OSA</b> will appear as Unreported Wages on the Workers' Compensation Report.

Code	Description
<b>OVT</b>	Any earnings tagged as <b>OVT</b> will appear in the Total Overtime column on the Workers' Compensation Report. An overtime premium amount is calculated in the Gross Earnings calculation portion of the payroll process, and the result is stored in the employee's State Segment as Overtime Pay.
<b>PEN</b>	All pension payments for 1099-R reporting must be identified as <b>PEN</b> type earnings. This <b>EID</b> may only be used (and must be used) for all earnings paid in a Pension Organization.
<b>PRM</b>	Any earnings tagged as <b>PRM</b> will print in the Premium Pay column on the Workers' Compensation Report. All earnings will be updated on the employee's State Tax Table as Premium Pay.
<b>PTO</b>	Any earnings tagged as <b>PTO</b> are used to pay employees for time off from work (e.g., vacation, sick time, jury duty), and the hours specified in the timesheet transaction will reduce the employee's Paid Time Off hours accumulations.
<b>REG</b>	Any earnings tagged as <b>REG</b> will print in the Total Reg column on the Workers' Compensation Report. Employee salaries and rates for regular pay are associated with earnings ID <b>001</b> and <b>REG</b> . Overtime premium is calculated by subtracting the regular rate from the overtime rate.
<b>RLA</b>	Any earnings tagged as <b>RLA</b> will print as Unreported Wages on the Workers' Compensation Report.
<b>SEV</b>	Any earnings tagged as <b>SEV</b> will be tracked in the employee's State Tax Table as Severance Pay.
<b>SFD</b>	Any earnings tagged as <b>SFD</b> will have the earnings amount included in the FLSA compliant calculation for 'regular rate'. The hours associated with the <b>SFD</b> will not be included in the FLSA calculation.
<b>SKO</b>	Any earnings tagged as <b>SKO</b> will be tracked in the employee's State Tax Table and will accumulate as sick pay. Year-to-Date hours will be moved to the Sick-Time Taken Accumulator in the Miscellaneous Table created during Personnel Year-End processing.
<b>SKW</b>	Any earnings tagged as <b>SKW</b> will be tracked in the employee's State Tax Table and the hours will also be accumulated as Sick-Time Taken in the Miscellaneous Table.
<b>STO</b>	Any earnings tagged as <b>STO</b> will be printed as Total Unreported Wages on the Workers' Compensation Report.

Code	Description
<b>TIP</b>	These are tip earnings an employee receives as cash from which FICA tax has been collected from the employee. These earnings are reported on the Form W-2, along with <b>TPU</b> type earnings. For accurate W-2 reporting, it is essential that <b>TIP</b> earnings be defined as FICA (OASDI and Medicare) Taxable on the Earnings Directory, since the YTD TIP Earnings will be subtracted from Social Security Wages before being reported on the W-2 Form.
<b>TPA</b>	Earnings tagged as <b>TPA</b> will be totaled and reported on the W-2 Form. These earnings should always be defined as non-taxable on the <b>ERN</b> Table (Earnings Withholding Indicators = N).
<b>TPN</b>	Earnings tagged as TPN will be totaled and reported on the W-2 Form as Code J. These earnings will be included in Federal, State and Local Gross pay amounts only if defined as such in the copy member ERNCONST.
<b>TPU</b>	These are tip earnings an employee receives as cash, and from which FICA tax (OASDI or Medicare) has <b>not</b> been collected from the employee. These earnings are added together with <b>TIP</b> type earnings and the result is shown on Form W-2. These earnings will also be multiplied by the FICA tax rate, and the result shown on Form W-2. For accurate W-2 reporting, it is essential that <b>TPU</b> earnings be defined as <b>not</b> FICA (OASDI and Medicare) Taxable on the Earnings Directory, since the YTD <b>TPU</b> earnings will be added to Social Security Taxable Wages before being reported on the W-2 Form.
<b>VAC</b>	All earnings tagged as <b>VAC</b> will be totaled at year-end to update the Vacation Taken field on the Miscellaneous Table. Vacation earnings are stored throughout the year in the employee's Earnings Table Field 206 (YTD earnings).
<b>WBF</b>	Any earnings tagged as WBF will be excluded from normal gross pay amounts, but will be included in the appropriate taxable grosses as defined on the Earnings Control (ERN) table. Since WBF earnings are Federal taxable earnings, they should be defined as such on the ERN table. The rate used for WBF earnings represents the portion of the employee rate that is being paid by the employer.
<b>409</b>	Income under a Section 409A Non-Qualified Deferred Compensation Plan. They are reported on the W-2 as Code Z.

Code	Description
<b>99A</b>	All earnings tagged as <b>99A</b> are considered cash earnings. 1099 Reporting scans earnings records for <b>99A</b> types; these will be reported on a 1099.
<b>99B</b>	All earnings tagged as <b>99B</b> are considered non-cash earnings. 1099 Reporting scans earnings records for <b>99B</b> types; these will be reported on a 1099 rather than on a W-2.

## Message Information (EMG)

The Message Information Table contains the warning and error codes and messages issued by the system during employee maintenance. Each **EMG** Table entry contains an Error Message Code, the message text (cols: 38-67), and an error severity designation (one, two, or three asterisks) (cols: 68-70). The number of asterisks relate to the increased error severity of the data entered or omitted, and should be interpreted as follows:

- \* = Warning – an informational message, but should be reviewed.
- \*\* = Caution – error situations that should be reviewed carefully.
- \*\*\* = Error – Field that has been rejected. Correct and re-submit (batch) or re-enter (online).

The asterisks, Message Code, and text will print on employee maintenance and audit reports.

A populated Message Table is supplied with the system. User revisions to the table should be made carefully. Changes can be accommodated only after researching the programs.

## Employee Status Reason (EMS)

The **EMS** Table is used to edit the Employee Status (Field 016) and Employee Status Reason (Field 017) entered via Transactions **210** or **220**. This Employee Status Reason Code attempts to give a fuller meaning to a typical status of, for example, "active." The first position of each code is required and represents the major employee status type (**A**ctive, **T**erminated, **L**eave, **R**etired, or **S**pecial). The next two positions are user-defined status reason codes, which represent subtypes for each of the major status types. For example:

- \***AOH** Active/Original Hire
- \***ARH** Active/Rehire
- AOF** Active/Original/Hire Full Time
- AOP** Active/Original/Hire/Part Time
- LOA** Leave of Absence

\* Required by the system to be used as defaults.

Employee Status Reason Codes **TDB** (Terminated, Disability), **TDC** (Terminated, Deceased), **TRF** (Terminated, Reduction in Force) and **TTR** (Terminated, Transferred to Another Organization) should reside on this table. These entries, when coupled with certain other fields in Employee Maintenance Transaction **500** (Termination/Leave), may affect the employee's Benefit Plan Status (even-numbered Fields 078 - 090).

Employee Status Reason Code **LEE** (Leave of Absence, exclude from EEO-1 headcount totals) should reside on this table and should be assigned to employees who are on leave of absence and who should not be included in an establishment's EEO-1 Report's headcount totals.

The Employee Status Reason Table Transaction Layout is used for coding optional batch **EMS** Table maintenance.

EMPLOYEE STATUS REASON TABLE

Record 1

INIT	TRAN SEQ	ID	ORG ID	PAY GR	TBL ID	EMPL STAT REAS CODE	DESCRIPTION
1	4	7	10	16	18	21-23	37-38 77

EMPSTATR.XLS/1000

Field (Columns)	Description
<b>Table ID (Column 18-20)</b>	Valid value is EMS (pre-coded on the transaction layout). <i>Required, alphanumeric, 3 characters.</i>
<b>Empl Stat Reas Code (Column 21-23)</b>	Employee Status Reason Code. Valid values for the first position of this code are A, T, L, R or S. The next two positions are user-defined. When entering this field in a batch transaction, leave positions 24-36 blank. <i>Required, alphanumeric, 3 characters.</i>

#### Record 1 Fields

Field (Columns)	Description
<b>Description (Column 38-77)</b>	Description of the Status and Status Reason. <i>Required, alphanumeric, 40 characters.</i>

## Experience Type (EXP)

The **EXP** Table defines the valid Experience Codes that will be used throughout your organization to edit employee Career Profile transactions entered via Transaction **380**. The Experience Codes on the **EXP** Table define the types of Career Profile data that may be entered in Transaction **380**.

A populated **EXP** Table is supplied with the system. The Experience Codes provided with the system are shown in the following table. The System/Enterprise Level General Transaction Layout (B) is used for coding optional batch **EXP** Table maintenance.

Field (Columns)	Description
<b>Table ID (Column 18-20)</b>	Valid value is EXP. <i>Required, alphanumeric, 3 characters.</i>
<b>Key (Column 21-22)</b>	Experience Type Code, as listed in the following table. When entering this field in a batch transaction, leave positions 23-36 blank. <i>Required, alphanumeric, 2 characters.</i>
<b>Description (Column 38-77)</b>	Description of the Experience Type. <i>Required, alphanumeric, 40 characters.</i>

The following table lists Experience Codes supplied with the **EXP** Table. The Career Profile will display employee data associated with these codes. Therefore, these codes should not be deleted from the **EXP** Table.

### Experience Codes supplied with the EXP Table

Code	Description
<b>AC</b>	Significant Achievements
<b>CO</b>	Career Objectives (job desired)
<b>CD</b>	Career Development (skills required for objective)
<b>ED</b>	Education (college, major, level)
<b>FL</b>	Foreign Languages (language proficiency)
<b>PE</b>	Prior Employment (companies, years there)
<b>PL</b>	Professional Licenses/Certifications (license with inception/expiration dates)
<b>TR</b>	Training (courses, costs)
<b>TX</b>	Text (free format - user-defined narratives)

<b>Code</b>	<b>Description</b>
<b>WE</b>	Work Experience (skills)
<b>WS</b>	Work Specialties (skills inventory)

## Flexible Compensation Claimant Codes (FCC)

The **FCC** Table defines the Claimant Codes that will be used throughout your organization to edit Employee Flexible Compensation claims. The Claimant Codes on the **FCC** Table define the valid claimant codes that may be entered on a claim.

Field (Columns)	Description
<b>Table ID (Column 18-20)</b>	Valid value is FCC. <i>Required, alphanumeric, 3 characters.</i>
<b>Key (Column 21)</b>	Claimant Code. When entering this field in a batch transaction, leave positions 22-36 blank. <i>Required, alphanumeric, 1 character.</i>
<b>Description (Column 38-77)</b>	Description of the Claimant Code. <i>Required, alphanumeric, 40 characters.</i>

## Flexible Compensation Denial Code (FCD)

The **FCD** Table defines the Claim Denial Codes that will be used to edit employee Flexible Compensation claims. The denial codes on the **FCD** Table define the valid denial codes that may be entered on a claim.

Field (Columns)	Description
<b>Table ID (Column 18-20)</b>	Valid value is FCD. <i>Required, alphanumeric, 3 characters.</i>
<b>Key (Column 21-23)</b>	Denial Code. When entering this field in a batch transaction, leave position 24-36 blank. <i>Required, alphanumeric, 3 characters.</i>
<b>Description (Column 38-77)</b>	Description of the Denial Code. <i>Required, alphanumeric, 40 characters.</i>

## Flexible Compensation Change Reason (FCR)

The **FCR** Table defines the Change Reason that will be used to edit the Employee Flexible Compensation Annual Election and Account Status Change Reason. These codes represent the valid reasons for changing the employee's Annual Election and Account Status.

Field (Columns)	Description
<b>Table ID (Column 18-20)</b>	Valid value is FCR. <i>Required, alphanumeric, 3 characters.</i>
<b>Key (Column 21-22)</b>	Change Reason. When entering this field in a batch transaction, leave positions 24-36 blank. <i>Required, alphanumeric, 2 characters.</i>
<b>Description (Column 38-77)</b>	Description of the Change Reason. <i>Required, alphanumeric, 40 characters.</i>

## Field Panel/Transaction Definition (FIN)

The **FIN** Table defines all fields stored on the Panel/Transaction. The **FIN** Table identifies which fields are associated with the Panel/Transaction Code. This table provides access to Field Level Security and User Field Edits. Because the **FIN** Table is critical to proper system processing, maintenance to the table should be restricted only to revisions to the Description field. Fields added by the user to the Employee Tables must be added to the table, using a user-defined field number.

A populated **FIN** Table is supplied with the system. The table will be modified to reflect any changes made to Employee Tables. The Field Panel/Transaction Table Transaction Layout is used for coding optional batch **FIN** Table maintenance.

FIELD PANEL/TRANSACTION DEFINITION TABLE

Record 1

INIT	TRAN SEQ	ID	ORG ID	PAY GR	TBL ID	TRANS CODE	FIELD NUMBER	ACTION	DESCRIPTION
1	4	7	10	16	18	21	26	37-38	67

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Field (Columns)	Description
<b>Table ID (Column 18-20)</b>	Valid value is FIN (pre-coded on the transaction layout). <i>Required, alphanumeric, 3 characters.</i>
<b>Panel/Transaction Code (Column 21-23)</b>	Control Panel/Transaction ID. This field identifies the Panel/Transaction through which the field is ordinarily maintained. When entering this field in a batch transaction, leave positions 24-25 blank. <i>Required, alphanumeric, 3 characters.</i>
<b>Field No (Column 26-29)</b>	System-defined Field Number. Enter 0000 when defining the Panel/Transaction Code. When entering this field in a batch transaction, leave positions 30-36 blank. <i>Required, alphanumeric, 3 or 4 characters.</i>

### Record 1 Fields

Field (Columns)	Description
<b>Description (Column 38-67)</b>	Description of the field. Defaults from the FIT table. Enter a description of the Panel/Transaction Code. <i>Optional, alphanumeric, 40 characters.</i>

## Field Information (FIT)

The **FIT** Table defines all fields stored on the Employee Tables. The **FIT** Table provides the field names that will print on Employee Maintenance Audit Reports, and identifies the Transaction Code with which a field is associated (for use by the system when processing batch Transactions **450** or **499**). Because the **FIT** Table is critical to proper system processing, maintenance to the table should be restricted only to revisions to the Description field. Fields added by the user to the Employee Tables must be added to the table, using a user-defined field number.

A populated **FIT** Table is supplied with the system. The table will be modified to reflect any changes made to Employee Tables. The Field Information Table Transaction Layout is used for coding optional batch **FIT** Table maintenance.

Field (Columns)	Description
<b>Table ID</b> (Column 18-20)	Valid value is FIT (pre-coded on the transaction layout). <i>Required, alphanumeric, 3 characters.</i>
<b>Field No</b> (Column 21-24)	System-defined Field Number. When entering this field in a batch transaction, leave positions 25-36 blank. <i>Required, alphanumeric, 3 or 4 characters.</i>

### Record 1 Fields

Field (Columns)	Description
<b>Description</b> (Column 38-67)	Description of the field. <i>Required, alphanumeric, 30 characters.</i>
<b>Field Name</b> (Column 68-77)	Abbreviated Field Name will print on Employee Maintenance Audit Reports whenever the field is updated. <i>Required, alphanumeric, 10 characters.</i>
<b>Ctl Tran</b> (Column 78-80)	Control Transaction ID. This field identifies the Employee Maintenance transaction through which the field is ordinarily maintained. Enter *** if the field is generated by the system rather than entered directly by the user. The system uses this field to translate Employee Maintenance Batch Transactions 450 and 499. <i>Required, alphanumeric, 3 characters.</i>
<b>Priority</b> (Column 81)	Contains P if the field entry is a Priority Data Element. (A Priority Data Element can be updated only by use of a Priority Transaction (Transaction 499), described in the <i>Masterpiece/Net HRMS Personnel and Benefits Batch Guide</i> . <i>Optional, alphanumeric, 1 character.</i>

## FLSA Codes (FLS)

The **FLS** Table defines the Fair Labor Standards Act Codes and is used to edit the employee's FLSA Code (Field 040, Transaction **230**, or Field 85Q, Transaction **400** for Position Control) and the FLSA Code entered on the **JOB** or Position **PCT** Table, Code **E** = exempt from overtime or **N** = non-exempt from overtime. To ensure accurate EEO reporting, Codes **E** and **N** must be used on this table, and may not be substituted.

The System/Enterprise Level General Transaction Layout (A) is used for coding optional batch **FLS** Table maintenance.

Field (Columns)	Description
<b>Table ID (Column 18-20)</b>	Valid value is FLS. <i>Required, alphanumeric, 3 characters.</i>
<b>Key (Column 21)</b>	FLSA Code. When entering this field in a batch transaction, leave positions 22-36 blank. <i>Required, alphanumeric, 1 character.</i> Valid values: E exempt from overtime. N non-exempt from overtime. Default: none
<b>Description (Column 38-77)</b>	Description of the FLSA Code. <i>Required, alphanumeric, 40 characters.</i>

## Handicap Codes (HCC)

The **HCC** Table defines Handicap Codes used throughout the organization, and is used to edit the employee's Handicap Code (Field 012) entered via Transaction **210** or **220**. These codes are user-defined, but must include **01** as **Not Handicapped** because the system uses **01** as the default for an employee's Handicap Code. Use **99** for disabled. This code will be used within the Tax Reporting System.

The System/Enterprise Level General Transaction Layout (B) is used for coding optional batch **HCC** Table maintenance.

Field (Columns)	Description
<b>Table ID (Column 18-20)</b>	Valid value is HCC. <i>Required, alphanumeric, 3 characters.</i>
<b>Key (Column 21-22)</b>	Handicap Code 01 is required and is recognized as the default by the system. When entering this field in a batch transaction, leave positions 23-36 blank. <i>Required, alphanumeric, 2 characters.</i>
<b>Description (Column 38-77)</b>	Description of the handicap. The description for Code 01 should be Not Handicapped. <i>Required, alphanumeric, 40 characters.</i>

## Handicap Restriction (HCR)

The **HCR** Table defines Handicap Restriction Codes used throughout the organization, and edits the employee's Handicap Restriction Code (Field 013) entered via Transaction **210** and **220**. The codes are user-defined but must include **001** as **Not Restricted** because the system uses **001** as the default for an employee's Handicap Restriction Code.

The System/Enterprise Level General Transaction Layout (B) is used for coding optional batch **HCR** Table maintenance.

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Field (Columns)	Description
<b>Table ID (Column 18-20)</b>	Valid value is HCR. <i>Required, alphanumeric, 3 characters.</i>
<b>Key (Column 21-23)</b>	Handicap Restriction Code. Code 001 is required and is recognized as the default by the system. When entering this field in a batch transaction, leave positions 24-36 blank. <i>Required, alphanumeric, 3 characters.</i>
<b>Description (Column 38-77)</b>	Description of the handicap restriction. The description for Code 001 should be Not Restricted. <i>Required, alphanumeric, 40 characters.</i>

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## Hire Source Codes (HSR)

The **HSR** Table defines Hire Source Codes used throughout the organization, and edits the employee's Hire Source Code (Field 023) entered via Transaction **210** or **220**. The **HSR** Table should include all situations by which an employee may have been hired (e.g., **WI** walk in, **EA** = employment agency referral).

EEO-6 reports require this table to include Hire Source Code **CE**, for employees hired through the CETA program.

The System/Enterprise Level General Transaction Layout (B) is used for coding optional batch **HSR** Table maintenance.

Field (Columns)	Description
<b>Table ID (Column 18-20)</b>	Valid value is <b>HSR</b> . <i>Required, alphanumeric, 3 characters.</i>
<b>Key (Column 21-22)</b>	Hire Source Code. When entering this field in a batch transaction, leave positions 23-36 blank. <i>Required, alphanumeric, 2 characters.</i>
<b>Description (Column 38-77)</b>	Description of the Hire Source. <i>Required, alphanumeric, 40 characters.</i>

## Interstate Commerce Commission Classification Codes (ICC)

The **ICC** Table defines valid **ICC** Codes and edits the employee's **ICC** Code (Field 041) entered via Transaction **230** and the **ICC** Code field on the **JOB** Table. If an **ICC** Classification Code is not needed in the organization, the **ICC** Table can be used for another user-defined purpose, but would nonetheless edit Field 041 and the **JOB** Table's **ICC** Code field.

The System/Enterprise Level General Transaction Layout (B) is used for coding optional batch **ICC** Table maintenance.

Field (Columns)	Description
<b>Table ID</b> <b>(Column 18-20)</b>	Valid value is ICC. <i>Required, alphanumeric, 3 characters.</i>
<b>Key</b> <b>(Column 21-22)</b>	ICC Classification Code. When entering this field in a batch transaction, leave positions 23-36 blank. <i>Required, numeric, 2 places.</i>
<b>Description</b> <b>(Column 38-77)</b>	Description of the ICC Classification. <i>Required, alphanumeric, 40 characters.</i>

## Salary Increase Type (INC)

The **INC** Table defines valid Salary Increase Codes and edits the employee's Increase Type(s) (Fields 215I-218I) entered via Transactions **231** or **405**.

The **INC** Codes are user-defined and are used to define specific types of salary increases for an employee when multiple salary changes are entered on the same day (up to four occurrences per day).

The System/Enterprise Level General Transaction Layout (B) is used for coding optional batch **INC** Table maintenance.

Field (Columns)	Description
<b>Table ID (Column 18-20)</b>	Valid value is INC. <i>Required, alphanumeric, 3 characters.</i>
<b>Key (Column 21-23)</b>	INC (Salary Increase Type) Code. When entering this field in a batch transaction, leave positions 23-36 blank. <i>Required, alphanumeric, 3 characters.</i>
<b>Description (Column 38-77)</b>	Description of the Salary Increase Type Code. <i>Required, alphanumeric, 40 characters.</i>

## Corporate Job Codes (JBC)

The **JBC** Table defines a set of codes that represent the corporate coding scheme for all job codes, regardless of organization. The **JBC** Table can be used to categorize related jobs (defined on the **JOB** Table) throughout all companies in the organization. Each organization can set up its own job-coding scheme on the **JOB** Table. Each **JOB** Table entry also contains a Corporate Job Code field, which relates the entry to one of the corporate codes on the **JBC** Table. This provides job code flexibility and structure across all companies.

The System/Enterprise Level General Transaction Layout (B) is used for coding optional batch **JBC** Table maintenance.

Field (Columns)	Description
<b>Table ID</b> <b>(Column 18-20)</b>	Valid value is JBC. <i>Required, alphanumeric, 3 characters.</i>
<b>Key</b> <b>(Column 21-26)</b>	Corporate Job Code. When entering this field in a batch transaction, leave positions 27-36 blank. <i>Required, alphanumeric, 6 characters.</i>
<b>Description</b> <b>(Column 38-77)</b>	Description of the Job or Job Category. <i>Required, alphanumeric, 40 characters.</i>

## Job Status (JBS)

The **JBS** Table defines Job Status Codes, and edits the employee's Job Status Code (Field 022) entered via Transaction **230** and the Job Status field on the **JOB** Table. Codes **PA** (permanently authorized) and **TA** (temporarily authorized) should be included in the **JBS** Table. Additional Job Status Codes may be added, if desired.

The System/Enterprise Level General Transaction Layout (B) is used for coding optional batch **JBS** Table maintenance.

Field (Columns)	Description
<b>Table ID (Column 18-20)</b>	Valid value is JBS. <i>Required, alphanumeric, 3 characters.</i>
<b>Key (Column 21-22)</b>	Job Status Code. Codes PA and TA are used as defaults in certain processing, and should remain on the JBS Table. When entering this field in a batch transaction, leave positions 23-36 blank. <i>Required, alphanumeric, 2 characters.</i>
<b>Description (Column 38-57)</b>	Description of the Job Status. <i>Required, alphanumeric, 20 characters.</i>

## Job Change Codes (JCC)

The **JCC** Table defines Job Change Codes valid to the organization and edits the employee's Job Change Code (Field 682) entered via Transaction **230** or **370**. The Job Change Code should be used to reflect the type of Transaction **230** change, such as Job Change, Merit Increase, and General Increase that will generate a Job/Pay History. Job Change Codes are user-defined; however, codes **HR** = hire, **ST** = status change, and **TN** = termination are used as defaults in certain situations and, therefore, are required codes.

The System/Enterprise Level General Transaction Layout (B) is used for coding optional batch **JCC** Table maintenance.

Field (Columns)	Description
<b>Table ID (Column 18-20)</b>	Valid value is JCC. <i>Required, alphanumeric, 3 characters.</i>
<b>Key (Column 21-22)</b>	Job Change Code. Codes HR, ST, and TN are required and are recognized by the system as defaults during employee new hire, job change, and termination, respectively. When entering this field in a batch transaction, leave positions 23-36 blank. <i>Required, alphanumeric, 1 character.</i>
<b>Description (Column 38-77)</b>	Description of the Job Change. <i>Required, alphanumeric, 40 characters.</i>

## Joint & Survivor Type (JST)

The **JST** Table is used to edit the employee's Joint & Survivor Type (Field 487) entered via Transaction **331**. Although the codes are user-defined, the **JST** Code **50** (50% J/S option) is required, since the system applies a default value **50** (50% option type) if the employee's option is **A** (accepted) and is married.

The System/Enterprise Level General Transaction Layout (B) is used for coding optional batch **JST** Table maintenance.

Field (Columns)	Description
<b>Table ID (Column 18-20)</b>	Valid value is <b>JST</b> . <i>Required, alphanumeric, 3 characters.</i>
<b>Key (Column 21-22)</b>	JST Code 50 (50% option type) is a required entry. When entering this field in a batch transaction, leave positions 23-36 blank. <i>Required, numeric, 2 places.</i>
<b>Description (Column 38-77)</b>	Description of the Joint & Survivor Type. <i>Required, alphanumeric, 40 characters.</i>

## Joint & Survivor Option (JSU)

The **JSU** Table is used to edit the Joint & Survivor Option Code (Field 486) entered via Transaction **331**. Although the codes are user-defined, the codes most commonly used are **A** = Accepted, **R** = Rejected, and **N** = Not Specified. The **JSU** Code **A** (accepted) is required, since the system applies a default value **A** if the employee is married.

The System/Enterprise Level General Transaction Layout (B) is used for coding optional batch **JSU** Table maintenance.

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Field (Columns)	Description
<b>Table ID (Column 18-20)</b>	Valid value is JSU. <i>Required, alphanumeric, 3 characters.</i>
<b>Key (Column 21)</b>	Option Code. When entering this field in a batch transaction, leave positions 22-36 blank. <i>Required, alphanumeric, 1 character.</i>  Most used user-defined codes: A accepted. R rejected. N not specified.  Default: none <i>Required, alphanumeric, 1 character.</i>
<b>Description (Column 38-77)</b>	Description of the Joint & Survivor Option. <i>Required, alphanumeric, 40 characters.</i>

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## Language Code Table (LAN)

The **LAN** Table defines the valid Foreign Language Codes and edits the employee's Foreign Language Code (Field 77N) entered via the Foreign Language (FL) portion of Transaction **380**. It might be helpful to develop a coding structure that relates to proficiency in the language, such as **FR100** = speaks French, **FR200** = writes French, **FR300** = reads French.

The System/Enterprise Level General Transaction Layout (A) is used for optional batch **LAN** Table Maintenance.

Field (Columns)	Description
<b>Table ID (Column 18-20)</b>	Valid value is <b>LAN</b> . <i>Required, alphanumeric, 3 characters.</i>
<b>Foreign Language Code (Column 21-25)</b>	User-defined Foreign Language Code. When entering this field in a batch transaction, leave positions 26-36 blank. <i>Required, alphanumeric, 5 characters.</i>
<b>Description (Column 38-77)</b>	Name of the language or language/proficiency combination. <i>Required, alphanumeric, 40 characters.</i>

## Local Tax Code Table (U.S. Only) (LTX)

The **LTX** Table establishes all valid Local Tax Codes that will be recognized by the Tax Calculation System (TCS), and edits the employee's Local Tax Codes (Fields 170, 171, 190, 191) entered via Transactions **320** or **322**, or via payroll transactions. Local taxes are calculated by the TCS. The **LTX** Table contains a Resident and Assigned Taxable Indicator; when set to **2** in the **LTX** record of a resident locality, this flag will cause the resident locality (city or county) to be taxed in addition to a respective assigned or transaction-identified work locality. When this flag is set to **1** in the **LTX** record of the resident locality, that resident locality's tax will not be deducted from pay if a corresponding assigned city or county tax has already been deducted.

The **LTX** Table also contains flags to indicate the tax impact of 401k or Section 125 deduction. The maintenance of these flags is a user responsibility.

For those localities that have more than one tax code, the **LTX** Table contains a field that may be used to indicate what the Primary Local Tax Code is. The Alternate Tax Codes are used to indicate which tax code applies other than 01, Withholding Tax.

The Key to the **LTX** Table is composed of three fields: the state code of the localities, a locality designation (**CNT** for County or **CTY** for City), and a Local Tax Code. There is a limit on the **LTX** Table of 100 Local Tax Codes.

The Local Tax Code Table Transaction Layout is used for coding optional batch **LTX** Table maintenance.

LOCAL TAX CODE TABLE

INIT	TRAN SEQ	ID	ORG ID	PAY GR	TBL ID	STATE	CNT OR CTY	LOCAL TAX CODE	ACTION	DESCRIPTION	TAX FORM NUMBER	TAX NAME W-2	RES	ASS	W-2	BLG
1	4	7	10	16	18	21-22	26-28	31-34	37-38		55	66	78	79	80	

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Duplicate Positions  1-36 from Record 1	Action	Primary Local	Alternate Tax Codes				
			1	2	3	4	5
	37	38-41	42-43	44-45	46-47	48-49	50-51
	2						

Field (Columns)	Description
<b>Table ID (Column 18-20)</b>	Valid value is LTX (pre-coded on the transaction layout). <i>Required, alphanumeric, 3 characters.</i>
<b>State (Column 21-22)</b>	State Code of the locality's state. Must be a valid entry on the DST Table. When entering this field in a batch transaction, leave positions 23-25 blank. <i>Required, numeric, 2 places.</i>
<b>CNT or CTY (Column 26-28)</b>	Designates the locality type. When entering this field in a batch transaction, leave positions 29 and 30 blank. <i>Required, alphanumeric, 3 characters.</i>  Valid values: CNT Country. CTY City.  Default: none
<b>Local Tax Code (Column 31-34)</b>	The Local Tax Code for a City must be 4 positions; the code for a County must be 3 positions. It is advised that the City Code <b>not</b> end in zero. The TCS appends a zero to the three-character county tax code to create a four-character local tax code for tax processing. If the three-character county code were the same as the first three characters of a city code that ends with zero, the result would be a city code <b>and</b> county code with the same four-character code and both codes would be rejected by the TCS. When entering this field in a batch transaction, leave positions 335 and 36 blank (for a City Code) or positions 34-36 blank (for a County Code). <i>Required, alphanumeric, 4 characters.</i>

### Record 1 Fields

Field (Columns)	Description
<b>Description (Column 38-57)</b>	Description of the locality to which the Local Tax applies. <i>Required, alphanumeric, 20 characters.</i>
<b>Tax Form Number (Column 58-67)</b>	The Tax Form Number that applies to the local tax. <i>Optional, numeric, 10 places.</i>

Field (Columns)	Description
<b>Tax Name W-2 (Column 68-77)</b>	Name of the locality that will print on the employee's W-2. <i>Required, alphanumeric, 10 characters.</i>
<b>401K Taxable Indicator (Column 78)</b>	401(k) Taxable Indicator. <i>Required, alphanumeric, 1 character.</i> Valid values: Y 401(k) deductions are taxed; they are not recognized as tax-deferred by the locality. N 401(k) deductions are not taxed. Default: none
<b>125 Taxable Indicator (Column 79)</b>	125 Taxable Indicator. <i>Required, alphanumeric, 1 character.</i> Valid values: Y Section 125 deductions are taxed by the state; they are not recognized as tax-deferred by the locality. N Section 125 deductions are not state taxed. Default: none
<b>Resident and Assigned Taxable Indicator (Column 80)</b>	Resident and Assigned Taxable Indicator. <i>Required, numeric, 1 place.</i> Valid values: 0 No tax is taken 1 Causes either the assigned or the resident city/county to be taxed. If an assigned locality exists, it is taxed. Otherwise, the resident locality is taxed. 2 Causes a city/county to be taxed regardless of whether it is the employee's assigned or resident city/county. Default: none

**Record 2 Fields**

Record 2 has a pre-coded 2 in the Action (column 37) field.

Field (Columns)	Description
<b>Primary Local Code (Column 38-41)</b>	This is entered for a secondary Local Tax Code to indicate which Local Tax Code (4 positions for City and 3 for County) is the Primary Local Code. When used, the secondary locality will accumulate separate taxes while the taxable will be tracked by the primary. Must be a valid <b>LTX</b> entry.
<b>Alternate Tax Code 1-5 (Column 42-51)</b>	These may be entered to indicate an Alternate Tax code other than 01, Withholding Tax. If 01 and alternate tax codes are to be tracked as one tax, the 01 and other tax codes are to be entered here. Must be numeric.

## Marital Status (MST)

The **MST** Table defines valid Marital Status Codes that will be used throughout the organization, and edits the employee's Marital Status Code (Field 014) entered via Transaction **300**. The Marital Status Codes are user-defined, but must include the code **M** (married), which is used in assigning default values to employees Joint & Survivor Option and Type fields and in editing the employee's Spouse Name (Field **628M**).

Codes entered on the **MST** Table should reflect actual marital status, without regard toward tax-related marital status, which are accommodated on the **TAX** Table.

The System/Enterprise Level General Transaction Layout (B) is used for coding optional batch **MST** Table maintenance.

Field (Columns)	Description
<b>Table ID (Column 18-20)</b>	Valid value is MST. <i>Required, alphanumeric, 3 characters.</i>
<b>Key (Column 21)</b>	Marital Status Code. When entering this field in a batch transaction, leave positions 22-36 blank. <i>Required, alphanumeric, 1 character.</i>
<b>Description (Column 38-77)</b>	Description of the Marital Status. <i>Required, alphanumeric, 40 characters.</i>

## Professional License And Membership Table (PLC)

The **PLC** Table contains the Professional Licenses and Membership Codes used throughout the organization and edits the employee's Professional License Code (Field 78B) entered via the Professional License (PL) portion of Transaction **380**.

Examples of **PLC** data include the following:

- Codes to identify drivers license data
- CPR certification
- Professional membership expiration dates
- Subscription end dates
- Organization-issued credit cards

The Professional License and Membership Table Transaction Layout is used for coding optional batch **PLC** Table maintenance.

**PROFESSIONAL LICENSE AND MEMBERSHIP TABLE**

Record 1

INIT	TRAN SEQ	ID	ORG ID	PAY GR	TBL ID	PROF LICENSE & MEMBER CODE	DESCRIPTION
1	4	7	10	16	18	21-25	37-38 77

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Field (Columns)	Description
<b>Table ID (Column 18-20)</b>	Valid value is PLC (pre-coded on the transaction layout). <i>Required, alphanumeric, 3 characters.</i>
<b>Prof License &amp; Member Code (Column 21-25)</b>	User-defined Professional License or Membership Code. When entering this field in a batch transaction, leave positions 26-36 blank. <i>Required, alphanumeric, 5 characters.</i>

### Record 1 Fields

Field (Columns)	Description
<b>Description (Column 38-77)</b>	Description of the License or Membership. <i>Required, alphanumeric, 40 characters.</i>

## Pay Status (PYS)

The **PYS** Table edits the employee's Pay Status Codes (Field 018) entered via Transaction **230**. A populated **PYS** Table is supplied with the system. The valid codes (**Y** or **N**) must not be revised or deleted, since they are used by the system to determine whether the employee is to be paid.

The System/Enterprise Level General Transaction Layout (B) is used for coding optional batch **PYS** Table maintenance.

Field (Columns)	Description
<b>Table ID (Column 18-20)</b>	Valid value is PYS. <i>Required, alphanumeric, 3 characters.</i>
<b>Key (Column 21)</b>	Pay Status Code. When entering this field in a batch transaction, leave positions 22-36 blank. <i>Required, alphanumeric, 1 character.</i>
<b>Description (Column 38-77)</b>	Description of the Pay Status Code. <i>Required, alphanumeric, 40 characters.</i>

## Race Codes (RAC)

The **RAC** Table edits the employee's Race Code (Field 010) entered via Transaction **210** or **220**. The codes are user-defined, but if the system is used to produce EEO-1 reports, then Race Codes Valid value is **A** = White, **B** = Black, **C** = Hispanic, **D** = Asian/Pacific Islander, and **E** = American Indian, Alaskan Native.

The System/Enterprise Level General Transaction Layout (A) is used for coding optional batch **RAC** Table maintenance.

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Field (Columns)	Description
<b>Table ID (Column 18-20)</b>	Valid value is RAC. <i>Required, alphanumeric, 3 characters.</i>
<b>Key (Column 21)</b>	Race Code is user-defined. If a system-generated EEO-1 Report is desired, these codes. When entering this field in a batch transaction, leave positions 22-36 blank. <i>Required, alphanumeric, 1 character.</i> Valid values: A White B Black – African-American C Hispanic or Latino D Asian E American Indian or Alaska Native F Native Hawaiian or Other Pacific Islander Default: none
<b>Description (Column 38-77)</b>	Description of the Race. <i>Required, alphanumeric, 40 characters.</i>

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## Relationship Codes (RET)

The **RET** Table edits the employee's Relationship Code (Fields 630 and 630E) entered via Transactions **360** and **300**, respectively. Field 630E applies to emergency contact information, entered via either the 400-series sub-code of Transaction **360** or Transaction **300**. Field 630 applies to all other Transaction **360** sub-codes. The Relationship Code is user-defined (e.g., **S** = spouse, **F** = friend, **C** = child, **P** = parent).

The System/Enterprise Level General Transaction Layout (B) is used for coding optional batch **RET** Table maintenance.

Field (Columns)	Description
<b>Table ID (Column 18-20)</b>	Valid value is RET. <i>Required, alphanumeric, 3 characters.</i>
<b>Key (Column 21)</b>	Relationship Code. When entering this field in a batch transaction, leave positions 22-36 blank. <i>Required, alphanumeric, 1 character.</i>
<b>Description (Column 38-77)</b>	Description of the Relationship. <i>Required, alphanumeric, 40 characters.</i>

## Record of Employment Table (Canadian Only) (ROE)

The mandatory **ROE** table is used to store a master list of messages for printing on the Canadian Record of Employment (**ROE**) tax form. A Starter Table is provided at system start-up. Canadian users may add to or change the list of messages by using the key structure defined below.

**Note:** Messages that are to print on a Year-end tax form and contain non-numeric text embedded (e.g., the name of a Charity), must have a **ROE** code that begins with **MA**.

The System/Enterprise Level General Input Form (A) is used for coding all **ROE** Table maintenance.

Field (Columns)	Description
<b>Table ID</b> <b>(Column 18-20)</b>	Valid value is ROE. <i>Required, alphanumeric, 3 characters.</i>
<b>Key</b> <b>(Column 21-23)</b>	Message or Holiday code. When entering this field in a batch transaction, leave positions 24-36 blank. <i>Required, alphanumeric, 3 characters.</i> Valid values for Position 21: M Message. H Holiday. Valid values for Position 22 and 23: 00-99 Default: none
<b>Description</b> <b>(Column 38-77)</b>	Description of the Message or Holiday. <i>Required, alphanumeric, 40 characters.</i>



**Record 2 Fields**

Field (Columns)	Description
<b>Process Option (Column 38)</b>	Process Option. <i>Required, alphanumeric, 1 character.</i> Valid values: Y Maintenance can be processed using either the original Salary Increase data or entered directly against the RPI Table. N Only the original Salary Increase data can be updated. Default: Y
<b>Deduction Schedule (Column 39)</b>	Deduction Schedule. Enter 1 through 9 to select the deduction schedule to be processed from retroactive pay transactions. A blank value defaults to the CAL Table entry <i>Optional, numeric, 1 place.</i> Default: blank

## Job/Pay History Segment Type (SEG)

The **SEG** Table defines the types of data that may be stored on an employee's Job/Pay History Table. The codes **FC** (forecast) and **HS** (history) are required **SEG** Codes. The system automatically creates history tables (**HS**) when relevant data elements are changed in Transactions **210, 220, 230, 231, or 240** or for position control companies, in Transactions **210, 220, 230, 240, 400, 405, or 410**. Users may directly enter forecast (**FC**) information to provide for management planning and reporting.

The System/Enterprise Level General Transaction Layout (B) is used for coding optional batch **SEG** Table maintenance.

Field (Columns)	Description
<b>Table ID (Column 18-20)</b>	Valid value is SEG. <i>Required, alphanumeric, 3 characters.</i>
<b>Key (Column 21-22)</b>	Segment Type Codes. When entering this field in a batch transaction, leave positions 23-36 blank. <i>Required, alphanumeric, 2 characters.</i> Valid values: HS history FC forecast  Default: none
<b>Description (Column 38-77)</b>	Description of the FLSA Code <i>Required, alphanumeric, 40 characters.</i>





## Tax Status (TAX)

The **TAX** Table defines valid employee Tax Filing Status Codes for tax withholding and validates the employee's Tax Status (Fields 252, 303, and 405) entered via Transactions **320** (Federal), **321** (State), and **322** (Local), respectively.

The valid **TAX** Codes are **S** (single), **M** (married), **H** (head of household), **X** (married-filing single), **B** (married-both spouses filing), **O** (married-one spouse filing), **N** (married—filing jointly, claiming none), **A** (married—filing jointly, claiming all) and are required by the payroll tax routines. An employee's Tax Status defaults to **S** if left blank; therefore, Tax Code **S** **must** be included in the **TAX** Table.

The System/Enterprise Level General Transaction Layout (A) is used for coding optional batch **TAX** Table maintenance.

Field (Columns)	Description
<b>Table ID (Column 18-20)</b>	Valid value is TAX. <i>Required, alphanumeric, 3 characters.</i>
<b>Key (Column 21)</b>	The Tax Status Code. When entering this field, leave positions 22-36 blank. <i>Required, alphanumeric, 1 character.</i> Valid values: S Single M Married H Head of household X Married-filing single B Married-both spouses filing O Married-one spouse filing N Married-filing jointly-claiming one A Married-filing jointly-claiming all Default: S
<b>Description (Column 38-77)</b>	Description of the Tax Status. <i>Required, alphanumeric, 40 characters.</i>

## Time Sheet Shift - Print (TIM)

The **TIM** Table contains the valid Shift Codes that may print on an employee's turnaround time sheet. Valid codes are **1, 2, 3, or 4**. The Table edits the employee's Print Shift Field (Field 159) entered via Transaction **240**.

The System/Enterprise Level General Transaction Layout (B) is used for coding optional batch **TIM** Table maintenance.

Field (Columns)	Description
<b>Table ID (Column 18-20)</b>	Valid value is TIM. <i>Required, alphanumeric, 3 characters.</i>
<b>Key (Column 21)</b>	Shift Code. Valid values are 1, 2, 3, or 4. When entering this field in a batch transaction, leave positions 22-36 blank. <i>Required, alphanumeric, 1 character.</i>
<b>Description (Column 38-77)</b>	Description of the Shift. <i>Required, alphanumeric, 40 characters.</i>

## Training Courses (TRN)

The **TRN** Table contains the codes and titles of all training courses offered or administered throughout the organization. This includes structured seminars, workshops, non-credit college courses, and in-house classes. This Table edits the employee's Training Course (Field 793), entered via the Education and Training (**TR**) portion of the **380** transaction.

The System/Enterprise Level General Transaction Layout (B) is used for coding optional batch **TRN** Table maintenance.

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Field (Columns)	Description
<b>Table ID (Column 18-20)</b>	Valid value is TRN. <i>Required, alphanumeric, 3 characters.</i>
<b>Key (Column 21-25)</b>	User-defined Training Course Code. When entering this field in a batch transaction, leave positions 26-36 blank. <i>Required, alphanumeric, 5 characters.</i>
<b>Description (Column 38-77)</b>	Description of the course, or a course title. <i>Required, alphanumeric, 40 characters.</i>

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## Time Sheet Shift - Default (TST)

The **TST** Table contains the valid Time Sheet Shift Codes that may be used as default for non-autopay employees. The Table, therefore, edits the employee's Time Sheet Shift Default (Field 160) entered via Transaction **240**.

The system uses the employee's Time Sheet Shift Default Field in the payroll process to indicate which shift rate in the **JOB** Table should be used when the shift is omitted from a type **J** (job/shift) **080** payroll transaction. Therefore, the Shift codes must be numeric and in the range **1-4**.

The System/Enterprise Level General Transaction Layout (B) is used for coding optional batch **TST** Table maintenance.

Field (Columns)	Description
<b>Table ID (Column 18-20)</b>	Valid value is TST. <i>Required, alphanumeric, 3 characters.</i>
<b>Key (Column 21)</b>	Shift Code. Valid values are 1, 2, 3, or 4. When entering this field in a batch transaction, leave positions 22-36 blank. <i>Required, alphanumeric, 1 character.</i>
<b>Description (Column 38-77)</b>	Description of the Shift. <i>Required, alphanumeric, 40 characters.</i>

## Workers' Compensation Codes (Master List) (WCS)

The **WCS** Table serves as the master list of Workers' Compensation Codes. The Table edits the Workers' Compensation Codes entered on the **WCC** Table and the employee's Workers' Compensation Code (Field 310) entered via Transaction **321**.

The System/Enterprise Level General Transaction Layout (A) is used for coding optional batch **WCS** Table maintenance.

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Field (Columns)	Description
<b>Table ID (Column 18-20)</b>	Valid value is WCS. <i>Required, alphanumeric, 3 characters.</i>
<b>Key (Column 21-24)</b>	Workers' Compensation Code. When entering this field in a batch transaction, leave positions 25-36 blank. <i>Required, alphanumeric, 4 characters.</i>
<b>Description (Column 38-77)</b>	Description of the Workers' Compensation Code. <i>Required, alphanumeric, 40 characters.</i>

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## Work Status (WKS)

The **WKS** Table defines the valid Work Status Codes used throughout the system and edits the employee's Work Status (Field 020) entered via Transaction **210** or **220**. The valid codes are **FT** (full time) and **PT** (part time). The code **FT** is used in conjunction with **Active** on the Employee Status Table (**EMS**) and **Permanent** on the Company Status Table (**COS**) to warn the user when the time cards (i.e., **080** payroll transaction) have not been submitted for an active, full-time, time-card-required, permanent/regular employee. Work Status Code **FT** is used as default when an employee's Work Status is left blank in Transaction **210**.

The System/Enterprise Level General Transaction Layout (B) is used for coding optional batch **WKS** Table maintenance.

Field (Columns)	Description
<b>Table ID (Column 18-20)</b>	Valid value is WKS. <i>Required, alphanumeric, 3 characters.</i>
<b>Key (Column 21-22)</b>	Work Status Code. When entering this field in a batch transaction, leave positions 23-36 blank. <i>Required, alphanumeric, 2 characters.</i>
<b>Description (Column 38-77)</b>	Description of the Work Status Code. <i>Required, alphanumeric, 40 characters.</i>

## Tax Reporting Federal Information Table (XFD)

The **XFD** Table defines the Federal wage limits and contribution rates by year. The information in this table is updated when the Tax Reporting System Employee Extract is run.

The **XFD** Table contains the Federal unemployment, Social Security and Medicare wage limits and contribution rates. This information is used for informational purposes only.

The Tax Reporting Transmitter Information Table Transaction Layout is used for coding optional batch **XFD** Table maintenance.

### TAX REPORTING FEDERAL INFORMATION TABLE

Record 1							A C T I O N	DESCRIPTION									
INIT	TRAN SEQ	ID	ORG ID	PAY GR	TBL ID	YEAR											
1	4	7	10	16	18	21	37 38	77									
1 1 0 0 D I R H R S 0 0 0 0 X F D																	
Record 2							A C T I O N	FUI TAX RATE	FUI WAGE LIMIT	SOCIAL SECURITY TAX RATE	SOCIAL SECURITY WAGE LIMIT						
(DUPLICATE POSITIONS 1-36 FROM RECORD 1)																	
1							24	37 38	45	56	63	73					
							2	A					A				A
Record 3							A C T I O N	MEDICARE TAX RATE	MEDICARE WAGE LIMIT								
(DUPLICATE POSITIONS 1-36 FROM RECORD 1)																	
1							24	37 38	45								
							3	A					A				

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Field (Columns)	Description
<b>Table ID</b> (Column 18-20)	Valid value is XFD (pre-coded on the transaction layout). <i>Required, alphanumeric, 3 characters.</i>
<b>Key</b> (Column 21-24)	Valid value is CCYY. When entering this field in a batch transaction, leave position 25-36 blank. <i>Required, alphanumeric, 41 characters.</i>

## Record 1 Fields

Field (Columns)	Description
<b>Description (Column 38-77)</b>	Description of the Federal Information. <i>Required, alphanumeric, 40 characters.</i>

## Record 2 Fields

Record 2 has a pre-coded 2 in the Action (Column 37) field.

Field (Columns)	Description
<b>FUI Tax Rate (Column 38-44)</b>	Enter 12.34% as 0123400. <i>Required, numeric, 7 places.</i>
<b>FUI Wage Limit (Column 45-55)</b>	Enter \$22,300.25 as 00002230025. <i>Required, numeric, 11 places.</i>
<b>Social Security Tax Rate (Column 56-62)</b>	Enter 12.34% as 0123400. <i>Required, numeric, 7 places.</i>
<b>Social Security Wage Limit (Column 63-73)</b>	Enter \$22,300.25 as 00002230025. <i>Required, numeric, 11 places</i>

## Record 3 Fields

Record 3 has a pre-coded 3 in the Action (Column 37) field.

Field (Columns)	Description
<b>Medicare Tax Rate (Column 38-44)</b>	Enter 12.34% as 0123400. <i>Required, numeric, 7 places.</i>
<b>Medicare Wage Limit (Column 45-55)</b>	Enter \$22,300.25 as 00002230025. <i>Required, numeric, 11 places.</i>

## Tax Reporting Local Information Table (XLC)

The **XLC** Table defines the information pertinent to a locality for use in reporting wages and taxes on a W-2. For localities reported on a local W-2 magnetic media or included with a state's data on the state's W-2 magnetic media or form, the **XLC** Table establishes the Tax Reporting Locality code and corresponding Local codes used for taxing purposes.

The Tax Reporting Transmitter Information Table Transaction Layout is used for coding optional batch **XLC** Table maintenance.

TAX REPORTING LOCAL INFORMATION TABLE

Record 1																																				
INIT	TRAN SEQ	ID	ORG ID	PAY GR	TBL ID	POSTAL	LOCAL CODE		DESCRIPTION																											
1	4	7	10	16	18	21 22	26	29	37 38										77																	
1	1	1	0	0	1	R	H	R	S	0	0	0	0	0	X	L	C																			
Record 2																																				
(DUPLICATE POSITIONS 1-36 FROM RECORD 1)										LOCAL W-2																										
										A	C	A	B	E	W	S	O	I	T	F	MULT-S	IND	W-2 LSG	IND	LOCAL	LOCAL	LOCAL	LOCAL	LOCAL							
										IND	IND	LOCALITY	IND	LOCAL CODE 1	LOCAL CODE 2	LOCAL CODE 3	LOCAL CODE 4	LOCAL CODE 5	LOCAL CODE 6																	
										37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	55	56	59	60	63	64	67	68	71	72	75
										2																										

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Field (Columns)	Description
<b>Table ID (Column 18-20)</b>	Valid value is XLC. <i>Required, alphanumeric, 3 characters.</i>
<b>Postal Code (Column 21-22)</b>	Must be a valid 2-position Postal Code for this state. When entering this field in a batch transaction, leave positions 23 -25 blank. <i>Required, alphanumeric, 2 characters.</i>
<b>Local Code (Column 26-29)</b>	Enter an abbreviation for the locality. For Indiana county codes enter the two-digit County Code (right justified with preceding zeroes) that will appear on the employee's wage record. When entering this field in a batch transaction, leave positions 30 -36 blank. <i>Required, numeric, 4 places.</i>

### Record 1 Fields

Field (Columns)	Description
<b>Description (Column 38-77)</b>	Description of the Locality name. <i>Required, alphanumeric, 40 characters.</i>

## Record 2 Fields

Record 2 has a pre-coded 2 in the Action (Column 37) field.

Field (Columns)	Description
<b>Local W-2 A (Column 38)</b>	Valid values are A or blank. The A record will be produced for magnetic media filing if this field contains an A. <i>Required, alphanumeric, 1 character.</i>
<b>Local W-2 B (Column 39)</b>	Valid values are B or blank. The B record will be produced for magnetic media filing if this field contains a B. <i>Required, alphanumeric, 1 character.</i>
<b>Local W-2 E (Column 40)</b>	Valid values are E or blank. The E record will be produced for magnetic media filing if this field contains an E. <i>Required, alphanumeric, 1 character.</i>
<b>Local W-2 W (Column 41)</b>	Valid values are W or blank. The W record will be produced for magnetic media filing if this field contains a W. <i>Required, alphanumeric, 1 character.</i>
<b>Local W-2 S (Column 42)</b>	Valid values are S or blank. The S record will be produced for magnetic media filing if this field contains an S. <i>Required, alphanumeric, 1 character.</i>
<b>Local W-2 O (Column 43)</b>	Valid values are O or blank. The O record will be produced for magnetic media filing if this field contains an O. <i>Required, alphanumeric, 1 character.</i>
<b>Local W-2 I (Column 44)</b>	Valid values are I or blank. The I record will be produced for magnetic media filing if this field contains an I. <i>Required, alphanumeric, 1 character.</i>
<b>Local W-2 T (Column 45)</b>	Valid values are T or blank. The T record will be produced for magnetic media filing if this field contains a T. <i>Required, alphanumeric, 1 character.</i>
<b>Local W-2 F (Column 46)</b>	Valid values are F or blank. The F record will be produced for magnetic media filing if this field contains an F. <i>Required, alphanumeric, 1 character.</i>
<b>Multiple S Ind (Column 47)</b>	Valid for Indiana Counties and Ohio School Districts only. Enter Y to signify that (1) a separate local W-2 tape should not be generated for this locality, and (2) this County's or School District's wages and tax amounts are to be reported on the state's W-2 Tape S records. May be N or blank for all other localities. <i>Required, alphanumeric, 1 character.</i>
<b>Locality Ind (Column 48-50)</b>	Used to indicate Cleveland, Ohio's Central Collection Agency record. Valid value is CCA. <i>Required, alphanumeric, 3 characters.</i>
<b>W-2 LSG Ind (Column 51)</b>	Valid values are Y or N. Y indicates that the W-2 print programs for reporting to local jurisdictions should not print this locality; it is being reported on magnetic media. <i>Required, alphanumeric, 1 character.</i>

Field (Columns)	Description
<b>Local Code 1 (Column 52-55)</b>	Locality identified in positions 20 – 23. Left justified. Three positions are used for county code and four positions for city code. Defined on the LTX table. <i>Required, alphanumeric, 4 characters.</i>
<b>Local Code 2 (Column 52-55)</b>	Locality identified in positions 20 – 23. Left justified. Three positions are used for county code and four positions for city code. Defined on the LTX table. <i>Required, alphanumeric, 4 characters.</i>
<b>Local Code 3 (Column 52-55)</b>	Locality identified in positions 20 – 23. Left justified. Three positions are used for county code and four positions for city code. Defined on the LTX table. <i>Required, alphanumeric, 4 characters.</i>
<b>Local Code 4 (Column 52-55)</b>	Locality identified in positions 20 – 23. Left justified. Three positions are used for county code and four positions for city code. Defined on the LTX table. <i>Required, alphanumeric, 4 characters.</i>
<b>Local Code 5 (Column 52-55)</b>	Locality identified in positions 20 – 23. Left justified. Three positions are used for county code and four positions for city code. Defined on the LTX table. <i>Required, alphanumeric, 4 characters.</i>
<b>Local Code 6 (Column 52-55)</b>	Locality identified in positions 20 – 23. Left justified. Three positions are used for county code and four positions for city code. <i>Required, alphanumeric, 4 characters.</i>

Locality Abbreviation	Locality Name
<b>CCA</b>	Central Collection Agency, Cleveland, Ohio
<b>DETR</b>	Detroit, Michigan
<b>LUIS</b>	St. Louis, Missouri
<b>MIDL</b>	Middletown, Ohio
<b>NEWY</b>	New York, New York
<b>PHIL</b>	Philadelphia, Pennsylvania
<b>WILM</b>	Wilmington, Delaware
<b>YONK</b>	Yonkers, New York

**Note:** The above abbreviations are used to identify the local codes established for payroll that are entries on the **LTX** table.

Indiana's 2-digit County Codes, reported on the state's W-2 tape 'S' record, must be defined on the **XLC** table as a four-digit (preceding zeros) Locality Code (e.g., Locality Code 0001 = Adams County), and must have a Multiple S Indicator equal to 'Y'.

Ohio's 4-character School District Codes, reported on the state's W-2 tape 'S' record, must be defined on the **XLC** table, and must have a Multiple S Indicator with a value of 'Y'.

Cleveland's Central Collection Agency (CCA) receives a local W-2 tape for the municipalities for which CCA collects withheld taxes. The LOCALITY entered on the job schedule panel for HXJLT must be 'CCA', although each municipality will be identified on the **XLC** table by the letter 'C', followed by the three-digit community code assigned to the municipality by CCA. Cleveland, for example, has a LOCALITY code of 'C200' on the **XLC** table. Use 'CCA' for the LOCALITY on the XLC Table, if necessary.

Do not deviate from the abbreviations shown here. Logic has been created to process against a specific abbreviation, e.g., NEWY, because of special requirements in that locality's magnetic media specifications.

Localities added by clients will receive a tape formatted to the federal TIB-4 specs.

## Tax Reporting Miscellaneous Contact Information Table (XMS)

The **XMS** Table defines the Miscellaneous Contact information for all types of magnetic media reporting.

The **XMS** Table defines the contact name, title, and telephone number for reporting types. A separate contact may be entered for every state if needed. This information is required by the various Federal and State agencies.

The Key to the **XMS** Table is composed of two fields: the reporting entity (**FD** for federal, **QU** for Quebec, or a valid Postal code for the states), and a reporting type (**W-2**, **1099R**, **1099M**, and various **T4**, **T4A**, **R1** and **R2** entries for Canadian reporting).

The Tax Reporting Transmitter Information Table Transaction Layout is used for coding optional batch **XMS** Table maintenance.

TAX REPORTING MISCELLANEOUS CONTACT INFORMATION TABLE

Record 1																				
INIT	TRAN SEQ	ID	ORG ID	PAY GR	TBL ID	REPORTING ENTITY	REPORTING TYPE	S E Q	A C T I O N	DESCRIPTION										
1	4	7	10	16	18	21	26	30	31	37	38	77								
1	1	0	D	I	R	H	R	S	0	0	0	X	M	S	0					
Record 2																				
(DUPLICATE POSITIONS 1-30 FROM RECORD 1)								S E Q	A C T I O N	CONTACT NAME										
								1	30	31	37	38	61							
								0	2											
Record 3																				
(DUPLICATE POSITIONS 1-30 FROM RECORD 1)								S E Q	A C T I O N	CONTACT TITLE	CONTACT PHONE	PENSION DISTRIBUTION CODE								
								1	30	31	37	38	61	62	76	77	82			
								0	3											
Record 4																				
(DUPLICATE POSITIONS 1-30 FROM RECORD 1)								S E Q	A C T I O N	FAX NUMBER	PIN NUMBER									
								1	30	31	37	38	39	48	49	75				
								1												
Record 5																				
(DUPLICATE POSITIONS 1-30 FROM RECORD 1)								S E Q	A C T I O N	CONTACT EMAIL ADDRESS										
								1	30	31	37	38	77							
								1	2											

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Field (Columns)	Description
<b>Table ID (Column 18-20)</b>	Valid value is XMS (pre-coded on the transaction layout). <i>Required, alphanumeric, 3 characters.</i>
<b>Reporting Entity (Column 21-22)</b>	Reporting Entity. Valid reporting entities are FD, QU ** or a valid Postal Code. When entering this field in a batch transaction, leave positions 23-25 blank. <i>Required, alphanumeric, 2 positions.</i>  Default: none  U.S. Information  FD            Federal reporting. When only one contact exists for all federal and state reports enter FD. **            State reporting when only one contact exists for all state reports, W-2 and SUI.  Postal Code    State reporting when different contacts exist for the states and/or the reports, W-2 and SUI.  Canada Information  FD            Federal reporting, T4 and T4A reports. If only one contact exists for both federal and Quebec reports, FD may be used for all reporting types.  QU            Quebec reporting, Releve 1 and Releve 2 reports

Field (Columns)	Description
<b>Reporting Type (Column 26-30)</b>	<p>Designates the various reporting types. <i>Required, alphanumeric, 5 characters.</i></p> <p>Valid values:</p> <p>W-2 U.S. Wage and Tax Statements</p> <p>1099 U.S. Miscellaneous (MISC) or Pension (R) statements. Use 1099 if the information is the same for both.</p> <p>1099M U.S. Miscellaneous (MISC) statements.</p> <p>1099R U.S. Pension (R) statements.</p> <p>SUI U.S. Quarterly Wage Detail reporting.</p> <p>A-T4 Canada Remuneration paid statements, T4. Accounting Contact.</p> <p>T-T4 Canada Remuneration paid statements, T4. Technical Contact.</p> <p>A-T4A Canada Pension, Retirement, Annuity Income statements, T4A. Accounting Contact.</p> <p>T-T4A Canada Pension, Retirement, Annuity Income statements, T4A. Technical Contact.</p> <p>A-R1 Quebec Employment and Other Income statements, Releve 1. Accounting Contact.</p> <p>T-R1 Quebec Employment and Other Income statements, Releve 1. Technical Contact.</p> <p>A-R2 Quebec Retirement and Annuity Income statements, Releve 2. Accounting Contact.</p> <p>T-R2 Quebec Retirement and Annuity Income statements, Releve 2. Technical Contact.</p> <p>Default: N</p>
<b>Seq Code (Column 31)</b>	<p>Sequence Code in the first record (Record 1) contains a pre-coded value of 0, which the system uses to establish the processing order. When entering this field in a batch transaction, leave positions 32-36 blank. <i>Required, numeric, 1 place.</i></p>

### Record 1 Fields

Field (Columns)	Description
Description (Column 38-77)	Description of the Miscellaneous Contact Information. <i>Required, alphanumeric, 40 characters.</i>

### Record 2 Fields

Record 2 has a pre-coded 2 in the Action (Column 37) field.

Field (Columns)	Description
<b>Seq Code (Column 31)</b>	Record 2 has a pre-coded 0 in the Seq Code (Column 31) field. <i>Required, numeric, 1 place.</i>
<b>Contact Name (Column 38-61)</b>	1099 reporting, Canadian T4, T4A, Releve 1 and Releve 2 reporting and Indiana, Kansas, New Hampshire, and Pennsylvania SUI and Worksite reporting <i>Conditional, alphanumeric, 24 characters.</i>

### Record 3 Fields

Record 3 has a pre-coded 3 in the Action (Column 37) field.

Field (Columns)	Description
<b>Seq Code (Column 31)</b>	Record 3 has a pre-coded 0 in the Seq Code (Column 31) field. <i>Required, numeric, 1 place.</i>
<b>Contact Title (Column 38-61)</b>	Enter a valid Contact Title for SUI and Worksite reporting to Colorado, Illinois, Iowa, Maine, Montana, and New Hampshire. <i>Conditional, alphanumeric, 3 characters.</i>

Field (Columns)	Description
<b>Contact Phone No (Column 62-76)</b>	<p>Enter a valid telephone number and extension in the following format for each reporting type: <i>Conditional, alphanumeric, 15 characters.</i></p> <p>Valid values:</p> <p>U.S. Information</p> <p>1099 Contact Phone number and extension on the T record is 15 positions, left justified. (Area Code (3), Phone Number (7) and Extension (5))</p> <p>SUI/Worksite</p> <p>Colorado, Indiana, Illinois, Maine, Montana</p> <p>Area Code, Phone Number and four-digit extension without parentheses, dashes or spaces.</p> <p>Iowa</p> <p>Area Code, Phone Number and five-digit extension without parentheses, dashes or spaces.</p> <p>Pennsylvania</p> <p>Area Code, Phone Number and extension with a free format.</p> <p>Canada Information</p> <p>T4, T4A, Releve 1, Releve 2</p> <p>Area Code, Phone Number and four-digit extension without parentheses, dashes or spaces.</p>
<b>Pension Distribution Code (Column 77-82)</b>	<p>Enter a valid Pension Distribution Code. For 1099R reporting in the U.S., this is a two-character Distribution Code to be used for the default distribution code. Left justify. For Canadian T4 and Quebec Releve 2 reporting, enter a six-character code. <i>Conditional, alphanumeric, 6 characters.</i></p>

## Record 4 Fields

Record 4 Action (Column 37) field must be **N** or **R**.

Field (Columns)	Description
<b>Seq Code (Column 31)</b>	Record 4 has a pre-coded 1 in the Seq Code (Column 31) field. <i>Required, numeric, 1 place.</i>
<b>Notify Indicator (Column 38)</b>	For FD, Federal, W-2 type. <i>Required, alphanumeric, 1 character.</i> Valid values: 1 email 3 Postal Service  <i>Conditional, numeric, 1 place.</i>
<b>Fax Number (Column 39-48)</b>	Enter a fax number if the Notify Indicator contains a 2. <i>Optional, numeric, 10 places.</i>
<b>Pin Number (Column 49-75)</b>	Enter the pin number assigned for W-2 reporting. <i>Optional, alphanumeric, 27 characters.</i>

## Record 5 Fields

Record 5 has a pre-coded 2 in the Action (Column 37) field.

Field (Columns)	Description
<b>Seq Code (Column 31)</b>	Record 5 has a pre-coded 1 in the Seq Code (Column 31) field. <i>Required, numeric, 1 place.</i>
<b>Contact email address (Column 38-77)</b>	Enter the email address if the Notify Indicator contains a 1. <i>Optional, alphanumeric, 40 characters.</i>

## Tax Reporting State Reporting Table (XST)

The **XST** Table defines the information pertinent to each states respective requirements for magnetic media reporting of W-2, State Worksite and State Unemployment Insurance wage detail.

The **XST** Table establishes the record types that are required by each state for magnetic media reporting. The State preferences are delivered with the system.

The Tax Reporting Transmitter Information Table Transaction Layout is used for coding optional batch **XST** Table maintenance.

TAX REPORTING STATE REPORTING TABLE

Record 1								A C T I O N	DESCRIPTION
INIT	TRAN SEQ	ID	ORG ID	PAY GR	TBL ID	P O S T A L C O D E			
1	4	7	10	16	18	21		37 38	77
1   1   0   0   0   1   R   H   R   S   0   0   0   0   X   S   T									

Record 2				A C T I O N	I B M C O D E	F I P S C O D E	W 2 T A P E	W 2 C A R T R I D G E	S U I T A P E	S U I D I S K E T T E	S U I C A R T R I D G E	S T A T E W 2 R E P O R T I N G	S U I R P T I N G T A P E /C A R T	S U I D I S K E T T E R E P O R T I N G																									
(DUPLICATE POSITIONS 1-36 FROM RECORD 1)															1	29	37 38	40	42	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63
				2																																			

Record 3				A C T I O N	M A X W E E K S	S P E C I A L R A T E	S P E C I A L L I M I T	O P T I O N A L F I E L D	W - 2 L S G I N D	
(DUPLICATE POSITIONS 1-36 FROM RECORD 1)										1
				3						

TRSXST.XLS/1000

Field (Columns)	Description
<b>Table ID</b> (Column 18-20)	Valid value is XST. <i>Required, alphanumeric, 3 characters.</i>
<b>Postal Code</b> (Column 21-22)	State Postal Code. Enter a valid State Postal code. Must be a valid entry on the DST Table. When entering this field in a batch transaction, leave positions 23-36 blank. <i>Required, alphanumeric, 2 characters.</i>

## Record 1 Fields

Field (Columns)	Description
<b>Description (Column 38-77)</b>	Description of the State Reporting. <i>Required, alphanumeric, 40 characters.</i>

## Record 2 Fields

Record 2 has a pre-coded 2 in the Action (Column 37) field.

Field (Columns)	Description
<b>IBM Code (Column 38-39)</b>	IBM state code. System Generated. <i>Optional, alphanumeric, 3 characters.</i>
<b>FIPS Code (Column 40-41)</b>	System Generated <i>Optional, alphanumeric, 2 characters.</i>
<b>W-2 Tape (Column 42)</b>	Valid value is Y if state accepts this reporting medium. <i>Optional, alphanumeric, 1 character.</i>
<b>W-2 Diskette (Column 43)</b>	Valid value is Y if state accepts this reporting medium. <i>Optional, alphanumeric, 1 character.</i>
<b>W-2 Cartridge (Column 44)</b>	Valid value is Y if state accepts this reporting medium. <i>Optional, alphanumeric, 1 character.</i>
<b>State W-2 A (Column 45)</b>	Valid value is A or blank. The A record will be produced for TIB-4 magnetic media filing if this field contains an A. An RA record will be produced for MMREF filing. <i>Optional, alphanumeric, 1 character.</i>
<b>State W-2 B (Column 46)</b>	Valid value is B or blank. The B record will be produced for magnetic media filing if this field contains a B. <i>Optional, alphanumeric, 1 character.</i>
<b>State W-2 E (Column 47)</b>	Valid value is E or blank. The E record will be produced for TIB-4 magnetic media filing if this field contains an E. An RE record will be produced for MMREF filing. <i>Optional, alphanumeric, 1 character.</i>
<b>State W-2 W (Column 48)</b>	Valid value is W or blank. The W record will be produced for TIB-4 magnetic media filing if this field contains a W. An RW record will be produced for MMREF filing. <i>Optional, alphanumeric, 1 character.</i>
<b>State W-2 S (Column 49)</b>	Valid value is S or blank. The S record will be produced for TIB-4 magnetic media filing if this field contains an S. An RS record will be produced for MMREF filing. <i>Optional, alphanumeric, 1 character.</i>

Field (Columns)	Description
<b>State W-2 O (Column 50)</b>	Valid value is O or blank. The O record will be produced for TIB-4 magnetic media filing if this field contains an O. An RO record will be produced for MMREF filing. <i>Optional, alphanumeric, 1 character.</i>
<b>State W-2 I (Column 51)</b>	Valid value is I or blank. The I record will be produced for magnetic media filing if this field contains an I. <i>Optional, alphanumeric, 1 character.</i>
<b>State W-2 T (Column 52)</b>	Valid value is T or blank. The T record will be produced for TIB-4 magnetic media filing if this field contains a T. An RT record will be produced for MMREF filing. <i>Optional, alphanumeric, 1 character.</i>
<b>State W-2 F (Column 53)</b>	Valid value is F or blank. The F record will be produced for TIB-4 magnetic media filing if this field contains an F. An RF record will be produced for MMREF filing. <i>Optional, alphanumeric, 1 character.</i>
<b>SUI Tape (Column 54)</b>	Valid value is Y if state accepts this reporting medium. <i>Optional, alphanumeric, 1 character.</i>
<b>SUI Diskette (Column 55)</b>	Valid value is Y if state accepts this reporting medium. <i>Optional, alphanumeric, 1 character.</i>
<b>SUI Cartridge (Column 56)</b>	Valid value is Y if state accepts this reporting medium. <i>Optional, alphanumeric, 1 character.</i>
<b>State SUI Tape/Cartridge A (Column 57)</b>	Valid value is A or blank. The A record will be produced for Tape/Cartridge filing if this field contains an A. <i>Optional, alphanumeric, 1 character.</i>
<b>State SUI Tape/Cartridge B (Column 58)</b>	Valid value is B or blank. The B record will be produced for Tape/Cartridge filing if this field contains a B. <i>Optional, alphanumeric, 1 character.</i>
<b>State SUI Tape/Cartridge E (Column 59)</b>	Valid value is E or blank. The E record will be produced for Tape/Cartridge filing if this field contains an E. <i>Optional, alphanumeric, 1 character.</i>
<b>State SUI Tape/Cartridge W (Column 60)</b>	Valid value is W or blank. The W record will be produced for Tape/Cartridge filing if this field contains a W. <i>Optional, alphanumeric, 1 character.</i>
<b>State SUI Tape/Cartridge S (Column 61)</b>	Valid value is S or blank. The S record will be produced for Tape/Cartridge filing if this field contains an S. <i>Optional, alphanumeric, 1 character.</i>
<b>State SUI Tape/Cartridge O (Column 62)</b>	Valid value is O or blank. The O record will be produced for Tape/Cartridge filing if this field contains an O. <i>Optional, alphanumeric, 1 character.</i>







Field (Columns)	Description
<b>State SUI Tape/Cartridge I (Column 63)</b>	Valid value is I or blank. The I record will be produced for Tape/Cartridge filing if this field contains an I. <i>Optional, alphanumeric, 1 character.</i>
<b>State SUI Tape/Cartridge T (Column 64)</b>	Valid value is T or blank. The T record will be produced for Tape/Cartridge filing if this field contains a T. <i>Optional, alphanumeric, 1 character.</i>
<b>State SUI Tape/Cartridge F (Column 65)</b>	Valid value is F or blank. The F record will be produced for Tape/Cartridge filing if this field contains an F. <i>Optional, alphanumeric, 1 character.</i>
<b>State SUI Diskette A (Column 66)</b>	Valid value is A or blank. The 1A and 2A records will be produced for Diskette filing if this field contains an A. <i>Optional, alphanumeric, 1 character.</i>
<b>State SUI Diskette B (Column 67)</b>	Valid value is B or blank. The 1B and 2B records will be produced for Diskette filing if this field contains a B. <i>Optional, alphanumeric, 1 character.</i>
<b>State SUI Diskette E (Column 68)</b>	Valid value is E or blank. The 1E and 2E records will be produced for Diskette filing if this field contains an E. <i>Optional, alphanumeric, 1 character.</i>
<b>State SUI Diskette W (Column 69)</b>	Valid value is W or blank. The 1W, 2W and 3W records will be produced for Diskette filing if this field contains a W. <i>Optional, alphanumeric, 1 character.</i>
<b>State SUI Diskette S (Column 70)</b>	Valid value is S or blank. The 1S and 2S records will be produced for Diskette filing if this field contains an S. <i>Optional, alphanumeric, 1 character.</i>
<b>State SUI Diskette O (Column 71)</b>	Valid value is O or blank. The O record will be produced for Diskette filing if this field contains an O. <i>Optional, alphanumeric, 1 character.</i>
<b>State SUI Diskette I (Column 72)</b>	Valid value is I or blank. The 1I and 2I records will be produced for Diskette filing if this field contains an I. <i>Optional, alphanumeric, 1 character.</i>
<b>State SUI Diskette T (Column 73)</b>	Valid value is T or blank. The 1T and 2T records will be produced for Diskette filing if this field contains a T. <i>Optional, alphanumeric, 1 character.</i>
<b>State SUI Diskette F (Column 74)</b>	Valid value is F or blank. The 1F and 2F records will be produced for Diskette filing if this field contains an F. <i>Optional, alphanumeric, 1 character.</i>

## Record 3 Fields

Record 3 has a pre-coded 3 in the Action (Column 37) field.












Field (Columns)	Description
<b>Maximum Weeks (Column 38-39)</b>	Maximum number of weeks for unemployment reporting for the current, requested, quarter. If entered, must be numeric, otherwise will default to 14. <i>Optional, numeric, 4 places.</i>
<b>Special Rate (Column 40-46)</b>	Used for states with an employer-paid special assessment, usually for unemployment purposes. Currently, used for Massachusetts Health Insurance Tax. Also used to store the FUTA credit reduction rate. Michigan employers paid an additional 1.1% in FUTA for 1992. The 1.1% rate was stored here. <i>Optional, numeric, 7 places.</i>
<b>Special Limit (Column 47-57)</b>	This value is used for states with an employer-paid special assessment, usually for unemployment purposes. Currently used for Massachusetts Health Insurance Tax. <i>Optional numeric, 11 characters.</i>
<b>Optional Field (Column 58-62)</b>	Used to store data required by certain states. Enter the Suffix Code required on the A record of the Texas SUI tape. Washington State includes an Employment Administration Fund (EAF) tax rate with the SUI tax rate. The EAF taxes must be reported separately when reporting quarterly. The EAF rate must be entered in positions 1 and 2 of the option field. .02% is entered as 02. The last 3 positions must contain the last 3 digits of the 12-digit employer's Unified Business (UBI) number. If the UBI number is only 9 digits, leave the area blank. <i>Optional, alphanumeric, 5 places.</i>
<b>W-2 LSG Ind (Column 63)</b>	W-2 Print Programs Indicator. <i>Optional, alphanumeric, 1 character.</i> Valid values: <ul style="list-style-type: none"> <li>Y Indicates that the W-2 print programs for reporting to State and Local jurisdictions should not print this State; it is being reported on magnetic media.</li> <li>N Indicates that the W-2 print programs for reporting to State and Local jurisdictions should print this State; it is not being reported on magnetic media.</li> </ul> Default: none

## Media Requirements

State Name/ Postal Code/ Comments	W-2 or SUI	Disk/ Tape/ Cart.	Spec Dates	Diskette Record Length	Specs Blocking Factor	Block Size	Tape Density	Recording Mode	Tape Labels
<b>Alabama</b> <b>AL</b> MMREF format  No OCRs	W-2		09/05	512	<b>3.5" Diskettes or electronic</b>			ASCII	
	SUI		05/05	80 length	<b>3.5" diskettes or CD</b>			EBCDIC ASCII	
	SUI		05/05	275	25	6875	16/62	EBCDIC ASCII	SL, NS, NL
	SUI	 3480/ 3490	05/05	275	85	23375	38	EBCDIC ASCII	SL or NL
<b>Alaska</b> <b>AK</b>  No OCRs	W-2	<b>No state income tax</b>							
	SUI		04/04	117 length	<b>3.5" diskettes</b>			EBCDIC	
	SUI	 3480/ 3490	04/04	117	280	32760	62	EBCDIC	SL









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State Name/ Postal Code/ Comments	W-2 or SUI	Disk/ Tape/ Cart.	Spec Dates	Diskette Record Length	Specs Blocking Factor	Block Size	Tape Density	Recording Mode	Tape Labels
<b>Arizona AZ</b>	W-2		05/01	512	<b>3.5" diskettes</b>			ASCII	
MMREF format	W-2		05/01	512	45	23040	16/62	EBCDIC	SL
	W-2	 3480	05/01	512	45	23040	38	EBCDIC	SL
OCR form UC-08 dated April, '88	SUI		02/04	512	<b>3.5" diskettes</b>			ASCII	
MMREF format	SUI	 3480/ 3490	02/04	512	45	23040	38	EBCDIC	SL
<b>Arkansas AR</b>	W-2		05/02	512	<b>3.5" diskettes or CD</b>			ASCII	
MMREF format	W-2		05/02	512	45	23040	8/16/62	EBCDIC	SL
	W-2	 3480/ 3490	05/02	512	45	23040	38	EBCDIC	SL
No OCRs	SUI		09/04	128	<b>3.5" diskettes</b>			ASCII	
	SUI		09/04	275	10	2750	16/62	EBCDIC	NL
	SUI	 3480 /3490	09/04	275	10	2750	38	EBCDIC	NL













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State Name/ Postal Code/ Comments	W-2 or SUI	Disk/ Tape/ Cart.	Spec Dates	Diskette Record Length	Specs Blocking Factor	Block Size	Tape Density	Recording Mode	Tape Labels
<b>California CA</b>	W-2	<b>Doesn't accept W-2 data from employers</b>							
OCR form DE 3B dated January, '97	SUI		08/05	512	<b>3.5" diskettes or CD</b>			ASCII	
MMREF format	SUI	 3480/ 3490	08/05	512	45	23040	38	EBCDIC	SL
<b>Colorado CO</b>	W-2		12/01	512	<b>3.5" diskettes</b>			ASCII	
Uses MMREF format	W-2		12/01	512	45	23040	16/62	EBCDIC ASCII	SL
	W-2	 3480	12/01	512	45	23040	38	EBCDIC ASCII	SL
OCR form UTR-1a dated January, '97	SUI		05/01	276	<b>3.5" diskettes</b>			ASCII	
	SUI		05/01	276	25	6900	62	EBCDIC	SL
ICESA format	SUI	 3480	05/01	276	85	23460	38		SL







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State Name/ Postal Code/ Comments	W-2 or SUI	Disk/ Tape/ Cart.	Spec Dates	Diskette Record Length	Specs Blocking Factor	Block Size	Tape Density	Recording Mode	Tape Labels
<b>Connecticut CT</b>  MMREF format	W-2		11/04	512	<b>3.5" diskettes or CD</b>			EBCDIC ASCII	
	W-2		11/04	512	45	23040	16/62	EBCDIC ASCII	SL, NL, NS
	W-2	 3480/ 3490	11/04	512	45	23040	38	EBCDIC ASCII	SL, NL, NS
No OCRs  'T' REC written as a 'F' REC	SUI		09/02	275	<b>3.5" diskettes</b>			ASCII	
	SUI		09/02	275	25	6875	16/62	EBCDIC	SL
	SUI	 3480/ 3490	09/02	275	25	6875	38	EBCDIC	SL
<b>Delaware DE</b>  MMREF format	W-2		05/01	512	<b>3.5" diskettes</b>			ASCII	
	W-2		05/01	512	45	23040	16/62	EBCDIC	SL
	W-2	 n/a							
No OCRs	SUI		<b>No diskette specs</b>						
	SUI		12/96	275	25	6875	16/62	EBCDIC ASCII	SL
	SUI	 3480	12/96	275	25	6875	38	EBCDIC	SL








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State Name/ Postal Code/ Comments	W-2 or SUI	Disk/ Tape/ Cart.	Spec Dates	Diskette Record Length	Specs Blocking Factor	Block Size	Tape Density	Recording Mode	Tape Labels
<b>District of Columbia DC</b>	W-2		05/01	512	<b>3.5" diskettes</b>			ASCII	
MMREF format	W-2		05/01	512	45	23040	16/62	EBCDIC ASCII	SL
	W-2	 3480/ 3490	05/01	512	45	23040	38	EBCDIC ASCII	SL
No OCRs	SUI		03/96	80	<b>3.5" diskettes</b>			ASCII	
	SUI		01/88	80	50	4000	16/62	EBCDIC ASCII	NL
	SUI	 n/a							
<b>Florida FL</b>	W-2	<b>No state income tax</b>							
MMREF format	SUI		01/04	512	Electronic Filing Only			ASCII	


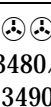








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State Name/ Postal Code/ Comments	W-2 or SUI	Disk/ Tape/ Cart.	Spec Dates	Diskette Record Length	Specs Blocking Factor	Block Size	Tape Density	Recording Mode	Tape Labels
<b>Georgia GA</b>	W-2		11/04	512	<b>3.5" diskettes</b>			ASCII	
MMREF format	W-2	 3480	11/04	512	100	27500	38	EBCDIC	SL
No OCRs	SUI		05/05	512	<b>3.5" diskettes</b>			ASCII	
MMREF format	SUI	 3480/ 3490	05/05	512	45	23040	38	EBCDIC	SL
<b>Hawaii HI</b>	W-2	<b>Doesn't accept W-2 data from employers</b>							
OCR form UC-B6A dated July, '88	SUI		03/92 (undated)	128 length	<b>3.5" diskettes</b>			ASCII	
	SUI		03/92 (undated)	275	25	6875	16/62	EBCDIC	SL, NL
	SUI	 n/a							








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State Name/ Postal Code/ Comments	W-2 or SUI	Disk/ Tape/ Cart.	Spec Dates	Diskette Record Length	Specs Blocking Factor	Block Size	Tape Density	Recording Mode	Tape Labels
<b>Idaho ID</b>	W-2		10/04	512	<b>3.5 diskettes or CD</b>			EBCDIC ASCII	
MMREF format	W-2	 3480/ 3490	10/04	512	45	23040	38	EBCDIC	SL, NL
No OCRs	SUI		09/02	128 length	<b>3.5" diskettes</b>			ASCII	
	SUI		09/02	275	25	6875	16/62	EBCDIC ASCII	SL
	SUI	 3480	09/02	275	25	6875	38	EBCDIC ASCII	
<b>Illinois IL</b>	W-2		05/01	512	<b>3.5" diskettes</b>			ASCII	
MMREF format	W-2		05/01	512	45	23040	16/62	EBCDIC ASCII	SL
	W-2	 3480	05/01	512	45	23040	38	EBCDIC ASCII	SL
No OCRs	SUI		05/04	276 length	<b>3.5" diskettes</b>			ASCII	
ICESA tape and diskette format	SUI	 3480/ 3490	05/04	276	85	23460	38	EBCDIC	SL








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State Name/ Postal Code/ Comments	W-2 or SUI	Disk/ Tape/ Cart.	Spec Dates	Diskette Record Length	Specs Blocking Factor	Block Size	Tape Density	Recording Mode	Tape Labels
<b>Indiana IN</b>	W-2		09/05	512	<b>3.5" diskette or CD</b>			ASCII	
MMREF format	W-2	 3480/ 3490	09/05	512	45	23040	38	EBCDIC ASCII	NL
No OCRs	SUI		01/05	275	<b>3.5" diskettes or CD</b>			ASCII	
ICESA format	SUI	 3490	01/05	275	25	6875	38	EBCDIC ASCII	NL
<b>Iowa IA</b>	W-2	Does not accept W-2 data from employers							
No OCRs	SUI		02/94	275 WS: 310	<b>3.5" diskettes</b>			ASCII	
ICESA format	SUI		02/94	275 WS: 310	25	6875 7750	16/62	EBCDIC	SL, NL
	SUI	 3480	02/94	275	25	6875	38	EBCDIC	SL, NL












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State Name/ Postal Code/ Comments	W-2 or SUI	Disk/ Tape/ Cart.	Spec Dates	Diskette Record Length	Specs Blocking Factor	Block Size	Tape Density	Recording Mode	Tape Labels
<b>Kansas KS</b>	W-2		12/03	512	<b>3.5" diskettes or CD</b>			ASCII	
MMREF format	W-2	 3480	12/03	512	25	12800	38	EBCDIC	SL
No OCRs	SUI		02/98	275	<b>3.5" diskette</b>			ASCII	
	SUI		02/98	275	25	6875	62	EBCDIC ASCII	SL, NL
	SUI	 n/a	02/98	275	25	6875	38	EBCDIC ASCII	SL
<b>Kentucky KY</b>	W-2		11/04	512	<b>3.5" diskette, CD or electronic</b>			ASCII	
MMREF format									
No OCRs	SUI		10/00	275	<b>3.5" diskettes or CD</b>			EBCDIC	













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State Name/ Postal Code/ Comments	W-2 or SUI	Disk/ Tape/ Cart.	Spec Dates	Diskette Record Length	Specs Blocking Factor	Block Size	Tape Density	Recording Mode	Tape Labels
<b>Louisiana LA</b>	W-2		01/02	512	<b>3.5" diskettes</b>			ASCII	
MMREF format	W-2	 3480/ 3490	01/02	512	45	23040	38	EBCDIC ASCII	SL
No OCRs	SUI		08/01	512	<b>3.5" diskettes or electronic</b>			ASCII	
MMREF format	SUI		08/01	512	25	12800	8/16/62	EBCDIC	SL, NL
	SUI	 3480/ 3490	08/01	512	25	12800	38	EBCDIC	SL
<b>Maine ME</b>	W-2		10/04	512	<b>3.5" diskettes or CD</b>			ASCII	
Uses MMREF format	W-2		10/04	512	45	23040	16/62	EBCDIC ASCII	SL
	W-2	 3480	10/04	512	45	23040	38	EBCDIC ASCII	SL
No OCRs	SUI		01/05	275	<b>3.5" diskettes or CD</b>			ASCII	
	SUI		01/05	275	25	6875	16/62	EBCDIC	SL
ICESA tape format	SUI	 3480/ 3490	01/05	275	25	6875	38	EBCDIC	SL






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State Name/ Postal Code/ Comments	W-2 or SUI	Disk/ Tape/ Cart.	Spec Dates	Diskette Record Length	Specs Blocking Factor	Block Size	Tape Density	Recording Mode	Tape Labels
<b>Maryland MD</b>	W-2		05/01	512	<b>3.5" diskettes</b>			ASCII	
MMREF format	W-2		05/01	512	45	23040	16/62	EBCDIC	SL
	W-2	 3480	05/01	512	45	23040	38	EBCDIC	SL
No OCRs	SUI		02/01	35	<b>3.5" diskettes</b>			ASCII	
MMREF for tape and cartridge	SUI		02/01	512	45	23040	16/62	EBCDIC	SL
	SUI	 3480	02/01	512	45	23040	38	EBCDIC	SL
<b>Massachusetts MA</b>	W-2		05/01	512	<b>3.5" diskettes</b>			ASCII	
MMREF format	W-2		05/01	512	45	23040	8/16/62	EBCDIC ASCII	SL
	W-2	 3480	05/01	512	45	23040	38	EBCDIC ASCII	SL
No OCRs	SUI		08/98 (undated)	275	<b>3.5" diskette</b>			ASCII	
	SUI		08/94 (undated)	275	25 max	6875 max	16/62	EBCDIC ASCII	SL
	SUI	 3480	08/94 (undated)	275	25 max	6875 max	16/62	EBCDIC ASCII	SL or NL











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State Name/ Postal Code/ Comments	W-2 or SUI	Disk/ Tape/ Cart.	Spec Dates	Diskette Record Length	Specs Blocking Factor	Block Size	Tape Density	Recording Mode	Tape Labels
<b>Michigan MI</b>	W-2		11/04	512	<b>3.5" diskettes</b>			ASCII	
MMREF format	W-2		11/04	512	45	23040	16/62	EBCDIC ASCII	SL, NS, NL
OCR form MESC-1017 dated May, '93	SUI		<b>No diskette or tape/cartridge specs</b>						
	SUI		03/04	72	Electronic Filing			ASCII	
<b>Minnesota MN</b>	W-2		05/01	512	<b>3.5" diskettes</b>			ASCII	
MMREF format	W-2	 3480	05/01	512	45	23040	38	EBCDIC ASCII	SL, NL
MMREF format	SUI		07/05	512	<b>electronic</b>			ASCII	









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State Name/ Postal Code/ Comments	W-2 or SUI	Disk/ Tape/ Cart.	Spec Dates	Diskette Record Length	Specs Blocking Factor	Block Size	Tape Density	Recording Mode	Tape Labels
<b>Mississippi MS</b>	W-2		01/05	512	<b>3.5" diskettes or CD</b>			ASCII	
MMREF format	W-2	 3480/ 3490	01/05	512	45	23040	38	EBCDIC	SL
No OCRs	SUI		03/01	512	<b>3.5" diskettes</b>			ASCII	
MMREF format	SUI		03/01	512	45	23040	16/62	EBCDIC ASCII	SL
	SUI	 3480/ 3490/ 3490E	03/01	512	45	23040		EBCDIC ASCII	SL
<b>Missouri MO</b>	W-2		01/02	512	<b>3.5" diskettes</b>			ASCII	
MMREF format	W-2		01/02	512	45	23040	62	EBCDIC ASCII	SL
	W-2	 3480/ 3490	01/02	512	45	23040	36	EBCDIC ASCII	SL
No OCRs	SUI		09/04	512	<b>3.5" diskettes</b>			ASCII	
MMREF format	SUI	 3480/ 3490/ 3490E	09/04	512	63	32256	36	EBCDIC	NL






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State Name/ Postal Code/ Comments	W-2 or SUI	Disk/ Tape/ Cart.	Spec Dates	Diskette Record Length	Specs Blocking Factor	Block Size	Tape Density	Recording Mode	Tape Labels
<b>Montana MT</b>	W-2		05/01	512	<b>3.5" diskettes</b>			ASCII	
MMREF format	W-2	 3480/ 3490	05/01	512	45	23040	38	EBCDIC ASCII	SL
No OCRs	SUI		10/99	275	<b>3.5" diskettes</b>			ASCII	
ICESA format	SUI	 3480/ 3490	10/99	275	85	23375	38	EBCDIC ASCII	SL, NL
<b>Nebraska NE</b>	W-2		10/04	512	<b>3.5" diskette or CD</b>			ASCII	
MMREF format	W-2	 3480/ 3490	10/04	512	45	23040	38	EBCDIC ASCII	SL
	SUI		03/01	275	25 max	6875 max	16/62	EBCDIC ASCII	SL
	SUI	 3480/ 3490	03/01	275					SL













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State Name/ Postal Code/ Comments	W-2 or SUI	Disk/ Tape/ Cart.	Spec Dates	Diskette Record Length	Specs Blocking Factor	Block Size	Tape Density	Recording Mode	Tape Labels
<b>Nevada NV</b>	W-2	<b>No state income tax</b>							
MMREF format	SUI		09/04	512	<b>3.5" diskette or CD</b>			ASCII	
	SUI	 3480 / 3490	09/04	512	45	23040		EBCDIC	SL
<b>New Hampshire NH</b>	W-2	<b>No state income tax</b>							
No OCRs	SUI		01/02	512	<b>3.5" diskettes</b>			ASCII	
MMREF format	SUI		01/02	512	45	23040	16/62	EBCDIC ASCII	SL
	SUI	 3480	01/02	512	45	23040		EBCDIC ASCII	SL













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State Name/ Postal Code/ Comments	W-2 or SUI	Disk/ Tape/ Cart.	Spec Dates	Diskette Record Length	Specs Blocking Factor	Block Size	Tape Density	Recording Mode	Tape Labels
<b>New Jersey NJ</b>	W-2		10/04	512	<b>3.5" diskettes</b>			ASCII	
MMREF format	W-2		10/04	512	45	23040	16/62	EBCDIC ASCII	SL, NL
	W-2	 3480	10/04	512	45	23040	16/62	EBCDIC ASCII	SL, NL
OCR form WR-30 dated October, '91  'A' rec written as 'X' rec; 'E' as 'M'; 'S' as 'B'	SUI		03/00	160	<b>3.5" diskette or CD</b>			ASCII	
	SUI		03/00	160	75 max	12000 max	16/62	EBCDIC	SL, NL
	SUI	 3480/ 3490	03/00	160	75	12000		EBCDIC	SL
<b>New Mexico NM</b>	W-2		04/02	512	<b>3.5" diskette</b>			ASCII	
MMREF format	W-2		04/02	512	45	23040	16/62	EBCDIC ASCII	SL
	W-2	 n/a							
No OCRs	SUI		04/99	128	<b>3.5" diskette</b>			ASCII	
	SUI		04/99	275	119 max	32725 max	16/62	EBCDIC ASCII	SL, NL
	SUI	 3480	04/99	275	119	32760		EBCDIC	SL












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State Name/ Postal Code/ Comments	W-2 or SUI	Disk/ Tape/ Cart.	Spec Dates	Diskette Record Length	Specs Blocking Factor	Block Size	Tape Density	Recording Mode	Tape Labels
<b>New York NY</b>	W-2		05/05	512 length	<b>3.5" diskettes or CD</b>			ASCII	
Same media for both W-2 and SUI MMREF format	W-2		05/05	512	45	23040	16/62	EBCDIC	NL
	W-2	 3480/ 3490	05/05	512	45	23040	38	EBCDIC	NL
No OCRs, but form WT-4-B set up for EQCR MMREF format	SUI		05/05	512	<b>3.5" diskettes or CD</b>			ASCII	
	SUI		05/05	512	45	23040	16/62	EBCDIC	NL
	SUI	 3480/ 3490	05/05	512	45	23040	38	EBCDIC	NL
<b>North Carolina NC</b> MMREF format	W-2		08/04	512	<b>3.5" diskette or CD</b>			ASCII	
	W-2		08/04	512	45	23040	16/62	EBCDIC ASCII	SL, NS, NL
	W-2	 3480	08/04	512	45	23040	38	EBCDIC ASCII	SL, NS, NL
OCR form NCUI-101B dated May, '89 MMREF format	SUI		01/04	512	<b>3.5" diskettes</b>			ASCII	
	SUI		01/04	512	45	23040	16/62	EBCDIC ASCII	SL, NL
	SUI	 3480/ 3490	01/04	512	45	23040		EBCDIC ASCII	SL, NL





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State Name/ Postal Code/ Comments	W-2 or SUI	Disk/ Tape/ Cart.	Spec Dates	Diskette Record Length	Specs Blocking Factor	Block Size	Tape Density	Recording Mode	Tape Labels
<b>North Dakota ND</b>	W-2		05/01	512	<b>3.5" diskettes</b>			ASCII	
MMREF format	W-2	 3480/ 3490	05/01	512	45	23040	38	EBCDIC ASCII	SL
No OCRs	SUI		10/99	276	<b>3.5" diskettes</b>			ASCII	
	SUI		10/99	276	24	6624	16/62	EBCDIC	SL
ICESA	SUI	 3480	10/99	276	24	6624	38	EBCDIC	SL
<b>Ohio OH</b>	W-2		10/04	512	<b>3.5" diskettes or CD</b>			ASCII	
MMREF format	W-2		10/04	512	45	23040	16/62	EBCDIC	SL
	W-2	 3480/ 3490	10/04	512	45	23040	38	EBCDIC	SL
OCR form UCO-2QRS dated April, '87	SUI			275	<b>3.5" diskettes</b>			ASCII	
	SUI			275	85	23375	16/62	EBCDIC ASCII	NL
ICESA	SUI	 3480/ 3490/ 3490E		275	85	23375 max	38	EBCDIC	NL













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State Name/ Postal Code/ Comments	W-2 or SUI	Disk/ Tape/ Cart.	Spec Dates	Diskette Record Length	Specs Blocking Factor	Block Size	Tape Density	Recording Mode	Tape Labels
<b>Oklahoma OK</b>	W-2	<b>Does not accept W-2 data from employers</b>							
No OCRs	SUI		07/00	275	<b>3.5" diskette</b>			ASCII	
	SUI	 3480/ 3490	07/00	275	10	2750	18/36	EBCDIC	SL
<b>Oregon OR</b>	W-2	<b>No longer accepts W-2 data from employers</b>							
No OCR	SUI		01/01	512	<b>3.5" diskettes</b>			ASCII	
MMREF format	SUI	 3480/ 3490	01/01	512	45	23040	18	EBCDIC	SL










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State Name/ Postal Code/ Comments	W-2 or SUI	Disk/ Tape/ Cart.	Spec Dates	Diskette Record Length	Specs Blocking Factor	Block Size	Tape Density	Recording Mode	Tape Labels
<b>Pennsylvania PA</b>	W-2		<b>No diskette specs</b>						
MMREF format	W-2		05/01	512	45	23040	16/62	EBCDIC	SL, NL
	W-2	 3480	05/01	512	45	23040	38	EBCDIC	SL, NL
No OCRs	SUI		11/98	275 length	<b>3.5" diskettes</b>			EBCDIC ASCII	
	SUI		05/91	275	25 max	6875 max	16/62	EBCDIC ASCII	SL, NS
	SUI	 3480	05/91	275	25	6875	38	EBCDIC ASCII	SL
<b>Rhode Island RI</b>	W-2		09/01	512	<b>3.5" diskettes</b>			ASCII	
MMREF format	W-2		05/01	512	45	23040	16/62	EBCDIC ASCII	SL
	W-2	 3480/ 3490	09/01	512	45	23040	16/62	EBCDIC ASCII	SL
No OCRs	SUI		05/98	275	<b>3.5" diskettes</b>			ASCII	
	SUI		04/91	275	1	275	16/62	EBCDIC	SL
	SUI	 n/a							





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State Name/ Postal Code/ Comments	W-2 or SUI	Disk/ Tape/ Cart.	Spec Dates	Diskette Record Length	Specs Blocking Factor	Block Size	Tape Density	Recording Mode	Tape Labels
<b>South Carolina SC</b>	W-2		08/05	512	<b>3.5" diskette or CD</b>			ASCII	
MMREF format	W-2		08/05	512	45	23040	16/62	EBCDIC ASCII	SL, NS
	W-2	 3480/ 3490	08/05	512	45	23040	38	EBCDIC ASCII	SL, NS
No OCRs	SUI		03/05	512	<b>3.5" diskettes</b>			ASCII	
	SUI		03/05	512	63	32256	16/62	EBCDIC	SL
MMREF format	SUI	 3480/ 3490	03/05	512	63	32256	38	EBCDIC	SL
<b>South Dakota SD</b>	W-2	<b>No state income tax</b>							
OCR form 21-A dated February, '83	SUI		01/94	85 length	<b>3.5" diskettes</b>			EBCDIC ASCII	
	SUI		01/94	275	25	6875	16/62	EBCDIC ASCII	SL
	SUI	 3480	01/94	275	25	6875	38	EBCDIC ASCII	SL









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State Name/ Postal Code/ Comments	W-2 or SUI	Disk/ Tape/ Cart.	Spec Dates	Diskette Record Length	Specs Blocking Factor	Block Size	Tape Density	Recording Mode	Tape Labels
<b>Tennessee TN</b>	W-2	<b>No state income tax</b>							
OCR form 0318 dated June, '89									
ICESA format	SUI	 3480	10/04	275	25	6875	38	EBCDIC ASCII	SL
<b>Texas TX</b>	W-2	<b>No state income tax</b>							
OCR form C-4 dated January, '87	SUI		04/94	80 length	<b>3.5" diskettes</b>			EBCDIC ASCII	
	SUI		04/94	275	25	6875	16/62	EBCDIC ASCII	SL, NL, NS
	SUI	 3480	04/94	275	25	6875	38	EBCDIC ASCII	SL, NL, NS







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State Name/ Postal Code/ Comments	W-2 or SUI	Disk/ Tape/ Cart.	Spec Dates	Diskette Record Length	Specs Blocking Factor	Block Size	Tape Density	Recording Mode	Tape Labels
<b>Utah UT</b>	W-2		11/04	512	<b>3.5" diskettes or CD</b>			ASCII	
MMREF format	W-2	 3480/ 3490	11/04	512	45	23040	38	EBCDIC ASCII	SL, NL
OCR form 3-C dated March, '88	SUI		06/98 (undated)	128	<b>3.5" diskettes</b>			ASCII	
	SUI		03/85	275	25	6875	16/62	EBCDIC	SL
	SUI	 n/a	06/98 (undated)	275	25	6875	38	EBCDIC	SL
<b>Vermont VT</b>	W-2	<b>Doesn't accept W-2 data from employers</b>							
No OCRs	SUI		06/98 (undated)	80	<b>3.5" diskettes</b>			ASCII	
	SUI		09/91	275	25	6875	16	EBCDIC ASCII	SL
	SUI	 n/a							









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State Name/ Postal Code/ Comments	W-2 or SUI	Disk/ Tape/ Cart.	Spec Dates	Diskette Record Length	Specs Blocking Factor	Block Size	Tape Density	Recording Mode	Tape Labels
<b>Virginia VA</b>	W-2		09/05	512	<b>3.5" diskettes or CD</b>			ASCII	
MMREF format	W-2	 3480 / 3490	09/05	512	45	23040	38	EBCDIC ASCII	SL
No OCRs	SUI		06/99	128 length	<b>3.5" diskettes</b>			ASCII	
	SUI		06/99	275	25 max	6875 max	16/62	EBCDIC	SL
	SUI	 3480	06/99	275	25	6875	38	EBCDIC ASCII	SL
<b>Washington WA</b>	W-2	<b>No state income tax</b>							
OCR form 5208-A1 dated June, 2005 ICESA format	SUI	 3480 CD	08/05	275	25	6875	38	EBCDIC ASCII	SL




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
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State Name/ Postal Code/ Comments	W-2 or SUI	Disk/ Tape/ Cart.	Spec Dates	Diskette Record Length	Specs Blocking Factor	Block Size	Tape Density	Recording Mode	Tape Labels
<b>West Virginia WV</b>	W-2		09/05	512	<b>3.5" diskettes</b>			ASCII	
Uses MMREF format	W-2	 3480/ 3490	09/05	512	45	23040	38	EBCDIC ASCII	SL, NL
No OCRs	SUI		11/04	275	<b>3.5" diskettes or CD</b>			ASCII	
<b>Wisconsin WI</b>	W-2		11/04	512	<b>3.5" diskettes, CD or electronic</b>			ASCII	
MMREF format	W-2	 3480/ 3490	11/04	512	45	23040	38	EBCDIC ASCII	SL, NL
OCR form UC-7832 dated May, '87	SUI		12/88	128 length	<b>3.5" diskettes</b>			ASCII	
	SUI		03/92	275	25	6875	16/62	EBCDIC ASCII	SL
	SUI	 3480	03/92	275	25	6875	38	EBCDIC ASCII	SL

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State Name/ Postal Code/ Comments	W-2 or SUI	Disk/ Tape/ Cart.	Spec Dates	Diskette Record Length	Specs Blocking Factor	Block Size	Tape Density	Recording Mode	Tape Labels
<b>Wyoming WY</b>	W-2	<b>No state income tax</b>							
No OCRs	SUI		01/99	275	<b>3.5" diskettes</b>			ASCII	
	SUI		01/99	275	1	275	16	EBCDIC ASCII	SL
	SUI	 3480	01/99	275	1	275	38 non-IDRC	EBCDIC ASCII	SL

Federal Data/ Comments	W-2 or 1099	Disk/ Tape/ Cart.	Spec Dates	Diskette Record Length	Specs Blocking Factor	Block Size	Tape Density	Recording Mode	Tape Labels
<b>Sent to SSA MMREF format</b>	W-2		06/05	512	<b>3.5" diskettes or electronic</b>			ASCII	
<b>Sent to IRS</b>	1099		08/05	750	<b>3.5" diskettes or electronic</b>			ASCII	
	1099	 3480/ 3490/ 3590	08/05	750	43	32250	38	EBCDIC ASCII	SL, NL

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Federal Data/ Comments	W2-c or EVS	Disk/ Tape/ Cart.	Spec Dates	Diskette Record Length	Specs Blocking Factor	Block Size	Tape Density	Recording Mode	Tape Labels
Sent to SSA MMREF-2 format	W2-c		08/05	1024	3.5 diskettes or electronic			ASCII	
Sent to SSA	EVS		01/05	130	Electronic			ASCII	

Federal Data/ Comments	W2	Disk/ Tape/ Cart.	Spec Dates	Diskette Record Length	Specs Blocking Factor	Block Size	Tape Density	Recording Mode	Tape Labels
Puerto Rico	W2		11/02	512	3.5" diskette or CD			ASCII	
MMREF-1 format	W2		11/02	512	45	23040	16/62	EBCIDIC ASCII	SL
	W2	 3480/ 3490	11/02	512	45	23040		EBCIDIC ASCII	SL

## Tax Reporting Transmittal Information Table (XTM)

The **XTM** Table defines the site-specific Transmittal information required by the various agencies for magnetic media reporting. It also defines the Transmitting Organization for each reporting type.

The Tax Reporting Transmittal Information Table Transaction Layout is used for coding optional batch **XTM** Table maintenance.

TAX REPORTING TRANSMITTAL INFORMATION TABLE

Record 1								A C T I O N	DESCRIPTION				
INIT	TRAN SEQ	ID	ORG ID	PAY GR	TBL ID	REPORTING TYPE							
1	4	7	10	16	18	21	25	37 38	77				
1 1 0 0 0 0 1 R H R S 0 0 0 0 0 0 X T M													
Record 2								A C T I O N	TRANSMITTER CONTROL NUMBER	TRANSMITTING ORGANIZATION	RELEVE SOURCE BEGINNING RELEVE-1 NUMBER	BEGINNING RELEVE-2 NUMBER	W-2 PRE- PARER
(DUPLICATE POSITIONS 1-36 FROM RECORD 1)													
1								2					

TRSXTM.XLS/0201

Field (Columns)	Description
<b>Table ID (Column 18-20)</b>	Valid value is XTM (pre-coded on the transaction layout). <i>Required, alphanumeric, 3 characters.</i>
<b>Reporting Type (Column 21-25)</b>	Designates the reporting type. When entering this field in a batch transaction, leave positions 26-36 blank. <i>Required, alphanumeric, 5 characters.</i>  Valid values: <ul style="list-style-type: none"> <li>W-2 U.S. Wage and Tax Statements.</li> <li>1099 U.S. Miscellaneous (MISC) or Pension (R) statements. Use 1099 if the information is the same for both.</li> <li>1099M U.S. Miscellaneous (MISC) statements.</li> <li>1099R U.S. Pension (R) statements.</li> <li>SUI U.S. Quarterly Wage Detail reporting.</li> <li>T4 Canada Remuneration paid statements.</li> <li>T4A Canada Pension, Retirement, Annuity Income statements.</li> <li>RLV1 Quebec Employment and Other Income statements.</li> <li>RLV2 Quebec Retirement and Annuity Income statements.</li> <li>**** Generic, transmittal information used for all reporting types.</li> </ul> Default: none

## Record 1 Fields

Field (Columns)	Description
<b>Description (Column 38-77)</b>	Description of the Transmitter Information. <i>Required, alphanumeric, 40 characters.</i>

## Record 2 Fields

Record 2 has a pre-coded 2 in the Action (Column 37) field.

Field (Columns)	Description
<b>Transmitter Control Number (Column 38-47)</b>	<p>Transmitter Control Number. Enter the information required for the following reporting types. <i>Conditional, alphanumeric, 10 characters.</i></p> <p>Valid values:</p> <ul style="list-style-type: none"> <li>1099 U.S. Miscellaneous (MISC) or Pension (R) statements. Enter the five-character alphanumeric code.</li> <li>TA Canada Remuneration paid statements, T4. Enter the six-character Transmitter number assigned by Revenue Canada.</li> <li>T4A Canada Pension, Retirement, Annuity Income statements, T4A. Enter the six-character Transmitter number assigned by Revenue Canada.</li> <li>Releve Quebec Income statements, Releve 1 and Releve 2. Enter the Quebec Enterprise Number assigned by the Inspector General of Financial Institutions or the Clerk of the Superior Court.</li> </ul> <p>Default: none</p>
<b>Transmitting Organization (Column 48-53)</b>	<p>Enter the Transmitting Organization ID. <i>Required, alphanumeric, 6 characters.</i></p>
<b>Releve Source (Column 54)</b>	<p>Required for Releve 1 and Releve 2 only. Enter the Source of the RL slips used. <i>Conditional, alphanumeric, 1 character.</i></p> <p>Valid values:</p> <ul style="list-style-type: none"> <li>A Obtained from the Minister of Revenue.</li> <li>B Facsimiles obtained from a third party</li> <li>C Facsimiles produced by the transmitter.</li> <li>D Any combination of the above.</li> </ul> <p>Default: none</p>
<b>Beginning Releve-1 Number (Column 55-62)</b>	<p>Required for Releve 1. Enter the number of the first RL-1 slip. <i>Conditional, alphanumeric, 8 characters.</i></p>

Field (Columns)	Description
<b>Beginning Releve-2 Number (Column 63-70)</b>	Required for Releve 2. Enter the number of the first RL-2 slip. <i>Conditional, alphanumeric, 8 characters.</i>
<b>W-2 Preparer (Column 71)</b>	Required for U.S. Federal W-2 reporting <i>Conditional, alphanumeric, 1 character.</i> Valid values: A Accounting firm. L Self Prepared. S service Bureau. P Parent Company/Organization. O Other  Default: none

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## Tax Reporting Transmitter Information Table (XTR)

The **XTR** Table defines the Transmitter information for returning of magnetic media as well as defining the characteristics of the magnetic media that may be used for quarterly and annual reporting.

The **XTR** Table establishes the magnetic media being used for reporting to the Federal and state agencies as well as the type of reporting being done. The Federal and state preferences are delivered with the system.

The Key to the **XTR** Table is composed of three fields: the reporting entity (**FD** for federal or a valid Postal code for the states), a reporting type (**W-2, 1099, 1099R, 1099M, or SUI**), and a reporting media (**TAPE, CART or DISK**).

The Tax Reporting Transmitter Information Table Transaction Layout is used for coding optional batch **XTR** Table maintenance.

TAX REPORTING TRANSMITTER INFORMATION TABLE

Record 1																		
INIT	TRAN SEQ	ID	ORG ID	PAY GR	TBL ID	REPORTING ENTITY	REPORTING TYPE	REPORTING MEDIA	S E C T I O N	DESCRIPTION								
1	4	7	10	16	18	21	26	31	35	37	38	77						
1	1	0	D	I	R	H	R	S	0	0	0	X						
									0									
Record 2																		
(DUPLICATE POSITIONS 1-35 FROM RECORD 1)									S E C T I O N	COMPUTER TYPE	LBL TYP	DEN	BLK FCT	CHR SET				
1										35	36	37	38	46	48	50	53	55
										0	2							
Record 3																		
(DUPLICATE POSITIONS 1-35 FROM RECORD 1)									S E C T I O N	RETURN NAME								
1										35	36	37	38					77
										1	3							
Record 4																		
(DUPLICATE POSITIONS 1-35 FROM RECORD 1)									S E C T I O N	RETURN ADDRESS								
1										35	36	37	38					77
										1	4							
Record 5																		
(DUPLICATE POSITIONS 1-35 FROM RECORD 1)									S E C T I O N	RETURN CITY	RETURN STATE/ PROVINCE CODE		RETURN ZIPCODE/ POSTAL CODE					
1										35	36	37	38	57	58	60	68	
										1	5							

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Field (Columns)	Description
<b>Table ID (Column 18-20)</b>	Valid value is XTR (pre-coded on the transaction layout). <i>Required, alphanumeric, 3 characters.</i>
<b>Reporting Entity (Column 21-22)</b>	Enter FD when using the Transmitter Table for Federal information. Enter a valid State Postal code when using the table for State information. Must be a valid entry on the DST Table. When entering this field in a batch transaction, leave positions 23-25 blank. <i>Required, alphanumeric, 2 characters.</i>
<b>Reporting Type (Column 26-30)</b>	Designates the reporting type. When entering this field in a batch transaction, leave positions 29 and 30 blank. <i>Required, alphanumeric, 5 characters.</i> Valid values: W-2    W-2. 1099    Used for both 1099R and 1099 MISC reporting. 1099R    1099R. 1099M    1099 miscellaneous. SUI    State Unemployment Insurance.  Default: none
<b>Reporting Media (Column 31-34)</b>	Designates the reporting media. When entering this field in a batch transaction, leave positions 35 and 36 blank. <i>Required, alphanumeric, 4 characters.</i> Valid values: TAPE    Reel-to-reel tape. CART    Cartridge. DISK    Diskette.  Default: none
<b>Seq Code (Column 36)</b>	The Sequence Code contains a pre-coded Sequence Code of <b>0</b> , which informs the system that this is the first of the two XTR Tables. <i>Required, numeric, 1 place.</i>

## Record 1 Fields

Field (Columns)	Description
<b>Description (Column 38-77)</b>	Description of the Transmitter Information. <i>Required, alphanumeric, 40 characters.</i>

## Record 2 Fields

Record 2 has a pre-coded 2 in the Action (Column 37) field.

Field (Columns)	Description
<b>Seq Code (Column 36)</b>	Sequence Code. Contains a pre-coded Sequence Code of 0. <i>Required, numeric, 1 place.</i>
<b>Computer Type (Column 38-45)</b>	Diskette reporting. Enter the source computer type for Diskette reporting, i.e., IBM, DELL, and COMPAQ. <i>Required, alphanumeric, 8 characters.</i>
<b>Label Type (Column 46-47)</b>	Tape or Cart label type. <i>Required, alphanumeric, 2 characters.</i> Valid values: SL Standard Label. NL No Label. NS Non-standard Label. Default: none
<b>Density (Column 48-49)</b>	TAPE or CART density. <i>Required, alphanumeric, 2 characters.</i> Valid values: 08 0800. 16 16001. 38 3480 and 3490. 62 6200. Default: none
<b>Blocking Factor (Column 50-52)</b>	TAPE or CART Blocking factor. Enter 001 for Blocking factor of 1. <i>Required, numeric, 3 places.</i>

Field (Columns)	Description
<b>Character Set (Column 53-55)</b>	Character Set. <i>Required, alphanumeric, 3 characters.</i> Valid values: ASC ASCII. EBC EBCDIC.  Default: none

### Record 3 Fields

Record 3 has a pre-coded 3 in the Action (Column 37) field.

Field (Columns)	Description
<b>Seq Code (Column 36)</b>	Sequence Code. Contains a pre-coded Sequence Code of 1. <i>Required, numeric, 1 place.</i>
<b>Return Name (Column 38-77)</b>	Organization Name. Enter the name of the Organization that is authorized to prepare and submit magnetic media to the Social Security Administration and appears on the Submitter Record on the MMREF format. <i>Required, alphanumeric, 40characters.</i>

### Record 4 Fields

Record 4 has a pre-coded 4 in the Action (Column 37) field.

Field (Columns)	Description
<b>Seq Code (Column 36)</b>	Sequence Code. Contains a pre-coded Sequence Code of 1. <i>Required, numeric, 1 place.</i>
<b>Return Address (Column 38-72)</b>	Organization Street Address. Enter the street address of the Organization that is authorized to prepare and submit magnetic media to the Social Security Administration and appears on the Submitter Record on the MMREF format. <i>Optional, alphanumeric, 40characters.</i>

### Record 5 Fields

Record 5 has a pre-coded 5 in the Action (Column 37) field.

Field (Columns)	Description
<b>Seq Code (Column 36)</b>	Sequence Code. Contains a pre-coded Sequence Code of 1. <i>Required, numeric, 1 place.</i>
<b>Return City (Column 38-57)</b>	Organization City. Enter the city of the Organization that is authorized to prepare and submit magnetic media to the Social Security Administration and appears on the Submitter Record on the MMREF format. <i>Optional, alphanumeric, 40 characters.</i>

Field (Columns)	Description
<b>Return State/Province Code (Column 58-59)</b>	Organization Postal Code. Enter the postal code of the Organization that is authorized to prepare and submit magnetic media to the Social Security Administration and appears on the Submitter Record on the MMREF format. <i>Optional, alphanumeric, 2 characters.</i>
<b>Return Zip Code/Postal Code (Column 60-68)</b>	Organization Zip Code. Enter the zip code of the Organization that is authorized to prepare and submit magnetic media to the Social Security Administration and appears on the Submitter Record on the MMREF format. <i>Optional, numeric, 9 places.</i>

## Tax Reporting SUI Report Table (XUC)

The **XUC** Table defines the state requirements for the OCR, Optical Character Reader, form and the EQCR, Employer’s Quarterly Contribution Report for wage detail reporting.

The Tax Reporting SUI Report Table Transaction Layout is used for coding optional batch **XUC** Table maintenance.

TAX REPORTING SUI REPORT TABLE

INIT	TRAN SEQ	ID	ORG ID	PAY GR	TBL ID	P O S T A L C O D E	FORM	LINE	A C T I O N	FORM ID	DETAIL OCCUR	DETAIL SPACE	STRIKE PATTERN
1	4	7	10	16	18	21	26 29	31 32	37 38		53 54 55 56 57 58		

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Field (Columns)	Description
<b>Table ID (Column 18-20)</b>	Valid value is XUC (pre-coded on the transaction layout).. <i>Required, alphanumeric, 3 characters.</i>
<b>Postal Code (Column 21-22)</b>	State Postal Code. Enter a valid State Postal code. Must be a valid entry on the System State Code (DST) Table. When entering this field in a batch transaction, leave positions 23-36 blank. <i>Required, alphanumeric, 2 characters.</i>
<b>Form (Column 26-29)</b>	EQCR, Employer’s Quarterly Contribution Report, or OCR, Optical Character Recognition. EQCR is required for states that do not accept magnetic media or OCR forms for reporting. When entering this field in a batch transaction, leave position 30 blank. <i>Required, alphanumeric, 4 characters.</i>
<b>Line Number (Column 31-32)</b>	Line position of the first employee detail information must be numeric and between 01 and 66. When entering this field in a batch transaction, leave positions 33-36 blank. <i>Required, numeric, 2 characters.</i>
<b>Form ID (Column 38-53)</b>	Description of the Form <i>Required, alphanumeric, 40 characters.</i>
<b>Detail Occurs (Column 54-55)</b>	The number of employee detail lines per page. Must be numeric and greater than zero. <i>Required, numeric, 2 characters.</i>

Field (Columns)	Description
<b>Detail Spacing (Column 56)</b>	<p>The spacing between detail lines. <i>Required, alphanumeric, 1 characters.</i></p> <p>Valid values:</p> <ul style="list-style-type: none"><li>S Single spacing</li><li>D Double spacing.</li><li>T Triple spacing.</li></ul> <p>Default: none</p>
<b>Strike Pattern (Column 57-58)</b>	<p>The number of pages of strike patterns desired before printing the actual data. Must be numeric and between 01-99. <i>Required, numeric, 2 characters.</i></p>

## Tax Reporting SUI Report Parameter Table (XUP)

The XUP Table defines the state requirements for placement of data on the OCR, Optical Character Reader, form and the EQCR, Employer’s Quarterly Contribution Report for wage detail reporting. The Tax Reporting SUI Report Parameter Table Transaction Layout is used for coding optional batch XUP Table Maintenance.

TAX REPORTING SUI REPORT PARAMETER TABLE

Record 1

INIT	TRAN SEQ	ID	ORG ID	PAY GR	TBL ID	P O C S O T D A E L	FORM	LN NO	COL NO	A C T I O N	FORM ID	PRT PGE	FIELD NAME	FLD TYPE	LEFT DEC	RIGHT DEC	EDIT MASK
1	4	7	10	16	18	21	26-29	31-32	33-35	37-38				62-63	64-65	66-67	87

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Field (Columns)	Description
<b>Table ID</b> (Column 18-20)	Valid value is XUP (pre-coded on the transaction layout).. <i>Required, alphanumeric, 3 characters.</i>
<b>Postal Code</b> (Column 21-22)	State Postal Code. Enter a valid State Postal code. Must be a valid entry on the DST Table. When entering this field in a batch transaction, leave positions 23-36 blank. <i>Required, alphanumeric, 2 characters.</i>
<b>Form</b> (Column 26-29)	EQCR, Employer’s Quarterly Contribution Report, or OCR, Optical Character Recognition. EQCR is required for states that do not accept magnetic media or OCR forms for reporting. When entering this field in a batch transaction, leave position 30 blank. <i>Required, alphanumeric, 4 characters.</i>
<b>Line Number</b> (Column 31-32)	Line position of the first employee detail information must be numeric and between 01 and 66. When entering this field in a batch transaction, leave positions 33-36 blank. <i>Required, numeric, 2 characters.</i>
<b>Column Number</b> (Column 33-35)	Line position of the first employee detail information. Must be numeric and between 001 and 132. When entering this field in a batch transaction, leave position 36 blank. <i>Required, numeric, 3 characters.</i>

**Record 1 Fields**

<b>Field (Columns)</b>	<b>Description</b>
<b>Form ID (Column 38-53)</b>	Description of the Form <i>Required, alphanumeric, 16 characters.</i>
<b>Print Pages (Column 54)</b>	Describes the occurrence of the data on the pages of this report. <i>Required, alphanumeric, 1 character.</i>  Valid values: A Print on all pages. F Print on the first page. L Print on the last page.  Default: none
<b>Field Name (Column 55-62)</b>	Name for the field to be printed in this position. <i>Required, alphanumeric, 8 characters.</i>
<b>Field Type (Column 63)</b>	Describes the field characteristics. <i>Required, alphanumeric, 1 character.</i>  Valid values: X Alphanumeric. N Numeric. E Employee Name. Default is Last, First, Middle. D Date. Default is M/D/Y. L Literal. Characters entered in Field Name will print in the position designated by Line and Column.  Default: none
<b>Left Decimal (Column 64-65)</b>	Number of positions to the left of the decimal. <i>Required, numeric, 2 places.</i>
<b>Right Decimal (Column 66)</b>	Required field when Field Type is N. The number of positions to the right of the decimal. May be 0. Leave blank if Field Type is not N. <i>Required, numeric, 1 place.</i>

Field (Columns)	Description
<b>Edit Mask (Column 67-87)</b>	<p>Required if Field Type is <b>E</b>. Optional for other Field Types. Common Edit Masks are</p> <p><i>Conditional, alphanumeric, 21 characters.</i></p> <p>Valid values:</p> <p>XXBXXBXXXX Use for Social Security numbers with spaces.</p> <p>XXX-XX-XXXX Use for Social Security numbers with dashes between numbers.</p> <p>L F M Last Name, First Name, Middle Name</p> <p>L, F M Last Name followed by a comma, First Name, Middle Name</p> <p>M-D-Y Date fields in MM-DD-YY format.</p> <p>M/D/Y Date fields in MM/DD/YY format.</p> <p>C Used with dollar amounts with spaces instead of commas and decimal points.</p> <p>XXXXXXX XXX Print a 10-digit account number as 7 digits, a blank space and 3 digits.</p> <p>Default: none</p>

## UIRPRNT Field Names

### Company/Organization Fields

Field Name	Description
<b>FEDEIN</b>	Federal employee identification number.
<b>COMPANY</b>	Company/Organization name.
<b>ADDR-1</b>	Address 1.
<b>ADDR-2</b>	Address 2.
<b>CITY</b>	City.
<b>STATE</b>	Postal code abbreviation.
<b>STATENAM</b>	State name centered in 25-character field. For EQCR heading.
<b>CITYSTZI</b>	Formatted city, state and zip. For EQCR heading.
<b>ZIP</b>	Zip code.
<b>QENDDATE</b>	Quarter end date .
<b>PAGENO</b>	Page number.
<b>TOTPAGES</b>	Total number of pages in report. This is for OCRs only.
<b>GTOTTXBL</b>	Total of all employees' SUI taxable wages, by SUI ID Number.
<b>GTOTBASE</b>	Total of all employees' base wages, by SUI ID Number.
<b>GTOTGROS</b>	Total of all employees' gross wages, by SUI ID Number.
<b>GTOTEXWG</b>	Total of all employees' excess wages, by SUI ID Number.
<b>GTOTSPGR</b>	Total of all employees' special assessment gross wages, by SUI ID.
<b>GTOTSTAX</b>	Total of all employees' special assessment taxes, by SUI ID Number. Total of special assessment gross wages is multiplied by the special assessment rate to get this total.
<b>GTOTSTXL</b>	Total of all employees' New York State taxable wages for the fourth quarter.
<b>GTOTSTX</b>	Total of all employees' New York State tax withheld for the fourth quarter. Includes New York City and Yonkers local tax withheld.

Field Name	Description
<b>GTOTEMPL</b>	Total of all employees in report, by SUI ID Number.
<b>GTOTEMP2</b>	Total of all employees in report earning wages that include the 12th day of the calendar month (month 2 of the quarter). If the worksite feature is not being used, refer to the description for GTOTEMPL.
<b>GTOTEMP3</b>	Total of all employees in report earning wages that include the 12th day of the calendar month (month 3 of the quarter). If the worksite feature is not being used, refer to the description for GTOTEMPL.
<b>GTOTEMPM</b>	Total of all employees earning wages that include the 12th of the month for month 1, 2 and 3 for use with the worksite reporting feature.
<b>GTOTSTAX</b>	Grand Total of Calculated Special Tax.
<b>COUNTY</b>	County.
<b>QTR</b>	Quarter being reported.
<b>NYQTR1</b>	Indicator for printing the first quarter literal on the New York WT-4-B (EQCR).
<b>NYQTR2</b>	Indicator for printing the second quarter literal on the New York WT-4-B (EQCR).
<b>NYQTR3</b>	Indicator for printing the third quarter literal on the New York WT-4-B (EQCR).
<b>NYQTR4</b>	Indicator for printing the fourth quarter literal on the New York WT-4-B (EQCR).
<b>YEAR</b>	The year being reported.
<b>STATEEIN</b>	State employer identification number.
<b>ACCTNO</b>	Account number.
<b>CHKDIG</b>	Check Digit (the eighth position of Arizona's SUI account number).
<b>RATE</b>	SUI percent.
<b>AREA</b>	Texas tax area number.
<b>SICCODE</b>	Texas SIC number.
<b>COHLT</b>	Company health insurance indicator.

**Employee Fields**

<b>Field Name</b>	<b>Description</b>
<b>SSN</b>	Social Security Number.
<b>NAME</b>	Formatted name.
<b>TXBL</b>	SUI taxable wages for quarter.
<b>BASE</b>	Base wages for quarter.
<b>GROSS</b>	Gross wages for quarter.
<b>SPECGROS</b>	Special assessment gross wages for the quarter.
<b>SPECTAX</b>	Special assessment tax for the quarter.
<b>HIREDATE</b>	Hire date.
<b>NEWHIRE</b>	Current quarter hire date (currently, for Michigan's OCR only).
<b>TERMDATE</b>	Separation date.
<b>HOURS</b>	Hours worked in quarter.
<b>EMPHLT</b>	Employee health insurance indicator.
<b>SEASONAL</b>	North Carolina seasonal indicator.
<b>PLANCODEP</b>	Wage plan code for California employees. Contains a 'P' when the employee has state income tax but no SUI wages.
<b>PLANCODES</b>	Wage plan code for California employees. Contains an 'S' when the employee has both state income tax and SUI wages.
<b>FIRST</b>	First name.
<b>MIDDLE</b>	Middle initial.
<b>LAST</b>	Last name.
<b>WKSWRKED</b>	Week worked in quarter.
<b>EXCWAGES</b>	Excess wages for quarter.
<b>STXBL</b>	Quarterly State taxable wages; Annual State taxable wages for New York for Quarter 4.
<b>STAX</b>	Quarterly State tax withheld; Annual State tax withheld for New York for Quarter 4. Includes New York City and Yonkers local tax withheld.

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**Reports Temporary Fields**

<b>Field Name</b>	<b>Description</b>
<b>TOTTXBL</b>	Total SUI taxable wages on current page.
<b>TOTBASE</b>	Total base wages on current page.
<b>TOTGROSS</b>	Total gross wages on current page.
<b>TOTEXCWG</b>	Total excess wages on current page.
<b>TOTEMPL</b>	Total employees on current page.
<b>TOTSTXBL</b>	Total State taxable wages on current page.
<b>TOTSTAX</b>	Total State tax withheld on current page.
<b>TOTSPGR</b>	Total Special Assessment gross wages on current page.
<b>TOTSPTAX</b>	Total Special Assessment tax on current page.



# Company/Organization Table Maintenance

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## Company /Organization Level Tables

### Introduction

Tables defined as Company /Organization Level Tables apply to individual organizations in the enterprise. Therefore, a Company /Organization Level Table may exist multiple times in the system, depending on the number of organizations defined in the system. Company /Organization Level Tables include tables that affect certain system processes (e.g., the User Exit Table and, for Multiple Appointment/Position Control, the Position Stringency Table), tables used primarily for reporting (e.g., the EEO Employer Information and Report Tables), and tables having company/organization-specific data requirements (e.g., Affirmative Action Location, Bank, Job, Location, Organization, and Salary Grade Tables).

Several Company /Organization Level Tables are used solely for Multiple Appointment/Position Control processing. Although these tables may be populated for any company, only companies defined to the system as Multiple Appointment/Position Control companies (reference the COC Table) will use these tables for any type of processing.

It is suggested that users reference the individual table descriptions in this section before performing any maintenance activities to Company /Organization Level Tables. Changes to certain Company /Organization Level Tables may result in either incorrect edits applied by the system or in erroneous information used by the system in payroll and personnel reports and calculations.

## Company /Organization Level Table Control Fields

The control fields used for Company /Organization Level Tables are described below. The card columns in which these fields are entered in a batch transaction are also indicated.

Field (Columns)	Description
<b>INIT</b> <b>(Column 1-3)</b>	User's initials.
<b>TRANS SEQ</b> <b>(Column 4-6)</b>	Batch only. Generally <b>200</b> (varies by table)
<b>ID</b> <b>(Column 7-9)</b>	Batch only. Valid value is DIR.
<b>ORG ID</b> <b>(Column 10-15)</b>	User-defined. Must be a valid table entry.
<b>PAY GRP</b> <b>(Column 16-17)</b>	Enter 00 for company level.
<b>TABLE ID</b> <b>(Column 18-20)</b>	Table ID of table being accessed.
<b>KEY</b> <b>(Column 21-36)</b>	Table key(s) of table entry being accessed.
<b>ACTION</b> <b>(Column 37 of first input record only)</b>	Action Code. Valid values: <b>N</b> new <b>R</b> revise <b>D</b> delete <b>I</b> inactivate <b>A</b> activate

## Company /Organization Level Table Transaction Layouts

Table-specific transaction layouts are used for coding maintenance information for Company /Organization Level Tables that either require multiple input records for batch maintenance or contain a description plus additional data fields.

Company /Organization Level Tables consisting of a key and a description field use a Company /Organization Level General Transaction Layout for coding maintenance information. The General Transaction Layout used depends upon the applicable description field.

- Company /Organization Level Tables having only a single 40-position description field use the **Company /Organization Level General Transaction Layout (A)**.
- Company /Organization Level Tables having a 20-position description field use the **Company /Organization Level General Transaction Layout (B)**.

### Company /Organization Level Tables that use the Company /Organization Level General Transaction Layout (A)

The following table lists all **Company /Organization Level Tables** that use Transaction Layout (A).

Table ID	Table Name
CCC	Classification Category Table
CFC	Classification Family Table
IVS	Investment Option Table
PCG	Multiple Appointment Change Code Table
PLY	Multiple Appointment Leave Type Table
PLV	Multiple Appointment Leave Code Table
PMS	Multiple Appointment Status Table
PPT	Multiple Appointment Permanency Table
DTE	Multiple Appointment Termination Reason Table
PTT	Multiple Appointment Type Code Table
XIT	User Exit Table





## Affirmative Action Location Codes (AAL)

The **AAL** Table contains all Affirmative Action Location codes that are valid for the company. These codes are user-defined and may represent a specific geographic location, work location, plant location, or Standard Metropolitan Statistical Area (SMSA), and will represent an establishment in EEO-1 reporting.

The **AAL** Table edits the employee's **AAL** Code (Field 058) entered via Transaction 240, and edits the **AAL** Code field on the company's DLC and EEC Tables.

For EEO-1 reporting, companies requiring a Consolidated Report (Type 2) must establish an **AAL** Code of **ZZ** for the specific purpose of generating an EEO-1 Consolidated Report. This **ZZ** Code should not be assigned to employees, since its sole purpose is for producing a Consolidated Report. The Company Name and Address fields entered for the **ZZ** entry will print in the Company Identification (Section B, Parts 1 and 2) of the EEO-1 Consolidated Report.

The Affirmative Action Location (**AAL**) Transaction Layout is used for coding optional batch **AAL** Table maintenance.

### AFFIRMATIVE ACTION LOCATION

Record 1

INIT	TRAN SEQ	ID	ORG ID	PAY GR	TBL ID	A A L C O D E	COMPANY NAME										FEDERAL TAX ID		
1	4	7	10	16	18	21 22	37 38											73	81
								2100DIR											

Record 2

(DUPLICATE POSITIONS 1-36 FROM RECORD 1)						A A L C O D E	ADDRESS LINE	EEO UNIT NUMBER	
1						22	37 38	68	74

Record 3

(DUPLICATE POSITIONS 1-36 FROM RECORD 1)						A A L C O D E	CITY	COUNTY	S T A T E	ZIP CODE	
1						22	37 38	58	73	75	83

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Field (Columns)	Description
<b>Table ID (Column 18-20)</b>	Required field. Must be <b>AAL</b> (pre-coded on the transaction layout).
<b>Key (Column 21-22)</b>	Required field. The Affirmative Action Location Code. For companies requiring an EEO-1 Consolidated Report, an <b>AAL</b> Code of <b>ZZ</b> must exist in the company in which the headquarters <b>AAL</b> exists. When entering this field in a batch transaction, leave positions 23-36 blank.

### Record 1 Fields

Field (Columns)	Description
<b>Company Name (Column 38-72)</b>	Required field. The Company Name to be printed on the EEO-1 Report for this establishment.
<b>Federal Tax ID (Column 73-81)</b>	Required field. The Federal Tax ID to be printed on the EEO-1 report for this establishment.

### Record 2 Fields

Field (Columns)	Description
<b>Address Line (Column 38-67)</b>	Required field. The Company Address to be printed on the EEO-1 Report for this establishment.
<b>EEO Unit Number (Column 68-74)</b>	Required field. The EEO Unit Number to be printed on the EEO-1 report for this establishment.

### Record 3 Fields

Field (Columns)	Description
<b>City (Column 38-57)</b>	Required field. The Company's City to be printed on the EEO-1 Report for this establishment.
<b>County (Column 58-72)</b>	Required field. The Company's County to be printed on the EEO-1 Report for this establishment.
<b>State (Column 73-74)</b>	Required field. The Company's State to be printed on the EEO-1 Report for this establishment. Must be a valid entry on the <b>DST</b> Table.
<b>Zip Code (Column 75-83)</b>	Required field. The Company's Zip Code to be printed on the EEO-1 report for this establishment.

## Address Code Table (ADR)

The **ADR** Table contains names and addresses of individuals/organizations sending or receiving specific deduction-related or legislated reports. This table edits the employee's Remit Key Field (Field 530) entered via Transaction 330.

The Address Code Table Transaction Layout is used for coding optional batch **ADR** Table maintenance.

### ADDRESS CODE TABLE

Record 1

INIT	TRAN SEQ	ID	ORG ID	PAY GR	TBL ID	ADDR CODE	A C T I O N	DESCRIPTION (Individual or Organization Associated with Address)
1	4	7	10	16	18	21-23	37-38	77
2	1	0	D	I	R			

Record 2

(DUPLICATE POSITIONS 1-36 FROM RECORD 1)							A C T I O N	ADDRESS LINE 1
1							37-38	69
1								

Record 3

(DUPLICATE POSITIONS 1-36 FROM RECORD 1)							A C T I O N	ADDRESS LINE 2
1							37-38	69
2								

Record 4

(DUPLICATE POSITIONS 1-36 FROM RECORD 1)							A C T I O N	CITY	S T A T E	ZIP CODE	PHONE
1							37-38	58	60	69	78
3											

ADDCODE.XLS/1200

Field (Columns)	Description
<b>Table ID (Column 18-20)</b>	Required field. Must be <b>ADR</b> .
<b>Addr Code (Column 21-23)</b>	Required field. The Address Code. When entering this field in a batch transaction, leave positions 24-36 blank.

#### Record 1 Fields

Field (Columns)	Description
<b>Description (Column 38-77)</b>	Required field. Enter the individual or organization associated with the address.

#### Record 2 Fields

Record 2 has a pre-coded **1** in the Action (Column 37) field.

Field (Columns)	Description
<b>Address Line 1 (Column 38-69)</b>	The first line of the street address.

#### Record 3 Fields

Record 3 has a pre-coded **2** in the Action (Column 37) field.

Field (Columns)	Description
<b>Address Line 2 (Column 38-69)</b>	The second line of the street address.

#### Record 4 Fields

Record 4 has a pre-coded **3** in the Action (Column 37) field.

Field (Columns)	Description
<b>City (Column 38-57)</b>	The name of the City.



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Field (Columns)	Description
<b>Coverage Type (Column 26-28)</b>	Required field. When entering this field in a batch transaction, leave positions 29-36 blank. The following entries are valid: <b>SGL</b> Single Coverage <b>FAM</b> Family Coverage <b>DPO</b> Dependent only, No Spouse Coverage <b>SPO</b> Spouse only, no dependent coverage.

---

**Record 1 Fields**

Field (Columns)	Description
<b>Description (Column 38-77)</b>	A description of the Benefit Coverage. This will be defaulted to the following values if it is not entered. <b>SGL</b> Single Coverage <b>FAM</b> Family Coverage <b>DPO</b> Dependent only, No Spouse Coverage <b>SPO</b> Spouse only, no dependent coverage

**Record 2 Fields**

Record 2 has a pre-coded **2** in the Action (Column 37) field.

Field (Columns)	Description
<b>Short Description (Column 38-45)</b>	A short description of the Benefit Coverage. This will be defaulted to the following values if it is not entered. <b>SGL</b> Single <b>FAM</b> Family <b>DPO</b> Dep only <b>SPO</b> Sps only.
<b>Gov Report Code (Column 46-49)</b>	Alphanumeric. Not required.



Field (Columns)	Description
<b>Table ID (Column 18-20)</b>	Required field. Must be <b>BNK</b> .
<b>Client Number (Bank Code) (Column 21-29)</b>	Required field. A nine-position Bank Code. When entering this field in a batch transaction, leave positions 30-36 blank.
<b>Client (Payor) Short Name (Column 38-52)</b>	Required field. The Client Short Name is user-defined.
<b>Bank Processing Center (Column 53-57)</b>	Required field. The Bank Processing Center is user-defined.
<b>File Creation No (Column 58-61)</b>	This field is user-defined. A 1- to 4-digit File Creation Number may be user-entered in this field, if necessary. Must be numeric.
<b>Institution ID Returns (Column 62-70)</b>	Required. This field is user-defined.
<b>Account ID (Column 71-82)</b>	Required. This field is user-defined.

## Benefit Plan Data Table (BPL)

The Benefit Plan Data Table is used to store specific data such as carrier name and address, group and policy numbers, and maximum age for dependents. This will identify the plans to be reported legislatively.

The Benefit Plan Data Table Input Form is used for coding all **BPL** Table maintenance

**BENEFIT PLAN DATA TABLE**

Record 1																		
INIT	TRAN SEQ	ID	ORG ID	PAY GRP	TABLE ID	BENEFIT PLAN CD	SE Q C D	AC T I O N	DESCRIPTION	HEALTH PLAN	DEP MAX AGE	STUDENT MAX AGE	GROUP NUMBER					
1	4	7	10	16	18	21	25	26	37	38	57	58	59	61	62	65	74	
(DUPLICATE POSITIONS 1-36 FROM RECORD 1)							SE Q C D	AC T I O N	CARRIER NAME									
(DUPLICATE POSITIONS 1-36 FROM RECORD 1)							SE Q C D	AC T I O N	POLICY NUMBER									
(DUPLICATE POSITIONS 1-36 FROM RECORD 1)							SE Q C D	AC T I O N	CARRIER ADDRESS 1									
(DUPLICATE POSITIONS 1-36 FROM RECORD 1)							SE Q C D	AC T I O N	CARRIER ADDRESS 2									
(DUPLICATE POSITIONS 1-36 FROM RECORD 1)							SE Q C D	AC T I O N	CARRIER CITY	CARRIER/STATE PROVINCE CODE	ZIP CODE/ POSTAL CODE							

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Field (Columns)	Description
<b>Table ID (Column 18-20)</b>	Required field. Must be BPL.
<b>Benefit Plan Code (Column 21-25)</b>	Required field. The user-defined Benefit Plan Code. When entering this field in a batch transaction, leave positions 26-36 blank.
<b>Seq Code (Column 26)</b>	Required field. Record 1 contains a pre-coded <b>0</b> in the Sequence Code field, which the system uses to establish the processing order. When entering this field in a batch transaction, leave positions 27-36 blank.

### Record 1 Fields

Field (Columns)	Description
<b>Description (Column 38-57)</b>	Required field. A description of the Benefit Plan. This field may be used to describe the Benefit Plan.
<b>Health Plan Indicator (Column 58)</b>	Indicates if this Benefit Plan is a Health Plan <b>Y</b> Yes, this is a Health Plan <b>N</b> No, this is not a Health Plan
<b>Dependent Maximum (Column 59-61)</b>	Enter the maximum age for dependent coverage. If entered, must be numeric. Will default to 999.
<b>Dependent Student Maximum Age (Column 62-64)</b>	Enter the maximum age for dependent student coverage. If entered, must be numeric. Will default to 999.
<b>Group Number (Column 65-74)</b>	Enter the Group Number assigned to this Benefit Plan. <i>Optional, alphanumeric, 10 characters</i>

### Record 2 Fields

Record 2 has a pre-coded **2** in the Action (Column 37) field.

Field (Columns)	Description
<b>Seq Code (Column 26)</b>	Record 2 has a pre-coded <b>0</b> in the Seq Code (Column 26) field.
<b>Carrier Name (Column 38-77)</b>	Required field. The name of the carrier for the Benefit Plan.

**Record 3 Fields**

Record 3 has a pre-coded **3** in the Action (Column 37) field.

Field (Columns)	Description
<b>Seq Code (Column 26)</b>	Record 3 has a pre-coded <b>0</b> in the Seq Code (Column 26) field.
<b>Policy Number (Column 38-52)</b>	The policy number for this Benefit Plan.

**Record 4 Fields**

Record 4 must have **N** or **R** in the Action( Column 37) field.

Field (Columns)	Description
<b>Seq Code (Column 26)</b>	Record 4 has a pre-coded <b>1</b> in the Seq Code (Column 26) field.
<b>Carrier Address 1 (Column 38-69)</b>	The first line of the street address for the Carrier.

**Record 5 Fields**

Record 5 has a pre-coded **5** in the Action (Column 37) field.

Field (Columns)	Description
<b>Seq Code (Column 26)</b>	Record 5 has a pre-coded <b>1</b> in the Seq Code (Column 26) field.
<b>Carrier Address 2 (Column 38-65)</b>	The second line of the street address for the Carrier.

### Record 6 Fields

Record 6 has a pre-coded **6** in the Action (Column 37) field.

Field (Columns)	Description
<b>Seq Code (Column 26)</b>	Record 6 has a pre-coded <b>1</b> in the Seq Code (Column 26) field.
<b>City (Column 38-57)</b>	The city for the carrier.
<b>State/Province Code (Column 58-59)</b>	The state/province code for the carrier. Must be a valid entry on the <b>STC</b> Table.
<b>Carrier Zip Code/ Postal Code (Column 60-68)</b>	The city /state Code for the carrier.

## Classification Category Code (CCC)

The **CCC** Table contains all valid Classification Category codes, and is used with the Multiple Appointment/Position Control feature of the system. The **CCC** Table edits the Classification Category Code, which is a required field in the Key (Column 21-22) of the Classification Family (**CFC**) Table.

The **CCC** Table contains entries that represent the highest level of the system's position categorization hierarchy. That is, each entry on a company's **CCC** Table may have associated with it one or more Classification Family (**CFC**) Table entries which, in turn, may have one or more Classification (**CLS**) Table entries, which may have one or more Position (**PCT**) Table entries.

The **Company /Organization Level** General Transaction Layout (A) is used for coding optional batch **CCC** Table maintenance.

Field (Columns)	Description
<b>Table ID (Column 18-20)</b>	Required field. Must be <b>CCC</b> .
<b>Key (Column 21-22)</b>	Required field. The Classification Category Code. When entering this field in a batch transaction, leave positions 23-36 blank.
<b>Description (Column 38-77)</b>	Required field. A description of the Classification Category.

## Classification Family Codes (CFC)

The **CFC** Table contains all valid Classification Family Codes, and is used with the Multiple Appointment/Position Control feature of the system. The **CFC** Table edits the Classification Family Code, which is a required field in the key (Column 18-20) of the Classification (**CLS**) Table.

Two keys are required to define each **CFC** Table entry. The first Key (Column 21-22) represents the Classification Category (**CCC**) Table entry with which the **CFC** Table entry is associated. The second key (Column 23-24) represents the Classification Family Type.

The **Company /Organization Level** General Transaction Layout (A) is used for coding optional batch **CFC** Table maintenance.

Field (Columns)	Description
<b>Table ID (Column 18-20)</b>	Required field. Must be <b>CFC</b> .
<b>Key 1 (Column 21-22)</b>	Required field. The first two positions (Column 20-21) of this portion of the <b>CFC</b> Code key is the Classification Category Code, which must be valid to the <b>CCC</b> Table. When entering this field in a batch transaction, leave positions 23-24 blank.
<b>Key 2 (Column 26-27)</b>	Required field. This portion of the <b>CFC</b> Code allows the user to associate multiple <b>CFC</b> Table entries with a single <b>CCC</b> Table entry, as coded in Key 1 (Column 20-21). When entering this field in a batch transaction, leave positions 27-36 blank.
<b>Description (Column 38-77)</b>	Required field. A description of the Classification Family.

### Classification Table (CLS)

The **CLS** Table contains all Classification Codes that are valid for an organization, and is used by the Multiple Appointment/Position Control feature of the system. The **CLS** Table edits the employee's Job Class Override (Field 85M) entered via Transaction 400, and edits the Class Code Field on the Position (1) (**PCT**) Table. The Classification Code is comprised of two components -- Classification Family and Classification Type. The Classification family (Column 21-24) is validated against the Classification Family (**CFC**) Table. The second component of the code, the Classification Type, must be unique for each Family, defined in the first four positions of the code. The first four positions of the code represent the Classification Family with which the Classification Type is associated. The last three positions (column 28-30) is validated against the Salary Level (**LVL**) Table.

The Classification Table Transaction Layout is used for coding optional batch **CLS** Table maintenance.

CLASSIFICATION TABLE

Record 1																			
INIT	TRAN SEQ	ID	ORG ID	PAY GR	TBL ID	CLASS CODE						ACTION	DESCRIPTION	CLASS MNEM					
1	4	7	10	16	18	21	22	23	24	25	26	27	28	29	30	37	38	78	81

Record 2																								
(DUPLICATE POSITIONS 1-36 FROM RECORD 1)													ACTION	CLASS EXPANSION	POSITION BUDGET COMPLEMENT CODE	CLASS EXPANSION 10	EXPAN SWITCH							
													CHG	SAL LVL	STIP	CLASS EXPANSION								
													IND			1	2	3	5					
													36	37	38	39	43	44	45	47	50	55	65	75
													2											

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Field (Columns)	Description
<b>Table ID (Column 18-20)</b>	Required field. Must be <b>CLS</b> (pre-coded on the transaction layout).
<b>Class Code (Column 21-30)</b>	Required field. The first four positions (Column 21-24) of the code must be valid to the Classification Family ( <b>CFC</b> ) Table. The remaining six positions (Column 25-30) of the code represent the Classification Type. The last three positions (column 28-30) is validated against the Salary Level ( <b>LVL</b> ) Table. When entering this field in a batch transaction, leave positions 31-36 blank.

## Record 1 Fields

Field (Columns)	Description
<b>Description (Column 38-77)</b>	Required field. This may be either a description or the actual title of the Multiple Appointment Classification.
<b>Class Mnem (Column 78-81)</b>	The Classification Mnemonic, or abbreviation, is provided for users having shortened codes associated with each class type. It is used for reference only.

## Record 2 Fields

Record 2 has a pre-coded **2** in the Action (Column 37) field. Record 2 **must** be entered when adding a **CLS** Table entry.

Field (Columns)	Description
<b>Chg Rsn (Column 38)</b>	The user-defined Change Reason Code may be used to document the reason for changing any of the information on the table.
<b>Sal Lvl (Column 39-41)</b>	Required field. The Salary Level Code, validated against the Salary Level ( <b>LVL</b> ) Table entry. This establishes the valid salary range and salary steps for a class.
<b>Stip Ind (Column 43)</b>	The Stipend Indicator indicates whether the salaries associated with the classification are stipends. Valid entries are as follows: <b>N</b> salary is not considered stipend (default) <b>Y</b> salary is considered stipend
<b>Class Expansion 1, 2, 3, 5, 10 (Column 44, 45-46, 47-49, 50-54, 65-74)</b>	The user-defined Class Expansion fields are provided to allow the user to associate user-specific information with a class. Class Expansion Fields 2, 5, and 10 are always user-defined and are not subject to system edits. Depending upon the Stringency Level defined on the Position Stringency ( <b>PST</b> ) Table for <b>PST</b> Code <b>002</b> , Class Expansion Fields 1 (Column 44) and 3 (Column 47-49) may be validated against the <b>FLS</b> and <b>EEO</b> Tables, respectively. If the company's <b>PST</b> Table, Code <b>002</b> , is <b>I</b> (= ignore), the system will not edit Expansion Fields 1 and 3. If Code <b>002</b> is either <b>W</b> (= warn) or <b>R</b> (= reject), Expansion Fields 1 and 3 <b>must</b> be valid to the <b>FLS</b> and <b>EEO</b> Tables, respectively.
<b>Position Budget Complement Code (Column 55-64)</b>	This field may be used to associate the class with the Position Budget Complement ( <b>PBC</b> ) Table. If the company's <b>PST</b> Table, Code <b>003</b> , contains a <b>W</b> (= warn) or <b>R</b> (= reject), the entry <b>must</b> be valid to the <b>PBC</b> Table. If Code <b>003</b> contains an <b>I</b> (= ignore), this field will not be edited and may contain user-defined data.
<b>Expansion Switch (Column 75)</b>	The user-defined Expansion Switch allows the user to associate a user-specific one-character code with a class.

## Company Control Table (COC)

The **COC** Table contains information about the company/organization, and includes four fields: the Country Indicator, Multiple Appointment Indicator, Pension Company Indicator, and the Flexible Compensation Company Indicator, which are critical to the manner in which the organization is processed.

An entry of **C** in the Country Indicator field defines the organization as Canadian. This decision will affect which tables and employee maintenance transactions may be used, and affects which Personnel, Payroll and Tax Reports may be generated.

An entry of **Y** in the Multiple Appointment Indicator field means that the company is subject to Multiple Appointment/Position Control processing. This decision affects which tables and employee maintenance transactions may be used, and affects certain data entry requirements on payroll transactions. This decision may also affect which tables and employee maintenance transactions that may be used, and affects which Personnel, Payroll and Tax Reports may be generated. An entry of **Y** in the Pension Indicator field means that the company is defined for the purpose of paying pensions. All earnings paid in such companies must have an **EID** value of **PEN** and all earnings are reported via 1099-R's instead of W-2's.

An Entry of **Y** in the Flexible Compensation Indicator field means that the organization is defined for the purpose of 125 Flexible Compensation. The Plan Dates and Plan Limit fields are required. This is not valid for Canadian organizations.

The Organization ID entered in the control information (Column 10-15) establishes the **COC** Table entry. A separate table key (Column 21-36) is not needed. A **COC** Table must be established before other **Company /Organization Level** Tables may be entered, because the Company/Organization Code Control Field (Column 10-15) of all other company/organization tables will be edited against this table. The **COC** Table's Transaction Sequence Number in the Control Fields (Column 4-6) is 199, to ensure that this directory is established in a batch directory load before all other **Company /Organization Level** Tables, which have Transaction Sequence numbers of 200 or greater.

A series of four records is required (six for Canadian) for adding a **COC** Table entry. The Sequence Code in Column 21 of each record establishes the order in which the **COC** Table records are processed. It is **essential** that Action **N** be specified in the Action Field (Column 37) of **each** **COC** Table Record when adding an entry.

The Company Control Table Transaction Layout is used for coding optional batch **COC** Table maintenance.

COMPANY CONTROL TABLE

Record 0

INIT	TRAN SEQ	ID	ORG ID	PAY GR	TBL ID	SEQ CD	ACTION	COMPANY NAME	FEDERAL TAX ID	REV INT
1	4	7	10	16	18	21	37 38		72	81 82 83
1	9	D	I	R						

Record 1

(DUPLICATE POSITIONS 1-20 FROM RECORD 0)	SEQ CD	ACTION	COMPANY ADDRESS LINE 1	MLT APT IND	COUNTRY IND	PEN ID
1	20 21	37 38		72	73 74	

Record 2

(DUPLICATE POSITIONS 1-20 FROM RECORD 0)	SEQ CD	ACTION	COMPANY ADDRESS LINE 2	ZIP CODE
1	20 21	37 38		67 75

Record 6 (Flexible Compensation Company Only)

(DUPLICATE POSITIONS 1-20 FROM RECORD 0)	SEQ CD	ACTION	PLAN LIMIT	PLAN START DATE	PLAN END DATE	GRACE PERIOD END DATE
1	20 21	37 38 39	44	48	52	55

Record 7

(DUPLICATE POSITIONS 1-20 FROM RECORD 0)	SEQ CD	ACTION	PRIOR TAX ID	FICA ESTABLISHMENT FUI DETAIL	THIRD PARTY PAYER
1	20 21	37 38		48 49 50	63

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Record 0 Fields

Field (Columns)	Description
<b>Seq Code (Column 21)</b>	Required field. Record 0 contains a pre-coded 0 in the Sequence Code, which the system uses to establish the processing order. When entering this field in a batch transaction, leave positions 22-36 blank.
<b>Company Name (Column 38-71)</b>	Required field. The name of the company.
<b>Federal Tax ID (Column 72-81)</b>	Required field. The Federal Tax ID is assigned by the Federal government and is used for tax reporting purposes.

Field (Columns)	Description
<b>Review Interval (Column 82-83)</b>	The number of months (00-24), which must elapse before a new employee, is eligible for a performance review. If an employee's Next Review Date field is left blank during New Hire processing (Transaction 210), the number of months in this field is added to the Latest Hire Date to calculate the new employees Next Review Date. If this field contains <b>00</b> , the system will <b>not</b> populate a Next Review Date Field during New Hire.

### Record 1 Fields

Field (Columns)	Description
<b>Seq Code (Column 21)</b>	Record 1 (the second record) contains a pre-coded <b>1</b> in the Sequence Code field, which the system uses to establish processing order. When entering this in a batch transaction, leave positions 22-36 blank.
<b>Company Address Line 1 (Column 38-71)</b>	Required field. The first line of the company's address.
<b>Mult App Ind (Column 72)</b>	<p>The Multiple Appointment Indicator defines whether the organization is a Multiple Appointment/Position Control organization. The decision whether an organization should be designated as Multiple Appointment/Position Control is important, since it affects the manner in which the organization is processed.</p> <p>Allowable entries are:</p> <p><b>Y</b> company uses Multiple Appointment feature  <b>N</b> company does not use feature (default)</p>
<b>Country Ind (Column 73)</b>	The Country Indicator defines whether the organization is to be considered Canadian by the system. Organizations defined as Canadian are subject to special Canadian taxation and payroll processing and include different sets of employee information. Enter <b>C</b> for a Canadian organization, or leave blank (default) for a U.S. organization.
<b>Pension Company Indicator (Column 74)</b>	<p>The Pension Company Indicator identifies the company as a Pension-Payment organization. All earnings associated with a pension organization are reported via 1099-R's rather than W-2's, at year-end.</p> <p>Allowable entries are:</p> <p><b>Y</b> defined as a pension payment organization  <b>N</b> not defined as a pension payment organization</p>

### Record 2 Fields

Field (Columns)	Description
<b>Seq Code (Column 21)</b>	Record 2 (the third record) contains a pre-coded <b>2</b> in the Sequence Code field, which the system uses to establish processing order. When entering this field in a batch transaction, leave positions 22-36 blank.
<b>Company Address Line 2 (Column 38-65)</b>	Required field. The second line of the company's address represents the city, a comma, a space and the two-character alpha abbreviation for the state. This portion of the address will print on the company's tax reports. For tax reports and tapes, it is important that the city and state be separated by a comma. When entering this field in a batch transaction, leave position 66 blank.
<b>Zip Code (Column 67-75)</b>	Required. The company's Zip Code. The Zip Code will print on the company's tax reports.

### Record 6 Fields - Flexible Compensation

Field (Columns)	Description
<b>Seq Code (Column 21)</b>	Record 6 contains a pre-coded <b>6</b> in the Sequence Code field. When entering this field in a batch transaction, leave positions 22-36 blank.
<b>Flexible Compensation Ind (Column 38)</b>	The Flexible Compensation Indicator defines the company as a Flexible Compensation organization. <b>Y</b> Organization uses this feature. <b>N</b> Organization does not use this feature.
<b>Plan Limit (Column 39-43)</b>	Required field. This amount is a whole dollar amount ( <b>99999</b> ) and represents the total allowable plan limit per employee. It is defined in the plan document and is required.
<b>Plan Start Date  (Column 44-47)</b>	Required field. This is the month and day ( <b>MMDD</b> ) that the plan year starts.
<b>Plan End Date (Column 48-51)</b>	Required field. This is the month and day ( <b>MMDD</b> ) that the plan year ends. The plan year is based on the Plan End Date.
<b>Grace Period End Date (Column 52-55)</b>	Required field. This is the last day ( <b>MMDD</b> ) in which the grace period for submitting claims for the prior plan year is valid.

## Record 7 Fields – Tax Reporting

Field (Columns)	Description
<b>Seq Code (Column 21)</b>	Record 7 contains a pre-coded 7 in the Sequence Code field. When entering this field in a batch transaction, leave positions 22-36 blank.
<b>Prior Tax ID (Column 38-47)</b>	The Prior Federal Tax ID is used to report a predecessor Federal Employer Identification Number for this organization. This is used on the Federal W-2 magnetic media. Enter as XX-XXXXXXX.
<b>FICA Establishment Ind (Column 48)</b>	The FICA Establishment indicates if this organization is to be reported under the FICA Establishment Plan. Y This Organization is a FICA Establishment Organization. N or blank This Organization is not a FICA Establishment Organization.
<b>FUI Detail Ind (Column 49)</b>	This field will suppress the employee detail on the FUI worksheet if it contains Y or is blank. Y or blank Employee detail will not be printed on the FUI Worksheet. N Employee detail will be printed on the FUI Worksheet.
<b>Third Party Payer (Column 50-62)</b>	This field is used to report the Federal Income Tax withheld by Third Parties from sick or disability payments made to employees. Enter the total amount withheld for all employees of this organization (Federal EIN). Enter \$ 37,500.05 as 0000003750005.

## Company Control Table (Canadian Supplement) (COC)

Records 3-5 supply fields required by Canadian users for Canadian payroll processing and reporting. This information is used in addition to records 0, 1 and 2 defined previously.

### COMPANY CONTROL TABLE

**Record 0**

INIT	TRAN SEQ	ID	ORG ID	PAY GR	TBL ID	SEQ CD	ACT I O N	COMPANY NAME	FEDERAL TAX ID	REV INT
1	4	7	10	16	18	21	37 38		71 72	81 82 83
	1	9	D	I	R					
				0	0	C	O	C	0	

**Record 1**

(DUPLICATE POSITIONS 1-20 FROM RECORD 0)	SEQ CD	ACT I O N	COMPANY ADDRESS LINE 1	MLT APT IND	COUNTRY IND	PEN IND
	20 21	37 38		71 72	73 74	
	1					

**Record 2**

(DUPLICATE POSITIONS 1-20 FROM RECORD 0)	SEQ CD	ACT I O N	COMPANY ADDRESS LINE 2	ZIP CODE
	20 21	37 38		66 67 75
	2			

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## Canadian Supplement (Records 3-5)

### COMPANY CONTROL TABLE

**Record 3**

(DUPLICATE POSITIONS 1-20 FROM RECORD 0)	SEQ CD	ACT I O N	REVENUE CANADA TAXATION NUMBER	LANGUAGE PREFERENCE E-ENGLISH F-FRENCH	ROE ISSUER NAME
	20 21	37 38	52 53 54	63 64	82
	3				

**Record 4**

(DUPLICATE POSITIONS 1-20 FROM RECORD 0)	SEQ CD	ACT I O N	PENSION REG PLAN	COMPANY NAME (FRENCH)
	20 21	37 38	46 47	80
	4			

**Record 5**

(DUPLICATE POSITIONS 1-20 FROM RECORD 0)	SEQ CD	ACT I O N	CHARITABLE DONATION REGISTRATION NUMBER	NEW HIRE REFUND AMT	RELEVE 1 FORM NO
	20 21	37	50 51	62 63	70
	5				

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## Record 3 Fields

Field (Columns)	Description
<b>Seq Code (Column 21)</b>	Record 3 contains a pre-coded <b>3</b> in the Sequence Code field. When entering this field in a batch transaction, leave positions 22-36 blank.
<b>RCT Number (Column 38-52)</b>	Enter the appropriate Revenue Canada Taxation Number (required non-zero entry). <b>1-9</b> must be numeric <b>10-11</b> must be alphabetic <b>12-15</b> must be numeric
<b>Lang Preference (Column 53)</b>	Enter one of the following Language Preference codes for the company (Canadian only). <b>E</b> English (default) <b>F</b> French
<b>ROE Issuer Telephone No (Column 54-63)</b>	Enter the telephone number of the person issuing the <b>ROE</b> .
<b>ROE Issuer Name (Column 64-82)</b>	Enter the name of the person issuing the <b>ROE</b> . (required)

## Record 4 Fields

Field (Columns)	Description
<b>Seq Code (Column 21)</b>	Record 4 contains a pre-coded <b>4</b> in the Sequence Code field.
<b>Pension Registration Plan/Deferred Profit Sharing Plan (Column 38-46)</b>	Enter the appropriate Pension Registration Plan/Deferred Profit Sharing Plan Number.
<b>Company Name (French) (Column 47-80)</b>	Enter the name of the organization in French (required).

**Record 5 Fields**

<b>Field (Columns)</b>	<b>Description</b>
<b>Seq Code (Column 21)</b>	Record 5 contains a pre-coded 5 in the Sequence Code field.
<b>Charitable Donation Registration Number (Column 38-50)</b>	Enter a Charitable Donation Registration Number. Do not leave blank.
<b>New Hire Refund Amount (Column 51-62)</b>	Enter the New Hire Refund Amount reported on the T4 magnetic media. Enter \$3,750.05 as 00000375005.
<b>Releve 1 Form Number (Column 63-70)</b>	Enter the form number used in Quebec Releve 1 reporting.

## Statistics Table (Canadian Only) (DBS)

The **DBS** Table is used by Canadian organization s to define each reporting unit for Statistics Canada (STATSCAN) Reports. Each reporting unit is defined as a 3-character STATSCAN Group Code and a 2-character Affirmative Action Location (**AAL**) Code. The reporting units also contain a 16-character Statistics Canada subcode.

The Statistics Table Input Form is used for coding all **DBS** Table maintenance.

### STATISTICS TABLE (Canadian Only)

Record 1

INIT	TRAN SEQ	ID	ORG ID	PAY GR	TBL ID	STATS CAN GRP CODE	AAL CD	DESCRIPTION																	
1	4	7	10	16	18	21 23 24 25		37 38																	77
			210DIR			00DBS																			

Record 2

(DUPLICATE POSITIONS 1-36 FROM RECORD 1)								ACTION	STATISTICS CANADA SUBCODE				RESP PRTY ADDR CODE	REC ADDR CODE	
1								25	37 38					54	57 59

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Field (Columns)	Description
<b>Table ID (Column 18-20)</b>	Required field. Must be <b>DBS</b> (pre-coded on the input form).
<b>STATSCAN Group Code (Column 21-23)</b>	Required field. The STATSCAN Group Code. An entry of <b>DBS</b> in this field triggers special treatment of the Description field and Record 2 fields when coupled with <b>AAL</b> Codes <b>01</b> , <b>02</b> or <b>03</b> .
<b>AAL Cd (Column 24-25)</b>	Required field. The Affirmative Action Location Code which must be valid to the <b>AAL</b> Table. When entering this field in a batch transaction, leave positions 26-36 blank.

### Record 1 Fields

Field (Columns)	Description
<b>Description (Column 38-77)</b>	Required field. A description of the STATSCAN reporting entity. For a table key <b>DBS01</b> , this field contains the name of the person responsible for the STATSCAN data being reported; for <b>DBS02</b> , this field contains the individual's title; for <b>DBS03</b> , this field contains the individual's telephone number.

### Record 2 Fields

Record 2 has a pre-coded **2** in the Action (Column 37) field.

Field (Columns)	Description
<b>Statistics Canada Subcode (Column 38-53)</b>	Enter the Statistics Canada Subcode. This field must be blank if the STATSCAN Group/ <b>AAL</b> Code equals <b>DBS01</b> .
<b>Resp Party Addr Code (Column 54-56)</b>	Enter the Address Code of the individual responsible for this Reporting Unit's Statistics Canada information. Entry must be valid on the <b>ADR</b> Table. (Used only if the STATSCAN Group/ <b>AAL</b> Code equals <b>DBS01</b> .)
<b>Recipient Address Code (Column 57-59)</b>	Enter the Address Code of the Recipient of this reporting unit. Entry must be valid to the <b>ADR</b> Table. (Used only if the STATSCAN Group/ <b>AAL</b> Code equals <b>DBS01</b> .)



Field (Columns)	Description
<b>AAL Cd (Column 80-81)</b>	Required field. The location's Affirmative Action Location Code. The code must be valid to the <b>AAL</b> Table, and serves as the default for the employee's AAL Code (Field 058).

### Record 2 Fields

Record 2 has a pre-coded **2** in the Action (Column 37) field.

Field (Columns)	Description
<b>SMSA No (Column 38-41)</b>	The Standard Metropolitan Statistical Area (SMSA) Code is supplied by the EEO Commission and defines metropolitan geographical areas throughout the country. This code is used by the system for the EEO-4 report.
<b>Supplement (Column 42)</b>	The supplemental SMSA number (0-9), assigned by EEOC, or a user-defined alphabetic character, is used with the SMSA number for the EEO-4 report.

## Promotability Codes Table (DRO)

The **DRO** Table contains the user-defined codes for succession planning. These codes define the recommended time interval within which an employee should be promoted. For example, Promotability Code 1 may indicate promotion within one year.

The **DRO** Table edits the employee's Promotability Code (Field 065, Transaction 230, or for Multiple Appointment/Position Control, Field 86K, Transaction 410).

The **Company /Organization Level** General Transaction Layout (B) is used for coding optional batch **DRO** Table maintenance.

Field (Columns)	Description
<b>Table ID (Column 18-20)</b>	Required field. Must be <b>DRO</b> .
<b>Key (Column 21)</b>	Required field. The user-defined Promotability Code. When entering this field in a batch transaction, leave positions 22-36 blank.
<b>Description (Column 38-77)</b>	Required field. A description of the Promotability duration.

## Multiple Appointment Termination Reason Table (DTE)

The **DTE** Table is used by the Multiple Appointment/Position Control feature, and contains all valid Termination Reason Codes. The **DTE** Table edits the employee's Termination Reason Codes (Field 855) entered via Transaction 410. This table should include all reasons why an employee might terminate from a position.

The **Company /Organization Level** General Transaction Layout (A) is used for coding optional batch **DTE** Table maintenance.

Field (Columns)	Description
<b>Table ID (Column 18-20)</b>	Required field. Must be <b>DTE</b> .
<b>Key (Column 21)</b>	Required field. The Multiple Appointment Termination Reason Code. When entering this field in a batch transaction, leave positions 22-36 blank.
<b>Description (Column 38-77)</b>	Required field. A description of the Multiple Appointment Termination Reason.

## EEO Employer Information Table (U.S. Only) (EEC)

The **EEC** Table identifies the type of EEO-1 Report to be generated for an establishment and contains much of the information that prints on the establishment's EEO-1 Report. This table is therefore required for successful EEO-1 reporting. The key to this table is the **AAL** Code. Therefore, each entry on the **EEC** Table must also exist on the company's **AAL** Table.

The Totals fields must be populated by the user when the **EEC** Table is initially created. The user-populated totals reflect the previous year's employee headcount totals (prior to installation of the system). These totals will appear as Previous Year's Totals on the first EEO-1 Report generated for the company. After the first EEO-1 Report is generated, the system will produce directory maintenance transactions to automatically update these totals, as well as the Previous Reporting Period, using the already-reported Current Period.

Companies requiring a Consolidated Report (Type 2) must establish an **EEC** Table entry of **ZZ**, which must specify Report Type 2. The Major Activity (Lines 1 and 2) fields entered for the **ZZ** entry will print in Section E - Establishment Information of the EEO-1 Report. The **ZZ** entry must be in the organization that had an **EEC** Table entry for the Headquarters (Report Type 3).

The EEO Employer Information Table Transaction Layout is used for coding optional batch **EEC** Table maintenance.



### Record 2 Fields

Record 2 has a pre-coded **2** in the Action (Column 37) field.

Field (Columns)	Description
<b>Totals B, C, D, E, F, G, H, I, J (Column 38-82, five-positions each)</b>	<p>Enter totals only when producing the first EEO-1 Report using the system. These totals reflect the number of employees per category from the previous EEO report. Must be numeric if entered. If not entered, will default to zeros. (Once the first report is generated these totals will be updated automatically by the system.)</p> <p>Valid values:</p> <ul style="list-style-type: none"> <li><b>B</b> White male not of Hispanic origin</li> <li><b>C</b> Black male not of Hispanic origin</li> <li><b>D</b> Hispanic male</li> <li><b>E</b> Asian or Pacific Islander male</li> <li><b>F</b> American Indian or Alaskan native male</li> <li><b>G</b> White female not of Hispanic origin</li> <li><b>H</b> Black female not of Hispanic origin</li> <li><b>I</b> Hispanic female</li> <li><b>J</b> Asian or Pacific Islander female</li> </ul> <p>(Total for Category K is on Record 3.)</p>

### Record 3 Fields

Record 3 has a pre-coded **3** in the Action (Column 37) field.

Field (Columns)	Description
<b>Total K (Column 38-42)</b>	<p>Enter this total only when producing the first EEO-1 Report using the system. These totals reflect the total number of American Indian or Alaskan native female employees. Must be numeric if entered. If not entered, will default to zeros. (Once the first report is generated this total will be updated automatically by the system.)</p>
<b>Current Reporting Period (Column 43-58)</b>	<p>The beginning and ending dates of the current reporting period. Begin date must be less than end date, and the current begin date must be greater than previous end date.</p> <p>The date must be entered in the format defined via the Organization Date/Time panel (CS205C) in Common Services.</p>

Field (Columns)	Description
<b>Previous Reporting Period (Column 59-74)</b>	<p>Required. The beginning and ending dates for the previous reporting period. Begin date must be less than end date. These dates do not appear on the EEO-1 Report. (Once the first report is generated, this period will be updated automatically by the system, using the Current Reporting Period dates of the EEO-1 Report just run.)</p> <p>The date must be entered in the format defined via the Organization Date/Time panel (CS205C) in Common Services.</p>
<b>Report Type (Column 75)</b>	<p>Required entry. The type of EEO-1 Report that will be produced for this establishment. Valid report types are:</p> <ol style="list-style-type: none"> <li>1 Single Establishment Employer Report.</li> <li>2 Consolidation Report - (Valid only for Affirmative Action Code <b>ZZ</b>).</li> <li>3 Headquarters Unit Report - only one Report Type 3 may be assigned per company code. The <b>ZZ</b> EEC/AAL code must be assigned to this company code.</li> <li>4 Individual Establishment Report - there must be one headquarters (report type 3) associated to multi establishments. The headquarters do not have to be in the same company.</li> <li>5 Special Report - for establishments with less than 50 employees.</li> </ol> <p><b>Note:</b> When processing an EEO-1 report the system will determine if an Individual Establishment has less than 50 employees and, if so, will automatically produce a Special Report for that establishment, regardless of the Report Type specified. The system will also create a Directory Maintenance transaction which, when included during Directory Maintenance processing, will change the establishment's Report Type field to 5 (Special Report).</p>

## Record 4 Fields

Record 4 has a pre-coded **4** in the Action (Column 37) field.

Field (Columns)	Description
<b>Answers 1-8 (Column 38-45, one position each)</b>	<p>Enter the appropriate answer to the following EEO questions. Answers 1-8 are required entries.</p> <ol style="list-style-type: none"> <li>1. Does the organization have at least 100 employees for the payroll period being reported?  <ul style="list-style-type: none"> <li>Y yes</li> <li>N no</li> </ul> </li> <li>2. Is the organization affiliated through common ownership and/or centralized management with other entities in an enterprise with a total of 100 or more employees?  <ul style="list-style-type: none"> <li>Y yes</li> <li>N no</li> </ul> </li> <li>3. Does the organization or any of its establishments: <ul style="list-style-type: none"> <li>- have 50 or more employees, and</li> <li>- is not exempt as provided by 41C FR 60-1.5, and</li> <li>- is either a prime government contractor, first tier subcontractor, or has a purchase order of \$50,000 or more, or</li> <li>- serves as a depository of government funds in any amount, or is a financial institution which is an issuing and applying agent for U.S. Savings Bonds and Savings Notes?  <ul style="list-style-type: none"> <li>Y yes</li> <li>N no</li> </ul> </li> </ul> <p>If this field (Question 3) contains <b>Y</b>, the Dun and Bradstreet field may not be blank.</p> </li> <li>4. Is the organization location the same as reported last year?  <ul style="list-style-type: none"> <li>1 yes</li> <li>2 no</li> <li>3 did not report last year</li> <li>4 reported on combined basis</li> </ul> </li> <li>5. Is the major business activity of the organization the same as reported last year?  <ul style="list-style-type: none"> <li>1 yes</li> <li>2 no</li> <li>3 did not report last year</li> <li>4 reported on combined basis</li> </ul> </li> <li>6. Did this organization employ apprentices this year?  <ul style="list-style-type: none"> <li>Y yes</li> <li>N no</li> </ul> </li> </ol>

Field (Columns)	Description
<b>Answers 1-8</b> <b>(Column 38-45, one</b> <b>position each) (con't)</b>	7. Did this organization employ apprentices last year? <b>Y</b> yes <b>N</b> no 8. Does the organization receive financial assistance from the Small Business Administration (SBA)? <b>Y</b> yes <b>N</b> no
<b>Dun and Bradstreet</b> <b>Identification Number</b> <b>(Column 46-54)</b>	Required field if the answer to Question 3 is Yes. The Company's Dun and Bradstreet ID.

## Flexible Compensation Account Table (FCA)

The **FCA** Table contains the valid account codes that are offered by the organization's Flexible Compensation Plan. There is a limit of 10. This table edits the employee's account code. It also identifies which taxable indicator is to be used at the state level in order to determine the state, SDI, and SUI taxability for the account. The Flexible Spending Account Indicator denotes whether or not the account is a flexible spending account. In order to establish eligibility, a waiting period in days may be indicated at the account level. The waiting period is used in conjunction with the date of hire/beginning of month or quarter indicator, DOH-BMQ.

FLEXIBLE COMPENSATION ACCOUNT TABLE

INIT	TRAN SEQ	ID	ORG ID	PAY GR	TBL ID	ACT CODE		A C T I O N	DESCRIPTION	NOT USED	ACT LIMIT	ST TXB IND NO	SDI TXB IND NO	SUI TXB IND NO	F S A I N D	WAIT PER. DAYS	D O H / B Q
1	4	7	10	16	18	21 23		37 38		57	67 68	72 73	75	77	79 80	82 83	
	2	1	0	D	I	R											
	2	1	0	D	I	R											
	2	1	0	D	I	R											
	2	1	0	D	I	R											
	2	1	0	D	I	R											
	2	1	0	D	I	R											
	2	1	0	D	I	R											
	2	1	0	D	I	R											
	2	1	0	D	I	R											
	2	1	0	D	I	R											
	2	1	0	D	I	R											
	2	1	0	D	I	R											

FCACCTAB.XLS/1200

Field (Columns)	Description
<b>Table ID (Column 18-20)</b>	Required field. Must be <b>FCA</b> (pre-coded on the transaction layout).
<b>Account Code (Column 21-23)</b>	Required field. A user-defined Account Code. When entering this field in a batch transaction, leave positions 24-36 blank.
<b>Description (Column 38-57)</b>	Required field. A description of the Account Code.
<b>Description (Column 58-67)</b>	Not used.
<b>Account Limit (Column 68-72)</b>	Numeric. Must not exceed the Flex Plan Limit defined on the <b>COC</b> Directory. No limit will be applied if value = <b>0</b> .
<b>State Taxable Indicator Number (Column 73-74)</b>	Required field. Numeric, <b>01-10</b> , relates to the State Taxable Indicator located on the <b>DST</b> Table.
<b>State Disability (SDI) Indicator Number (Column 75-76)</b>	Required field. Numeric, <b>01-10</b> , relates to the State Disability (SDI) Indicator located on the <b>DST</b> Table.
<b>State Unemployment (SUI) Indicator Number (Column 77-78)</b>	Required field. Numeric, <b>01-10</b> , relates to the State Unemployment (SUI) indicator located on the <b>DST</b> Table.
<b>Flexible Spending Account Indicator (Column 79)</b>	Must be <b>Y</b> = yes or <b>N</b> = no. Will default to <b>N</b> if not entered. Yes indicates a true flexible spending account that will have all claims fully reimbursed up to the employee election less any payments already made prior to actual accrual of funds.
<b>Waiting Period in Days (Column 80-82)</b>	Numeric. If entered, must be less than two years (730).
<b>Date of Hire/ Beginning of Month or Quarter (DOH-BMQ) (Column 83)</b>	If entered, <b>H</b> or <b>blank</b> will indicate using the employee's last hire date plus the waiting period for the account status date. <b>M</b> will cause rounding to the first day of the next month, while <b>Q</b> will round to the first day of the next quarter.



## Organization Code Table (HRO)

The **HRO** Table defines a company's organizational structure. This table edits the employee's Organization Code (Field 003, Transactions 210 and 220, or for Multiple Appointment/Position Control, Field 857, Transaction 400) and the Organization Code Field on the Position Control (**PCT**) Table. Each **HRO** Table entry may contain up to six 10-position organization levels in addition to the Organization Code in the table key. These levels may be used for sorting reports and are commonly used to represent a reporting hierarchy such as division, plant and department, or VP of finance, controller, accounting manager and payroll manager.

The Organization Code Table Transaction Layout is used for coding optional batch **HRO** Table maintenance.

### ORGANIZATION CODE TABLE

Record 1

INIT	TRAN SEQ	ID	ORG ID	PAY GR	TBL ID	ORGANIZATION CODE	A C T I O N	DESCRIPTION	ORG ABBREV	
1	4	7	10	16	18	21	30		68 71	
	2	1	0	D	I	R				
						0	0	H	R	O

Record 2

(DUPLICATE POSITIONS 1-36 FROM RECORD 1)							A C T I O N	LEVEL 1	LEVEL 2	LEVEL 3
1						30	37 38	48	58	67
							2			

Record 3

(DUPLICATE POSITIONS 1-36 FROM RECORD 1)							A C T I O N	LEVEL 4	LEVEL 5	LEVEL 6
1						30	37 38	48	58	67
							3			

Record 4

(DUPLICATE POSITIONS 1-36 FROM RECORD 1)							A C T I O N	FRENCH DESCRIPTION	STATSCAN
1						30	37 38		67 68
							4		

ORGCODE.XLS/0201

Field (Columns)	Description
<b>Table ID (Column 18-20)</b>	Required field. Must be <b>HRO</b> (pre-coded on the transaction layout).
<b>Organization Code (Column 21-30)</b>	Required field. When entering the alphanumeric Organization Code in a batch transaction, leave positions 31-36 blank.

### Record 1 Fields

Field (Columns)	Description
<b>Description (Column 38-67)</b>	Required field. A description of the Organization or organizational hierarchy represented by this entry.
<b>Org Abbrev (Column 68-71)</b>	An abbreviation for the Organization Code. This is made available for user-designed reports.

### Record 2 Fields

Record 2 has a pre-coded **2** in the Action (Column 37) field.

Field (Columns)	Description
<b>Level 1-3 (Column 38-67, 10 positions each)</b>	The user-defined levels related to the Organization Code. This may be a hierarchical structure, in either ascending or descending order. Unused levels may remain blank. Organization Levels may be selected on the company's Report Control ( <b>RPC</b> ) Table if payroll reports are needed per Organization Level.

### Record 3 Fields

Record 3 has a pre-coded **3** in the Action (Column 37) field.

Field (Columns)	Description
<b>Level 4-6 (Column 38-67, 10 positions each)</b>	Enter the organization hierarchy levels 4 through 6 (if required). Unused lower levels may be left blank.

### Record 4 Fields

Record 4 has a pre-coded **4** in the Action (Column 37) field.

Field (Columns)	Description
<b>French Description (Column 38-67)</b>	A French description of the Organization or organizational hierarchy represented by this entry.
<b>STATSCAN (Column 68-70)</b>	This field defines the reporting unit for Statistics Canada. If entered, it must be a valid entry on the <b>DBS</b> table, Canadian Statistics.

## Investment (IVS)

The **IVS** Table contains investment options that are offered by an organization's investment plan. This table edits the employee's Option Code Field(s) (Fields 5511-5519) entered via Transaction 333, which also defines which percentage goes to each **IVS** plan. Examples of options include bonds, mutual funds, employee stock option plan, retirement savings, and preferred stock. The Option Code fields only apply to deductions that have the system Deduction ID SAV, 401, 901 or 902.

The **Company /Organization Level** General Transaction Layout (A) is used for coding optional batch **IVS** Table maintenance.

Field (Columns)	Description
<b>Table ID (Column 18-20)</b>	Required field. Must be <b>IVS</b> .
<b>Key (Column 21-22)</b>	Required field. A user-defined Investment Option Code. When entering this field in a batch transaction, leave positions 23-36 blank.
<b>Description (Column 38-77)</b>	Required field. A description of the Investment Option.

## Job Evaluation Line Table (JEL)

The **JEL** Table contains the dollar amounts and factors that are applied by the system when calculating the salary range of a job-evaluated or position-evaluated employee. This table edits the Evaluation Line field on the company's Job Evaluation Points (**JEP**) Table. The **JEP** Table's Evaluation Line field associates a Job Evaluation Line entry with the Job Evaluation Points defined on the **JEP** Table. The **JEL** Table assigns dollar values (Dollars per Point) to the Total Points on the **JEP** entry.

The system calculates an evaluated employee's salary range as follows:

Evaluated Employee	Salary Range
Salary Midpoint	Base Dollar Amount (on <b>JEL</b> ) plus [Dollars per Point (on <b>JEL</b> ) multiplied by Total Points (on <b>JEL</b> )]
Salary Minimum	Midpoint multiplied by Minimum Factor (on <b>JEL</b> )
Salary Maximum	Midpoint multiplied by Maximum Factor (on <b>JEL</b> )
Percent in Range	(Employee's Salary/Rate minus Salary Minimum) Divided by (Salary Maximum minus Salary Minimum)

The Job Evaluation Line Table Transaction Layout is used for coding optional batch **JEL** Table maintenance.

JOB EVALUATION LINE TABLE

INIT	TRAN SEQ	ID	ORG ID	PAY GR	TBL ID	JOB EVAL LINE	A C T I O N	DESCRIPTION	BASE AMOUNT	DOLLARS PER POINT	FACTOR				
											MIN	MAX			
1	4	7	10	16	18	21	23	37	38	57	58	63	69	72	75
		2	0	0	1	1	R								
		2	0	0	1	1	R								
		2	0	0	1	1	R								
		2	0	0	1	1	R								
		2	0	0	1	1	R								
		2	0	0	1	1	R								
		2	0	0	1	1	R								
		2	0	0	1	1	R								
		2	0	0	1	1	R								
		2	0	0	1	1	R								
		2	0	0	1	1	R								
		2	0	0	1	1	R								
		2	0	0	1	1	R								
		2	0	0	1	1	R								
		2	0	0	1	1	R								
		2	0	0	1	1	R								
		2	0	0	1	1	R								
		2	0	0	1	1	R								
		2	0	0	1	1	R								

JOBEVLIN.XLS/12/00

Field (Columns)	Description
<b>Table ID (Column 18-20)</b>	Required field. Must be <b>JEL</b> (pre-coded on the transaction layout).
<b>Job Eval Line (Column 21-23)</b>	Required field. An alphanumeric Evaluation Line Code. When entering this field in a batch transaction, leave positions 24-36 blank.
<b>Description (Column 38-57)</b>	A description of the Job Evaluation Line. This description may be left blank.
<b>Base Amount (Column 58-62)</b>	Required field. The numeric base dollar amount for all jobs or classes of positions having <b>JEP</b> point totals related to this line. Because the Base Amount is used in Percent in Range calculations for an employee, the amount should be appropriate for the Salary/Rate of all employees associated with the Job Evaluation Line (e.g., an employee having an hourly Pay Basis should reference an evaluation line that has a Base Amount expressed as an hourly amount).
<b>Dollars Per Point (Column 63-68)</b>	Required field. The numeric dollar amount applied to each point of each <b>JEP</b> Table entry associated with this evaluation line. Three whole numbers and three decimals. The system adds the total dollars per point to the Base Amount to establish a base dollar amount value from which an evaluated employee's salary range may be calculated. As with the Base Amount, the Dollars per Point should be appropriate for all employees associated with this Job Evaluation Line.
<b>Min Factor (Column 69-71)</b>	Required field. The numeric Minimum Factor (always less than 1.0) to be multiplied by the base dollar value (base amount plus total dollars per point) when calculating the Minimum Salary for an evaluated job or class of positions. Recognized as three decimals. (Example: 800 = 80.0%)
<b>Max Factor (Column 72-75)</b>	Required field. The numeric Maximum Factor (always greater than 1.0) to be multiplied by the base dollar value (base amount plus total dollars per point) when calculating the maximum salary for an evaluated job or class of positions. One whole number and three decimals. (Example: 1200 = 120.0%)



Field (Columns)	Description
<b>Table ID (Column 18-20)</b>	Required field. Must be <b>JEP</b> (pre-coded on the transaction layout).
<b>Job/Class Code (Column 21-30)</b>	The Job or, for Multiple Appointment/Position Control, Classification Code of the evaluated job or class of positions. If entering a Job Code, use only positions 21-26 and leave positions 27-30 blank.
<b>Seq Code (Column 31)</b>	The Sequence Code contains a pre-coded Sequence Code of <b>0</b> , which informs the system that this is the first of the two <b>JEP</b> Tables. When entering this field in a batch transaction, leave positions 32-36 blank.

### Record 1 Fields

Field (Columns)	Description
<b>Description (Column 38-67)</b>	A description of the evaluation points data. This description may be left blank.
<b>Eval Line (Column 68-70)</b>	Required field. The Job Evaluation Line to which this evaluation points information applies. Entry must be valid on the <b>JEL</b> Table.
<b>Points Total (Column 71-75)</b>	Required batch field. The total number of points for this job or class of positions. This amount must equal the sum of all Points Detail values (up to 12) contained on this table. (This field will be system-generated online.)

### Record 2 Fields

Record 2 has a pre-coded **2** in the Action (Column 37) field.

Field (Columns)	Description
<b>Points Detail 1-6 (Column 38-61)</b>	Points Detail 1 is required; others are optional. The number of points per evaluation factor for the job or class of positions.

### Record 3 Fields

Record 3 has a pre-coded **3** in the Action (Column 37) field.

Field (Columns)	Description
<b>Points Detail 7-12 (Column 38-61)</b>	Enter the number of points per evaluation factor for the job or class of positions.

Field (Columns)	Description
<b>Type (Column 62-63)</b>	A user-defined code describing the Type of evaluation last given to this job or class of positions (e.g., <b>FR</b> = first, <b>AN</b> = annual).
<b>Eval Profile (Column 64-69)</b>	An alphanumeric assignment of percentage values to three elements. For example, if in Hay processing the categories Know How, Problem Solving, and Accountability = 56%, 22%, 22%, respectively, this entry would be 562222.

#### Record 4 Fields

Record 4 has a pre-coded **4** in the Action (Column 37) field.

Field (Columns)	Description
<b>Percent 1-12 (Column 38-73)</b>	If the Hay method of evaluation is used, this is a percentage of problem solving as it relates to job knowledge. If other methods are used, this is typically a numeric percentage that represents the percentage or ratio of the evaluation factor to the sum of all factors.
<b>Job Evaluation Date (Column 74-81)</b>	The date on which this job or class of positions was last evaluated (optional).



### Record 6 Fields

Record 6 contains a pre-coded **6** in the Action (Column 37) field.

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Field (Columns)	Description
<b>Evaluation Slots 7-12 (Column 38-73)</b>	Each Evaluation Slot defines a further breakdown of each evaluation category.

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## Job Code Table (JOB)

The **JOB** Table contains standard data associated with each job, and edits the employee's Job Code (Field 035) and Alternate Job Code (Field 036) entered via Transaction 230. The following fields on the **JOB** Table are used as default values during employee maintenance (Transaction 230): FLSA, EEO, Salary Grade, Job Status, and ICC. (Thus, when the employee's Job Code is entered in Transaction 230, these other fields will be automatically populated on the employee's record.) To ensure the validity of the codes in these fields, the codes are edited against the appropriate tables when entered on the **JOB** Table.

Any job on the **JOB** Table that is evaluated (i.e., subject to Job Evaluation processing) should be assigned a Salary Grade of **JE**. This will ensure that any employee assigned this job will be given a Salary Grade (Field 037) of **JE** if the Salary Grade field is left blank in Transaction 230. The combination of an evaluated job and a Salary Grade of **JE** will initiate job evaluation processing for the employee.

The Shift Rates on the **JOB** Table define the hourly rate that will be paid to all hourly autopay employees in that job having Pay Status (Field 018) equal to Y and a valid Shift in the Time Sheet Print Shift Field (Field 159). For all such employees, autopay will be based on the **JOB** Table's shift rate rather than the employee's Salary/Rate (Field 214R). If no entry is made in the shift rate on the **JOB** Table, autopay for all hourly employees in that job is based on each employee's Salary/Rate.

The Career Objectives portion of an employee's Career Development data (CO subcode of Transaction 380) searches the Job Table for Job Codes having a maximum of five positions, rather than the standard six-position maximum. Users should note that six-position Job Codes are not valid for Career Objectives data.

The Job Code Table Transaction Layout is used for coding optional batch **JOB** Table maintenance.



Field (Columns)	Description
<b>Work Unit (Column 74)</b>	Enter one of the following codes, or leave blank (default). <b>A</b> annually <b>H</b> hourly <b>W</b> weekly <b>M</b> monthly
<b>Category Code (Column 75-79)</b>	The user-defined Category Code, which may be used to add additional information about the job.
<b>Work Comp Code (Column 80-83)</b>	The Workers' Compensation Code is <b>not</b> a required field, but if entered must be a valid entry on the <b>WCS</b> Table. Any Workers' Compensation Code entered will serve as a default for an employee's Workers' Compensation Code (Field 310). If this default will cause the wrong Workers' Compensation Code to be assigned to employees, it is advised that this field remain blank, and that Field 310 be populated for each employee.

### Record 2 Fields

Record 2 has a pre-coded **2** in the Action (Column 37) field.

Field (Columns)	Description
<b>Shift Rates 1-4 (Column 38-69, eight positions each)</b>	The hourly pay rate entered for a shift will apply to <b>all</b> hourly autopay employees having this job and shift (Time Sheet Print Shift, Field 159). (Four whole numbers and four decimals.) If left blank, the system will populate the shift rate with zeros, but will not use the zero rate to pay autopay employees having that job and shift.

## Salary Level Table (LVL)

The **LVL** Table is used with the Multiple Appointment/Position Control feature to establish salary levels, divided into a series of steps if desired, per Classification Category and Family. (A maximum of 14 steps may be defined per level, but steps 1 and 2 are required.)

Depending on the Stringency Levels defined for rules 006 and 007 on the Company's Position Stringency (**PST**) Table, the **LVL** Table may affect the system edits for an employee's Position Salary/Rate (Field 85X) entered via Transaction 400. In addition, the Stringency Level for **PST** Table rule 005 dictates whether a Percent in Range (Field 703) will be calculated for an employee. If Percent in Range is calculated, steps 1 and 2 will be recognized as the Minimum and Maximum in Range, respectively, and will be used for the calculation. All other steps will be ignored.

In the calculation of an employee's Compa Ratio, step 1 will be recognized as the Minimum and the last step containing data will be recognized as the Maximum. The Salary Level mid-point for use in Compa Ratio calculations will be calculated using these Minimum and Maximum values.

Two separate transaction layouts are required for **LVL** Table maintenance. The Salary Level Table (1) Transaction Layout is used for coding optional batch maintenance to **LVL** Table Records 1-3; the Salary Level Table (2) Transaction Layout is used for coding Records 4 and 5.

### Transaction Layout 1

**SALARY LEVEL TABLE (1)**

NOTE: Records 4 and 5 reside on Salary Level Table (2).

Record 1													Record 2													Record 3																	
INIT	TRAN SEQ	ID	ORG ID	PAY GR	TBL ID	CLASS		SAL LVL	SEQ CODE	ACT ION	DESCRIPTION										CHG RSN	(DUPLICATE POSITIONS 1-36 FROM RECORD 1)				ACT ION	FIRST STEP	SECOND STEP	THIRD STEP	FOURTH STEP	(DUPLICATE POSITIONS 1-36 FROM RECORD 1)				ACT ION	FIFTH STEP	SIXTH STEP	SEVENTH STEP	EIGHTH STEP				
1	4	7	10	16	18	21	23	25	27	31	37											67	68	22	37	48	49	59	60	70	71	81	27	37	48	49	59	60	70	71	81		

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Field (Columns)	Description
<b>Table ID (Column 18-20)</b>	Required field. Must be <b>LVL</b> (pre-coded on the transaction layout).
<b>Class Cat/Class Fam (Column 21-24)</b>	Required field. The Classification Category Code of the category to which this level applies, and the Classification Family Code of the family to which the level applies. The combined 4-character Category and Family Code must be a valid entry on the <b>CFC</b> Table.
<b>Sal Lvl (Column 25-27)</b>	Required field. When entering the Salary Level Code in a batch transaction, leave positions 28-30 blank.
<b>Seq Code (Column 31)</b>	The Sequence Code field has a pre-coded <b>0</b> , which is used by the system to establish proper processing order. When entering this in a batch transaction, leave positions 32-36 blank.

### Record 1 Fields

Field (Columns)	Description
<b>Description (Column 38-67)</b>	Required field. A description of the Salary Level.
<b>Chg Rsn (Column 68)</b>	The user-defined Change Reason Code may be used to document the reason for changing any of the information on the table.

### Record 2 Fields

Record 2 has a pre-coded **2** in the Action (Column 37) field.

Field (Columns)	Description
<b>Steps: First-Fourth (Column 38-81, eleven positions each)</b>	Steps 1 and 2 are required. The numeric salary level amount, to four decimals, for each step. Step 1 may be zero; Step 2 must be greater than zero. The system will set all blank steps to zero. When entering a step, all positions must be entered with leading zeros.

### Record 3 Fields

Record 3 has a pre-coded **3** in the Action (Column 37) field.

Field (Columns)	Description
<b>Steps: Fifth-Eighth (Column 38-81, eleven positions each)</b>	The numeric salary level amount, to four decimals, for each step. The system will set all blank steps to zeros.

### Transaction Layout 2

SALARY LEVEL TABLE (2)

Record 4														
INIT	TRAN SEQ	ID	ORG ID	PAY GR	TBL ID	CLASS		SAL LVL	SEQ CODE	ACTION	NINTH STEP	TENTH STEP	ELEVENTH STEP	
1	4	7	10	16	18	21	23	25	27	31	37-38	48-49	59-60	70
1	2	0	9	D	I	R			0	0	L	V	L	
									1					
Record 5														
(DUPLICATE POSITIONS 1-36 FROM RECORD 1)									SEQ CODE	ACTION	TWELFTH STEP	THIRTEENTH STEP	FOURTEENTH STEP	
									31		37-38	48-49	59-60	70
									1		2			

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### Record 4 Fields

Record 4 Action (Column 37) field must not be blank.

Field (Columns)	Description
<b>Seq Code (Column 31)</b>	Record 4 has a pre-coded <b>1</b> in the Sequence Code, which is required for system processing. When entering this in a batch transaction, leave positions 32-36 blank.
<b>Steps: Ninth-Eleventh (Column 38-70)</b>	The numeric salary level amount, to four decimals, for each step. The system will set all blank steps to zeroes.

**Record 5 Fields**

Field (Columns)	Description
<b>Action (Column 37)</b>	Record 5 has a pre-coded <b>2</b> in the Action (Column 37) field.
<b>Seq Code (Column 31)</b>	Record 5 has a pre-coded <b>1</b> in the Sequence Code field.
<b>Steps: Twelfth - Fourteenth (Column 38-70)</b>	The numeric salary level amount, to four decimals, for each step. The system will set all blank steps to zeros.

## Position Budget Complement (PBC)

The **PBC** Table is available to Multiple Appointment/Position control organizations to store various types of budget data that apply to a position or a class of positions. This table edits the Position Budget Complement Code on both the Classification (**CLS**) Table and the Position Control (**PCT**) Table. The data stored in this table may be used in user-designed budget reporting.

The Position Budget Complement Table Transaction Layout is used for coding optional batch **PBC** Table maintenance.

**POSITION BUDGET COMPLEMENT TABLE**

Record 1										A C T I O N	DESCRIPTION	BUDGETED			
INIT	TRAN SEQ	ID	ORG ID	PAY GR	TBL ID	POSITION BUDGET COMPLEMENT CODE						ANNUAL SALARY	TOTAL FTE's		
1	4	7	10	16	18	21	24	27	30			37-38	58	70	77

Record 2										A C T I O N	AUTHORIZATION		AMOUNT 1	AMOUNT 2
(DUPLICATE POSITIONS 1-36 FROM RECORD 1)											DESCRIPTION	DATE		
1	4	7	10	16	18	21	24	27	30		37-38	43-45		

Record 3										A C T I O N	AMOUNT 3	AMOUNT 4	PBC EXPANSION			
(DUPLICATE POSITIONS 1-36 FROM RECORD 1)													2	3	5	8
1	4	7	10	16	18	21	24	27	30				37-38	50	62	64

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Field (Columns)	Description
<b>Table ID (Column 18-20)</b>	Required field. Must be <b>PBC</b> (pre-coded on the transaction layout).
<b>Position Budget Complement Code (Column 21-30)</b>	Required field. When entering the Position Budget Complement Code in a batch transaction, leave positions 31-36 blank.

### Record 1 Fields

Field (Columns)	Description
<b>Description (Column 38-57)</b>	Required field. A description of the PBC entry.

Field (Columns)	Description
<b>Budgeted Annual Salary (Column 58-69)</b>	Required field. The numeric Budgeted Salary may be used to represent a budgeted maximum amount for the position or class of positions. The last two positions are recognized as decimal values in a batch transaction; do not enter a decimal point.
<b>Budgeted Total FTE's (Column 70-77)</b>	Required field. The numeric Total Number of budgeted FTE's (full-time equivalents) may be used to represent a budgeted maximum FTE's. The last two positions are recognized as decimal values in a batch transaction; do not enter a decimal point.

### Record 2 Fields

Record 2 has a pre-coded **2** in the Action (Column 37) field.

Field (Columns)	Description
<b>Authorization Description (Column 38-47)</b>	A description of the individual or group responsible for authorizing the budget data.
<b>Authorization St (Column 48)</b>	A user-defined code that indicates the status of this authorization (e.g., <b>A</b> = approved, <b>P</b> = pending).
<b>Authorization Date (Column 49-56)</b>	The date on which the budget entry was authorized. The date must be entered in the format defined via the Organization Date/Time panel (CS205C) in Common Services.
<b>Amounts 1 and 2 (Column 57-74)</b>	User-defined numeric amounts (hours, dollars, FTE's, or percentages). Do <b>not</b> enter decimals.

### Record 3 Fields

Record 3 has a pre-coded **3** in the Action (Column 37) field.

Field (Columns)	Description
<b>Amount 3 and 4 (Column 38-61)</b>	User-defined numeric amounts (hours, dollars, FTE's or percentages). Do <b>not</b> enter decimals.
<b>PBC Expansion 2, 3, 5, and 8 (Column 62-79)</b>	User-defined fields (codes, values, or dates) if needed to store additional budget data. The number represented in the field name indicates the length of the field (e.g., Expansion 3 = a 3-character field).

## Multiple Appointment Change Code (PCG)

The **PCG** Table is used with the Multiple Appointment/Position Control feature, and contains all valid Multiple Appointment Change codes. The **PCG** Table edits the employee's Change Code (Field 87H) entered via Transaction 400. These codes are used to explain any changes to an employee in a particular position.

The **Company /Organization Level** General Transaction Layout (A) is used for coding optional batch **PCG** Table maintenance.

Field (Columns)	Description
<b>Table ID (Column 18-20)</b>	Required field. Must be <b>PCG</b> .
<b>Key (Column 21-22)</b>	Required field. The user-defined Multiple Appointment Change Code. When entering this field in a batch transaction, leave positions 23-36 blank.
<b>Description (Column 38-77)</b>	Required field. A description of the incumbent's change.

## Multiple Appointment Future Change (PCS)

The **PCS** Table is used with the Multiple Appointment/Position Control feature, and contains all valid Multiple Appointment Future Change status codes. The **PCS** Table edits the employee's Future Change Status Code (Field 86M) entered via Transaction 410. These codes explain expected changes that may affect an employee's appointment to a position, such as a position being abolished for the next fiscal year or position redefinition.

The **Company /Organization Level** General Transaction Layout (A) is used for coding optional batch **PCS** Table maintenance.

Field (Columns)	Description
<b>Table ID (Column 18-20)</b>	Required field. Must be <b>PCS</b> .
<b>Key (Column 21)</b>	Required field. The user-defined Multiple Appointment Future Change Status Code. When entering this field in a batch transaction, leave positions 22-36 blank.
<b>Description (Column 38-77)</b>	Required field. A description of the Future Change to the position.

## Position Control Table (1) (PCT)

The **PCT** Table is used with the Multiple Appointment/Position Control feature, and establishes position numbers for all positions in an organization. The **PCT** Table edits the employee's Multiple Appointment (Position) Number (Field 85A) entered as the subcode in Transactions 400, 405, 410, and 440. The following fields on the **PCT** Table will be used as defaults if overrides are not entered for an employee during employee maintenance: Class Code, FLSA Code, EEO Code, and Labor Distribution Code, Position Type, Position Title (Description), Organization Code, and Location Code.

Three separate transaction layouts are required for **PCT** Table maintenance. The Position Control Table (1) Transaction Layout is used for coding optional batch maintenance to **PCT** Table Records 1-3; the **PCT** Table (2) Transaction Layout is used for coding Records 4-6; the **PCT** Table (3) Transaction Layout is used for coding Record 7.

### PCT Transaction Layout 1

**POSITION CONTROL TABLE (1)**

Record 1 NOTE: Records 4 through 6 reside on Position Control Table (2).

INIT	TRAN SEQ	ID	ORG ID	PAY GR	TBL ID	POSITION NUMBER	SEQUENCE	ACT I O N	DESCRIPTION	CLASS CODE	EFFECTIVE DATE	EXPIRATION DATE
1	4	7	10	16	18	21	31			58	68	76
	2	1	0	0	0	P	C	T				

Record 2

(DUPLICATE POSITIONS 1-36 FROM RECORD 1)							ACT I O N	MAX FTE'S	HOURS PER WEEK (FTE)	ORGANIZATION CODE	LOC CODE	WORK COMP CODE	
1							31	45	57	61	71	75	78
							2						

Record 3

(DUPLICATE POSITIONS 1-36 FROM RECORD 1)							ACT I O N	BUDGET COMP CODE	PAY B A S E	SALARY/RATE	POS TYPE	FL S A	EEO	B D G I N D		
1							31		47	48	49	61	64	65	67	68
							3									

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Field (Columns)	Description
<b>Table ID (Column 18-20)</b>	Required field. Must be <b>PCT</b> (pre-coded on the transaction layout).
<b>Position Number (Column 21-30)</b>	Required alphanumeric field. The Position Number must always be 10 characters.
<b>Seq Code (Column 31)</b>	The Sequence Code contains a pre-coded <b>0</b> , and is used by the system to establish proper processing order for this table. When entering this field in a batch transaction, leave positions 32-36 blank.

### Record 1 Fields

Field (Columns)	Description
<b>Description (Column 38-57)</b>	Required field. A description of the Position or the Position Title.
<b>Class Code (Column 58-67)</b>	Required field. The Class Code with which the Position is associated. This code must be a valid entry on the <b>CLS</b> Table.
<b>Effective Date (Column 68-75)</b>	Required field. The date on which the position is effective. The system checks this date to verify that the position is effective when an employee is assigned the position.  The date must be entered in the format defined via the Organization Date/Time panel (CS205C) in Common Services.
<b>Expiration Date (Column 76-83)</b>	Required field. The date on which the position expires. This date must be greater than the effective date. The system checks this date to verify that the position has not expired when an employee is assigned the position.  The date must be entered in the format defined via the Organization Date/Time panel (CS205C) in Common Services.

### Record 2 Fields

Record 2 has a pre-coded **2** in the Action (Column 37) field.

Field (Columns)	Description
<b>Max FTE's (Column 38-45)</b>	The Maximum Number of Full-Time Equivalents defined for the position. Must be numeric. Four whole numbers and four decimals. The system automatically tracks the number of active FTE's assigned to a position. If Rule 008 on the Position Stringency ( <b>PST</b> ) Table specifies that a vacancy must exist on a position before an employee can be assigned to the position, the system ensures that sufficient unused FTE's exist on the table before an employee may be assigned the position. (When entering Record 2 in a batch transaction, leave positions 46-56 blank.)
<b>Hours Per Week (FTE) (Column 57-60)</b>	Numeric field. The number of Hours Per Week Per FTE defined for the position. The system will check this field during employee maintenance if Rule 013 on the Position Stringency ( <b>PST</b> ) Table specifies that the employee's FTE's and hours must be consistent with the hours per week per FTE defined for the position. When entering Record 2 in a batch transaction, positions 46-56 (preceding this field) must be blank.
<b>Organization Code (Column 61-70)</b>	The Organization Code associated with this position. Must be a valid entry on the <b>HRO</b> Table.
<b>Loc Code (Column 71-74)</b>	The Location Code defines where the position is located. Must be a valid entry on the <b>DLC</b> Table.
<b>Work Comp Code (Column 75-78)</b>	The Workers' Compensation Code associated with this position. Must be a valid entry on the <b>WCS</b> Table.

### Record 3 Fields

Record 3 has a pre-coded **3** in the Action (Column 37) field.

Field (Columns)	Description
<b>Budget Comp Code (Column 38-47)</b>	The Position Budget Complement Code should be entered only if information related to the position exists on the <b>PBC</b> Table. If entered, must be a valid entry on the <b>PBC</b> Table.

Field (Columns)	Description
<b>Pay Bas (Column 48)</b>	<p>Required field. The Pay Basis Code, which corresponds to the table's Salary/Rate field (Column 49-60). This code must be one of the following:</p> <ul style="list-style-type: none"> <li><b>A</b> annually</li> <li><b>B</b> bi-weekly</li> <li><b>D</b> daily</li> <li><b>H</b> hourly</li> <li><b>M</b> monthly</li> <li><b>Q</b> quarterly</li> <li><b>S</b> semi-monthly</li> <li><b>W</b> weekly</li> </ul>
<b>Salary/Rate (Column 49-60)</b>	<p>The numeric Salary or Rate for this position (four decimals, implied decimal point). If the employee's Position Salary/Rate (Field 85X) is blank, the system will establish a default salary during payroll processing based on the following order:</p> <ol style="list-style-type: none"> <li>1. Check Time Card. If no salary specified</li> <li>2. Check Position Record.</li> </ol>
<b>Pos Type (Column 61-63)</b>	<p>Required field. The Position Type associated with this position. Must be a valid entry on the <b>PTT</b> Table.</p>
<b>FLSA (Column 64)</b>	<p>The FLSA Code associated with the position. Must be a valid entry on the <b>FLS</b> Table. This field serves as a default unless overridden by the employee's FLSA Override (Field 85Q) entered via Transaction 400.</p> <p><b>Note:</b> If the Position Stringency (<b>PST</b>) Table (Rule 002) contains a <b>W</b> or <b>R</b> (= Yes), the Expansion 1 field on the Classification Table will be recognized as an FLSA Code, and will populate this FLSA Code field if it is left blank. An FLSA Code must be entered here if Rule 002 is <b>I</b> (= No), or if an override to the Class Table's FLSA Code is required.</p>
<b>EEO (Column 65-67)</b>	<p>The EEO Code associated with the position. Must be a valid entry on the EEO Table. This field serves as a default unless overridden by the employee's EEO Override (Field 85N) entered via Transaction 400.</p> <p><b>Note:</b> If the Position Stringency (<b>PST</b>) Table (Rule 002) contains a <b>W</b> or <b>R</b> (= Yes), the Expansion 3 field on the Classification Table will be recognized as an EEO Code, and will populate this EEO Code field if it is left blank. An EEO Code <b>must</b> be entered here if Rule 002 is <b>I</b> (= No), or if an override to the Class Table's EEO Code is required.</p>
<b>Budg Pos (Column 68)</b>	<p>The Budgeted Position Indicator specifies whether the position is budgeted (<b>Y</b> or <b>N</b>). Default is <b>N</b>. If Rule 011 on the Position Stringency Table specifies that a position must be budgeted before an employee may be assigned to the position, the system will check that this field contains a <b>Y</b>.</p>



Field (Columns)	Description
<b>Dual Incumbents Ind (Column 46)</b>	This Indicator specifies whether Dual Incumbents are allowed in the position ( <b>Y</b> or <b>N</b> ). The default is <b>N</b> . When an employee is appointed to a position as a dual incumbent, the system will reject the appointment unless this Indicator is <b>Y</b> . When entering Record 3 in a batch transaction, position 66 (preceding this field) must be blank.
<b>Dual Incumbents Start Date (Column 47-54)</b>	The earliest date on which dual incumbents may be assigned to the position. (See Note below.) The date must be entered in the format defined via the Organization Date/Time panel (CS205C) in Common Services.
<b>Dual Incumbents End Date (Column 55-62)</b>	The earliest date on which dual incumbents may be assigned to the position. (See Note below.) The date must be entered in the format defined via the Organization Date/Time panel (CS205C) in Common Services.
	<b>Note:</b> Start and End Dates will be accepted only if the Dual Incumbent Indicator is <b>Y</b> . If the Start and End Dates are accepted, they must be within the range of the position's Effective Date and Expiration Date.

### Record 5 Fields

Record 5 has a pre-coded **2** in the Action (Column 37) field.

Field (Columns)	Description
<b>Authorization Description (Column 38-77)</b>	The name of the person or department responsible for authorizing the position.

### Record 6 Fields

Record 6 has a pre-coded **3** in the Action (Column 37) field.

Field (Columns)	Description
<b>Link 1 (Column 38-47)</b>	The Link 1 field identifies a position with which this position is associated. Must be a valid entry on the <b>PCT</b> Table.
<b>Link 2 (Column 48-57)</b>	The Link 2 field identifies an additional position with which this position is associated. Must be a valid entry on the <b>PCT</b> Table.

Field (Columns)	Description
<b>Skill Requirements Codes 1-5 (Column 58-82, five positions each)</b>	These fields document the position's employee Skill Requirements. These codes will <b>not</b> prohibit an employee from being assigned the position. These entries must be valid to the <b>SKL</b> Table.

### Position Control Table (3) (PCT)

The Control Fields (Column 1-20) and Position Number (Column 21-30) fields in Record 7 must be identical to the fields used in Records 1-3. The Sequence Number (Column 31) must be **2** for Records 7.

### PCT Transaction Layout 3

**POSITION CONTROL TABLE (3)**

NOTE: Users must enter Records 1 through 3 of Position Control Table (1) prior to Record 7.

Record 7										POSITION CONTROL TABLE (3)									
INIT	TRAN SEQ	ID	ORG ID	PAY GR	TBL ID	POSITION NUMBER	SEQ CODE	SHIFT RATE				EXPANS							
1	4	7	10	16	18	21	31	37	38	46	54	63	70	71	73				
	2	1	0	D	I	R													
				0	0	P	C	T											

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### Record 7 Fields

Field (Columns)	Description
<b>Seq Code (Column 31)</b>	Record 7 contains a pre-coded <b>2</b> in the Sequence Code field.
<b>Action (Column 37)</b>	Required field. The Action field may not be blank in Record 7.
<b>Shift Rates 1-4 (Column 38-69, eight positions each)</b>	These fields document the position's Shift Rates. Entries must be numeric and four decimal positions (e.g., 00125000 = \$12.50). These Shift Rates are for user information only, and are not used in any system processing.
<b>Expans 1 (Column 70)</b>	A user-defined one-character field.
<b>Expans 3 (Column 71-73)</b>	A user-defined three-character field.

## Position Account Distribution Table (PED)

The **PED** Table is used with the Multiple Appointment/Position Control feature and contains Account Distribution Codes and Percents by position. The **PED** Table is used to default account codes and percents if a multiple appointment employee has no account codes defined. A maximum of 10 accounts per position is allowed and the percents for these accounts must add up to 100%. If an account is added, changed or deleted for an existing position with **PED** entries, other account(s) may require changes so that the percents add up to 100%.

When adding more than one account per position, use a unique TRAN SEQ (Column 4-6) for each set of records (record 1 and record2). Use 220 through 229.

The Position Account Distribution Table Transaction Layout is used for coding optional batch **PED** Table maintenance.

POSITION ACCOUNT DISTRIBUTION TABLE

RECORD 1

INIT	TRAN SEQ	ID	ORG ID	PAY GR	TBL ID	POSITION NUMBER	A C T I O N	LABOR DISTRIBUTION ACCOUNT CODE
1	4	7	10	16	18	21	30	37 38 82
	2 2 1	D I R			P E D			
	2 2 1	D I R			P E D			
	2 2 2	D I R			P E D			
	2 2 2	D I R			P E D			
	2 2 3	D I R			P E D			
	2 2 3	D I R			P E D			
	2 2 4	D I R			P E D			
	2 2 4	D I R			P E D			

RECORD 2

INIT	TRAN SEQ	ID	ORG ID	PAY GR	TBL ID	POSITION NUMBER	A C T I O N	LABOR DISTRIBUTION CODE
1	4	7	10	16	18	21	30	37 38
	2 2 1	D I R			P E D			2
	2 2 1	D I R			P E D			2
	2 2 2	D I R			P E D			2
	2 2 2	D I R			P E D			2
	2 2 3	D I R			P E D			2
	2 2 3	D I R			P E D			2
	2 2 4	D I R			P E D			2
	2 2 4	D I R			P E D			2

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**Record 1 Fields**

Field (Columns)	Description
<b>Labor Distribution Account Code (Column 38-82)</b>	Required alphanumeric field.

**Record 2 Fields**

Record 2 has a pre-coded **2** in the Action (Column 37) field.

Field (Columns)	Description
<b>Labor Distribution Account Percent (Column 38-42)</b>	The percent associated with the Labor Distribution Code. Must be a numeric value from 000 to 100. Only required when adding a new account or changing a percent. The sum of all Labor Distribution Account Percents for a position must equal 100.

## Benefit Plan Status (PLS)

The **PLS** Table is used to define valid Benefit Plan Status Codes and to establish valid Eligibility Status Codes for benefit plans in each organization. This table edits the employee's Plan Participation Status fields (Fields 078, 080, 082, 084, 086, 088, 090, and 092) entered via Transaction 332. The following table lists suggested combinations of Benefit Plan Status codes and Eligibility Status codes.

Benefit Plan Status Codes are user-defined and may be used to define, for example, specific medical plan carriers. Benefit Plan Status Codes **PT** and **NS** are used as defaults by the system, and therefore should not be deleted from the table.

The Benefit Plan Status Transaction Layout is used for coding optional batch **PLS** Table maintenance.

**BENEFIT PLAN STATUS TABLE**

Record 1

INIT	TRAN SEQ	ID	ORG ID	PAY GR	TBL ID	BEN PLAN STAT CODE	A C T I O N	DESCRIPTION	ELIG STATUS	
1	4	7	10	16	18	21 22	37 38		68 72	
	2	1	0	D	I	R				
						0	0	P	L	S

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Field (Columns)	Description																																								
<b>Table ID (Column 18-20)</b>	Required field. Must be <b>PLS</b> (pre-coded on the transaction layout).																																								
<b>Ben Plan Stat Code (Column 20-21)</b>	<p>Required field. A list of suggested Benefit Plan Status codes is given in the following table. When entering this in a batch transaction, leave positions 23-36 blank.</p> <p>Suggested Combinations of Benefit Plan Status Codes and Eligibility Status Codes. The Eligibility Status Codes shown are <b>E</b> = eligible, <b>N</b> = not-eligible, and <b>P</b> = pending, and can be mixed and matched for the Benefits Plan Status Codes. Eligibility Codes other than <b>E</b>, <b>N</b>, or <b>P</b> may not be used without program revision. For example, if an employee is <b>PT</b> - participating in a plan, the employee must be Eligible; if an employee has <b>WV</b> - withdrawn voluntarily from a plan, the employee is Eligible, and may be Pending active membership/status.</p> <table border="1"> <thead> <tr> <th>Benefit Plan Status Codes</th> <th>Eligibility Status Codes</th> </tr> </thead> <tbody> <tr> <td><b>PA</b> – participating</td> <td>E</td> </tr> <tr> <td><b>PT</b> – participating</td> <td>E</td> </tr> <tr> <td><b>PV</b> – vested</td> <td>E</td> </tr> <tr> <td><b>VN</b> – vested not participating</td> <td>E,N,P</td> </tr> <tr> <td><b>VT</b> – vested terminated</td> <td>E,N</td> </tr> <tr> <td><b>VD</b> – vested disabled</td> <td>E,N,P</td> </tr> <tr> <td><b>VR</b> – vested retired</td> <td>E,N</td> </tr> <tr> <td><b>SC</b> – suspended contributing</td> <td>E</td> </tr> <tr> <td><b>SN</b> – suspended not contributing</td> <td>E,P</td> </tr> <tr> <td><b>ST</b> – suspended transfer</td> <td>N</td> </tr> <tr> <td><b>W</b> – withdrawn terminated</td> <td>N</td> </tr> <tr> <td><b>WV</b> – withdrawn voluntarily</td> <td>E,P</td> </tr> <tr> <td><b>WR</b> – withdrawn refund pending</td> <td>E,P</td> </tr> <tr> <td><b>NS</b> – not specified</td> <td>E,N,P</td> </tr> <tr> <td><b>NE</b> – employee not eligible</td> <td>N</td> </tr> <tr> <td><b>EL</b> – elected</td> <td>E,P</td> </tr> <tr> <td><b>RF</b> – rejected refused</td> <td>E,P</td> </tr> <tr> <td><b>RE</b> – rejected employer</td> <td>E,P</td> </tr> <tr> <td><b>RP</b> – rejected physical</td> <td>E,P</td> </tr> </tbody> </table>	Benefit Plan Status Codes	Eligibility Status Codes	<b>PA</b> – participating	E	<b>PT</b> – participating	E	<b>PV</b> – vested	E	<b>VN</b> – vested not participating	E,N,P	<b>VT</b> – vested terminated	E,N	<b>VD</b> – vested disabled	E,N,P	<b>VR</b> – vested retired	E,N	<b>SC</b> – suspended contributing	E	<b>SN</b> – suspended not contributing	E,P	<b>ST</b> – suspended transfer	N	<b>W</b> – withdrawn terminated	N	<b>WV</b> – withdrawn voluntarily	E,P	<b>WR</b> – withdrawn refund pending	E,P	<b>NS</b> – not specified	E,N,P	<b>NE</b> – employee not eligible	N	<b>EL</b> – elected	E,P	<b>RF</b> – rejected refused	E,P	<b>RE</b> – rejected employer	E,P	<b>RP</b> – rejected physical	E,P
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**Record 1 Field**

<b>Field (Columns)</b>	<b>Description</b>
<b>Description (Column 38-67)</b>	Required field. A description of the Benefit Plan Status.
<b>Elig Status (Column 68-72)</b>	The Eligibility Status may be <b>E</b> , <b>N</b> , or <b>P</b> (all or any combination) or may be blank.

## Multiple Appointment Leave Code Table (PLV)

The **PLV** Table is used with the Multiple Appointment/Position Control feature, and contains all valid Multiple Appointment Leave Codes. This table edits the employee's Leave Code (Field 853) entered via Transaction 410. The **PLV** Table may be used to represent, for example, an employee's salary status while on leave from a position (full salary, half salary) or the duration of the leave.

The **Company /Organization Level** General Transaction Layout (A) is used for coding optional batch **PLV** Table maintenance.

Field (Columns)	Description
<b>Table ID (Column 18-20)</b>	Required field. Must be <b>PLV</b> .
<b>Key (Column 21-22)</b>	Required field. The user-defined Multiple Appointment Leave Code. When entering this field in a batch transaction, leave positions 23-36 blank.
<b>Description (Column 38-77)</b>	Required field. A description of the Leave Code.

## Multiple Appointment Leave Type (PLY)

The **PLY** Table is used with the Multiple Appointment/Position Control feature, and contains all valid Multiple Appointment Leave Type codes. The **PLY** Table edits the employee's Multiple Appointment Leave Type Code (Field 854) entered via Transaction 400. The Leave Type Code may be used to define reasons why an employee might be on leave from a position (e.g., sick, maternity, sabbatical).

The **Company /Organization Level** General Transaction Layout (A) is used for coding optional batch **PLY** Table maintenance.

Field (Columns)	Description
<b>Table ID (Column 18-20)</b>	Required field. Must be <b>PLY</b> .
<b>Key (Column 21-22)</b>	Required field. The user-defined Multiple Appointment Leave Type Code. When entering this field in a batch transaction, leave positions 23-36 blank.
<b>Description (Column 38-77)</b>	Required field. A description of the Leave Type.

## Multiple Appointment Status Table (PMS)

The **PMS** Table is used with the Multiple Appointment/Position Control feature, and contains all valid Multiple Appointment Status Codes. The **PMS** Table edits the employee's Status Code (Field 85G) entered via Transaction 400.

The **PMS** Table defines the status of an employee within a position, such as Active or On Leave. For purposes of position headcount and of totaling active FTE's per position, the system will consider an employee as active in a position if the employee's Multiple Appointment Status Code contains either an **A** (active) or **L** (leave of absence). For this reason, the **PMS** Table must include Status Codes **A** (active) and **L** (leave of absence), and must also include Status Codes **N** (non-active), **R** (retired), and **T** (terminated).

The **Company /Organization Level** General Transaction Layout (A) is used for coding optional batch **PMS** Table maintenance.

Field (Columns)	Description
<b>Table ID (Column 18-20)</b>	Required field. Must be <b>PMS</b> .
<b>Key (Column 21)</b>	Required field. Must be alphabetic. The Multiple Appointment Status Codes <b>A</b> and <b>L</b> are critical to Multiple Appointment/Position Control processing and should reside on the <b>PMS</b> Table. When entering the Status Code in a batch transaction, leave positions 22-36 blank.
<b>Description (Column 38-77)</b>	Required field. A description of the Status.

## Multiple Appointment Permanency Table (PPT)

The **PPT** Table is used with the Multiple Appointment/Position Control feature, and contains all valid Multiple Appointment Permanency codes. The **PPT** Table edits the employee's Permanency Code (Field 85E) entered via Transaction 400. The table **must** include an entry **R**, defined as Regular; this is used as a default when Field 85E is left blank.

The **Company /Organization Level** General Transaction Layout (A) is used for coding optional batch **PPT** Table maintenance.

Field (Columns)	Description
<b>Table ID (Column 18-20)</b>	Required field. Must be <b>PPT</b> .
<b>Key (Column 21)</b>	Required field. The Multiple Appointment Permanency Code. The Code <b>R</b> must exist on this table, and should be given the description Regular. When entering this field in a batch transaction, leave positions 22-36 blank.
<b>Description (Column 38-77)</b>	Required field. A description of the Multiple Appointment Permanency. The description Regular should be assigned to <b>PPT</b> Code <b>R</b> .

## Performance Rating Code Table (PRT)

The **PRT** Table contains user-defined codes that are used to assign employees a performance rating. For example, Performance Rating Code **001** may indicate outstanding. The **PRT** Table edits the employee's Performance Rating Code (Field 064, Transaction 230, or for Multiple Appointment/Position Control, Field 86L, Transaction 410).

The **Company /Organization Level** General Transaction Layout (B) is used for coding optional batch **PRT** Table maintenance.

Field (Columns)	Description
<b>Table ID (Column 18-20)</b>	Required field. Must be <b>PRT</b> .
<b>Key (Column 21-23)</b>	Required field. The Performance Rating Code. When entering this field in a batch transaction, leave positions 24-36 blank.
<b>Description (Column 38-77)</b>	Required field. A description of the Performance Rating.



Field (Columns)	Description
<b>Table ID (Column 18-20)</b>	Required field. Must be <b>PST</b> .
<b>Str Code (Column 21-23)</b>	Required field, critical to system processing. The system is designed to check certain predefined Stringency Codes during certain Multiple Appointment/Position Control processing situations (see the following table). For this reason, the Stringency Codes supplied with the system should neither be redefined nor deleted. When the Stringency Code field is entered during a batch revision transaction, leave positions 24-36 blank.
<b>Description (Column 38-77)</b>	Required field. Predefined description of the Position Control/Multiple Appointment processing situation. Revisions may be made to the description supplied with the system, but the meaning of the original message should remain intact.
<b>Str Lev (Column 78)</b>	<p>The Stringency level defines to the system the course of processing action to be taken. Depending on the <b>PST</b> entry, the Stringency Level codes <b>R</b>, <b>W</b>, and <b>I</b> may tell the system to reject, warn, ignore or may represent either a Yes or No answer to the processing situation. The following table identifies the Valid Stringency Levels per Stringency Code.</p> <p><b>R reject</b> the transaction if the data fails the processing situation.</p> <p><b>W warn</b> the user that the data failed the processing situation, but allow the transaction to continue.</p> <p><b>I ignore</b> (default) the processing situation and allow the transaction to continue.</p>

#### Position Stringency (PST Table) Codes, Situations, and Stringency Level Definitions

PST Code	Situation	PST Levels
<b>001</b>	Not used.	
<b>002</b>	EEO and FLSA Codes on <b>CLS</b> Table will default to <b>PCT</b> Table.	<b>I</b> = No <b>W,R</b> = Yes
<b>003</b>	<b>PBC</b> Code Field on <b>CLS</b> Table must be valid.	<b>I</b> = No <b>W,R</b> = Yes
<b>004</b>	Edit employee's Position Salary/Rate with user's own program(s).	<b>I</b> = No <b>W,R</b> = Yes
<b>005</b>	Employee's Position Salary/Rate must be within the range of the <b>LVL</b> Table's Steps 1 and 2.	<b>I</b> = No edit <b>W</b> = Warn if not <b>R</b> = Reject if not
<b>006</b>	Employee's Position Salary/Rate must equal the amount of the <b>LVL</b> Table's Step.	<b>I</b> = No edit <b>W</b> = Warn if not <b>R</b> = Reject if not

<b>PST Code</b>	<b>Situation</b>	<b>PST Levels</b>
<b>007</b>	Set Employee's Position Salary/Rate equal to the amount of the <b>LVL</b> Table's Step.	<b>I</b> = No <b>W,R</b> = Yes
<b>008</b>	Position must have a vacancy before it can be filled.	<b>I</b> = No <b>W,R</b> = Yes
<b>009</b>	Not used.	
<b>010</b>	Position must have a valid authorization date.	<b>I</b> = No edit <b>W</b> = Warn if not <b>R</b> = Reject if not
<b>011</b>	Position Budgeted field must be <b>Y</b> .	<b>I</b> = No edit <b>W</b> = Warn if not <b>R</b> = Reject if not
<b>012</b>	Not used.	
<b>013</b>	FTE and Standard Hours must match.	<b>I</b> = No edit <b>W</b> = Warn if not <b>R</b> = Reject if not

## Multiple Appointment Type Code Table (PTT)

The **PTT** Table is used with the Multiple Appointment/Position Control feature, and contains all valid Multiple Appointment Type Codes. The **PTT** Table edits the employee's Type Code (Field 85D) entered via Transaction 400. This table may be used to define the type of position (e.g., contract position, seasonal, permanent, position exists because of a scientific grant).

The system's EEO-6 reporting (Higher Education Institutions) uses the first character of the Multiple Appointment Type Code to determine the employee's length of contract. For companies that must file EEO-6 reports, first position **A** = academic year appointment, **C** = calendar year appointment (11-12 mos.), and **L** = less than academic year appointment (less than 9-10 mos.).

The **Company /Organization Level** General Transaction Layout (A) is used for coding optional batch **PTT** Table maintenance.

Field (Columns)	Description
<b>Table ID (Column 18-20)</b>	Required field. Must be <b>PTT</b> .
<b>Key (Column 21-23)</b>	The Multiple Appointment Type Code. When entering this field in a batch transaction, leave positions 24-36 blank.
<b>Description (Column 38-77)</b>	Required field. A description of the Multiple Appointment Type.



Field (Columns)	Description
<b>Table ID (Column 18-20)</b>	Required field. Must be <b>RCT</b> .
<b>Org ID (Column 21-26)</b>	Required field. The Organization ID must be a valid entry on the <b>COC</b> Table. When entering this field in a batch transaction, leave positions 24 and 25 blank.
<b>Status (Column 31)</b>	Required field. Enter one of the following Status codes: <b>P</b> permanent or regular <b>T</b> temporary Entries must be valid to the <b>COS</b> Table.

### Record 1 Fields

Field (Columns)	Description
<b>Description (English) (Column 38-57)</b>	Required field. A description of the Federal Revenue Canada Tax in English.
<b>Description (French) (Column 58-77)</b>	A French-language description of the Federal Revenue Canada Tax.

### Record 2 Fields

Record 2 has a pre-coded **1** in the Action (Column 37) field.

Field (Columns)	Description
<b>Quebec RCT/RC-1 No (Column 38-47)</b>	The Quebec Revenue Tax Number. Not used at this time.
<b>French Description (Quebec) (Column 48-67)</b>	A French-language description of the Quebec <b>RCT</b> Number.

### Record 3 Fields

Record 3 has a pre-coded **2** in the Action (Column 37) field.

---

Field (Columns)	Description
<b>English Description (Quebec) (Column 38-57)</b>	A description of the Quebec <b>RCT</b> Number in English.
<b>UIC Rate (Column 58-68)</b>	Enter the Rate that will be used for calculating UIC Taxes. Entry must be numeric and positive. Six whole numbers, implied decimal, and five decimals. For example, 1.4% is entered as <b>0000001400</b> .

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## Report Control Table - Company /Organization Level (RPC)

The **RPC** Table controls the sequencing and totaling of standard payroll reports. The system automatically sequences and totals payroll reports by Organization and Pay Group. The **Company /Organization Level RPC** Table allows the user to specify additional sequencing and totaling by selected fields. Up to six sets of fields, including or in addition to Organization ID and Pay Group, may be selected per payroll report. The following table lists the allowable **Company /Organization Level RPC** Table control fields and the payroll reports for which these additional controls may be used.

The Report Control Table - **Company /Organization Level** Transaction Layout is used for coding optional batch company level **RPC** Table maintenance.

COMPANY LEVEL REPORT CONTROL TABLE

Record 1

INIT	TRAN SEQ	ID	ORG ID	PAY GR	TBL ID	RPC NO		SE Q C O D		AC T I O N	DESCRIPTION	
1	4	7	10	16	18	21	23	31		37	38	57
	2	0	D	I	R			0				

Record 2

	AC T I O N	REPORT CONTROLS																		
		FLD 1		FLD 2		FLD 3		FLD 4		FLD 5		FLD 6								
		T	S	T	S	T	S	T	S	T	S	T	S							
1																				
	23																			
		37	38	41	42	43	46	47	48	51	52	53	56	57	58	61	62	63	66	67
2																				

COMLRPTC.XLS/1200.

Field (Columns)	Description
<b>Table ID (Column 18-20)</b>	Required field. Must be <b>RPC</b> .
<b>RPC No (Column 21-23)</b>	Required field. The three-digit Report Number (see the following table) for which control fields are being specified. When entering this field in a batch transaction, leave positions 24-30 blank.
<b>Seq Code (Column 31)</b>	The Sequence Code contains a pre-coded <b>0</b> , used by the system for proper processing order. When entering this field in a batch transaction, leave positions 32-36 blank.

### Record 1 Fields

Field (Columns)	Description
<b>Description (Column 38-57)</b>	Required field. The name of the report (from the Report Control Table), or a description of the control breaks established for the report.

### Record 2 Fields

Record 2 has a pre-coded **2** in the Action (Column 37) field.

Field (Columns)	Description
<b>Report Controls Fld 1-6 (Column 38-40, 43-45, 48-50, 53-55, 58-60, 63-65)</b>	The three-digit Field Number to be used as a control break for the report. The following table lists all valid field numbers and names.
<b>Report Controls Ttl (Column 41, 46, 51, 56, 61, 66)</b>	Enter a <b>1</b> to accumulate totals for the field specified.
<b>Report Controls Skp (Column 42, 47, 52, 57, 62, 67)</b>	Enter a <b>1</b> to skip to a new page after totals are accumulated, or when a sequence control break (i.e., a new report, pay group or company) is encountered.

**Allowable Field Numbers and Report Numbers for use with the Company  
Level RPC Table**

<b>Field Number</b>	<b>Field Name</b>
<b>001</b>	Organization ID
<b>002</b>	Employee Number
<b>003</b>	Organization Code
<b>004</b>	Pay Group
<b>005</b>	Social Security Number
<b>006</b>	Last Name
<b>035</b>	Job Code
<b>040</b>	FLSA Code
<b>042</b>	Alpha Key
<b>056</b>	Work Location
<b>057</b>	Pay Location
<b>156</b>	Pay Basis
<b>168</b>	Assigned State
<b>170</b>	Resident City
<b>171</b>	Resident County
<b>301</b>	State Code
<b>309</b>	State 941A Code
<b>310</b>	Workers' Compensation Code
<b>401</b>	Local Tax Code in which earnings were reported
<b>901</b>	Organization Code Level 1
<b>902</b>	Organization Code Level 2
<b>903</b>	Organization Code Level 3
<b>904</b>	Organization Code Level 4
<b>905</b>	Organization Code Level 5
<b>906</b>	Organization Code Level 6

<b>Report Number</b>	<b>Report Name</b>
<b>005</b>	Preprocessing Control Report
<b>010</b>	Payroll Register/Checks
<b>016</b>	Overtime Earnings Report
<b>020</b>	Deduction Control Report (additional sort fields are not allowed:
<b>021</b>	Union Deductions Report
<b>025</b>	Deductions Not Taken Report
<b>030</b>	Reserved
<b>045</b>	Workers' Compensation Control Report (monthly totals)

## Salary Grade Table (SAL)

The **SAL** Table defines valid Salary Grades and salary ranges for each organization. This table edits the employee's Salary Grade (Field 037) entered via Transaction 230. The Salary Grade defined in this table may apply to a job, and therefore be entered in the Salary Grade field on the **JOB** Table, or may apply to individual employees and be entered in the employee's Salary Grade (Transaction 230, Field 037).

The Minimum Salary and Maximum Salary fields are required on this table, and are used for calculating an employee's Percent in Range (Field 703). If the remaining fields are left blank, the system will populate them using the Minimum Salary and Maximum Salary fields.

For organizations that may use job evaluation processing, a Salary Grade of **JE** **must** exist on this table. The Minimum Salary and Maximum Salary fields for the **JE** entry are required, but are not used in any job evaluation salary range calculations.

The Salary Grade Table Transaction Layout is used for coding optional batch **SAL** Table maintenance.

### SALARY GRADE TABLE

Record 1

INIT	TRAN SEQ	ID	ORG ID	PAY GR	TBL ID	SAL GD		A C T I O N	DESCRIPTION	P A Y B A S E
1	4	7	10	16	18	21-22		37-38		58
		2 1 0 D I R				0 0 S A L				

Record 2

(DUPLICATE POSITIONS 1-36 FROM RECORD 1)							A C T I O N	MINIMUM SALARY	MAXIMUM SALARY	MIDPOINT IN RANGE	FIRST QUARTILE	THIRD QUARTILE	
1							22	37-38	47	56	65	74	82

SALGRADE.XLS/1200

Field (Columns)	Description
<b>Table ID (Column 18-20)</b>	Required field. Must be <b>SAL</b> (pre-coded on the transaction layout).
<b>Sal Grade (Column 21-22)</b>	Required field. The alphanumeric Salary Grade. When entering this field in a batch transaction, leave positions 23-36 blank.

**Record 1 Fields**

Field (Columns)	Description
<b>Description (Column 38-57)</b>	Required field. A description of the Salary Grade.
<b>Pay Basis (Column 58)</b>	Required field. The Pay Basis defines the basis of the salary ranges on the table entry. Enter one of the following Pay Basis Codes: <ul style="list-style-type: none"> <li><b>A</b> annually</li> <li><b>B</b> bi-weekly</li> <li><b>D</b> daily</li> <li><b>H</b> hourly</li> <li><b>M</b> monthly</li> <li><b>Q</b> quarterly</li> <li><b>S</b> semi-monthly</li> <li><b>W</b> weekly</li> </ul>

**Record 2 Fields**

Record 2 has a pre-coded **2** in the Action (Column 37) field.

Field (Columns)	Description
<b>Minimum Salary (Column 38-46)</b>	Required numeric field. The Minimum Salary for this grade. Seven whole numbers and two decimals. In batch processing do not enter the decimal point.
<b>Maximum Salary (Column 47-55)</b>	Required numeric field. The Maximum Salary for this grade. Seven whole numbers and two decimals. The Maximum Salary should be greater than the Minimum Salary. In batch processing do not enter the decimal point.
<b>Midpoint (Column 56-64)</b>	The numeric midpoint in the salary range for this grade. Seven whole numbers and two decimals. In batch processing do not enter the decimal point. If entered, must be greater than Minimum Salary. If the Midpoint First Quartile and the Third Quartile are replaced with zero values, the system will calculate the midpoint as: $\frac{\text{minimum} + \text{maximum}}{2}$

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Field (Columns)	Description
<b>First Quartile (Column 65-73)</b>	<p>The numeric midway between the minimum and midpoint for this grade. Seven whole numbers and two decimals. In batch processing do not enter the decimal point. If the Midpoint, First Quartile and the Third Quartile are replaced with zero values, the system will calculate this field as:</p> $\frac{\text{minimum} + \text{midpoint}}{2}$
<b>Third Quartile (Column 74-82)</b>	<p>The numeric amount midway between the midpoint and maximum for this grade. Seven whole numbers and two decimals. In batch processing do not enter the decimal point. If the Midpoint, First Quartile and Third Quartile are replaced with zero values, the system will calculate this field as:</p> $\frac{\text{midpoint} + \text{maximum}}{2}$

---

## State Tax Table (STC)

The **STC** Table provides State Tax information for those states in which the company operates or in which employees reside or have been assigned (for tax purposes). This table is used to edit all State Code fields entered in employee maintenance.

The State Tax Table Transaction Layout is used for coding optional batch **STC** Table maintenance.

### STATE TAX TABLE

Record 1									
INIT	TRAN SEQ	ID	ORG ID	PAY GR	TBL ID	STATE	ACT I O N	DESCRIPTION	STATE TAX ID
1	4	7	10	16	18	21 22	37 38		58 77
	2 0 0 D I R				0 0 S T C				
Record 2									
(DUPLICATE POSITIONS 1-36 FROM RECORD 1)						ACT I O N	SUI ID	EMPLOYER SUI RATE	
1						22	37 38	58	63
								0	
Record 3									
(DUPLICATE POSITIONS 1-36 FROM RECORD 1)						ACT I O N	WORKER'S COMPENSATION TAX ID	WORKER'S COMPENSATION WAGE/LIMIT	OPTIONAL FIELD
1						22	37 38	53	65 74
									A
Record 4									
(DUPLICATE POSITIONS 1-36 FROM RECORD 1)						ACT I O N	SDI ID		
1						22	37 38	62	

STATETAX.XLS/1000

Field (Columns)	Description
<b>Table ID (Column 18-20)</b>	Required field. Must be <b>STC</b> (pre-coded on the transaction layout).
<b>St (Column 21-22)</b>	Required field. The State. Entry must be valid on the <b>DST</b> Table. When entering this field in a batch transaction, leave positions 23-36 blank.

## Record 1 Fields

Field (Columns)	Description
<b>Description (Column 38-57)</b>	Required field. The name of the State.
<b>State Tax ID (Column 58-77)</b>	The State Tax Identification Number assigned by the state, if applicable. This ID will print on the W-2 Report.

## Record 2 Fields

Record 2 has a pre-coded **2** in the Action (Column 37) field.

Field (Columns)	Description
<b>SUI ID (Column 38-57)</b>	The State Unemployment Insurance Tax ID. If left blank, the system defaults to the State Tax ID. This ID will print on the 941 Quarterly Reports.
<b>Employer SUI Rate (Column 58-63)</b>	Used for reference purposes only. The BSI Tax System does not use this rate for SUI calculations. This field may be used to document the current numeric rate for State Unemployment Insurance Tax paid by this organization. If not entered, this field will default to zeros. Enter 1% as 001000, 1/2% as 000500.

## Record 3 Fields

Record 3 has a pre-coded **3** in the Action (Column 37) field.

Field (Columns)	Description
<b>Workers Compensation Tax ID (Column 38-52)</b>	The State Workers Compensation Tax ID. Enter exactly as issued by the state. This ID will appear on reports and magnetic media.
<b>Workers Compensation Officer Wage Limit (Column 53-64)</b>	The state's average wage paid for Workers Compensation purposes for officers of the company/ Organization. Enter \$3750.00 as 000000375000.
<b>Optional Field (Column 65-74)</b>	This field is used to store data required for quarterly and year-end reporting by certain states.  If Illinois, positions 65 - 74 must contain the Document Control Number, found on State of Illinois' Form UI340. This number may change each quarter. The first 9 digits must be numeric. The last digit may be blank.  If Iowa, positions 65 - 69 should contain the State Location number assigned by the Job Service of Iowa, right justify and zero fill. This is not used with Worksite Reporting.

Field (Columns)	Description
	<p>If Kentucky, positions 65 - 68 must be the Standard Industry Code, which may be found on form UI-3, Employees Quarterly Unemployment Wage and Tax Report.</p>
	<p>If Louisiana, position 65 should contain a 'Y', if this is a multiple worksite employer with employees in more than one county/industry. Position 66 should contain a 'Y', if there are employees at more than one location within the same county.</p>
	<p>If Massachusetts, positions 65- 66 must contain the numeric Filing Entity Code.</p>
	<p>If Michigan, positions 65 - 67 must contain the numeric multi unit number. This is not used with the Worksite reporting feature.</p>
	<p>If New Jersey, positions 65 - 68 should contain the New Jersey Tape Authorization number. This number is required for SUI magnetic media reporting. If magnetic media reporting is desired, it must be numeric. Otherwise, leave blank.</p>
	<p>If North Carolina, positions 65 - 70 should contain the Remitter Number. This number is required for SUI magnetic media reporting. If magnetic media reporting is desired, it must not be blank.</p>
	<p>If Ohio, position 65 must be N or blank. If N, the company had no workers or wages paid during the quarter. Positions 66 – 74 must contain the 6-digit Authorization Code.</p>
	<p>If Oregon, position 65 must contain the appropriate code to identify health Insurance availability (17).</p>
	<p>If Pennsylvania, positions 65 - 66 must contain the Plant number. There is only one plant number per company if plant reporting is desired. Otherwise, leave blank.</p>
	<p>If Texas, positions 65 - 68 must be the Texas SIC Number, and positions 69 - 70 must be the Texas Tax Area code (for employers assigned numbers by the State of Texas). Required for a new Texas record, must be numeric. Otherwise leave blank.</p>
	<p>If Washington state, positions 65 – 73 must contain the first 9 positions of the Employer Unified Business Identifier (UBI) number. If the UBI number is 12 positions, the last 3 digits must be entered on the XST record.</p>
	<p>If Washington, D.C., positions 65 - 69 must be the D.C. Industry Code. Required for a new D.C. record. Otherwise, leave blank.</p>
	<p>If Wisconsin, a Y in position 65 indicates that the company is reporting SUI information to the state for the first time this quarter. Otherwise leave blank.</p>

## Record 4 Fields

Record 4 has a pre-coded **4** in the Action (Column 37) field.

Field (Columns)	Description
<b>SDI ID (Column 38-62)</b>	The State Disability Insurance Tax ID. This ID will be used only if it is different than the SUI Account number. Must be entered exactly as issued by the state. "PRIVATE" may be entered for California, Hawaii, New York and Rhode Island employers who do not want to report the SDI amounts on the W-2 form. This includes voluntary SDI for California. If "PRIVATE" is entered for New Jersey, it must be followed by the Private Plan number. This will be reported on the W-2 form.

## Union Codes (UNC)

The **UNC** Table lists all valid Bargaining Unit (union) Affiliation codes for the company. This table edits the employee's Union Code Field 068, Transaction 240 or for Multiple Appointment/Position Control, Field 858, Transaction 410.

The **Company /Organization Level** General Transaction Layout (B) is used for coding optional batch **UNC** Table maintenance.

Field (Columns)	Description
<b>Table ID (Column 18-20)</b>	Required field. Must be <b>UNC</b> .
<b>Key (Column 21-24)</b>	Required field. When entering the Union Code in a batch transaction, leave positions 25-36 blank.
<b>Description (Column 38-77)</b>	Required field. The name of the Union.

## User Expansion By Transaction Table (UEX)

The **UEX** Table allows field labels to be defined for Employee Maintenance transaction User Expansion panels (which resemble Employee Maintenance User Expansion (225) panels). Each **UEX** Table entry must be a valid Employee Maintenance transaction code. (Transaction code 380 gets special handling because of the multiple 380 Career Development panels. UEX records for these 12 panels, in order, can have keys of 380 through 389, 38A and 38B, even though there are no transactions 381 through 38B.) Labels can be defined for the transaction expansion panel heading and for each individual input field. This information will be displayed when the transaction expansion panel is accessed from the online Employee Maintenance transaction panel.

USER EXPANSION BY TRANSACTION TABLE (1)

Record 1													
INIT	TRAN SEQ	ID	ORG ID	PAY GR	TBL ID	TRAN CODE		SEQ CODE	ACT I O N	DESCRIPTION	NUMERIC A LABEL	NUMERIC B LABEL	
1	4	7	10	16	18	21		31	37 38		58	68	77
	2	1	0	D	I	R		0					
Record 2													
(DUPLICATE POSITIONS 1-31 AND 32-36 FROM RECORD 1)								SEQ CODE	ACT I O N	NUMERIC C LABEL	NUMERIC D LABEL	NUMERIC E LABEL	NUMERIC F LABEL
								31	37 38	48	58	68	77
								0	2				
Record 3													
(DUPLICATE POSITIONS 1-31 AND 32-36 FROM RECORD 1)								SEQ CODE	ACT I O N	ALPHA IX A LABEL	ALPHA IX B LABEL	ALPHA IX C LABEL	ALPHA IX D LABEL
								31	37 38	48	58	68	77
								1					
Record 4													
(DUPLICATE POSITIONS 1-31 AND 32-36 FROM RECORD 1)								SEQ CODE	ACT I O N	ALPHA IX E LABEL	ALPHA IX F LABEL	DATE A LABEL	DATE B LABEL
								31	37 38	48	58	68	77
								1	2				

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### UEX Transaction Layout 1

Field (Columns)	Description
<b>Table ID (Column 18-20)</b>	Required field. Must be <b>UEX</b> .
<b>Key (Column 21-23)</b>	Required field. When entering the Transaction Code in a batch transaction, leave positions 24-30 blank.
<b>Seq Code (Column 31)</b>	The Sequence Code contains a pre-coded <b>0</b> , used by the system for proper processing order. When entering this field in a batch transaction, leave positions 32-36 blank.
<b>Action (Column 37)</b>	Required field.

### Record 1 Fields

Record 1 must have **N** or **R** in the Action (Column 37) field.

Field (Columns)	Description
<b>Seq Code (Column 31)</b>	Record 1 has a pre-coded <b>0</b> in the Seq Code (Column 31) field.
<b>Description (Column 38-57)</b>	Title desired. The Panel title desired for the expansion panel associated with this transaction code. If left blank, defaults to Transaction Description.
<b>User Exp Numeric Data A Label (Column 58-67)</b>	Literal desired for labeling the field on the 225 panel.
<b>User Exp Numeric Data B Label (Column 68-77)</b>	Literal desired for labeling the field on the 225 panel.

### Record 2 Fields

Record 2 has a pre-coded **2** in the Action (Column 37) field.

Field (Columns)	Description
<b>Seq Code (Column 31)</b>	Record 2 has a pre-coded <b>0</b> in the Seq Code (Column 31) field.
<b>User Exp Numeric Data C Label (Column 38-47)</b>	Literal desired for labeling the field on the 225 panel.
<b>User Exp Numeric Data D Label (Column 48-57)</b>	Literal desired for labeling the field on the 225 panel.
<b>User Exp Numeric Data E Label (Column 58-67)</b>	Literal desired for labeling the field on the 225 panel.
<b>User Exp Numeric Data F Label (Column 68-77)</b>	Literal desired for labeling the field on the 225 panel.

### Record 3 Fields

Record 3 must have **N** or **R** in the Action (Column 37) field.

Field (Columns)	Description
<b>Seq Code (Column 31)</b>	Record 3 has a pre-coded <b>1</b> in the Seq Code (Column 31) field.
<b>User Exp Alpha 1X Data A Label (Column 38-47)</b>	Literal desired for labeling the field on the 225 panel.
<b>User Exp Alpha 1X Data B Label (Column 48-57)</b>	Literal desired for labeling the field on the 225 panel.
<b>User Exp Alpha 1X Data C Label (Column 58-67)</b>	Literal desired for labeling the field on the 225 panel.
<b>User Exp Alpha 1X Data D Label (Column 68-77)</b>	Literal desired for labeling the field on the 225 panel.

## Record 4 Fields

Record 4 has a pre-coded **2** in the Action (Column 37) field.

Field (Columns)	Description
<b>Seq Code (Column 31)</b>	Record 4 has a pre-coded <b>1</b> in the Seq Code (Column 31) field.
<b>User Exp Alpha 1X Data E Label (Column 38-47)</b>	Literal desired for labeling the field on the 225 panel.
<b>User Exp Alpha 1X Data F Label (Column 48-57)</b>	Literal desired for labeling the field on the 225 panel.
<b>User Exp Date Data A Label (Column 58-67)</b>	Literal desired for labeling the field on the 225 panel.
<b>User Exp Date Data B Label (Column 68-77)</b>	Literal desired for labeling the field on the 225 panel.

UEX Transaction Layout 2

USER EXPANSION BY TRANSACTION TABLE (2)

Record 5												
INIT	TRAN SEQ	ID	ORG ID	PAY GR	TBL ID	TRAN CODE	SEQ CODE	ACTION	DATE C LABEL	DATE D LABEL	ALPHA 30X A LABEL	ALPHA 30X B LABEL
1	4	7	10	16	18	21	31	37 38	48	58	68	77
	2	1	0	D	I	R	2					
(DUPLICATE POSITIONS 1-31 AND 32-36 FROM RECORD 1)							SEQ CODE	ACTION	ALPHA 6X A LABEL	ALPHA 6X B LABEL	ALPHA 6X C LABEL	ALPHA 6X D LABEL
1						23	31	37 38	48	58	68	77
							2					
(DUPLICATE POSITIONS 1-31 AND 32-36 FROM RECORD 1)							SEQ CODE	ACTION	ALPHA 6X E LABEL	ALPHA 6X F LABEL	ALPHA 6X G LABEL	ALPHA 6X H LABEL
1						23	31	37 38	48	58	68	77
							3					
(DUPLICATE POSITIONS 1-31 AND 32-36 FROM RECORD 1)							SEQ CODE	ACTION	ALPHA 6X I LABEL	ALPHA 6X J LABEL	ALPHA 6X K LABEL	ALPHA 6X L LABEL
1						23	31	37 38	48	58	68	77
							3					

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Record 5 Fields

Record 5 must have N or R in the Action (Column 37) field.

Field (Columns)	Description
<b>Seq Code (Column 31)</b>	Record 5 has a pre-coded 2 in the Seq Code (Column 31) field.
<b>User Exp Date Data C Label (Column 38-47)</b>	Literal desired for labeling the field on the 225 panel.
<b>User Exp Date Data D Label (Column 48-57)</b>	Literal desired for labeling the field on the 225 panel.
<b>User Exp Alpha 30X Data A Label (Column 58-67)</b>	Literal desired for labeling the field on the 225 panel.
<b>User Exp Alpha 30X Data B Label (Column 68-77)</b>	Literal desired for labeling the field on the 225 panel.

### Record 6 Fields

Record 6 has a pre-coded **2** in the Action (Column 37) field.

Field (Columns)	Description
<b>Seq Code (Column 31)</b>	Record 6 has a pre-coded <b>2</b> in the Seq Code (Column 31) field.
<b>User Exp Alpha 6X Data A Label (Column 38-47)</b>	Literal desired for labeling the field on the 225 panel.
<b>User Exp Alpha 6X Data B Label (Column 48-57)</b>	Literal desired for labeling the field on the 225 panel.
<b>User Exp Alpha 6X Data C Label (Column 58-67)</b>	Literal desired for labeling the field on the 225 panel.
<b>User Exp Alpha 6X Data D Label (Column 68-77)</b>	Literal desired for labeling the field on the 225 panel.

### Record 7 Fields

Record 7 must have N or **R** in the Action (Column 37) field.

Field (Columns)	Description
<b>Seq Code (Column 31)</b>	Record 7 has a pre-coded <b>3</b> in the Seq Code (Column 31) field.
<b>User Exp Alpha 6X Data E Label (Column 38-47)</b>	Literal desired for labeling the field on the 225 panel.
<b>User Exp Alpha 6X Data F Label (Column 48-57)</b>	Literal desired for labeling the field on the 225 panel.
<b>User Exp Alpha 6X Data G Label (Column 58-67)</b>	Literal desired for labeling the field on the 225 panel.
<b>User Exp Alpha 6X Data H Label (Column 68-77)</b>	Literal desired for labeling the field on the 225 panel.

**Record 8 Fields**

Record 8 has a pre-coded **2** in the Action (Column 37) field.

Field (Columns)	Description
<b>Seq Code (Column 31)</b>	Record 8 has a pre-coded <b>3</b> in the Seq Code (Column 31) field.
<b>User Exp Alpha 6X Data I Label (Column 38-47)</b>	Literal desired for labeling the field on the 225 panel.
<b>User Exp Alpha 6X Data J Label (Column 48-57)</b>	Literal desired for labeling the field on the 225 panel.
<b>User Exp Alpha 6X Data K Label (Column 58-67)</b>	Literal desired for labeling the field on the 225 panel.
<b>User Exp Alpha 6X Data L Label (Column 68-77)</b>	Literal desired for labeling the field on the 225 panel.



### Record 1 Fields

Field (Columns)	Description
<b>Description (Column 38-57)</b>	Required field. A description of the vacation accrued.

### Record 2 Fields

Record 2 has a pre-coded **2** in the Action (Column 37) field.

Field (Columns)	Description
<b>Mo Serv 1-4 (Column 38-41,47-50, 56-59, 65-68)</b>	Months of Service field 1 is required; all others are optional. Enter the number of months (up to and including) of service to which the corresponding Vacation Percent (factor) applies.
<b>Vac Pct 1-4 (Column 42-46, 51-55, 60-64, 69-73)</b>	Vacation Percent field 1 is required; other fields are required only if a related Months of Service field is populated. Two whole numbers and three decimals (e.g., 80% = 00800).

## Record 3 Fields

Record 3 has a pre-coded **3** in the Action (Column 37) field.

Field (Columns)	Description
<b>Vacation Include/Exclude Flags 1-16 (Column 38-53)</b>	<p>Enter a <b>Y</b> (yes) or <b>N</b> (no) for the 16 Vacation Accrual Flags to identify which earnings are valid for vacations. The Canadian Earnings Type field in the <b>ERN</b> Table identifies the Include/Exclude flag on the <b>VAC</b> Table that defines whether the earnings are considered valid for vacations.</p> <p><b>Note:</b> Since the vacation accrual starts on an arbitrary date for each user, an entry in the <b>CAL</b> Table must indicate the starting point for vacation accrual.</p> <p><b>Flag 01</b> Regular Pay  <b>Flag 02</b> Shift Differential  <b>Flag 03</b> Vacation Pay  <b>Flag 04</b> Holiday Pay  <b>Flag 05</b> Board and Lodging  <b>Flag 06</b> Overtime  <b>Flag 07</b> Bonus  <b>Flag 08</b> Taxable Benefits  <b>Flag 09</b> Gratuities  <b>Flag 10</b> Profit Sharing  <b>Flag 11</b> Regular Sharing  <b>Flag 12</b> Lump Sum Prior to 12/31/71  <b>Flag 13</b> Lump Sum After 12/31/71  <b>Flag 14</b> Commission  <b>Flag 15</b> Annuity  <b>Flag 16</b> Other Income</p>

## Workers' Compensation Code Tables (WCC)

The **WCC** Table defines the organization's valid Workers' Compensation codes. These codes are validated against the **WCS** System/Enterprise Level Table, which is a master list of all Workers' Compensation codes. The **WCC** Table edits the employee's Workers' Compensation Code (Field 310) entered via Transaction 321.

The Workers' Compensation Table Transaction Layout is used for coding optional batch **WCC** Table maintenance.

**WORKERS' COMPENSATION CODE TABLE**

Record 1											
INIT	TRAN SEQ	ID	ORG ID	PAY GR	TBL ID	STATE	WORK COMP CODE	AC T I O N	DESCRIPTION	CURRENT COMP RATE	CURRENT WAGE LIMIT
1	4	7	10	16	18	21 22	26 29	37 38		58	65 69
	210	D I R				00	W C C			A	
Record 2											
INIT	TRAN SEQ	ID	ORG ID	PAY GR	TBL ID	STATE	WORK COMP CODE	AC T I O N	FRENCH DESCRIPTION	CURRENT COMP RATE	CURRENT WAGE LIMIT
1	4	7	10	16	18	21 22	26 29	37 38		58	65 69
	210	D I R				00	W C C	2		A	
Record 3											
(DUPLICATE POSITIONS 1-36 FROM RECORD 1)						STATE	WORK COMP CODE	WORKERS' COMPENSATION BOARD (WCB) INCLUSION FLAGS			
1						22	26 29	37 38	39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69		
								3			

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Field (Columns)	Description
<b>Table ID</b> (Column 18-20)	Required field. Must be <b>WCC</b> (pre-coded on the transaction layout).
<b>St</b> (Column 21-22)	Required field. The State to which the Workers' Compensation code applies. Entry must be valid to the <b>STC</b> Table. When entering this field in a batch transaction, leave positions 23-25 blank.
<b>Work Comp Code</b> (Column 26-29)	Required field. The user-defined Workers' Compensation Code from the <b>WCS</b> Table. When entering this field in a batch transaction, leave positions 30-36 blank.

## Record 1 Fields

Field (Columns)	Description
<b>Description (Column 38-57)</b>	Required field. A description of the Workers' Compensation reporting authority or jurisdiction.
<b>Current Comp Rate (Column 58-64)</b>	The Current numeric Workers' Compensation Rate, expressed as a percent consisting of two whole numbers and five implied decimals. Do not enter the decimal point in batch transactions. (i.e., 8 1/2% = 0850000)
<b>Current Wage Limit (Column 65-69)</b>	The current numeric Wage Limit for compensation. Zeros indicate no ceiling or limit.

## Record 2 Fields

Record 2 has a pre-coded **2** in the Action (Column 37) field and is used only by Canadian companies.

Field (Columns)	Description
<b>French Description (Column 38-57)</b>	A French language description of the Worker's Compensation reporting authority or jurisdiction.

## Record 3 Fields

Record 3 has a pre-coded **3** in the Action (Column 37) field and is used only by Canadian companies.

Field (Columns)	Description
<b>Workers' Compensation Board (WCB) Inclusion Flags 1-32 (Column 38-69), one position each</b>	Canadian only. The <b>WCB</b> inclusion flags ( <b>Y</b> = yes, <b>N</b> = no) are used to specify whether certain earnings are to be included as <b>WCB</b> eligible earnings for Workers' Compensation calculations. Each Earnings ( <b>ERN</b> ) Table entry includes a <b>WCB</b> Earnings Type field that may contain a number (01-32) that corresponds to one of the <b>WCB</b> Inclusion Flags. The entry ( <b>Y</b> or <b>N</b> ) in the <b>WCB</b> Inclusion Flag Field to which the earnings points, dictates whether the earnings is eligible ( <b>Y</b> ) or not ( <b>N</b> ) for <b>WCB</b> accumulation.



**Record 1 Fields**

Field (Columns)	Description
<b>Description (Column 38-77)</b>	Required field. Enter the Locality name.

**Record 2 Fields**

Record 2 has a pre-coded **2** in the Action (Column 37) field.

Field (Columns)	Description
<b>Local Tax ID (Column 38-62)</b>	Required field. Enter the Local EIN exactly as assigned by the Locality.

## Tax Reporting State Tax Information Table (XCS)

The **XCS** Table stores the State unemployment and Disability Wage Limits and Tax Rates by year. This table is generated when the Tax Reporting Employee Extract is created. The data contained on this table is used for information only.

The Tax Reporting Transmitter Information Table Transaction Layout is used for coding optional batch **XCS** Table Maintenance.

TAX REPORTING STATE INFORMATION TABLE

Record 1

INIT	TRAN SEQ	ID	ORG ID	PAY GR	TBL ID	YEAR	STATE	ACT I O N	DESCRIPTION		
1	4	7	10	16	18	21	24	26-27	37-38	77	
	2	1	0		D	I	R		X	C	S

Record 2

	STATE	ACT I O N	SUI TAX PERCENT	SUI WAGE LIMIT	EMPLOYER			
					SDI TAX PERCENT	SDI WAGE LIMIT		
1	24	26-27	37	44	55	62	72	
(DUPLICATE POSITIONS 1-36 FROM RECORD 1)								
			2	A				

Record 3

	STATE	ACT I O N	EMPLOYEE			
			SDI TAX RATE	SDI WAGE LIMIT		
1	24	26-27	37-38	44	55	
(DUPLICATE POSITIONS 1-36 FROM RECORD 1)						
			3	A		

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Field (Columns)	Description
<b>Table ID (Column 18-20)</b>	Required field. Must be XCS (pre-coded on the transaction layout).
<b>Year (Column 21-24)</b>	Required field. Enter the year that the Tax limit and rate applies. CCYY.
<b>Postal Code (Column 26-27)</b>	Required field. Must be a valid 2 position Postal Code for this state. When entering this field in a batch transaction, leave positions 28 -36 blank.

## Record 1 Fields

Field (Columns)	Description
<b>Description (Column 38-77)</b>	Required field. Enter the State name.

## Record 2 Fields

Record 2 has a pre-coded **2** in the Action (Column 37) field.

Field (Columns)	Description
<b>SUI Tax Rate (Column 38-44)</b>	State Unemployment Insurance Tax Rate. Enter 12.34% as 0123400.
<b>SUI Wage Limit (Column 45-55)</b>	State Unemployment Insurance Wage Limit. Enter \$22,300.25 as 00002230005.
<b>SDI Employer Tax Rate (Column 56-62)</b>	State Disability Insurance Employer Tax Rate. Enter 1.34% as 0013400.
<b>SDI Employer Wage Limit (Column 63-73)</b>	State Disability Insurance Employer Wage Limit. Enter \$22,300.25 as 00002230005.

## Record 3 Fields

Record 3 has a pre-coded **3** in the Action (Column 37) field.

Field (Columns)	Description
<b>SDI Employee Tax Rate (Column 38-44)</b>	State Disability Insurance Employee Tax Rate. Enter 12.34% as 0123400.
<b>SDI Employee Wage Limit (Column 45-55)</b>	State Disability Insurance Employee Wage Limit. Enter \$22,300.25 as 00002230005.

## Exit Table (XIT)

The **XIT** Table contains the user-defined codes that identify the programming exit routines being implemented by the company. For calculation of Sick Pay Accrual, Vacation Accrual, Pension Earnings, and Credited Service, various companies may want to establish specifically tailored calculation routines to override the normal calculation of these fields by the HRSACCUM (IPRC012) routine. All allowable user exits **except** the exits for the Earnings (**ERN**), Deductions (**DDD**), and Pay Group Level Report Control (**RPP**) Tables, may be coded on the **XIT** Table.

The **Company /Organization Level** General Transaction Layout (A) is used for coding optional batch **XIT** Table maintenance. Technical assistance will be required to complete **XIT** Table entries.

Field (Columns)	Description
<b>Table ID</b> (Column 18-20)	Required field. Must be <b>XIT</b> .
<b>Key</b> (Column 21-23)	Required field. The user-defined Exit Code. During employee month/year-end processing, the system will check this table for the following Exit Codes: <b>CRS</b> = credited service routine, <b>PEN</b> = pension calculation, <b>SCK</b> = sick pay accruals, <b>VAC</b> = vacation accruals. When entering this field in a batch transaction, leave positions 24-36 blank.
<b>User Fld</b> (Column 38-47)	Required field. An abbreviated description of the routine to be called (i.e., the routine that performs the processing).
<b>User Module</b> (Column 48-55)	Required field. The actual name of the executable module that will be invoked by the dynamic LOAD routine.

## Tax Reporting State Worksite Table (XWS)

The **XWS** Table establishes the State-specific Worksite information. The data contained on this table is used for quarterly reporting to the states.

The Tax Reporting Transmitter Information Table Transaction Layout is used for coding optional batch **XWS** Table maintenance.

TAX REPORTING STATE WORKSITE TABLE

Record 1												
INIT	TRAN SEQ	ID	ORG ID	PAY GR	TBL ID	POSTAL CODE	USER WORKSITE ID	ACT I O N	DESCRIPTION	STATE WORKSITE ID	COUNTY ID	SIC CODE
1	4	7	10	16	18	21	26-29	37-38		67-68	72	76-81
1	0	D	I	R			XWS					

Record 2										
(DUPLICATE POSITIONS 1-36 FROM RECORD 1)						USER WORKSITE ID	ACT I O N	TRADE NAME	COMMENT CODE	COMMENT CODE 2
1-22						26-29	37-38		68	70-71
							2			

Record 3										
(DUPLICATE POSITIONS 1-36 FROM RECORD 1)						USER WORKSITE ID	ACT I O N	COMMENTS		
1-22						26-29	37-38	83		
							3			

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Field (Columns)	Description
<b>Table ID</b> (Column 18-20)	Required field. Must be <b>XWS</b> (pre-coded on the transaction layout).
<b>Postal Code</b> (Column 21-22)	Required field. Must be a valid 2 position Postal Code for this state. When entering this field in a batch transaction, leave positions 28 -36 blank.
<b>Worksite ID</b> (Column 26-29)	Required field. A four character alphanumeric abbreviation for the Users' Worksite ID. This may be work location, pay location, assigned location or another field, as defined in the worksite extract program. When entering this field in a batch transaction, leave positions 30-36 blank.

### Record 1 Fields

Field (Columns)	Description
<b>Description (Column 38-67)</b>	Enter a meaningful, unique description of worksite, such as store number or plant name. Used by Iowa.
<b>State Worksite ID (Column 68-71)</b>	Appears on reports and magnetic media. Enter the number assigned by the state for this worksite.
<b>County ID (Column 72-75)</b>	Appears on reports and magnetic media. Enter the county FIPS code for this worksite. For Arkansas, enter the code as supplied by the state on their Worksite report. Required for Louisiana and Arkansas.
<b>SIC Code (Column 76-81)</b>	Appears on reports and magnetic media. Enter the SIC Code for this worksite. Required for Louisiana and Arkansas.

### Record 2 Fields

Record 2 has a pre-coded **2** in the Action (Column 37) field.

Field (Columns)	Description
<b>Trade Name (Column 38-67)</b>	Division or subsidiary name of organization covered by UI account / reporting unit. Trade names usually identify a subset of worksites under a given UI account. Required for Iowa.
<b>Comment Code 1 (Column 68-69)</b>	Required field. Appears on reports and magnetic media. Required for Iowa. Refer to Comment Code table following Record 3.
<b>Comment Code 2 (Column 70-71)</b>	Additional comment code. Refer to the list of Comment Codes that follows Record 3.

### Record 3 Fields

Record 3 has a pre-coded **3** in the Action (Column 37) field.

Field (Columns)	Description
<b>Comments (Column 38-87)</b>	Free form area for comments relating to changes at the worksite.

---

**Comment Codes**

<b>Code</b>	<b>Comment</b>
<b>01</b>	Seasonal increase.
<b>02</b>	Seasonal decrease.
<b>03</b>	More business (expansion).
<b>04</b>	Less business (contraction).
<b>05</b>	Short-term/specific business project starting or continuing.
<b>06</b>	Short-term/specific business project completed or approaching completion.
<b>07</b>	Layoff, not elsewhere classified.
<b>08</b>	Strike, lockout, or other labor dispute.
<b>09</b>	Temporary shutdown.
<b>10</b>	Conversion or remodeling of facilities, retooling, or repair and maintenance of equipment resulting in employment decrease.
<b>11</b>	Conversion or remodeling of facilities, retooling, or repair and maintenance of equipment resulting in employment increase.
<b>12</b>	Internal reorganization, downsizing, or bankruptcy resulting in employment decrease.
<b>13</b>	Internal reorganization resulting in employment increase.
<b>14</b>	Nonstandard work schedule.
<b>15</b>	Interplant transfer.
<b>16</b>	Establishment moved out of State.
<b>17</b>	Establishment moved into State.
<b>18</b>	Active employer reporting zero employment and wages.
<b>19</b>	Employment returns or returning to normal or a new normal after events coded 07 - 18.
<b>20</b>	Wage rate decrease.
<b>21</b>	Wage rate increase (including COLAs).
<b>22</b>	Increase in percentage of lower-paid employees.
<b>23</b>	Increase in percentage of higher-paid employees.
<b>24</b>	Lower hourly earnings or wages because of piecework or lower incentive pay.
<b>25</b>	Higher hourly earnings or wages because of piecework or higher incentive pay.
<b>26</b>	Less overtime worked at premium pay or less overtime worked.

Code	Comment
27	Overtime worked at premium pay or more overtime pay.
29	Severance pay distributed.
30	Wages paid to employees working in pay periods not including the twelfth of the month and not shown in employment.
31	Bonuses, executive pay, profits distributed, or unidentified lump-sum payments.
32	Change in commissions.
33	Faculty paid over a nine-month period. Lump-sum payments made at end of school term.
34	Change in hourly earnings or pay because of change in amount of shift work with pay differential.
35	Change in hours, earnings, or wages due to legislation or administrative regulations.
36	Pay returns or returning to normal or a new normal after events coded 29 - 35.
40	Shorter scheduled workweek or fewer hours worked. Number of pay periods less than usual.
41	Longer scheduled workweek or more hours worked. Number of pay periods greater than usual.
42	Decrease in part-time workers.
43	Increase in part-time workers.
44	Return to normal after end of paid vacation or receiving vacation pay or other paid leave.
45	Employees on paid vacation or receiving vacation pay or other paid leave.
46	Employees on unpaid vacation or unpaid leave.
47	Return to normal after end of unpaid vacation or unpaid leave.
49	Employees working and receiving vacation pay.
50	Adverse weather conditions.
51	Fire disruption.
52	Natural disaster disruption.
53	Non-natural disaster disruption.
54	Energy shortage.
55	Data return or returning to normal or new normal after events coded 50 - 54, 56 or 57.
56	Secondary-effects decrease.
57	Secondary-effects increase.
58	Environmental legislation.

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<b>Code</b>	<b>Comment</b>
<b>59</b>	Defense-related buildups.
<b>60</b>	Defense-related cutbacks.
<b>77</b>	Change in UI coverage.
<b>83</b>	Data previously reported by the firm are reported now by an employee leasing company, data previously reported by an employee leasing company are now reported by the firm (micro data only).
<b>85</b>	New establishment or worksite.
<b>86</b>	Establishment permanently out of business.
<b>87</b>	Reactivated UI account or worksite.
<b>88</b>	Establishment dissolution.
<b>89</b>	Establishment merger.
<b>90</b>	Reporter changes basis of reporting (-) including multi breakouts or greater detail.
<b>91</b>	Reporter changes basis of reporting (+) including collapsing multi breakouts or less detail.
<b>93</b>	Predecessor/successor transaction.

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# Pay Group Table Maintenance

## Introduction

Each organization or major operating unit contains collections of employees with similar payroll characteristics. These collections are called Pay Groups. Each Pay Group is supported by a set of tables that control:

- Pay Frequency (monthly, bi-weekly, weekly, semi-monthly)
- Pay Period End Dates
- Earnings Calculations
- Deduction Calculations
- Account Code Distribution (earnings, taxes and deductions)
- Deduction Schedules

Although the Pay Group Level Tables are presented in alphabetical order, a more complete understanding of the Pay Group concept and the interrelationships between the supporting tables may be attained by reading this section in the following order:

Table	Description
<b>PGR</b>	Pay Group Record Table
<b>DPB</b>	Pay Basis Table
<b>ERN</b>	Earnings Control Table
<b>ERV</b>	Earnings Variable Table
<b>DDD</b>	Deduction Control Table
<b>DEF</b>	Defined Contribution Table
<b>DEV</b>	Deduction Variable Table
<b>DEV</b>	Deduction Variable Table
<b>DEP</b>	Deduction Dependency Table
<b>CAL</b>	Payroll Calendar Table

Table	Description
<b>BPT</b>	Benefits Package Table
<b>BPD</b>	Benefits Package Deductions Table
<b>BCV</b>	Benefits Coverage Table
<b>RPP</b>	Report Control Table - Pay Group Level
<b>DDP</b>	Direct Deposit Table
<b>PTO</b>	Paid Time Off Table
<b>FCB</b>	FlexComp Benefit Reimbursement Deductions Table
<b>FCP</b>	FlexComp Payroll Data Table
<b>GCP</b>	Group Term Life Insurance Calculation Factor Table
<b>GCR</b>	Group Term Life Insurance Cost Rate Table

### Pay Group Level Table Control Fields

The control fields used for Pay Group Level Tables are described below:

Field (Columns)	Description
<b>INIT</b> (Column 1-3)	User's initials.
<b>TRANS SEQ</b> (Column 4-6)	Batch only. Generally <b>300</b> (varies by table)
<b>ID</b> (Column 7-9)	Batch only. Valid value is <b>DIR</b> .
<b>ORG ID</b> (Column 10-15)	User-defined. Must be a valid table entry.
<b>PAY GRP</b> (Column 16-17)	User-defined. Must be a valid <b>PGR</b> table entry.
<b>TABLE ID</b> (Column 18-20)	Table ID of table being accessed.
<b>KEY</b> (Column 21-36)	Table key(s) of table entry being accessed.

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<b>ACTION</b> (Column 37 of first input record only)	Action Code. Valid values:
	<b>N</b> new
	<b>R</b> revise
	<b>D</b> delete
	<b>I</b> inactivate
	<b>A</b> activate

---

## Deductions

To establish deductions for employees, it is necessary to set up rules for how those deductions should work, what calculations are necessary, and what source of money should be used for the calculations. A maximum of 500 deductions may be defined per Pay Group, and a maximum of 50 deductions may be established per employee.

To establish deductions for an employee, the following tables and transactions are required:

---

Table	Transaction
<b>DID Table</b>	Categorizes types of deductions. For instance, several pension plans with various calculations may apply throughout an organization, but they would probably all use the same <b>DID</b> mnemonic to classify them all as pension regardless of their varying deduction numbers. <b>DID</b> is a System/Enterprise Level Table.
<b>DDD Table</b>	Establishes the ground rules for the deduction. It indicates how to calculate the amount, when to take it, against what source of money, defines the deduction as a benefit if applicable, and provides a description for the check stub. <b>DDD</b> is a Pay Group Level Table.
<b>DEV Table</b>	This table may be used for calculating deduction amounts, depending on the deduction's calculation code on the <b>DDD</b> Table. It is designed to be a table of variable rates for a specific deduction, not a table of rates for each employee. For example, a savings plan may be set up which allows employees to contribute 2, 4, or 6%. The <b>DDD</b> would use a Calc Code that references the <b>DEV</b> . The <b>DEV</b> would contain the three variable rates. The Employee Table would point to the table entry for 2 or 4 or 6%. Then, if the plan's allowable percents change to 3, 5, and 7%, the table entry would be revised rather than individual employee records. <b>DEV</b> is a Pay Group Level Table.

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Table	Transaction
<b>DAD Table</b>	A Pay Group Level Table designed to set up the general ledger number to which deductions and taxes should be assigned when they are output to the interface file.
<b>DEF Table</b>	Required to establish defined contribution plans (for 401k deductions) that are available per Pay Group.
<b>DEP Table</b>	Required to establish dependency upon another deduction and the type of dependency.

### Employee Maintenance Transactions

Transaction	Description
<b>330-333</b>	These transactions are used to establish the individual details of a deduction for an employee. Instructions for adding or updating can be found in the <i>Masterpiece/Net HRMS Personnel and Benefits Batch Guide</i> .

### Earnings

To establish earnings for employees, it is necessary to set up rules for how the earnings should work, what calculations are necessary, and what taxing authorities are applicable. A maximum of 500 earnings may be defined per Pay Group, and a maximum of 50 earnings may be established per employee.

To establish earnings for an employee, the following tables and transactions are required.

Table	Transaction
<b>EID Table</b>	Categorizes types of earnings. <b>EID</b> is a System/Enterprise Level Table.

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Table	Transaction
<b>ERN Table</b>	Establishes the ground rules for the earning. It indicates how to calculate the amount, what taxes are applicable, what description prints on the check stub, and whether the hours/units on time sheets should be accumulated. <b>ERN</b> is a Pay Group Level Table.
<b>ERV Table</b>	This table may be used for calculating earnings amounts, depending on the earnings calculation code on the <b>ERN</b> Table. It is designed to be a table of varying rates for the specific earnings. When the table is used for varying rates, mass maintenance is possible by changing table entries rather than each employee rate. The user refers to the table entry rather than assigning a rate on the employee record. <b>ERV</b> is a Pay Group Level Table.
<b>231 - 310</b>	These transactions are used to establish regular and overtime earnings as well as other earnings types. These transactions provide the details specific to an employee. They are reviewed in <i>Masterpiece/Net HRMS Personnel and Benefits Batch Guide</i> .

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Field (Columns)	Description
<b>Coverage (Column 31-34)</b>	Required field. The coverage amount that the rate applies to. This must be numeric and must be expressed in thousands (e.g., 15,000 = 0015) or hundreds (e.g., 16550 = 1655). May be between 0000 and 9999. When entering this field in a batch transaction, leave positions 35-36 blank. If coverage does not apply for this deduction, use 0000. The rate that applies is based on the first coverage that is equal to or greater than the employee's coverage.

### Record 1 Fields

Field (Columns)	Description
<b>Description (Column 38-76)</b>	A description of the Benefit Package deduction. This field will default to the Deduction description.
<b>Rate Calculation Method (Column 77)</b>	Optional. Alphanumeric. 1 position. The Rate Calculation Method indicator identifies if the Rate and Coverage are entered in Hundreds (H) or Thousands (T). Default: T

### Record 2 Fields

Record 2 has a pre-coded **2** in the Action (Column 37) field.

Field (Columns)	Description
<b>Rate per Hundred/Thousand (Column 38-44)</b>	Required field. Numeric. The rate to be applied to the coverage amount in order to calculate the Deduction rate. It must be a monthly rate. This field must be decimal aligned and zero filled (i.e., 3.25 = 0032500). Cannot be less than 0001000.

## Benefit Deduction Table (BPD)

The **BPD** Table further defines the Benefit Package coded on the **BPT** Table by specifying the associated Health and Welfare deductions, applicable waiting period, date of hire, beginning of month or quarter rounding indicator, coverage basis indicator, a standard factor or standard coverage, and a cost calculation method. This table is used with the Benefit Enrollment feature of the system. Each **BPD** Table entry must contain a Benefit Package Code that must be a valid entry on the **BPT** Table and a Deduction ID that must be a valid entry on the **DDD** Table.

### BENEFIT DEDUCTION TABLE

Record 1								A C T I O N	DESCRIPTION
INIT	TRAN SEQ	ID	ORG ID	PAY GR	TBL ID	BEN PKG	DED ID		
1	4	7	10	16	18	21	26	37 38	67
	3	3	0	D	I	R			
					B	P	D		

Record 2										A C T I O N	VAR ID1	VAR ID2	VAR ID3	VAR ID4	VAR ID5	WAIT PER	P O H/ V B M A C S	STD FACT	STD COVERAGE	C S T C L C
(DUPLICATE POSITIONS 1-36 FROM RECORD 1)																				
1											37 38	41	44	47	50	53	56 57 58	61	68	
2																				

Record 3										A C T I O N	COVERAGE TYPE					ROUNDING PREF	
(DUPLICATE POSITIONS 1-36 FROM RECORD 1)											1	2	3	4	5	ROUNDING GRANULARITY	BEN PLAN ID
1											37 38	41	44	47	50	53 54 55	59
3																	

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The Benefit Deduction Table Transaction Layout is used for coding optional batch **BPD** Table maintenance.

Field (Columns)	Description
<b>Table ID</b> (Column 18-20)	Required field. Must be <b>BPD</b> (pre-coded on the transaction layout).
<b>Benefit Package</b> (Column 21-25)	Required field. The Benefit Package Code to which this deduction applies. Entry must be valid to the <b>BPT</b> Table.

Field (Columns)	Description
<b>Deduction ID (Column 26-28)</b>	Required field. The Deduction ID (number) that is part of the Benefit Package. Entry must be valid to the <b>DDD</b> Table and may not be a 401, 403, 408, 414, 457, 501, 901, 902 or 125 type of deduction. When entering this field in a batch transaction, leave positions 29-36 blank.

### Record 1 Fields

Field (Columns)	Description
<b>Description (Column 38-77)</b>	A description of the Benefit Package deduction. This field will default to the Deduction description.

### Record 2 Fields

Record 2 has a pre-coded **2** in the Action (Column 37) field.

Field (Columns)	Description
<b>Ded Variable 1-5 (Column 38-52)</b>	The Deduction Variables to which this Deduction is limited. Each entry (3 positions each) must be valid to the <b>DEV</b> Table. If none has been entered, there is no limitation.
<b>Waiting Period in Days (Column 53-55)</b>	Numeric. If entered, must be less than two years (730).
<b>Date of Hire/Beginning of Month or Quarter (DOH-BMQ) (Column 56)</b>	If entered, <b>H</b> or <b>blank</b> will indicate using the employee's last hire date plus the waiting period for the account status date. <b>M</b> will cause rounding to the first day of the next month, while <b>Q</b> will round to the first day of the next quarter.
<b>Coverage Basis (Column 57)</b>	If entered, <b>B</b> , Benefit Rate, or <b>S</b> , Salary, are the only valid entries. The Standard Coverage field may not be used if this field is entered. The coverage amount will be calculated from the benefit rate or salary multiplied by the standard factor.
<b>Standard Factor (Column 58-60)</b>	Numeric. If entered, Standard Coverage may not be used. The coverage amount will be calculated from the benefit rate or salary multiplied by the standard factor. This field must be decimal aligned and zero filled (e.g., 150 = 1.50)
<b>Standard Coverage (Column 61-67)</b>	Numeric. If entered, Standard Factor may not be used. The coverage amount will be defaulted to this if it is entered. This field must be a whole dollar amount.

Field (Columns)	Description
<b>Cost Calculation Method (Column 68)</b>	If entered, <b>A</b> - Age, <b>C</b> - Coverage, or <b>B</b> - both, are the only valid entries. The deduction rate will be calculated from the rate per thousand found on the <b>BCV</b> Table and the coverage amount. The employee's age, coverage or both fields are used as keys to find the correct rate.

### Record 3 Fields

Record 3 has a pre-coded **3** in the Action (Column 37) field.

Field (Columns)	Description
<b>Coverage Type 1-5 (Column 38-52)</b>	The Coverage Types that relate to the Deduction Variables to which this Deduction is limited. (3 positions each) <b>SGL</b> Single <b>FAM</b> Family <b>DPO</b> Dependents only, no spouse coverage <b>SPO</b> Spouse only, no dependent children
<b>Rounding Preferences (Column 53)</b>	Required field. Enter <b>N</b> for no rounding, <b>D</b> for round down, or <b>U</b> for round up. <b>N</b> No rounding <b>D</b> Round down to the next amount <b>U</b> Round up to the next amount <b>E</b> Round to the nearest amount, up or down.
<b>Rounding Granularity (Column 54)</b>	Required if Rounding Preferences equal <b>D</b> or <b>U</b> . Must not contain a value if Rounding Preferences equal <b>N</b> . <b>A</b> hundred (100) <b>B</b> five hundred (500) <b>C</b> thousand (1,000) <b>D</b> ten thousand (10,000) <b>E</b> hundred thousand (100,000)
<b>Benefit Plan ID (Column 55-59)</b>	If entered, must be a valid entry on the <b>BPL</b> table.

## Benefits Package Table (BPT)

The **BPT** Table contains the Defined Contribution Plan and the Flexible Compensation Accounts that are valid for the particular Benefit Package. This table is used with the Benefit Enrollment feature of the system. Each **BPT** Table entry may contain up to 10 Flexible Compensation Account Codes, which must be valid entries on the **FCA** Table. These Account Codes correspond to the benefits that comprise the package. The Defined Contribution Plan must be a valid entry on the **DEF** Table.

The Benefit Package Table Transaction Layout is used for coding optional batch **BPT** Table maintenance.

If Defined Contributions and Flexible Compensation are not part of the Benefit Package, but a **BPT** entry is desired nevertheless, Record 2 need not be included when adding the entry via a batch transaction.

### BENEFIT PACKAGE TABLE

Record 1

INIT	TRAN SEQ	ID	ORG ID	PAY GR	TBL ID	BEN PKG	DESCRIPTION																		
1	4	7	10	15	16	18	21																		
							37	38											67						
							3	2	0	D	I	R											B	P	T

Record 2

(DUPLICATE POSITIONS 1-36 FROM RECORD 1)							A	DEF	FCA	FCA	FCA	FCA	FCA	FCA	FCA	FCA	FCA	FCA						
							C	CONT	ID1	ID2	ID3	ID4	ID5	ID6	ID7	ID8	ID9	ID10						
							T	PLAN																
							I																	
							O																	
							N																	
							37	38	43	46	49	52	55	58	61	64	67	70	72					
							2																	

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Field (Columns)	Description
<b>Table ID</b> (Column 18-20)	Required field. Must be <b>BPT</b> (pre-coded on the transaction layout).
<b>Benefit Package</b> (Column 21-25)	Required field. The user-defined Benefit Package Code. When entering this field in a batch transaction, leave positions 26-36 blank.

### Record 1 Fields

Field (Columns)	Description
<b>Description (Column 38-67)</b>	Required field. A description of the Benefit Package. This field may be used to describe the Benefits that are offered.

### Record 2 Fields

Record 2 has a pre-coded **2** in the Action (Column 37) field.

Field (Columns)	Description
<b>Defined Contribution Plan (Column 38-42)</b>	The Defined Contribution Plan (valid to the <b>DEF</b> Table) that is offered with the benefits that comprise this benefits package.
<b>Flexible Compensation Account 1-10 (Column 43-72)</b>	The Account Codes (valid to the <b>FCA</b> Table) that are offered with the benefits that comprise this benefits package.

## Payroll Calendar Table (CAL)

The **CAL** Table defines the specific pay periods for the Pay Group for the entire year. A separate entry should be made for each regularly scheduled, adjustment, and off-cycle payroll. When creating this table, an entry must be made for each regular payroll period as well as for any special payroll runs such as Christmas bonuses or vacation pay. The calendar entries must be in ascending sequence by pay period end date. The first entry should be for the first pay of the year. This is used with other fields on the **CAL** Table to direct the clearing of year-to-date accumulations. Any **CAL** entries that will be used to adjust the prior year data must contain **Y** in the Prior Year Indicator.

## Deduction Schedules

There is a relationship between the **CAL** Table and the **DDD** Table that must be considered when creating the **CAL** Table. The **DDD** Table contains nine schedules of deductions for payroll processing. A schedule is simply a list of deductions that are to be taken during the same payroll. The **DDD** Table provides nine possible arrangements of deductions. For a weekly payroll, for example, five schedules may be used to document the five possible weeks of the month and the deductions that must be taken each week. Then a sixth schedule may provide for the deductions that are to be taken on a bonus payroll, and a seventh for deductions scheduled for every pay and so on.

The **CAL** Table contains four deduction schedule indicators. Each indicator may be 1 through 9, referring to the nine schedules on the **DDD** Table. If, for example, Schedule 2 were coded on the **CAL** Table, then all deductions coded as Schedule 2 on the **DDD** Table would be taken for this payroll period. Regardless of the meaning assigned by the user to each schedule, the system does a number matching. If pay period 002 states that deduction schedules 2 and 4 should be taken, the system checks all deductions for all employees being paid and processes those deductions assigned a 2 or 4 as a schedule.

## Auto-Pay Suppress

The Auto-Pay Suppress feature is used in conjunction with Off-Cycle Payrolls. The calendar entry on the **CAL** Table contains a **Y** in the Auto-Pay Suppress Field (position 68). A batch header record is established with a batch type of **O**. On the Select Control Card, an **O** is used as the run type and **Y** is entered in position 69. When these codes have been entered, all autopaid employees will not receive system-generated autopay. They will, however, receive any pay specified on the time sheets (Transaction 080). This feature provides a convenient way to pay only a select number of employees.



Field (Columns)	Description
<b>Table ID (Column 18-20)</b>	Required field. Must be <b>CAL</b> (pre-coded on the transaction layout).
<b>Pay Period Yr (Column 21-22)</b>	<p>Required field. The Pay Period Year. For example, the first pay period of 1992 could be coded 92001.</p> <p><b>Note:</b> When reviewing the listing of the <b>CAL</b> Table, an entry may appear which was not entered. Whenever a payroll is run, the appropriate <b>CAL</b> Table entry for the pay period is selected based on the Select Control Record. The payroll system generates an additional table entry for the <b>CAL</b> Table. The Pay Period Number that was entered originally is replaced by 99000 and is moved to the end of the 200-character record, with the word <b>DONE</b> placed next to it when the payroll has completed processing.</p> <p>The 99000 entry always represents the most recently run payroll. The system adds this entry to the <b>CAL</b> Table entries, but it does not replace or delete any entries on the Directory Tables.</p>
<b>Pay Period No (Column 23-25)</b>	Required field. The Pay Period Number. It is recommended that the pay period numbers be staggered (i.e., 010, 020, 030, ...) to allow pay periods to be inserted between existing pay periods (e.g., for adjustment or special runs). When entering this field in a batch transaction, leave positions 26-36 blank. For example, the first pay period of 1992 could be 92001 in positions 21-25.

### Record 1 Fields

Field (Columns)	Description
<b>Description (Column 38-57)</b>	Required field. A description, or identification, of the Pay Period (e.g., HOURLY PAYROLL JAN 1-15)

## Record 2 Fields

Record 2 has a pre-coded **2** in the Action (Column37) field.

Field (Columns)	Description
<b>Std Hrs (Column 38-40)</b>	<p>The number of Standard Work Hours in this pay period. The field may be zero; a blank field defaults to zero. The Standard Hours are automatically given to autopay employees along with their regular earnings. If time sheets are submitted for autopay employees when autopay has <b>not</b> been suppressed, an employee's total hours will be calculated to be the time sheet hours plus the <b>CAL</b> standard hours. The calculated pay from the time sheet (if any) will be added to the autopay amount.</p> <p>The Standard Hours field is integers only; hours may not be expressed as fractions. The codes <b>001</b> through <b>009</b> may be used to express hours and fractions of hours if necessary. Code <b>001</b> has been defined to be 37.5; Code <b>002</b> has been defined to be 86.67 hours; any additional hours and fractions of hours, if needed, must also be defined in copybook STDHRS.</p>
<b>Std Days (Column 41-43)</b>	<p>The number of Standard Work Days in this pay period. Blank defaults to zero. This field is used in the standard-daily-hours computation for use in the system's holiday backout processing (see Number of Holidays field, (Column 65).</p>
<b>Ded Sched (Column 44-47)</b>	<p>Enter the Deduction Schedule Number(s), as defined on the <b>DDD</b> Table, which apply to this pay period. Up to four different schedules may be specified per pay period. If all four positions are blank, no deductions are taken.</p>
<b>Quarter (Column 48)</b>	<p>Required field. The numeric Tax Quarter (<b>1, 2, 3, or 4</b>) in which the taxes and taxable wages calculated during this pay period will be accumulated per employee.</p>
<b>1st Pay (Column 49)</b>	<p>Enter <b>Y</b> if the month-to-date accumulators are to be cleared prior to storing the results of the payroll calculation. A code of <b>Y</b> will also cause appropriate quarterly accumulators to clear if the check date has a month of 01, 04, 07 or 10. Year-to-Date accumulators will be reset if this indicator is <b>Y</b> and the check date month is 01. Enter <b>N</b> if accumulators are not to be cleared.</p>

Field (Columns)	Description
<b>Number Hol (Column 50)</b>	<p>The number of holidays in the pay period. This field is used by the system to calculate holiday pay for autopay employees and to subtract the hours and the holiday pay amount from the employee's standard automatic pay for the pay period. For automatically paid salaried employees, a daily rate will be calculated, and the indicated number of days will be backed out of regular pay and stored as holiday pay. Enter 0 if there are no holidays in the pay period.</p> <p>For holiday backout, the system calculates a daily rate of pay as follows: Annualized Salary divided by hours per year (i.e., 2080 from <b>DPB</b> Table) results in an hourly rate. For hourly automatically paid employees, the hourly rate is taken from the appropriate Shift Rate on the employee's Job Table; if the Shift Rate is zero, the hourly rate will be calculated as above. The number of standard hours on the <b>CAL</b> Table is divided by the standard days, resulting in the number of hours per day. The number of hours per day is multiplied by the number of holidays on the CAL entry multiplied by the hourly rate calculated, resulting in a daily rate. This amount and the hours are backed out of regular pay and hours and added to the holiday pay accumulators.</p> <p><b>Note:</b> For accurate holiday pay calculations, the Standard Hours, Standard Days, and Number of Holidays fields must be populated. If only Number of Holidays is populated and not standard hours or days, the system will assume all auto-pay to be holiday pay.</p>
<b>Clear Ben (Column 51)</b>	May be <b>Y</b> , <b>N</b> , or <b>blank</b> . Enter <b>Y</b> if Benefit Deductions (Deduction Type B) are to be cleared with the month-to-date accumulators as described in 1st PAY. If left blank, defaults to <b>N</b> .
<b>Clear Fiscal (Column 52)</b>	Enter <b>Y</b> (yes), <b>N</b> (no) or leave blank. When this indicator is set to <b>Y</b> , fiscal-to-date accumulators on the Deduction Record, Earnings Record and Savings Record are cleared. Default = <b>N</b> .
<b>Auto-Pay Suppress (Column 53)</b>	Applies only to off-cycle payroll runs. Enter <b>Y</b> to suppress autopay during an off-cycle payroll run, or <b>N</b> to allow autopay.
<b>Fiscal Month (Column 54-55)</b>	Format <b>MM</b> . Used for General Ledger interfacing.
<b>Fiscal Year (Column 56-59)</b>	Format <b>CCYY</b> . Used for General Ledger interfacing.
<b>Report Date (Column 60-67)</b>	Required field. This date ( <b>MMDDCCYY</b> ) should be the same date that will be entered on the Select Control Card.
<b>Check Date (Column 68-75)</b>	Required field. The date ( <b>MMDDCCYY</b> ) that is to appear on the payroll checks.

### Record 3 Fields

Record 3 has a pre-coded **3** in the Action (Column37) field.

Field (Columns)	Description
<b>Payroll (Begin Date And End Date) (Column 38-53)</b>	Required fields. The beginning date (MMDDCCYY) and ending date (MMDDCCYY) of the Pay Period. The Payroll End Date must be greater than the Begin Date. These fields are used to validate the payroll transactions entered.
<b>Overtime (Begin Date And End Date) (Column 54-69)</b>	The beginning date (MMDDCCYY) and ending date (MMDDCCYY) of the Overtime Period being paid. If not entered, the Overtime Period is assumed to be the same as the Payroll Pay Period. These fields are used to validate overtime earnings being entered in payroll transactions.
<b>UIC Weeks (Column 70-74)</b>	Canadian only. The number of workdays per week for each week represented in this pay period. Each entry must be numeric without leading zeros. An entry of all zeros will be rejected. The days per week (for up to five weeks) is used in UIC tax calculations.
<b>Vac Ind (Column 75)</b>	Valid entries are <b>P</b> , <b>Y</b> , <b>S</b> (Canadian only), <b>N</b> , or leave blank. The vacation indicator <b>S</b> defines the start of the year for the Canadian Vacation Accrual Initialization. The value of <b>Y</b> defines both Canadian Vacation Pay and Multiple Appointment Vacation Pay options being selected. The value of <b>N</b> or blank means neither vacation option is active for the <b>CAL</b> entry. Value <b>P</b> defines the vacation pay process for Multiple Appointment.
<b>Prior Year Ind (Column 76)</b>	Valid entries are <b>Y</b> (yes), <b>N</b> (no), or leave blank. When this indicator is set to <b>Y</b> , the employee's prior year payroll data will be processed. The value of <b>N</b> or blank will cause the employee's current year payroll data to be processed.



### Structure for DAD Table Code Fields

When establishing the key fields for the table, code **COMP** in Qualifier 1 or 2, as indicated on the following page, to indicate that the entry relates to the employer-paid portion of a deduction or tax. Leave this field blank if the entry is for the employee-paid portion of the deduction or tax.

Statutory Deduction Code	Deduction ID	Qualifier 1	Qualifier 2
Federal Income Tax	<b>FED</b>		
Social Security/Medicare	<b>FICA</b>	<b>COMP</b> or blank	
<b>Note:</b> This will be used as a default if SOCS and MEDI are not set up.			
Social Security	<b>SOCS</b>	<b>COMP</b> or blank	
Medicare	<b>MEDI</b>	<b>COMP</b> or blank	
Federal Unemployment	<b>FUI</b>		
Net Pay	<b>NET</b>		
Default	<b>DEF</b>		
Employer Paid Taxes General Ledger Debit Account	<b>ERTX</b>	<b>COMP</b>	
Employer Paid Deductions General Ledger Debit Account	<b>ERDD</b>	<b>COMP</b>	
State Unemployment Insurance	<b>SUI</b>	<b>COMP</b> or blank	State Code
State Disability Insurance	<b>SDI</b>	<b>COMP</b> or blank	State Code
State Income Tax	<b>ST</b>		State Code
City Tax	<b>CTY</b>	<b>COMP</b> or blank	State Code + Local Tax Code (6 pos.)
County Tax	<b>CNT</b>	<b>COMP</b> or blank	State Code + Local Tax Code (5 pos.)
Workers' Compensation	<b>COMP</b>	State Code	<b>COMP</b> or blank

Statutory Deduction Code	Deduction ID	Qualifier 1	Qualifier 2
Any other deduction	<b>USER ASSIGNED</b> (As defined on the <b>DDD</b> Table)	<b>COMP</b> or blank	
Canadian Pension Plan	<b>CPP</b>	<b>COMP</b> or blank	Province Code
Quebec Pension Plan	<b>QPP</b>		Province Code 69
Canadian Provincial Income Tax	<b>PTX</b>		Province Code
Canadian Unemployment Insurance Compensation	<b>UIC</b>	<b>COMP</b> or blank	Province Code
Canadian Federal Income Tax	<b>FTX</b>		Province Code
Releve 2	<b>RV2</b>		Province Code 69
T4A	<b>T4A</b>		Province Code

Field (Columns)	Description
<b>Table ID (Column 18-20)</b>	Required field. Must be <b>DAD</b> (pre-coded on the transaction layout).
<b>DED ID (Column 21-24)</b>	Required field. This may be either a Statutory Deduction Code (tax), as defined in the previous table, or a Voluntary Deduction Code, as defined on the Deduction Control ( <b>DDD</b> ) Table. When entering this field in a batch transaction, leave positions 24 and 25 blank.
<b>Qual 1 (Column 26-29)</b>	Qualifier 1 may be entered for only certain taxes or deductions (see the previous table). The only entries allowed in Qualifier 1 are <b>COMP</b> , which is used to identify the employer-paid portion of a deduction or tax, or a State Code for Workers Compensation (Deduction ID <b>COMP</b> ) tax. This field should be blank for employee-paid portions of the deduction or tax. When entering this field in a batch transaction, leave position 30 blank.
<b>Qual 2 (Column 30-35)</b>	Qualifier 2 may be entered for only certain taxes or deductions (see the previous table). This field usually contains the State Code to which the tax or deduction applies. For Workers' Compensation (Deduction ID <b>COMP</b> ) tax, Qualifier 2 may contain <b>COMP</b> , which is used to identify the employer-paid portion of the tax. Qualifier 2 should be blank for the employee-paid portion of the Workers' Compensation tax.

Field (Columns)	Description
<b>Seq Code (Column 36)</b>	The Sequence Code contains a pre-coded Sequence Code of <b>0</b> , and is used by the system to establish proper processing order for this table.

### Record 1 Fields

Field (Columns)	Description
<b>Description</b> (Column 38-57)	Required field. A description of the tax, deduction, or distribution.
<b>Pay Ind</b> (Column 58-59)	Enter <b>PY</b> for the Payable Account Code, <b>AC</b> for the Accrual Code, or leave blank. These codes will be passed to the Interface File, to define the type of distribution.

### Record 2 Fields

Record 2 has a pre-coded **2** in the Action (Column37) field.

Field (Columns)	Description
<b>Seq Code</b> (Column 36)	The Sequence Code contains a pre-coded Sequence Code of <b>0</b> .
<b>Account Distribution Code</b> (Column 38-82)	Required field. The Account Distribution Code associated with this tax or deduction. The code structure should be appropriate for any General Ledger or Accounting system that may use the tax or deduction information associated with the code.

### Record 3 Fields

Record 3 has a pre-coded **3** in the Action (Column37) field.

Field (Columns)	Description
<b>Seq Code</b> (Column 36)	The Sequence Code contains a pre-coded Sequence Code of <b>0</b> .
<b>Sub Deduction Distribution Description</b> (Column 38-67)	A description of the Sub Deduction Distribution. This description prints on the Deductions Taken Report.

### Record 4 Fields

Record 4 has a pre-coded **4** in the Action (Column37) field.

Field (Columns)	Description
<b>Seq Code (Column 36)</b>	The Sequence Code contains a pre-coded Sequence Code of <b>1</b> .
<b>Accrual Distribution (Column 38-82)</b>	Enter an Accrual Account Distribution Code if a separate distribution code is needed for accruing the taxes or deductions.

## Direct Deposit Table (U.S. Only) (DDP)

The **DDP** Table contains the information necessary to allow each pay group to produce a NACHA-Standard DDP Tape, if desired. Because of the number and sizes of the fields required, the DDP information is physically stored on two separate tables. However, the two tables are treated as one during system processing. The DDP File ID field on a pay group's **DDP** Table associates the pay group with a **DFH** Table entry. The NACHA tape generated for the DFH entry will include information from all pay groups associated with that entry.

The Direct Deposit Table Transaction Layouts are used for coding records 1 and 2, respectively, for **DDP** Table maintenance.

### DDP Transaction Layout 1

DIRECT DEPOSIT TABLE (1)

INIT	TRAN SEQ	ID	ORG ID	PAY GR	TBL ID	S E Q		A C T I O N	DDP ORGANIZATION NAME	DDP ORGANIZATION DISCRETIONARY DATA	
1	4	7	10	16	18	21		37 38	53 54	73	
	3   0   0	D     R									

DDPAYGL1.XLS/1200

Field (Columns)	Description
<b>Table ID (Column 18-20)</b>	Required field. Must be <b>DDP</b> (pre-coded on the transaction layout).
<b>Seq (Column 21)</b>	Constant <b>0</b> . The Sequence Number is required by the system to ensure proper <b>DDP</b> Table processing for this table.
<b>Key (Column 22-36)</b>	Blank field.
<b>DDP Organization Name (Column 38-53)</b>	Required field. The name of the organization to appear on Record Type 5 of the NACHA tape.
<b>DDP Organization Discretionary Data (Column 54-73)</b>	Required field. The <b>DDP Organization Discretionary Data</b> field may contain codes or other information that will permit specialized handling of all subsequent entries in the batch. This field will appear on Record Type 5 of the NACHA tape.

DDP Transaction Layout 2

DIRECT DEPOSIT TABLE (2)

INIT	TRAN SEQ	ID	ORG ID	PAY GR	TBL ID	S E Q	A C T I O N	DDP					
								ORIGIN DFI ID	FILE ID	ORGANIZATION ID	STD ENT CLASS	ORIG ST CD	SRV CL
1	4	7	10	16	18	21		37 38	46 47 48 49	58 59	61	62 63 65	
		3 0 0	D I R										
							2						

DDPAYGL2.XLS/1200

Field (Columns)	Description
<b>Table ID (Column 18-20)</b>	Required field. Must be <b>DDP</b> (pre-coded on the transaction layout).
<b>Seq (Column 21)</b>	Constant <b>0</b> . The Sequence Number is required by the system to ensure proper DDP Table processing for this table.
<b>Action (Column 37)</b>	This field contains a pre-coded value of <b>2</b> .
<b>DDP Origin DFI ID (Column 38-46)</b>	Required field. The Originating <b>DFI</b> ID must be a valid ID on the Direct Deposit Financial Institution ( <b>DFI</b> ) Table. This field will appear on Record Type 5 of the NACHA tape and must be in the format <b>TTTTDIXAC</b> where <b>TTTT</b> = transit routing number, <b>DIXA</b> = American Bankers Association (ABA) number, and <b>C</b> = check digit.
<b>DDP File ID (Column 47-48)</b>	Required field. The DDP File ID Number ( <b>01-99</b> ) must be a valid ID number on the Direct Deposit File Header ( <b>DFH</b> ) Table.
<b>DDP Organization Identification (Column 49-58)</b>	Required field. An identification number which will appear in Record Types 5 and 8 of the NACHA tape. The field format is either <b>1</b> , <b>3</b> , or <b>9</b> followed by the federal employer identification number.
<b>DDP Std Entry Class (Column 59-61)</b>	Required field. The Standard Entry Class code <b>must be PPD</b> , and will appear on Record Type 5 of the NACHA tape. Refer to the NACHA Standards Manual.
<b>DDP Orig Sts Code (Column 62)</b>	Required field. The Originator Status Code identifies the originator of an entry, and will appear on Record Type 5 of the NACHA tape. Entry must be a valid NACHA Code. Refer to the NACHA Standards Manual.
<b>DDP Service Class (Column 63-65)</b>	Required field. The Service Class Code identifies the general classification of dollar entries to be exchanged and will appear on Record Types 5 and 8 of the NACHA tape. Entry must be a valid NACHA Code. Refer to the NACHA Standards Manual.

## Deduction Control Table (DDD)

The **DDD** Table establishes the Deduction Numbers that are valid for a pay group. The 125-Type deduction numbers for each FlexComp account must be entered on the **DDD** Table, just like any other deductions. A maximum of 500 deductions may be established per Pay Group. Each **DDD** Table entry identifies how to calculate the deduction, when the deduction is to be taken, the standard system deduction ID associated with the deduction, the deduction class, the low limit amount that will stop the deduction from being taken until the YTD Defined Contribution Eligible Earnings equal that amount, and in some cases the earnings on which the deduction is based. It also specifies the deduction name that is printed on the paycheck stub and on various payroll reports.

The deduction priority number establishes the order in which deductions are taken. If two or more deduction numbers are assigned the same priority number, the Deduction ID establishes the order. If the deduction priority number field is left blank, the value of the field will default to **999**.

Deduction dependents may be established through use of the **DEP** Table. The Primary Deduction ID must have a lower priority and deduction number so it is processed before the dependent. The system will update a primary or dependent deduction with an indicator containing **P** or **D** and the Deduction ID of either the primary or dependent.

It is recommended that the Deduction ID's be standardized throughout the system, to simplify retrieval and to avoid confusion when an employee transfers to a different pay group or organization. For example, if Deduction Number **010** has been defined to represent bonds, and has been set up as such for **all** companies and pay groups, then if an employee transfers, Deduction ID **010** will continue to represent a bond deduction, and all accumulators for Deduction **010** will remain accurate.

The above is inclusive for FlexComp 125-Type deductions. The Deduction Control Table Transaction Layout is used for coding optional batch **DDD** Table maintenance.



## Record 2 Fields

Record 2 has a pre-coded **2** in the Action (Column37) field.

Field (Columns)	Description
<b>Deduction Name (Ck Stub) (Column 38-45)</b>	Required field. An abbreviation of the Deduction Name, to be printed on the pay check and on the Payroll Register.
<b>Employee Calc Code (Column 46-47)</b>	Required field. The Employee Deduction Calculation Code dictates how this deduction is to be calculated. A FlexComp 125-Type deduction number may only have a Calc Code of <b>A</b> , <b>B</b> , or <b>X</b> . Auto Reimburse deduction numbers may only have a Calc Code of <b>A</b> , <b>B</b> , or <b>D</b> . FLSA overtime may only have a D2 Calc Code.
<b>Sched Inds 1-9 (Column 48-56)</b>	<p>The Deduction Schedule Indicators, which define the deduction schedules in which the deduction is taken. A deduction may be included in any or all of up to 9 different deduction schedules.</p> <p>Both FlexComp 125-Type deductions and Auto Reimburse deduction numbers must be set up with code <b>R</b>. See the last paragraph after the last code description.</p> <p>For example, Schedule 1 may represent the first payroll of the month; Schedule 2 may represent the second payroll of the month; Schedule 3 may be reserved for vacation checks; and Schedule 4 may be reserved for deductions withheld on the first payroll of the year. If a deduction is taken in the first and second payrolls of each month and the first payroll of the year but <b>not</b> in a vacation check, the deduction would contain entries in Deduction Schedule Indicators <b>1</b>, <b>2</b>, and <b>4</b>.</p> <p>Up to 4 different schedules may be invoked in a single payroll run (reference the <b>CAL</b> Table). The Deduction Schedule Indicators are coded as follows:</p> <p>Valid values:</p> <p><b>T</b> Take the deduction if the specified schedule is invoked. If there is insufficient net pay to take the entire amount, ignore the deduction. Use with flat amount garnishments that must not exceed a percentage of the net pay (F_ calc code).</p> <p><b>R</b> Take the deduction if the specified schedule is invoked. If there is insufficient net pay to take the entire amount, take what is available (reducing net pay to Minimum Net Pay for the employee) and place the remainder of the deduction amount into arrears, to be taken the next time the deduction is scheduled.</p> <p><b>F</b> Take the deduction if the specified schedule is invoked. If there is insufficient net pay to take the entire amount, place the entire amount into arrears for later arrears recovery. If the entire amount in arrears (before adding the new deduction amount) does not exceed net pay to below the Minimum Net Pay for the deduction, take the entire arrears</p>

Field (Columns)	Description
	<p>amount.</p> <p><b>G</b> Take the deduction if the specified schedule is invoked. If there is insufficient net pay to take the entire amount, place the entire amount in arrears for later arrears recovery. If 50% of the amount in arrears (before adding the new deduction amount) does not exceed net pay to below the Minimum Net Pay, take 50% of the arrears amount.</p> <p><b>P</b> Take the deduction if the specified schedule is invoked. If there is insufficient net pay to take the entire amount, take a partial amount (reducing net pay to the Minimum Net Pay for the deduction) and ignore the remainder. The remainder will not be placed in arrears and therefore will not be recovered in a subsequent payroll run.</p> <p><b>S</b> Take the deduction if the specified schedule is invoked. If there is insufficient net pay to take the entire amount, take what is available (reducing net pay to Minimum Net Pay for the employee) and place the remainder in arrears the deduction will be taken at 50% the next time the deduction is scheduled.</p> <p><b>Blank</b> The deduction is not to be taken when the specified schedule is invoked. The 125 deductions will be processed as Schedule Indicator <b>R</b> deductions, regardless of whether the deductions are scheduled using any other value in these indicators.</p>
<b>Sys Ded ID (DID)</b> <b>(Column 57-59)</b>	<p>Required field. The System Deduction ID Code to which this deduction is related. Entry must be valid to the <b>DID</b> Table. Any deduction that is assigned a System Deduction ID will be subjected to any special processing related to that ID.</p> <p>All FlexComp 125-Type deduction numbers must be set up with a System Deduction ID of <b>125</b> which must be a valid entry on the <b>DID</b> Table and are subject to special processing. (The amount will be deducted from the gross wages before taxes, thereby reducing taxable wages.)</p>
<b>Ded Type</b> <b>(Column 60)</b>	<p>The Deduction Type code is used to differentiate between Benefit deductions and all other deductions. Deduction Type <b>B</b> indicates a Benefit Deduction, <b>O</b> (default) indicates Other. An employee's Benefit Type Deductions may be cleared as a group by the Clear Benefits field on the Pay Group Calendar Table, or may be deactivated as a group during employee termination processing. For FlexComp 125-Type deductions, as well as Auto Reimburse deductions, it would be wise to use a <b>B</b> deduction type code. However, as mentioned in the paragraph above, the Clear Benefits field on each Calendar Table (<b>CAL</b>) entry will have to be given full consideration when setting this field to <b>Y</b>.</p> <p>Month-end employer cost calculations are performed only for Type <b>B</b> deductions except for deductions with a System ID of <b>401</b> or <b>901</b>. For these Defined Contribution deductions, employer cost calculations are performed as part of regular payroll so that Defined Contribution plan limits may be tested.</p>

Field (Columns)	Description
<b>Employee W/H Ct (Column 61-62)</b>	<p>The Employee Withholding Control Code specifies the earnings aggregation upon which percentage-based deductions (Calc codes <b>B</b>, <b>E</b>, <b>H</b>, and <b>M</b>) are calculated. If this field is left blank, the deduction will be based on all earnings. The following table lists the allowable Withholding Control values and their usage.</p> <p>For FlexComp Processing, only 125-Type or Auto Reimburse deductions with a Calc Code of <b>B</b> may have a withholding control indicator and it must be either <b>17</b> or <b>18</b>.</p>
<b>1099-Misc Indicator (Column 63)</b>	<p>The 1099-Misc Indicator is used to determine if the <b>409</b> deduction is to be reported on the W-2 or on the 1099-Misc. Enter a <b>Y</b> if this is to be reported on the 1099-Misc.</p>
<b>Unused (Columns 64-70)</b>	<p>Columns 64-70 are not used at this time</p>
<b>Can Ded Ind (Column 71-72)</b>	<p>Canadian only. The Canadian Deduction Indicator (00-20) identifies the miscellaneous accumulation field on the employee's Canadian Tax Record that stores the deduction amount. Miscellaneous indicators 1 to 6 are reserved for Pay Period Union Dues, Pay Period Alimony, Annual Authorized Tax Service, Annual Deduction for Living in a Prescribed Area, Annual District Tax Office Credit, and Amount of Approved Stock Purchase (Saskatchewan Province only).</p>
<b>Ded Priority (Column 73-75)</b>	<p>The Deduction Priority number specifies the sequence in which deductions will be processed. The lowest priority number would be processed first. If two deductions are assigned the same priority number, the Deduction ID would determine the relative sequence within the priority number. With the exception of <b>401</b>, <b>901</b>, and <b>125</b> type deductions, all deductions are processed <b>after</b> taxes. The <b>401</b>'s, <b>901</b>'s, and <b>125</b>'s are processed <b>before</b> tax calculations to allow for proper reduction of taxable gross values and testing of Defined Contribution plan limits.</p> <p>Valid Deduction Priority numbers are 001-999. If left blank, the system will default to <b>999</b>.</p>
<b>Employer Calculation Code (Column 76-77)</b>	<p>If entered, the <b>Employer</b> Calculation Code specifies how an employer contribution is to be calculated for this deduction. A FlexComp <b>125</b>-type deduction number may only have an employer calc code of <b>A</b>, <b>B</b> or <b>X</b>. Auto Reimburse deduction numbers may only have an employer calc code of <b>A</b>, <b>B</b> or <b>D</b>. If this field is left blank, the deduction will be calculated using the employee's calc code value. (Refer to the list of Employer Deduction Calculation Codes on the following pages.)</p>

Field (Columns)	Description
<b>Employer W/H Ct (Column 78-79)</b>	The <b>Employer</b> Withholding Control Code specifies the earnings aggregate upon which percentage-based deductions ( <b>Employer</b> Calc Codes <b>B, E, H, M, N</b> and <b>S</b> ) are calculated. If this field is left blank, the deduction will be based on all earnings. The <b>Employer</b> Withholding Control Code should <b>not</b> be set to <b>02</b> (State Taxable Earnings), <b>08</b> (City Taxable Earnings) or <b>09</b> (County Taxable Earnings) unless the Employee Withholding Control Code has the same value since at month-end resident and assigned local wages cannot be distinguished. When the <b>Employer</b> and Employee Withholding Control Codes are the same, month-end processing may use the monthly earnings base stored on the employee's deduction record to calculate the employer contribution amount. If the employer calc code is blank, the employee's withholding indicator will be used. Employer Withholding Indicator must be left blank for 125-type deductions. The following table lists the allowable Withholding Control values and their usage.
<b>Dependent Care Ind (Column 80)</b>	The Dependent Care Indicator is used to determine what is reported on the W-2 for dependent care deductions. Enter <b>Y</b> if this is a 125 deduction that is used for dependent care.

## Record 3 Fields

Record 3 has a pre-coded **3** in the Action (Column37) field.

Field (Columns)	Description
<b>Low Limit Amount (Column 38-46)</b>	The Low Limit field will prevent the deduction from being processed until the Year to Date Defined Contribution Eligible Earnings is equal to this amount. If entered, it must be numeric and greater than zero. The Withholding Control Indicator must be 15. Enter \$150,000 as 015000000.

## U.S. Withholding Control Codes

<b>01</b> Federal Taxable Earnings	<b>10</b> FLSA Overtime
<b>02</b> State Taxable Earnings	<b>11</b> FICA Employer Taxable Earnings (Social Security and Medicare)
<b>03</b> FICA Employee (Social Security and Medicare) Taxable Earnings	<b>12</b> SUI (State Unemployment Insurance) Employee Taxable Earnings
<b>04</b> FUI (Federal Unemployment Insurance) Taxable Earnings	<b>13</b> SDI (State Disability Insurance) Employer Taxable Earnings
<b>05</b> SUI (State Unemployment Insurance) Employer Taxable Earnings	<b>14</b> SDI Taxable Employee Earnings
<b>06</b> Pension Eligible Earnings (DID must be PEN)	<b>15</b> Defined Contribution Eligible Earnings
<b>07</b> Investment/Savings Eligible Earnings (DID must be SAV)	<b>16</b> Total Gross Wage
<b>08</b> City Taxable Earnings	<b>*17</b> Benefit Rate (Field 163; system will use the monthly equivalent)
<b>09</b> County Taxable Earnings	<b>*18</b> Base Salary (monthly)

\* Note: Do not use Withholding Codes 17 or 18 with a multiple appointment/ position control organization.

## Canadian Withholding Control Codes

<b>01</b>	UIC Premium Taxable	<b>10</b>	Reserved for Expansion
<b>02</b>	Reserved for Expansion	<b>11</b>	Reserved for Expansion
<b>03</b>	CPP/QPP Taxable	<b>12</b>	Reserved for Expansion
<b>04</b>	Reserved for Expansion	<b>13</b>	Reserved for Expansion
<b>05</b>	Reserved for Expansion	<b>14</b>	Reserved for Expansion
<b>06</b>	Pension Eligible Earnings (DID must be PEN)	<b>15</b>	Reserved for Expansion
<b>07</b>	Investment/Savings Eligible Earnings	<b>16</b>	Total Gross Wage
<b>08</b>	Federal and Provincial Taxable	<b>*17</b>	Benefit Rate (Field 163; must be the monthly equivalent)
<b>09</b>	Provincial Taxable Quebec	<b>*18</b>	Base Salary (monthly)

Following is a summary of the various data elements needed to establish calc codes.

## Employee Deduction Calculation Codes (Employee)

Code (2nd Position)	Description
_0	Implies no factoring.
_1	Specifies that the employee's deduction amount or rate is set up as monthly and the calculation being performed is for a pay group paid semi-monthly; the deduction amount is multiplied by 12 and divided by 24 to derive the deduction amount for the pay period.
_2	Specifies that the employee's deduction amount or rate is set up as monthly and the Pay Group is paid bi-weekly; the deduction amount is multiplied by 12 and divided by 26 to derive the deduction amount for the pay period.
_3	Specifies that the employee's deduction amount or rate is set up as monthly and the Pay Group is paid weekly; the deduction amount is multiplied by 12 and divided by 52 to derive the deduction amount for the pay period.

Code (2nd Position)	Description
_4	Specifies that the employee's deduction amount or rate is set up as monthly and the Pay Group is paid weekly; the deduction amount is multiplied by 12 and divided by 48 to derive the deduction amount for the pay period. Deductions that are taken for 48 pay periods are scheduled for the first four pay periods of each month.

Only Calc Codes beginning with **A**, **B**, or **X** in the first (1st) position may be used for FlexComp 125-Type deductions. Only Calc Codes beginning with **A**, **B**, or **D** may be used for Auto Reimburse deductions.

Code (1st Position)	Description
A_	Adds the fixed dollar amount specified in the Amount or Percent 1 field in the Deduction Variable ( <b>DEV</b> ) Table entry entered in the Deduction Variable (Field 452) and the amount in the Deduction Rate/Amount (Field 459).
B_	Takes a percentage of the amount represented by the Employee's Withholding Control indicator specified in columns 61-62 of the <b>DDD</b> Table - Record 2 until the annual earnings base is equal to the non-zero dollar limit specified in the Deduction Variable ( <b>DEV</b> ) Table entry entered in the Deduction Variable (Field 452). The percentage is found by adding the Amount or Percent 1 field in the <b>DEV</b> Table entry entered in the Deduction Variable (Field 452) and the Deduction Rate/Amount (Field 459).
C_	Takes a percentage of the following: (Current Total Gross Earnings minus Current Federal Tax minus Current Employer FICA Tax). The percentage is found by adding the Amount or Percent Field 1 in the <b>DEV</b> Table entry entered in the Deduction Variable (Field 452) and the Deduction Rate/Amount (Field 459). Must not be used with 401, 901 or 125 type of deductions.

Code (1st Position)	Description
<b>D_</b>	Available only if the System Deduction ID is <b>PAI</b> . Takes a percentage of the employee's personal accident insurance ( <b>PAI</b> ) coverage and spouse's <b>PAI</b> coverage (Fields 516 and 517, respectively, for the employee's <b>PAI</b> deduction). The percentage is found by adding the Amount or Percent Field 1 in the <b>DEV</b> Table entry entered in the Deduction Variable (Field 452) and the percentage found in the employee's Deduction Rate/Amount (Field 459). This calculation allows a rate per thousand dollars of coverage.
<b>E_</b>	Takes two graduated percentages (one may be zero) of the amount represented by the Employee Withholding Control indicator specified in Column 61-62 of the <b>DDD</b> Table-Record 2. The two percentages are found in column 38-45 and column 52-59 of the <b>DEV</b> Table entry entered in the Deduction Variable (Field 452). The first percentage is used until the annual dollar limit specified in column 46-51 of the <b>DEV</b> Table entry is reached, after which the second percentage is used.
<b>F_</b>	Takes the fixed dollar amount specified in the Deduction Rate/Amount (Field 459). The amount may not exceed the percentage specified in the Deduction Variable ( <b>DEV</b> ) Table entry entered in the Deduction Variable (Field 452). The fixed dollar amount may not exceed the percentage of the employee's gross wages, disposable earnings (running net), or earnings specified as subject to garnishments. If the amount exceeds the calculated percentage, the calculated amount will be substituted.
<b>G_</b>	Uses the employee's running net as the base for calculating the deduction. To calculate the running net, the system takes Gross Wages minus all Taxes (Federal, FICA, State, SUI, SDI, and Local), then subtracts the deduction amounts of all scheduled deductions taken before the Calc Code <b>G_</b> deduction. For accurate calculation of garnishments in Georgia, the garnishment deduction should have Calc Code <b>G_</b> and should be the first deduction taken (i.e., given the lowest priority number.) Calc Code <b>G_</b> may <b>not</b> be used for <b>401</b> or <b>125</b> deductions. Multiply this base by a percentage, which is found by adding the Amount or Percent Field 1 of the <b>DEV</b> Table entry entered in the Deduction Variable (Field 452) and the Deduction Rate Amount (Field 459).

Code (1st Position)	Description
<b>H_</b>	Takes a percentage of the amount represented by the Employee's Withholding Control indicator specified in columns 61-62 of the <b>DDD</b> Table - Record 2 until the annual earnings base is equal to the non-zero dollar limit specified in the Deduction Variable ( <b>DEV</b> ) Table entry entered in the Deduction Variable (Field 452). The percentage found in the Amount or Percent Field 1 of the <b>DEV</b> Table entry entered in the Deduction Variable (Field 452). Add the fixed dollar amount found in the Deduction Rate/Amount (Field 459).
<b>K_</b>	Takes a percentage of the Primary Deduction amount as specified on the <b>DEP</b> Table. The percentage is found in the Deduction Rate/Amount (Field 459). Add the fixed dollar amount found in the Amount or Percent Field 1 of the <b>DEV</b> Table entry entered in the Deduction Variable (Field 452).
<b>M_</b>	Takes a percentage of the amount represented by the Employee Withholding Control indicator specified in columns 61-62 of the <b>DDD</b> Table - Record 2. The percentage is found in the Deduction Rate/Amount (Field 459). Add the fixed dollar amount found in the Amount or Percent Field 1 of the <b>DEV</b> Table entry entered in the Deduction Variable (Field 452).
<b>X_</b>	Invokes a user-written subroutine (user-exit) to calculate the deduction amount. Pay period factoring would need to be done within the subroutine. A third <b>DDD</b> record is required for a deduction having an <b>X0</b> calculation code. The format is: column 1-36 must duplicate column 1-36 of records 1 and 2, column 37 must be 9, column 38-47 is the user-defined control data or name, and column 48-56 is the user-assigned module name for the subroutine.

**Employer Deduction Calculation Codes**

<b>Code (2nd Position)</b>	<b>Description</b>
<b>_0</b>	Implies no factoring. This code should usually be used for employer deductions since most employer deductions are calculated as part of month-end payroll processing. Employer Contributions are calculated as part of normal payroll processing for 401 and 125 type deductions, and factoring may be desirable for these deductions.
<b>_1</b>	Specifies that the employer deduction amount or rate is set up as monthly with the calculation being performed semi-monthly; the deduction amount is multiplied by 12 and divided by 24 to derive the employer deduction amount.
<b>_2</b>	Specifies that the employer deduction amount or rate is set up as monthly and the calculation is being performed bi-weekly; the deduction amount is multiplied by 12 and divided by 26 to derive the employer deduction amount.
<b>_3</b>	Specifies that the employer deduction amount or rate is set up as monthly and the calculation is being performed weekly; the deduction amount is multiplied by 12 and divided by 52 to derive the employer deduction amount.

Only Calc Codes beginning with **A**, **B** or **X** in the first (1st) position may be used for FlexComp 125-type deductions. Only Calc Codes beginning with **A**, **B** or **D** may be used for Auto Reimburse deductions.

Code (1st Position)	Description
<b>A_</b>	Adds the fixed dollar amount specified in the Employer Amount or Percent 1 field in the Deduction Variable ( <b>DEV</b> ) Table entry entered in the Deduction Variable (Field 452) and the Employer Deduction Rate/Amount (Field 476).
<b>B_</b>	Takes a percentage of the amount represented by the Employer Withholding Control indicator specified in cc. 78-79 of the <b>DDD</b> Table-Record 2 until the appropriate earnings base is equal to the non-zero dollar limit specified in the Deduction Variable ( <b>DEV</b> ) Table entry entered in the Deduction Variable (Field 452). The percentage is found in the Employer Amount or Percent 1 field in the <b>DEV</b> Table entry entered in the Deduction Variable (Field 452) and the Employer Deduction Rate/Amount (Field 476).
<b>D_</b>	Available only if the System Deduction ID is <b>PAI</b> . Takes a percentage of the employee's Personal Accident Insurance ( <b>PAI</b> ) coverage and spouse's <b>PAI</b> coverage (Fields 516 and 517, respectively, for the employee's <b>PAI</b> deduction). The percentage is found by adding the Employer Amount or Percent 1 field in the <b>DEV</b> Table entry entered in the Deduction Variable (Field 452) and the Employer Deduction Rate/Amount (field 476). This calculation allows a rate per thousand dollars of coverage.
<b>E_</b>	Takes two graduated percentages (one may be zero) of the amount represented by the Employer Withholding Control indicator specified in column 78-79 of the <b>DDD</b> Table-Record 2. The two percentages are found in the Employer Amount or Percent 1 and 2 fields in the <b>DEV</b> Table entry entered in the Deduction Variable (field 452). The first percentage is used until the Employer Dollar Limit specified in the <b>DEV</b> Table entry is reached, after which the second percentage is used.

Code (1st Position)	Description
<b>H_</b>	Takes a percentage of the amount represented by the Employer Withholding Control indicator specified in column 78-79 of the <b>DDD</b> Table-Record 2 until the appropriate earnings base is equal to the non-zero dollar limit specified in the Deduction Variable ( <b>DEV</b> ) Table entry entered in the Deduction Variable (Field 452). The percentage found in the Employer Amount or Percent field 1 of the <b>DEV</b> Table entry entered in the Deduction Variable (Field 452). Add the fixed dollar amount found in the Employer Deduction Rate/Amount (Field 476).
<b>J_</b>	Takes a percentage of the employee's deduction amount. The percentage is found in the Employer Amount or Percent 1 Field of the <b>DEV</b> Table entry entered in the Deduction Variable (Field 452). Add the fixed dollar amount found in the Employer Deduction Rate/Amount (field 476).
<b>K_</b>	Takes a percentage of the Primary Deduction amount as specified on the <b>DEP</b> Table. The percentage is found in the Deduction Rate/Amount (Field 459). Add the fixed dollar amount found in the Amount or Percent Field 1 of the <b>DEV</b> Table entry entered in the Deduction Variable (Field 452).
<b>M_</b>	Takes a percentage of the amount represented by the Employer Withholding Control indicator specified in column 78-79 of the <b>DDD</b> Table-Record 2. The percentage to be used is found in the Employer Deduction Rate/Amount (Field 476). Add a percentage of the employee deduction amount. This percentage is found in the Employer Amount or Percent 1 field of the <b>DEV</b> Table entry entered in the Deduction Variable (Field 452).
<b>N_</b>	Takes a percentage of the amount represented by the Employer Withholding Control indicator specified in column 78-79 of the <b>DDD</b> Table, Record 2. The percentage to be used is found in the Employer Deduction Rate/Amount (Field 476). Add a percentage of the employee deduction amount, which is found in the Employer Amount or Percent 1 field of the <b>DEV</b> Table entry entered in the Deduction Variable (Field 452).
<b>P_</b>	Takes a percentage of the employee deduction amount found in the Employer Deduction Rate/Amount (field 476). Add the fixed dollar amount found in the Employer Amount or Percent 1 field of the <b>DEV</b> Table entry entered in the Deduction Variable (Field 452).

Code (1st Position)	Description
<b>S_</b>	Takes a percentage of the employee deduction amount found in the Employer Deduction Rate/Amount (Field 476). Add a percentage of the amount represented by the Employer Withholding Control indicator specified in column 78-79 of the <b>DDD</b> Table-Record 2 until the appropriate earnings base is equal to the non-zero dollar limit specified in the Deduction Variable ( <b>DEV</b> ) Table entry entered in the Deduction Variable (field 452). This percentage is found in the Employer Amount or Percent 1 field of the <b>DEV</b> Table entry entered in the Deduction Variable (field 452).
<b>T_</b>	Takes a percentage of the employee deduction amount found by adding the Employer Deduction Rate/Amount (field 476) and the Employer Amount or Percent 1 field of the <b>DEV</b> Table entry entered in the Deduction Variable (field 452).
<b>X_</b>	Invokes a user-written subroutine (user-exit) to calculate the employer deduction amount. Pay period factoring would need to be done within the subroutine. A third <b>DDD</b> record is required for a deduction having an <b>X0</b> calculation code. The format is: Column 1-33 must duplicate Column 1-33 of records <b>1</b> and <b>2</b> , Column 34 must be <b>9</b> , Column 35-44 is the user-defined control data or name, and Column 45-52 is the user-assigned module name for the subroutine.



## Record 1 Field

Field (Columns)	Description
<b>Description (Column 38-67)</b>	Required field. A description of the Plan.
<b>Max Percent of Compensation (Column 68-71)</b>	Required field. The Maximum Percentage of Compensation that may be contributed to the Plan during the calendar year. This limit is tested during payroll processing. This is a legislated limit that may vary based on participation in a Defined Benefit Plan and changes in legislation. Enter as one whole number and three decimals (e.g., 0150 = 15%).
<b>Max Dollar Contribution (Column 72-80)</b>	Required field. The Maximum Dollar Contribution to any Defined Contribution plan from all sources during the calendar year. This limit is tested during payroll processing. This is a legislated limit that may vary based on participation in a Defined Benefit Plan and changes in legislation. Enter as seven whole numbers and two decimals (e.g., 002000000 = \$20,000.00).

## Record 2 Field

Record 2 has a pre-coded **2** in the Action field (Column37).

Field (Columns)	Description
<b>Max Pre-tax Contribution (Column 38-46)</b>	Required field. The Maximum Pre-tax Deduction amount contributed by the employee in the calendar year. This limit is tested during payroll processing and is a legislated limit that may vary based on participation in a Defined Benefit Plan and changes in legislation. Enter as seven whole numbers and two decimals (e.g., 000900000 = \$9,000.00).
<b>Max Eligible Earnings (Column 47-55)</b>	Required field. The Maximum Eligible Compensation against which plan deductions may be applied in the calendar year. This limit is tested during payroll processing and is a legislated limit that may vary based on participation in a Defined Benefit Plan and changes in legislation. Enter as seven whole numbers and two decimals (e.g., 003000000 = \$30,000.00).
<b>Automatic Rollover Indicator (Column 56)</b>	Required field. The Automatic Rollover Indicator should be <b>Y</b> or <b>N</b> . If <b>Y</b> , the rollover of Pre-tax deductions to Post-tax deductions occurs automatically.

Field (Columns)	Description
<b>Basic Pre-tax Deduction (Column 57-59)</b>	<p>Required field. Deduction ID representing the Basic Employee Pre-tax deduction that is designated in a Defined Contribution Plan. ID must be a valid entry on the <b>DDD</b> directory with a System ID of <b>401</b>. Must have the identical schedule indicator as the Basic Post-tax deduction (if it is designated in a Defined Contribution Plan).</p> <p>If this type of deduction is not defined to the Plan, an entry of <b>000</b> is required.</p> <p>This deduction is not subject to Federal Withholding tax, and therefore is subject to the 401k contribution limit.</p>
<b>Basic Post-tax Deduction (Column 60-62)</b>	<p>Required field. Deduction ID representing the Basic Employee Post-tax deduction that is designated in a Defined Contribution Plan. ID must be a valid entry on the <b>DDD</b> directory with a System ID of <b>901</b>. Must have the identical schedule indicator as the Basic Pre-tax deduction (if it is designated in a Defined Contribution Plan).</p> <p>If this type of deduction is not defined to the Plan, an entry of <b>000</b> is required.</p> <p>If the Automatic Rollover Indicator is <b>Y</b>, the Basic Pre-tax deduction will automatically roll over to this Basic Post-tax deduction, unless overridden on the employee's record.</p> <p>This deduction is subject to Federal Withholding tax, and therefore, is not subject to the 401k limit.</p>
<b>Supplemental Pre-tax Deduction (Column 63-65)</b>	<p>Required field. Deduction ID representing the Supplemental Employee Pre-tax deduction that is designated in a Defined Contribution Plan. The ID must be a valid entry on the <b>DDD</b> directory with a System ID of <b>401</b> and must have the identical schedule indicator as the Supplemental Post-tax deduction (if it is designated in a Defined Contribution Plan).</p> <p>If this type of deduction is not defined to the Plan, an entry of <b>000</b> is required.</p> <p>This deduction is not subject to federal withholding tax and is subject to the 401k limit.</p>
<b>Supplemental Post-Tax Deduction (Column 66-68)</b>	<p>Required field. Deduction ID representing the Supplemental Employee Post-tax deduction that is designated in a Defined Contribution Plan. The ID must be a valid entry on the <b>DDD</b> directory with a System ID of <b>901</b> and must have the identical schedule indicator as the Supplemental Pre-tax deduction (if it is designated in a Defined Contribution Plan).</p> <p>If this type of deduction is not defined to the Plan, an entry of <b>000</b> is required.</p> <p>If the Automatic Rollover Indicator is <b>Y</b>, the Supplemental Pre-tax deduction will automatically roll over to this Supplemental Post-tax deduction, unless overridden on the employee's record.</p> <p>This deduction is subject to Federal Withholding tax, and therefore, is not subject to the 401k limit.</p>

Field (Columns)	Description
<b>Lump Sum Deduction Included (Column 69-71)</b>	<p>Required field. Deduction ID representing lump sum contributions designated in the Defined Contribution Plan that is included in the current calendar year limitation calculations. The ID must be a valid entry on the <b>DDD</b> directory with a System ID of <b>901</b> and should not have any schedule indicators. This deduction will only be processed by Payroll Adjustments.</p> <p>If this type of deduction is not defined to the Plan, an entry of <b>000</b> is required.</p>
<b>Lump Sum Deduction Excluded (Column 72-74)</b>	<p>Required field. Deduction ID representing lump sum contributions designated in the Defined Contribution Plan that are excluded in the current calendar year limitation calculations. The ID must be a valid entry on the <b>DDD</b> directory with a System ID of <b>902</b> and should not have any schedule indicators. This deduction will only be processed by Payroll Adjustments.</p> <p>If this type of deduction is not defined to the Plan, an entry of <b>000</b> is required.</p>
<b>Default Investment Option (Column 75-76)</b>	<p>If entered, must be a valid entry on the <b>IVS</b> directory, and as an employee is established in the plan, he will be vested 100% in this investment option when a deduction is added. If this field is blank, or the employee already has a deduction, which is in the plan, the deduction status will be set to <b>I</b> (incomplete) until transaction 333 has created the investment option.</p>

### Record 3 Fields

Record 3 has a pre-coded **3** in the Action field (Column37).

Field (Columns)	Description
<b>Max Basic Amount (Column 38-46)</b>	<p>Represents the maximum annual employee amount of all Basic type employee deductions for the plan. If entered, this limit must be greater than the sum of the employee deduction amounts for the Basic Pre- and Post-tax deductions. This limit is tested during Transaction 329 processing and during payroll processing. The Max Basic Amount should not be greater than the Max Overall Amount. Enter as seven whole numbers and two decimals (e.g., 000850000 = \$8,500.00).</p>
<b>Max Basic Percentage (Column 47-50)</b>	<p>Represents the maximum percentage of all Basic Type employee deductions for the Plan. If entered, this limit must be greater than the sum of the employee percents for the Basic Pre- and Post-tax deductions. This limit is tested during Transaction 329 processing and during payroll processing. The Max Basic Percentage should not be greater than the Max Overall Percent. Enter as one whole number and three decimals (e.g., 0100 = 10%).</p>

Field (Columns)	Description
<b>Max Overall Amount (Column 51-59)</b>	Represents the maximum amount of all employee deductions for the plan. If entered, this limit must be greater than the sum of the employee deduction amounts for the Basic Pre- and Post-tax deductions. This limit is tested during Transaction 329 processing and during payroll processing. Enter as seven whole numbers and two decimals (e.g., 009500000 = \$9,500.00).
<b>Max Overall Percentage (Column 60-63)</b>	Represents the Maximum Overall Percentage of all Defined Contribution Basic and Supplemental Deductions. If entered, this limit must be greater than the sum of the employee deduction percents. It should not be greater than the Max Percent of Compensation. This limit is tested during Transaction 329 processing and during payroll processing. Enter as one whole number and three decimals (e.g., 0150 = 15%).
<b>Max Pre-Tax Amount (Column 64-72)</b>	Represents the maximum employee amount of all Pre-tax employee deductions for the Plan. If entered, this limit must be greater than the sum of the employee deduction amounts for the Basic and Supplemental Pre-tax deductions. This limit is tested during Transaction 329 processing and during payroll processing. This limit is specific to the particular plan, unlike the legislated limit entered in the Max Pre-tax Deduction amount in (Column 35-43 of the <b>DEF</b> Table-Record 2. The Max Pre-tax Amount should not be greater than the Max Overall Amount. Enter as seven whole numbers and two decimals (e.g., 000790000 = \$7,900.00).

## Defined Contribution Table (2) (DEF)

The control fields (Column1-17) and Plan ID (Column18-22) in Record 4 must be identical to the fields used in Records 1-3. The sequence number (Column31) must be 1 for Record 4.

DEFINED CONTRIBUTION TABLE (2)

Record 4										S E Q U E N C E	A C T I O N	HIGHLY COMPENSATED LIMITS										
INIT	TRAN SEQ	ID	ORG ID	PAY GR	TBL ID	PLAN ID						MAX BASIC AMOUNT	MAX BASIC %	MAX OVERALL AMOUNT	MAX OVERALL %	MAX PRE-TAX AMOUNT	MAX PRE-TAX %					
1	4	7	10	16	18	21	25	31	37			38	46	47	50	51	59	60	63	64	72	73
								1														
	3	2	0	D	I	R																

DEFCONT2.XLS/079

### Record 4 Fields

Field (Columns)	Description
<b>Seq Code (Column 31)</b>	This field contains a pre-coded value of 1.
<b>Max Basic Amount Highly Comp (Column 38-46)</b>	Represents the maximum amount of all Basic type employee deductions for highly compensated employees. If entered, this limit must be greater than the sum of the employee deduction amounts for the Basic Pre- and Post-tax deductions. This limit is tested during Transaction 329 processing and during payroll processing. The Max Basic Amount Highly Compensated should not be greater than the Max Overall Amount Highly Compensated. Enter as seven whole numbers and two decimals (e.g., 000750000 = \$7,500.00).
<b>Max Basic Percentage Highly Comp (Column 47-50)</b>	Represents the Maximum Percentage of all Basic type Defined Contribution deductions for highly compensated employees. If entered, this limit must be greater than the sum of the employee deduction percents for the Basic Pre- and Post-tax deductions. This limit is tested during Transaction 329 processing and during payroll processing. The Max Basic Percentage Highly Compensated should not be greater than the Max Overall Percent Highly Compensated. Enter as one whole number and three decimals (e.g., 0012 = 12%).
<b>Max Overall Amount Highly Comp (Column 51-59)</b>	Represents the maximum amount of all employee deductions for highly compensated employees. If entered, this limit must be greater than the sum of the employee deduction amounts. This limit is tested during Transaction 329 processing and during payroll processing. Should not be greater than the Max Dollar Contribution. Enter as seven whole numbers and two decimals (e.g., 000950000 = \$9,500.00).

Field (Columns)	Description
<b>Max Overall Percentage Highly Comp (Column 60-63)</b>	Represents the Maximum Overall Percentage of all Defined Contribution Basic and Supplemental deductions for highly compensated employees. If entered, this limit must be greater than the sum of the employee deduction percents. This limit should not be greater than the Max Percent of Compensation. This limit is tested during Transaction 329 processing and during payroll processing. Enter as one whole number and three decimals (e.g., 0014 = 14%).
<b>Max Pre-tax Amount Highly Comp (Column 64-72)</b>	Represents the maximum employee amount of all Pre-tax employee deductions for highly compensated employees. If entered, this limit must be greater than the sum of the employee deduction amounts for the Basic and Supplemental Pre-tax deductions. This limit is tested during Transaction 329 processing and during payroll processing. This limit is specific to the particular plan, unlike the legislated limit entered in the Max Pre-tax Deduction amount entered in (Column 35-43 of the <b>DEF</b> Table-Record 2. The Max Pre-tax Amount Highly Compensated should not be greater than the Max Overall Amount Highly Compensated. Enter as seven whole numbers and two decimals (e.g., 000870000 = \$8,700.00).
<b>Max Pre-tax Percentage Highly Comp (Column 73-76)</b>	Represents the maximum percent of Pre-tax deductions for highly compensated employees. If entered, this limit must be greater than the sum of the employee Basic and Supplemental Pre-tax deduction percents. The Max Pre-tax Percentage Highly Compensated should not be greater than the Max Overall Percent Highly Compensated. This limit is tested during Transaction 329 processing during payroll processing. Enter as one whole number and three decimals (e.g., 0010 = 10%).

## Deduction Dependency Table (DEP)

The **DEP** Table further defines deductions coded on the **DDD** Table by specifying dependencies between two deductions, the type of dependency, deduct from the primary amount, rollover or percentage of the primary deduction amount, the primary Deduction ID, the Dependent Deduction ID, and the maximum primary amount used for rollovers.

Deduction dependencies are not allowed for **401**, **901** or **125**-type of deductions.

The information on this table will be used in payroll processing when deductions are calculated. The primary deduction must have a lower deduction and priority number than the dependent deduction. This is to insure that the primary deduction is processed before the dependent deduction.

**DEDUCTION DEPENDENCY TABLE**

Record 1								A C T I O N	DESCRIPTION				
INIT	TRAN SEQ	ID	ORG ID	PAY GR	TBL ID	DEP DDD ID							
1	4	7	10	16	18	21	23	37	38	57			
	3	2	0	D	I	R			D	E	P		
Record 2								A D P R I M A R Y	PRIMARY DDD ID	PRIMARY MAX AMT			
(DUPLICATE POSITIONS 1-36 FROM RECORD 1)													
1								37	38	39	41	42	62
								3					

DEDDEP.XLS/1100

The deduct from the primary deduction amount is primarily used for reducing garnishments by the amount of child support. When using this type of dependency, be sure that the priority of the primary and dependent deductions follow one another. The primary deduction would be set up as the first priority typically would be the garnishment.

The Deduction Dependency Table Transaction Layout is used for coding optional batch **DEP** Table maintenance.

Field (Columns)	Description
<b>Table ID (Column 18-20)</b>	Required field. Must be <b>DEP</b> (pre-coded in the on the transaction layout).

Field (Columns)	Description
<b>Dependent Ded ID (Column 21-23)</b>	Required field. The Deduction ID (number) that is the Dependent. Entry must be valid to the <b>DDD</b> Table and must not be used with other <b>DEP</b> entries. When entering this field in a batch transaction, leave positions 24-25 blank.

### Record 1 Fields

Field (Columns)	Description
<b>Description (Column 38-57)</b>	Required field. A description of the Deduction Dependency.

### Record 2 Fields

Record 2 has a pre-coded **2** in the Action (Column37) field.

Field (Columns)	Description
<b>Dependency Type (Column 38)</b>	Required field. Must be <b>D</b> , deduct from primary deduction amount, <b>R</b> , rollover or <b>P</b> , percentage of the primary deduction.
<b>Primary Ded ID (Column 39-41)</b>	Required field. The Deduction ID (number) that is the Primary. Entry must be valid to the <b>DDD</b> Table and must not be used with other <b>DEP</b> entries.
<b>Primary Maximum Amount (Column 42-62)</b>	The Primary Maximum Amount is used to define the amount that the Primary deduction must attain before the rollover to the Dependent deduction will occur. This field must be entered if the Dependency Type (Column 38) is <b>R</b> . Enter %500.00 as 00000050000.

## Deduction Variable Table (DEV)

The **DEV** Table further defines deductions coded on the **DDD** Table by specifying applicable coverage, limits and ranges. The Deduction ID, which serves as part of the **DEV** Table key (Column 18-23), identifies the **DDD** Table deduction to which this **DEV** Table information applies. The deduction's Calculation Code defines the manner in which the **DEV** Table is used by the deduction.

The Deduction Variable Table Transaction Layout is used for coding optional batch **DEV** Table maintenance.

### DEDUCTION VARIABLE TABLE

Record 1														
INIT	TRAN SEQ	ID	ORG ID	PAY GR	TBL ID	DED ID	DED VAR	A C T I O N	DESCRIPTION	COVERAGE				
										MAX	OTHR			
1	4	7	10	16	18	21 23	26 28	37 38		57 58	61 63			
	3	2	0	D	I	R								
Record 2														
(DUPLICATE POSITIONS 1-36 FROM RECORD 1)								A C T I O N	AMOUNT OR PERCENT 1	DOLLAR LIMIT	AMOUNT OR PERCENT 2	LOW RANGE	HIGH RANGE	EMPLOYER AMOUNT OR PERCENT
1						23	26 28	37 38	45 46	51 52	59 60	65 66	71 72	79
								2						
Record 3														
(DUPLICATE POSITIONS 1-36 FROM RECORD 1)								A E M P L O Y E R	EMPLOYER					
						23	26 28	37 38 39	DOLLAR LIMIT	AMOUNT OR PERCENT 2				
								3		47 48	55			

DEDVAR.XLS/1200

Field (Columns)	Description
<b>Table ID (Column 18-20)</b>	Required field. Must be <b>DEV</b> (pre-coded in the on the transaction layout).
<b>Ded ID (Column 21-23)</b>	Required field. The Deduction ID (number) to which this variable applies. Entry must be valid to the <b>DDD</b> Table. When entering this field in a batch transaction, leave positions 24-25 blank.
<b>Ded Var (Column 26-28)</b>	Required field. The user-defined Deduction Variable Number <b>001-999</b> . It may be advisable to increment by 3 or more, to allow additional Deduction Variables to be inserted between existing variables, if desired. When entering this field in a batch transaction, leave positions 29-36 blank.

**Record 1 Fields**

Field (Columns)	Description
<b>Description (Column 38-57)</b>	Required field. A description of the Deduction Variable.
<b>Coverage (Max And Other) (Column 58-60, 61-63)</b>	The Insurance Coverage Amount in thousands. For employer-paid travel accident coverage, an entry of <b>EMP</b> in the maximum coverage field will force the system to retrieve the coverage amount from the employee's Travel Coverage (Field 112) entered via Transaction 332 and store it on the employee's Deduction Record.

**Record 2 Fields**

Record 2 has a pre-coded **2** in the Action (Column37) field.

Field (Columns)	Description
<b>Amount or Percent 1 (Column 38-45)</b>	The variable amount or percent that is appropriate for the deduction, as determined by the deduction's Calculation Code. This field must be decimal aligned and zero-filled (i.e., 5% = 00000500).
<b>Dollar Limit (Column 46-51)</b>	The Whole Dollar Annual Limit to which the percentage specified in the percentage 1 field applies. This field may be used if the Deduction Calculation Code for the related <b>DDD</b> entry begins with <b>B</b> , <b>E</b> , or <b>H</b> .
<b>Amount or Percent 2 (Column 52-59)</b>	The percent should be decimal-aligned, zero-filled and will be applied to the deduction above the dollar limit field. This field is used if the Deduction Calculation Code for the related DDD entry is <b>E__</b> (i.e., 5% = 00000500).
<b>Low Range - High Range (Column 60-65, 66-71)</b>	The lower and upper whole dollar limits of the annual salary range for deductions, which are determined via salary brackets. Certain deductions such as Group Life Insurance premiums are determined as a fixed amount or rate, which varies depending on the annual salary range. The system's Lookup Insurance (LOKUPINS) routine is used for <b>GLI</b> , <b>DLI</b> , and <b>PAI</b> deductions, and utilizes the Low Range and High Range fields to determine new coverage and premium amounts whenever an employee salary increase is processed.
<b>Employer Amount or Percent 1 (Column 72-79)</b>	The Employer Percentage or monthly premium amount to be used by the system when calculating the employer cost of benefits performed during a month-end payroll run. The usage of this number is determined by the deduction's Employer Calculation Code. For example, if the Employer Calc Code is <b>B_</b> , 00003000 is interpreted as 30%, while a Employer Calc Code of <b>A_</b> interprets 00003000 as \$0.30.

## Record 3 Fields

Record 3 has a pre-coded **3** in the Action (Column37) field.

Field (Columns)	Description
<b>Employer Type of Dollar Limit (Column 38)</b>	The type of limit represented by the Employer Dollar Limit field in (Column 39-47 of the <b>DEV</b> Table-Record 3. Valid values are <b>P</b> (Pay period limit), <b>M</b> (Monthly), <b>Q</b> (Quarterly), <b>Y</b> (Yearly, calendar year), <b>F</b> (Fiscal) and <b>I</b> (Inception-to-Date). This field may be used if the Employer Calculation Code for the related deduction begins with <b>B</b> , <b>E</b> , <b>H</b> , or <b>S</b> . As an example, if the field contains an <b>M</b> , the employer contribution would multiply a percent by the lesser of the monthly earnings base for the employee's deduction or the Employer Dollar Limit, the variable amount or percent that is appropriate for the deduction as determined by the deduction's Calculation Code.
<b>Employer Dollar Limit (Column 39-47)</b>	Represents the Whole Dollar Limit to which the percentage specified in the Employer Percent 1 field applies. This field may be used if the Employer Calculation Code for the related deduction begins with <b>B</b> , <b>E</b> , <b>H</b> , or <b>S</b> . The type of limit is indicated by the Employer Type of Dollar Limit field in (Column 38 of the <b>DEV</b> Table-Record 3. This field must be decimal aligned and zero-filled (i.e., \$6000=000006000).
<b>Employer Amount or Percent 2 (Column 48-55)</b>	The percent, decimal aligned and zero-filled, that will be applied to the employer contribution above the employer dollar limit field. This field is used if the Employer Calculation Code for the related <b>DDD</b> entry is <b>E_</b> (i.e., 5%=00000500).

## Pay Basis Table (DPB)

The **DPB** Table defines the valid Pay Basis Codes for a pay group, and supplies the fields used by the system to annualize employee salaries and to calculate employee hourly pay rates for payroll processing. Users should note, however, that the **PGR** Table, and **not** the **DPB** Table, is used to annualize earnings for tax calculations. This table edits the employee's Pay Basis Code (Field 156) entered via Transaction 231 or, for Multiple Appointment/Position Control, via Transaction 405.

The **DPB** Table is provided at system start-up with the following codes: **H** = hourly, **M** = monthly, **A** = annually, **W** = weekly, **B** = bi-weekly, **S** = semi-monthly, **D** = daily, and **Q** = quarterly. The **DPB** Table should always contain the **H**, **W**, **B**, **M**, and **A** entries, which are used by the system for salary equivalence and various payroll processing.

The Pay Basis Table Transaction Layout is used for coding optional batch **DPB** Table maintenance.

### PAY BASIS TABLE

Record 1

INIT	TRAN SEQ	ID	ORG ID	PAY GR	TBL ID	PAY BASIS CODE	DESCRIPTION	UNITS PER YEAR	HOURS PER YEAR
1	4	7	10	16	18	21		66	75
	3	0	1	D	I	R		A	A

Record 2

(DUPLICATE POSITIONS 1-36 FROM RECORD 1)	NO OF PAY PER THIS YEAR	RETRO PAY EXCLUDE
1	66	68
	69	

PAYBASIS.XLS/1200

Field (Columns)	Description
<b>Table ID (Column 18-20)</b>	Required field. Must be <b>DPB</b> (pre-coded on the transaction layout).
<b>Pay Basis Code (Column 21)</b>	Required field. Allowable Pay Basis Codes are <b>A, M, S, B, W, D, H, or Q</b> . When entering this field in a batch transaction, leave positions 22-36 blank.

### Record 1 Fields

Field (Columns)	Description
<b>Description (Column 38-57)</b>	Required field. A description of the Pay Basis.
<b>Units Per Year (Column 66-74)</b>	Required field. Must be numeric. The number of Units Per Year that applies to the Pay Basis, which consists of five whole numbers and four decimals. This is the factor used to annualize salary. For example, for Pay Basis <b>M</b> (monthly) this field would contain 12 (12 months per year).
<b>Hours Per Year (Column 75-83)</b>	Required field. Must be numeric. The number of Hours Per Year that applies to the Pay Basis. Five whole numbers and four decimals. The system divides the employee's annualized salary by the Hours Per Year to calculate the employee's hourly rate.

### Record 2 Fields

Record 2 has a pre-coded **2** in the Action (Column37) field.

Field (Columns)	Description
<b>No Of Pay Per This Year (Column 66-68)</b>	Required field. The number of times employees in this pay group will be paid this year (number of pay periods this year). If the Pay Basis Code is <b>A, M, S, B, Q</b> or <b>W</b> , the entry must be non-zero. If <b>D</b> or <b>H</b> , entry must be zero.
<b>Retro Pay Exclude (Column 69)</b>	Enter <b>Y</b> if this Pay Basis is to be excluded from Retroactive Payroll Calculations. Defaults to <b>N</b> .

## Earnings Control Table (ERN)

The **ERN** Table defines the specific Earnings Numbers that are valid for a Pay Group. Two Earnings Numbers (**ERN**'s) must be set up on the table for each FlexComp account since each FlexComp account must have a prior year Earnings ID and a current year Earnings ID. A maximum of 500 earnings may be established per Pay Group. Earnings Number **001** must be used for an employee's regular earnings; Earnings Number **002** must be used for an employee's overtime earnings; Earnings number **998** must be used for an employee's FLSA compliant overtime earnings. Earnings number **998** must have a '**D2**' calc code in order to process correctly. All other Earnings Numbers are user-defined. However, the Earnings Numbers selected should be standard for all companies and pay groups; this will simplify retrieval and avoid confusion when an employee transfers to another pay group or organization.

FLSA compliant overtime will be calculated when Earnings number 998 is processed during the payroll calculation for Time Sheet required employee only. Any earnings that are eligible for FLSA overtime must have their FLSA withholding indicator (10) set to Y. In addition, if the hours for any particular earnings should not be included in the FLSA overtime calculation, the FLSA exclude indicator should be set to 4. Shift Differential is an example of those earnings where hours are not included. The calculation code that issued for FLSA overtime must be D2. The FLSA overtime hours should be entered on the 080 transaction for Earnings 998.

The Earnings module, IPA1020, will track all earning amounts and hours that are eligible for FLSA overtime. Special payments are not included in the overtime calculation. The FLSA overtime is calculated by multiplying the hours by the hourly rate of pay. The straight time amount and hours are added to the FLSA Eligible amount and hours. The FLSA Eligible amount is then divided by the FLSA Eligible hours to obtain the Regular Rate of Pay. The FLSA Eligible hours are then multiplied one-half of the Regular Rate of Pay. This results in the FLSA Compliant Overtime.

Position Control companies using the system's automatic vacation pay feature must establish an earnings **999** on the **ERN** Table. The system stores an employee's automatically paid vacation earnings as earnings number **999** on the employee's Earnings Record. Earnings **999** should be assigned calculation code **H0**.

The Earnings Control Table Transaction Layout is used for coding optional batch **ERN** Table maintenance.

**Note:** When defining earnings for Pension Companies (see **COC** Table), regular earnings (**001**) must be established with an **EID** (Sys Earn ID) value of **PEN**.



Field (Columns)	Description
<b>Table ID (Column 18-20)</b>	Required field. Must be <b>ERN</b> (pre-coded on the transaction layout).
<b>Earn ID (Column 21-23)</b>	<p>Required field. The Earnings ID Number <b>001-999</b>. The system recognizes Earnings Number <b>001</b> as the employee's Regular Salary or Rate, Earnings Number <b>002</b> as an Overtime Earnings Rate, and Earnings Number <b>998</b> as the FLSA compliant overtime rate. The rate is calculated anytime a <b>998</b> earnings ID is encountered in Payroll. Earnings Number <b>999</b> is used in Position Control to store automatic vacation payments. Additional overtime earnings may be added, if necessary. When entering this field in a batch transaction, leave positions 24-36 blank.</p> <p>All FlexComp Account 125-Type earnings numbers must be entered on this table. Each number must be unique to a specific FlexComp account. No additional overtime earnings may be added.</p>
<b>Seq Code (Column 26)</b>	The Sequence Code contains a pre-coded value of <b>0</b> and is used by the system to establish proper processing order for this table. When entering this field in a batch transaction, leave positions 27-36 blank.

### Record 1 Fields

Field (Columns)	Description
<b>Description (Column 38-57)</b>	Required field. A description of the Earnings.
<b>FLSA Overtime Ind (Column 58)</b>	The FLSA Overtime Indicator specifies if hours are to be excluded from the FLSA, Fair Labor Standards Act, overtime calculation. Enter <b>Y</b> to exclude hours. This field will default to <b>N</b> .
<b>Retro Pay Include Ind (Column 59)</b>	The Retroactive Pay Include Indicator specifies if this earning is to be included in the Retroactive Payroll calculation. Enter <b>Y</b> to include this earning. This field will default to <b>N</b> .
<b>Retro Pay Earning Ind (Column 60)</b>	The Retroactive Pay Earning Indicator specifies if this earning is to be used to pay retroactive pay increases. Only one earning may be used for Retroactive Increases. Enter <b>Y</b> to use this earning to pay retroactive pay increases. The earning must have a <b>C0</b> Calc Code (record 2, (Column 46-47) if the Earning Indicator is <b>Y</b> .
<b>ADV Ind (Column 61)</b>	The ADV indicator specifies that this earning uses the ADV taxing method. Enter a <b>Y</b> to have the system update Special Pay transactions (100) with the ADV taxing method.

## Record 2 Fields

Record 2 has a pre-coded **2** in the Action (Column 37) field.

Field (Columns)	Description
<b>Seq Code (Column 26)</b>	This field contains a pre-coded value of <b>0</b> .
<b>Earnings Name (Column 38-45)</b>	Required field. The abbreviated Earnings Name, to be printed on the paycheck.
<b>Calc Code (Column 46-47)</b>	Required field. The Earnings Calculation Code, which specifies how these earnings are to be calculated. For FlexComp 125-Type earnings, a Calc Code of <b>C0</b> must be used. (Refer to the list on the following pages.)
<b>Tax Withholding Indicators 1-17 (Column 48-64)</b>	Enter <b>Y</b> in an indicator if, during payroll processing, the system is to include these earnings in the taxable base for the tax or deduction that corresponds to the indicator. The following table lists the taxes or deductions that relate to each Tax Withholding Indicator. If an indicator contains either an <b>N</b> or a blank, the system will exclude the earnings from the corresponding tax or deduction calculation. FlexComp 125-Type earnings tax withholding indicators must all be set to <b>N</b> .
<b>Sys Earn ID (EID) (Column 65-67)</b>	Required field. The System Earnings ID ( <b>EID</b> ) to which these earnings are related. Entry must be valid to the <b>EID</b> Table. Any earnings that is assigned a System Earnings ID will be subjected to any special processing related to that ID. FlexComp 125-Type earnings numbers must have a System Earning ID of 125, which must be a valid entry on the <b>DID</b> Table. If the Pension Indicator of the organization's <b>COC</b> Table is a <b>Y</b> , identifying a pension organization, then the <b>EID</b> must be <b>PEN</b> . If the Pension Indicator is not a <b>Y</b> then the <b>EID</b> must not be <b>PEN</b> .
<b>Print Hours (Column 68)</b>	Enter <b>Y</b> (yes) to print hours on the paycheck stub, or <b>N</b> (no) do not print hours reported with the earnings type.
<b>Print Rate (Column 69)</b>	Enter <b>Y</b> (yes) to print rate on the paycheck stub, or <b>N</b> (no) do not print the hourly rate on which these earnings were calculated.
<b>Hours/Units (Column 70)</b>	Enter <b>H</b> if these earnings are associated with hours, or enter <b>U</b> if these earnings are associated with units (miles, pieces produced). Hours will be accumulated for pension eligibility in the employee's Hours Accumulation record; units will not be accumulated.  Canadian users may enter <b>W</b> (days) for <b>WCB</b> adjustments. Any earnings having a <b>W</b> in this field and entered via a 040, 050 or 080 transactions, the system interprets the value in the transactions Hours field as being the number of days (not hours) being adjusted.

Field (Columns)	Description
<b>1099 Box (Column 71)</b>	Enter a valid 1099 code in this field to indicate the box on the 1099-MISC to which these earnings apply. This field is only applicable when the SYS Earn ID is <b>99A</b> or <b>99B</b> , identifying these earnings for 1099-MISC reporting. ( <b>1</b> = Rents, <b>2</b> = Royalties, <b>3</b> = Other Income, <b>5</b> =Fishing Boat Proceeds, <b>6</b> = Medical, <b>7</b> = Non employee Compensation, <b>8</b> = Substitute Payments, <b>9</b> =Direct Sales, <b>A</b> =Crop Insurance Proceeds, <b>B</b> =EPP Excess Golden Parachute Payments, <b>C</b> =Gross Proceeds paid to an Attorney, <b>D</b> = Income from a nonqualified Section 409a plan)
<b>Store Earnings by Position Indicator (Column 72)</b>	Required for Position Control Organization. Enter <b>Y</b> or <b>N</b> . <b>Y</b> indicates that earnings are to be stored by position ( <b>ERP</b> Record) for this earning ID.
<b>Auto Create Earnings Indicator (Column 73)</b>	Required field. Enter <b>Y</b> or <b>N</b> . <b>Y</b> indicates that an employee Earnings record ( <b>ERN</b> ) will be automatically generated (when this earnings ID is paid) if it does not already exist. If the Store Earnings By Position indicator is also equal to <b>Y</b> , then <b>ERP</b> records will be automatically generated.

### U.S. Tax Withholding Indicators

The following table lists the Tax Withholding Indicators (**ERN** Table) and corresponding taxes and deductions.

Indicator	Description	Indicator	Description
01	Federal Taxable	10	FLSA Overtime
02	State Taxable	11	FICA Taxable Employer (Social Security & Medicare)
03	FICA Taxable Employee (Soc. Sec. & Medicare)	12	SUI Taxable Employee (State Unemployment Insurance)
04	FUI Taxable (Federal Unemployment Ins.)	13	SDI Taxable Employer (State Disability Insurance)
05	SUI Taxable (Employer Insurance)	14	SDI Taxable Employee (State Disability Insurance)
06	Pension Eligible	15	Deferred Compensation (401k)
07	Investment/Savings Eligible Earnings	16	Earnings Eligible for Garnishment
08	City Taxable	17	Not used at this time

Indicator	Description	Indicator	Description
09	County Taxable		

### Canadian Tax Withholding Indicators

Indicator	Description	Indicator	Description
01	UIC Premium	08	Federal Taxable
02	Reserved for Future Expansion	09	Provincial Taxable (Quebec)
03	CPP/QPP Taxable	10	Pension Earnings
04-07	Reserved for Future Expansion	11-14	Reserved for Future Expansion

### Record 3 Fields

Record 3 has a pre-coded **3** in the Action (Column 37) field.

Field (Columns)	Description
<b>Seq Code (Column 26)</b>	This field contains a pre-coded value of <b>0</b> .
<b>Earnings Distribution (Column 38-82)</b>	<p>The Account Distribution Code or cost center to which these earnings should be reported. This account number is a general number for the earnings type. Employee-specific cost centers may automatically be appended to this number if the user places an asterisk immediately after the code entered here.</p> <p>Example: If the entry coded here is <b>ABC*</b> and the content of the Account Distribution field on the Employee Table is <b>123</b>, the resultant Account Distribution for this earnings on the interface file would be <b>ABC123</b>. Up to 30 characters of Account Distribution coding may be specified or built.</p>

### Record 4 Fields

Record 4 Action (Column 37) field must be **N** or **R**.

Field (Columns)	Description
<b>Seq Code (Column 26)</b>	This field contains a pre-coded value of <b>1</b> .

Field (Columns)	Description
<b>Accrual Distribution (Column 38-82)</b>	Enter an Accrual Account Distribution Code for this earnings type, if applicable.

### Record 5 Fields

Record 5 is required for Canadian users and allows the user to specify a French name, the earnings type, miscellaneous accumulators and a **WCB** earnings type. The Record 5 Control Fields (Column 1-20) and Earnings ID (Column 21-23) must be identical to these fields in Records 1 through 4.

Record 5 has a pre-coded **5** in the Action (Column 37) field.

Field (Columns)	Description
<b>Seq Code (Column 26)</b>	Record 5 has a pre-coded <b>0</b> in the Sequence Code field.
<b>Earnings Name (French) Nom Du Paiement (Column 38-45)</b>	Required field. Enter the French Earnings Name.
<b>Canadian Earnings Type (Column 46-47)</b>	Required field. Enter the Canadian Earnings Type. This field is used in conjunction with the vacation include/exclude flags on the <b>VAC</b> Table to determine if it should be included in vacation accrual calculations. Valid values: <ul style="list-style-type: none"> <li>1-10 user-defined</li> <li>11 T4-A Pension Earning</li> <li>12 T4-A Lump Sum Amount</li> <li>13 T4-A Lump Sum Amount</li> <li>14 T4-A Commission Earning</li> <li>15 T4-A Annuities Earning</li> <li>16 T4-A Other Earnings</li> </ul>
<b>Miscellaneous Accum Indicators (Column 48-49)</b>	The Miscellaneous Accumulator Indicator identifies the accumulation field on the employee's Canadian Tax segment that stores the earnings amount. Miscellaneous indicators 1 - 6 are reserved for Pay Period Union Dues, Pay Period Alimony, Annual Authorized Tax Service, Annual Deduction for Living in a Prescribed Area, Annual District Tax Office Credit, and Amount of Approved Stock Purchase (Saskatchewan Province only).
<b>WCB Earnings Type (Column 50-51)</b>	The Workers' Compensation Board Earnings Type. This field is used in conjunction with the <b>WCB</b> Inclusion flags on the <b>WCC</b> Table to determine if these earnings are included in <b>WCB</b> calculations for a particular province.

## Earnings Calculation Codes

Code	Description
<b>A0</b>	<p>Regular Pay Routine (reserved for Earnings Number <b>001</b>) - Pays employees according to one of two formulas:</p> <p>Salaried (Auto-Pay) Employees - Salary is annualized by multiplying employee's salary rate by the Number of Units Per Year field on the <b>DPB</b> Table for the employee's pay basis. The annual salary is then reduced to a pay period amount by dividing by the Number of Pay Periods Per Year field on the <b>DPB</b> Table, using the Pay Frequency Code on the <b>PGR</b> Table.</p> <p><b>Example:</b> Salary is stated as \$1000/month. Number of Pay Periods Per Year is 24 (semi-monthly). Although Number of Units Per Year may vary by client on the <b>DPB</b> Table, the likely <b>DPB</b> Table entry would be 12 units for a monthly pay basis. The employee's regular pay would be calculated as <math>\\$1000 * 12/24</math>.</p> <p>Hourly Paid (Pay Basis = <b>H</b>) Employees - Reported (or standard) hours multiplied by employee's rate.</p> <p><b>Note:</b> <b>A0</b> earnings (Earnings Number <b>001</b> only) will be suppressed for Auto-Pay Suppress Payroll runs (i.e., payroll runs for which the Auto-Pay Suppress field on the <b>CAL</b> Table or on the Select Card contains <b>Y</b>).</p>
<b>B0</b>	<p>Pre-established dollar amount of payment that will be generated automatically for both autopay and time sheet employees. Units or hours may be reported and will be accumulated, but will have no effect on the amount of pay generated for the employee. <b>B0</b> uses the amount stored on the employee's Earnings Record (as entered via Transaction 310) or the amount stored on the <b>ERV</b> table.</p> <p><b>Note:</b> <b>B0</b> earnings will be suppressed for Auto-Pay Suppress Payroll runs (i.e., payroll runs for which the Auto-Pay Suppress field on the <b>CAL</b> Table or on the Select Card contains <b>Y</b>.)</p>
<b>C0</b>	<p>No computation. Regular Pay Routine takes the dollar amount and hours/units from time input. This code <b>must</b> be entered if the earnings' System Earnings ID is <b>EIC</b> or <b>EII</b>.</p> <p><b>Note:</b> Employees having Earned Income Credit (<b>EIC</b>) must also have an <b>M</b> or <b>S</b> in the Federal Exempt Indicator (Field 164, Transaction 320). Indiana employees with the Indiana Earned Income Credit (<b>EII</b>) must have the Federal EIC earning and the Federal Exempt Indicator set to <b>M</b> or <b>S</b>. The State Tax Exempt indicator must be set to <b>N</b>.</p>

Code	Description
<b>D_</b>	<p>Take regular rate (Earnings Number <b>001</b>) and multiply by .50, 1.00, 1.50, 2.00, 2.50, or a user-defined factor, depending on the second position of the Calculation Code. (An easy way to remember what <b>D1-D7</b> represents is to multiply the number following the <b>D</b> by 0.5 (i.e., <b>D7</b> is 7 x 0.5, or a 3.5 factor.)</p> <p><b>D1</b> = .50 (1/2 time) <b>D2</b> = 1.00 (straight time) <b>D3</b> = 1.50 (1-1/2 time) <b>D4</b> = 2.00 (double time) <b>D5</b> = 2.50 (2-1/2) <b>D6</b> = 3.00 (triple time) <b>D7</b> = 3.50 (3-1/2) <b>D9</b> = Times a factor in the <b>ERV</b> Table</p> <p>Take the rate as computed above and multiply by the number of hours reported to determine the amount of pay (i.e., RATE x HOURS x FACTOR). Calculation Code <b>D2</b> should be specified for any earnings type that uses the employee's standard salary rate.</p>
<b>E0</b>	<p>This Calculation Code is used to back out hours and dollars from regular pay, as in calculating holiday pay. Take the regular rate of pay, multiply by the hours reported, and subtract result from regular pay (Earnings ID <b>001</b>) and add to the appropriate earnings accumulators. Automatic Holiday pay backouts are calculated in conjunction with the <b>CAL</b> Table (explained in more detail in this section). Automatic backouts for other earnings (i.e., sick pay and vacation) can be done via the time sheet. For example, when the user specifies Sick Pay earnings (hours) on the time sheet and the Calc Code is <b>E0</b>, the sick pay calculated will be deducted from auto pay and moved to sick pay earnings accumulators on the employee's Earnings Record.</p> <p><b>Note:</b> The <b>E0</b> Calculation Code effectively reduces the amount of regular pay. Regular pay will never be reduced to less than zero, and this calculation will never exceed regular pay. Regular pay is defined as Earnings Number <b>001</b> only.</p>

Code	Description
<b>F0</b>	Piece Rate Calculation - The number of units produced is entered as hours and the number of hours worked is entered in the rate column (on Transaction 080). If hours are blank, the <b>CAL</b> Table standard hours are used. The system references the piece rate on the <b>ERV</b> Table and calculates (HOURS x MINIMUM WAGE) and (PIECES x RATE). The two amounts are compared, and the greater of the two is paid, ensuring that an employee is paid the minimum wage.
<b>G0</b>	Time Sheet Hours/Units multiplied by rate stored on the employee's Earnings Record for the earnings entered. If this earnings is not on the Earnings Record, the system will use the rate on the <b>ERV</b> Table.
<b>H0</b>	Vacation accrual - Limited to Multiple Appointment/Position Control companies and to autopay employees. Employee will be paid the amount in vacation accrual field (Field 86Q). No calculations will be performed.
<b>X0</b>	Use a user-written subroutine to calculate the earnings amount. (A record number nine is used for this Calculation Code. See <b>DDD</b> Table for details.)

**Note:** All Earnings Records in the Employee Table must have either an earnings rate in Field 214 or an Earnings Variable in Field 202. An earnings rate of zero is not allowed, however if hours are to be tracked without associated earnings, this may be accommodated by establishing an earnings with a Calculation Code of **D9**, **F0**, or **G0** and specifying an Earnings Variable which has been established with a rate of zero on the **ERV** Table.

## Earnings Variable Table (ERV)

The **ERV** Table is used to specify the variable rates associated with earnings (**ERN** entries) that have Calculation Codes **B0**, **D9**, **F0**, or **G0**. User-written subroutines (Calculation Code **X\_\_**) may be written to use this directory.

The Earnings Variable Table Transaction Layout is used for coding optional batch **ERV** Table maintenance.

Record 1

INIT	TRAN SEQ	ID	ORG ID	PAY GR	TBL ID	EARN ID	EARN VAR	DESCRIPTION	EARNINGS AMOUNT OR PERCENT
1	4	7	10	16	18	21 23	26 28		58 65
	320	DIR			ERV				

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Field (Columns)	Description
<b>Table ID (Column 18-20)</b>	Required field. Must be <b>ERV</b> (pre-coded on the transaction layout).
<b>Earn ID (Column 21-23)</b>	Required field. The Earnings ID Number from the <b>ERN</b> Table, to which this Earnings Variable applies. When entering this field in a batch transaction, leave positions 24-25 blank.
<b>Earn Var (Column 26-28)</b>	Required field. A Variable Number ( <b>001-999</b> ), which must be unique per Earnings ID. When entering this field in a batch transaction, leave positions 29-36 blank.

### Record 1 Fields

Field (Columns)	Description
<b>Description (Column 38-57)</b>	Required field. A description of the Earnings Variable.
<b>Earnings Amount Or Percent (Column 58-65)</b>	Required field. The rate or percent associated with this variable which consists of four whole numbers and four decimals. This field may be a rate or a percent, depending on the deduction's Calculation Code. When used as a rate, the system will treat this field as an hourly rate. If entered, must be numeric; if not entered, will default to zeros.





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Field (Columns)	Description
<b>Cur ERN (Column 44-46)</b>	Required field. Must be a valid entry on the <b>ERN</b> Table. Enter the earnings number to be utilized for current year reimbursements. (This earnings must have been established on the <b>ERN</b> Table with an Earnings ID ( <b>EID</b> ) of <b>125</b> .)

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## Group Term Life Coverage Calculation Table (GCF)

The **GCF** Table defines the valid Group Term Life Coverage Calculation factors, and is used to calculate the amount of insurance coverage in order to derive the imputed income. Several factors may be used in this calculation. The employee must be set up with the ERN ID for the processing to occur.

The insurance coverage is calculated using the employee's annual salary as the base. A flat amount is added to the salary before the factor is applied. The additional amount is added up to the maximum coverage. The resulting coverage amount may be rounded up or down. It may be rounded to the nearest or the next hundred, five hundred, thousand, ten thousand, or hundred thousand. A standard coverage amount will take precedence over the calculated coverage.

The Group Term Life Coverage Calculation Table Transaction Layout is used for coding optional batch **GCF** Table maintenance.

GROUP TERM LIFE COVERAGE CALCULATION TABLE

Record 1

INIT	TRAN SEQ	ID	ORG ID	PAY GR	TBL ID	ERN NUM	A C T I O N		DESCRIPTION
1	4	7	10	16	18	21 23	37	38	77
	3	2	0	D	I	R			G
									C
									F

Record 2

(DUPLICATE POSITIONS 1-36 FROM RECORD 1)							A C T I O N		FACTOR	FLAT AMOUNT	ADDITIONAL AMOUNT	STANDARD COVERAGE	MAXIMUM COVERAGE	C O V E R A L	ROUNDING PREFERENCE R A N U L A R I T
1							37	38	40 41	47 48	56 57	67 68	78 79	80	81
							2								

Record 3

(DUPLICATE POSITIONS 1-36 FROM RECORD 1)							A C T I O N		DEDUCTION NUMBER
1							37	38	40
							3		

GTLCF.XLS/1100

Field (Columns)	Description
<b>Table ID (Column 18-20)</b>	Required field. Must be <b>GCF</b> (pre-coded on the transaction layout).
<b>ERN Num (Column 21-23)</b>	Required field. The Earnings number that is used for the imputed income. Must be a valid entry on the <b>ERN</b> Table and must have a System Earn ID ( <b>EID</b> ) of <b>GTL</b> . When entering this field in a batch transaction, leave positions 24-36 blank.

### Record 1 Fields

Field (Columns)	Description
<b>Description (Column 38-77)</b>	Required field. A description of the Group Term Life Calculation Factors.

### Record 2 Fields

Record 2 has a pre-coded **2** in the Action (Column 37) field.

Field (Columns)	Description
<b>Factor (Column 38-40)</b>	Mutually exclusive with Standard Coverage (Column 57-67). One is required. If entered, must be numeric. Enter 1.5 times the annual salary as 150.
<b>Flat Amount (Column 41-47)</b>	This field may only be used in conjunction with Factor (Column 38-40). The Flat Amount is added to the annual salary before the factor is applied. If entered, must be numeric and greater than zero. Enter \$1,000 as 0100000.
<b>Additional Amount (Column 48-56)</b>	This field may only be used in conjunction with Factor (Column 38-40). The Additional Amount is added to the annual salary after the factor has been applied. If entered, must be numeric and greater than zero. Enter \$5,000 as 000500000.
<b>Standard Coverage (Column 57-67)</b>	Mutually exclusive with Factor (Column 38-40). One is required. If entered, must be numeric and greater than zero. Enter \$75,000 as 00075000000.
<b>Maximum Coverage (Column 68-78)</b>	The calculated coverage can not exceed this amount. Not used with Standard Coverage (Column 57-67). If entered, must be numeric and greater than zero. Enter \$250,000 as 00025000000.
<b>Coverage Calculation (Column 79)</b>	Required field. The Coverage Calculation field determines if the entire coverage amount is to be used to calculate the imputed income or if the excess coverage over \$50,000 is to be used. Enter <b>C</b> if the entire coverage is to be used. Enter <b>E</b> if the excess coverage is to be used.

Field (Columns)	Description
<b>Rounding Preference (Column 80)</b>	Required field. This field is used to determine the rules to be used for rounding the calculated coverage amount. <b>N</b> No rounding <b>U</b> Round up to the next amount <b>D</b> Round down to the next amount <b>E</b> Round to the nearest amount, up or down
<b>Rounding Granularity (Column 81)</b>	This field is used in conjunction with Rounding Preference (Column 80). If Rounding Preference contains <b>D</b> or <b>U</b> , an entry here is required. <b>A</b> hundred (100) <b>B</b> five hundred (500) <b>C</b> thousand (1,000) <b>D</b> ten thousand (10,000) <b>E</b> hundred thousand (100,000) <b>H</b> two thousand (2, 000)

### Record 3 Fields

Record 3 has a pre-coded **3** in the Action (Column 37) field.

Field (Columns)	Description
<b>Deduction Number (Column 38-40)</b>	The Deduction number is used to determine the deduction amount that the employee pays for Group Term Life Insurance coverage. The deduction amount will be used to reduce the imputed income. If entered, must be a valid entry on the <b>DDD</b> Table.



### Record 1 Fields

Field (Columns)	Description
<b>Description (Column 38-77)</b>	Required field. A description of the Group Term Life Calculation Factors.

### Record 2 Fields

Record 2 has a pre-coded **2** in the Action (Column 37) field.

Field (Columns)	Description
<b>Cost per Thousand (Column 38-44)</b>	Required field. The cost must be a monthly cost. Must be numeric and greater than zero. Enter \$.10 as 001000.

## Pay Group Record Table (PGR)

The **PGR** Table defines each Pay Group and indicates each Pay Group's pay frequency, bank account number (for non-Direct Deposit users), and contains the Pay Group's minimum wage for use in the system's piece rate (Earnings Calculation Code **F0**) calculation. This table is used to annualize earnings for tax calculations. The **PGR** Table is used to validate the Pay Group Code in the control fields of all other Pay Group Level Tables; therefore, the **PGR** Table should be established before any other Pay Group Level Table.

It is advised that Pay Group 00 not be used as a valid code. The system assigns newly hired employees a Pay Group of 00, which changes when a valid Pay Group Code is entered during the new hire process. To avoid confusion when reviewing new hire maintenance reports, Pay Group 00 should **not** be entered on the **PGR** Table.

The Pay Group Record Table Transaction Layout is used for coding optional batch **PGR** Table maintenance.

**PAY GROUP RECORD TABLE**

Record 1																						
INIT	TRAN SEQ	ID	CO NO	PAY GR	TBL ID	SEQ CODE											ACT TION	PAY GROUP NAME	NET CHECK LIMIT			
1	4	7	10	13	15	18											34	35	64	65	75	

Record 2																	
(DUPLICATE POSITIONS 1-33 FROM RECORD 1)						ACT TION	BANK ACCOUNT NUMBER	CLIENT/ROUTING NUMBER	P A Y F R E Q U E N C Y	T M S H I P R E P E R T	S P E C T A X P C T	M I N I M U M W A G E	R P T P O S D E T A I L	E R N I N G C N T	D E D U C T I O N C N T		
						18		47	56	58	59	60	63	68	69	72	74

PAYGRPRC.XLS/0793

Field (Columns)	Description
<b>Pay Group (Column 16-17)</b>	Required field. This Pay Group serves as the key to this table.
<b>Table ID (Column 18-20)</b>	Required field. Must be <b>PGR</b> (pre-coded on the transaction layout).
<b>Seq Code (Column 21)</b>	Required field. Sequence Code <b>0</b> is required for system processing. Leave positions 22-36 blank.

## Record 1 Fields

Field (Columns)	Description
<b>Pay Group Name (Column 38-67)</b>	Required field. The Pay Group Name, or a description of the pay group.
<b>Net Check Limit (Column 68-78)</b>	The maximum check net value allowed for employees in this pay group. Interpreted as nine (9) whole numbers (i.e., 00000123456 translates to 1234.56.)

## Record 2 Fields

Record 2 has a pre-coded **2** in the Action (Column 37) field.

Field (Columns)	Description
<b>Bank Account Number (Column 38-49)</b>	The Bank Account Number upon which payroll checks for this pay group will be drawn.  <b>Note:</b> When pay groups have different bank account numbers, it is necessary to process these pay groups in separate payroll runs.
<b>Client/Routing Number (Column 50-58)</b>	The Client/Routing Number identifies the bank in which the pay group's bank account is maintained. Entry must be valid to the <b>DFI</b> Table.
<b>Pay Freq (Column 59-60)</b>	Required. The pay group's pay frequency, which must be one of the following codes: <b>W</b> = Weekly, <b>S</b> = Semi-Monthly, <b>B</b> = Bi-Weekly, <b>M</b> = Monthly, <b>X</b> = 10 periods/year. The pay frequency must be entered in column 56 in a batch transaction; position 57 must be blank. Pay Frequency <b>X</b> is not allowed for Canadian processing.
<b>Time Sheet Req (Column 61)</b>	Enter <b>Y</b> if a time sheet entry (Transaction 080) must be entered to pay employees in this pay group (positive time reporting). Enter <b>N</b> (default) if employees may be paid without having time sheets entered (auto pay). This field serves as the default for the entire pay group, but may be overridden for individual employees by use of the Time Sheet Required Field (Field 157, Transaction 240).
<b>Time Sheet Prt (Column 62)</b>	Enter <b>Y</b> if time sheet turnaround documents are to be printed for employees in this pay group. This field serves as the default for the entire pay group, but may be overridden for individual employees by use of the Time Sheet Turnaround Field (Field 158, Transaction 240). Default is <b>N</b> .
<b>Spec Tax Pct (Column 63-65)</b>	The Special Tax Percent contains the Federal tax percent that will be applied to special payments (Transaction 100, i.e., bonus checks) for the entire pay group when the Transaction 100 specifies Tax percent = <b>PGR</b> . One whole number and two decimals. This percent may be overridden on individual Transaction 100's. Must be numeric if entered; if not entered, will default to zero. A tax of 20% would be coded 020.

Field (Columns)	Description
<b>Minimum Wage (Column 66-70)</b>	Must be numeric. Enter the Federal Minimum Hourly Wage which will be used to identify employees who have not met minimum wage limits in a pay period. Two whole numbers and three decimals. This identification occurs as part of the processing of earnings having Calculation Code <b>F0</b> (Piece Rate Calculation).
<b>Report Position Detail Indicator (Column 71)</b>	Applies to Position Control Companies only. Enter <b>Y</b> or <b>N</b> (default). A value of <b>Y</b> will cause position detail to be printed on the Payroll Register produced by IPA2510 and the Check Register produced by IPA8601.
<b>Retro Pay Exclude (Column 72)</b>	Enter <b>Y</b> if this Pay Group is to be excluded from Retroactive Payroll Calculations. Defaults to <b>N</b> .
<b>Ern Cnt (Column 73-75)</b>	Should <b>not</b> require user input. This field is initialized to zero when the Pay Group is added to the system, and will be updated by the system when entries are added to or deleted from the Earnings Control ( <b>ERN</b> ) Table. A <b>PGR</b> entry may <b>not</b> be deleted if this field is greater than zero.
<b>Ded Cnt (Column 76-78)</b>	Should <b>not</b> require user input. This field is initialized to zero when the Pay Group is added to the system, and will be updated by the system when entries are added to or deleted from the Deduction Control ( <b>DDD</b> ) Table. A <b>PGR</b> entry may <b>not</b> be deleted if this field is greater than zero.

## Paid Time Off Table (PTO)

The **PTO** Table establishes the Paid Time Off types that are valid for a Pay Group. The **PTO** Table defines the number of annual paid hours off (either fully paid or partially paid, depending on the earning's Calc Code) that will be given to each employee when the Annual PTO Allocation (TA) procedure is run (prior to the year's first payroll), defines the number of paid hours off that will be given to employees who meet a specified number of months of service (if applicable), and identifies the earnings that will be used to pay an employee's full, partial and carry-over hours when the PTO Pay Process (TP) procedure is implemented during payroll.

PAID TIME OFF TABLE

Record 1										A C T I O N	DESCRIPTION	
INIT	TRAN SEQ	ID	ORG ID	PAY GR	TBL ID	PTO TYPE	PTO CODE	MOS OF SERV				
1	4	7	10	16	18	21	24	30	31	37	38	57
	3	3	0	D	I	R						
						P	T	O				

Record 2										A C T I O N	ANNUAL FULL HOURS	ANNUAL HALF HOURS	ANNIV FULL HOURS	ANNIV HALF HOURS	FULL PAY ERN	HALF PAY ERN	NO PAY ERN	PRIOR PAY ERN									
(DUPLICATE POSITIONS 1-36 FROM RECORD 1)																											
1											36	37	38	42	45	46	49	50	53	54	56	57	59	60	62	63	65

PDTMOTB.XLS/1200

Field (Columns)	Description
<b>Table ID (Column 18-20)</b>	Required field. Must be <b>PTO</b> (pre-coded on the transaction layout).
<b>PTO Type (Column 21-23)</b>	Required field. User defined (e.g., <b>VCN</b> for vacation, <b>SCK</b> for sick time, <b>JRY</b> for jury duty).
<b>PTO Code (Column 24-30)</b>	Required field. User defined.

Field (Columns)	Description
<b>Months of Service (Column 31-33)</b>	This field should be used only if an employee's Months of Service is a factor in determining the number of paid hours off, either fully or partially paid that should be allocated to the employee. For example, if paid vacation is based on employee anniversary date, the <b>PTO</b> Table should include the Months of Service at which additional vacation time (Anniversary Hours) should be allotted to an employee. Months of Service is an optional field, defaults to zeros if left blank and must be numeric if entered. Months of Service should be omitted if only one PTO Directory is needed for a specific PTO combination (PTO Type and PTO Code). Currently, the Payroll system allows only up to 60 occurrences of the PTO directory for each pay group. If you require more entries, modify the IPA0801 module to increase the limit.

### Record 1 Fields

Field (Columns)	Description
<b>Description (Column 38-57)</b>	Required field. A description of this Paid Time Off Directory entry.

### Record 2 Fields

Record 2 has a pre-coded 2 in the Action Field (Column 37.)

Field (Columns)	Description
<b>Annual Full Hours (Column 38-41)</b>	Required field. These are the fully paid hours that will be given to each employee when the Annual PTO Allocation (TA) procedure is run.
<b>Annual Half (Partial) Hours (Column 42-45)</b>	Optional field. These are the partial paid hours that will be given to each employee when the Annual PTO Allocation (TA) procedure is run. Normally partial paid hours apply to non-auto-paid employees.
<b>Anniversary Full Hours (Column 46-49)</b>	Optional field. If the PTO Pay Process (TP) procedure's Anniversary Date Flag is set to 'Y', these hours will be added to the employee's PTO Full Hours Allowed for those employees whose Months of Service, calculated as the current pay period's begin date minus the employee's Seniority (Anniversary) Date, equals the Months of Service specified for this PTO Type/Code.
<b>Anniversary Half (Partial) Hours (Column 50-53)</b>	Optional field, which normally applies only for non-auto-paid employees. If the PTO Pay Process (TP) procedure's Anniversary Date Flag is set to 'Y', these partial paid hours will be added to the employee's PTO Half Hours Allowed for those employees whose Months of Service, calculated as the current pay period's begin date minus the employee's Seniority (Anniversary) Date, equals the Months of Service specified for this PTO Type/Code.

Field (Columns)	Description
<b>Full Pay ERN (Column 54-56)</b>	Required field, validated to the <b>ERN</b> Table and must have a System Earnings ID of <b>PTO</b> . For autopaid employees, this earnings should have Calc Code E0 (to back out the Paid Time Off hours paid from the Standard Auto-Paid hours). The appropriate <b>D_</b> Calc Code (typically <b>D2</b> ) should be used for timesheet employees. This earnings will be used during payroll in the PTO Pay Process (TP) procedure, to pay the employee's Full Paid Hours.
<b>Half (Partial) Pay ERN (Column 57-59)</b>	Required only if Annual Half Hours were also entered. This will be validated to the <b>ERN</b> Table and must have a System Earnings ID of <b>PTO</b> . Normally partial paid hours and earnings apply only to non-auto-paid employees. These earnings should have the appropriate <b>D_</b> Calc Code. This earnings will be used during payroll in the PTO Pay Process (TP) procedure to pay the employee's Half (Partial) Paid Hours.
<b>No Pay ERN (Column 60-62)</b>	Required field, validated to the <b>ERN</b> Table and must have a System Earnings ID of <b>PTO</b> . This earnings will be used during payroll in the PTO Pay Process (TP) procedure to pay the hours not paid (hours submitted for payment but which exceed the employee's PTO hours). To ensure that these hours are not paid, this earnings should have Calc Code C0.
<b>Prior Pay ERN (Column 63-65)</b>	Optional field. If entered, validated to the <b>ERN</b> Table and must have a System Earnings ID of <b>PTO</b> . This earnings will be used during payroll in the PTO Pay Process (TP) procedure to pay the employee's hours carried over from previous year (stored on the employee's PTO Prior Available Hours).

## Report Control Table-Pay Group Level (RPP)

The **RPP** Table at the Pay Group Level controls the printing of the paychecks for each pay group. Each record must be resubmitted in its entirety to completely replace an existing record.

The Report control Table Pay Group level Transaction Layout and its Check Message Supplement Transaction Layout are used for coding optional batch **RPP** Table maintenance.

### REPORT CONTROL TABLE - PAY GROUP LEVEL

Record 0 (Sequence 0) NOTE: All users must also prepare Records 3 and 4 of the Report Control Table - Pay Group Level (Check Message Supplement) Input Form.

INIT	TRAN SEQ	ID	ORG ID	PAY GR	TBL ID	RPT NO	SE Q C O D	AC T I O N	DESCRIPTION	PK T Y D O N	CK R T A R C O D E D R N
1	4	7	10	16	18	21 23	31	37 38	57	81	82 83
	3	0	0	D	I	R					

Record 1 (Sequence 1)

INIT	TRAN SEQ	ID	ORG ID	PAY GR	TBL ID	RPT NO	SE Q C O D	AC T I O N	PAY THRU BANK NAME
1	4	7	10	16	18	21 23	31	37 38	57
	3	0	0	D	I	R			

Record 2

(DUPLICATE POSITIONS 1-33 FROM RECORD 1, SEQUENCE 1)							SE Q C O D	AC T I O N	PAY THRU BANK ADDRESS LINE 1
1						23	31	37 38	67
							1	2	

Record 3

(DUPLICATE POSITIONS 1-33 FROM RECORD 1, SEQUENCE 1)							SE Q C O D	AC T I O N	PAY THRU BANK ADDRESS LINE 2
1						23	31	37 38	67
							1	3	

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Field (Columns)	Description
<b>Table ID (Column 18-20)</b>	Required field. Must be RPP (pre-coded on the transaction layout).
<b>Table Code (Column 21-23)</b>	Required field. Only Report Number <b>030</b> (pay checks) may be entered. When entering this field in a batch transaction, leave positions 24-30 blank.

### Record 0 Fields

Field (Columns)	Description
<b>Seq Code (Column 31)</b>	Pre-coded Sequence Number 0, required for system processing. When entering this field in a batch transaction, leave positions 32-36 blank.
<b>Description (Column 38-57)</b>	Required field. The name of the Pay Group. When entering this field in a batch transaction, leave positions 58-80 blank.
<b>Print YTD Earn/DED (check Stub) (Column 81)</b>	Enter Y (yes) if the year-to-date earning and deduction amounts are to be printed on employee's pay stub. If you are using the delivered Check format, the number of earnings that will be able to be printed will be six.
<b>Ck Addr (Column 82)</b>	Enter Y (yes) if the paycheck for each employee in the Pay Group is to contain the employee's address. Enter N (no) if the employee's address should not print on the pay heck. Default is N.
<b>Ck Recon (Column 83)</b>	Enter Y (yes) for check reconciliation updates to be created. Enter N (no) for do not print. Default is N.

### Record 1 Fields

Field (Columns)	Description
<b>Seq Code (Column 31)</b>	This field contains a pre-coded Sequence Code 1.
<b>Pay Thru Bank Name (Column 38-57)</b>	Enter the bank name upon which pay checks for the Pay Group will be drawn (if not already printed on the check).

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### Record 2 Fields

Record 2 has a pre-coded **2** in the Action (Column 37) field

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Field (Columns)	Description
<b>Seq Code (Column 31)</b>	This field contains a pre-coded Sequence Code 1.
<b>Pay Thru Bank Address Line 1 (Column 38-67)</b>	Required filed. Enter Line 1 of Bank Address (if not already printed on the check).

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### Record 3 Fields

Record 3 has a pre-coded **3** in the Action (Column 37) field

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Field (Columns)	Description
<b>Seq Code (Column 31)</b>	This field contains a pre-coded Sequence Code 1.
<b>Pay Thru Bank Address Line 2 (Column 38-67)</b>	Enter Line 2 of Bank Address (if not already printed on the check).

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Field (Columns)	Description
<b>Action (Column 37)</b>	Record 9 has a pre-coded 9 in the Action field.
<b>User Field (Column 38-47)</b>	User-defined field. This User Field is not used by the system for processing the user exit. It is provided to allow the user to identify the nature of the exit employed, if desired.
<b>User Module (Column 48-55)</b>	This field is used by the system for processing the user exit. It provides the module name of the print module employed to print checks and advice. If blank, defaults to Check Beside Stub Module (IPA4021).

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## Tax Reporting Special W-2 Table (XSP)

The **XSP** Table defines the client-specific Earnings or Deduction numbers that are required for reporting special state/province information for all quarterly and year-end reporting. The **XSP** Table defines the specific item to be reported. Currently, this is used for special Puerto Rico W-2 items and U.S. 401, 403, 408, 414, 457, and 501 reporting.

The Tax Reporting Transmitter Information Table Transaction Layout is used for coding optional batch **XSP** Table maintenance

The Key to the **XSP** Table is composed of three fields: the reporting entity (**FD** for federal or a valid Postal code for the states), a Country Code (**USA** or **CAN**), and the Item Name.

TAX REPORTING SPECIAL W2 TABLE

Record 1											A C T I O N	DESCRIPTION		
INIT	TRAN SEQ	ID	ORG ID	PAY GR	TBL ID	RPT ENT	COUNTRY			ITEM NAME				
1	4	7	10	16	18	21	23	25	26	33	37	38	77	
		3	1	0		D	I	R			X	S	P	

Record 2											A C T I O N	ER N D D I N D	NUM 1	NUM 2	NUM 3	NUM 4	NUM 5					
(DUPLICATE POSITIONS 1-36 FROM RECORD 1)																						
1											33	37	38	39	42	44	45	47	48	50	51	53

TAXRPTSPW2.XLS/0100

Field (Columns)	Description
<b>Table ID (Column 18-20)</b>	Required field. Must be <b>XSP</b> (pre-coded on the transaction layout).
<b>Reporting Entity (Column 21-22)</b>	Required field. Valid reporting entities are <b>FD</b> , <b>PR</b> or a valid Postal Code.
<b>Country Code (Column 23-25)</b>	Required field. Valid country codes are <b>USA</b> or <b>CAN</b> . <b>CAN</b> is not used at this time.

Field (Columns)	Description
<b>Item Name (Column 26-33)</b>	<p>Required field. This field designates the various item names that may be used for reporting. When entering this field in a batch transaction, leave positions 34-36 blank.</p> <p>Valid values:</p> <p><b>401</b> Valid with Reporting Entity of <b>FD</b> and Country Code of <b>USA</b>.</p> <p><b>403</b> Valid with Reporting Entity of <b>FD</b> and Country Code of <b>USA</b>.</p> <p><b>408</b> Valid with Reporting Entity of <b>FD</b> and Country Code of <b>USA</b>.</p> <p><b>414</b> Valid with Reporting Entity of <b>FD</b> and Country Code of <b>USA</b>.</p> <p><b>457</b> Valid with Reporting Entity of <b>FD</b> and Country Code of <b>USA</b>.</p> <p><b>501</b> Valid with Reporting Entity of <b>FD</b> and Country Code of <b>USA</b>.</p> <p><b>ALLOWNCS</b> Valid with Reporting Entity of <b>PR</b> and Country Code of <b>USA</b>. Used for reporting year to date amount of car allowance earnings for Puerto Rico W-2 only.</p> <p><b>COMMISSN</b> Valid with Reporting Entity of <b>PR</b> and Country Code of <b>USA</b>. Used for reporting year to date amount of commission earnings for Puerto Rico W-2 only.</p> <p><b>PENSCOST</b> Valid with Reporting Entity of <b>PR</b> and Country Code of <b>USA</b>. Used for reporting year to date contributions to a Pension Plan for Puerto Rico W-2 only.</p> <p><b>REIMEXPN</b> Valid with Reporting Entity of <b>PR</b> and Country Code of <b>USA</b>. Used for reporting year to date amount of year to date reimbursed expenses for Puerto Rico W-2 only.</p> <p><b>RETMTFND</b> Valid with Reporting Entity of <b>PR</b> and Country Code of <b>USA</b>. Used for reporting year to date contributions to a Retirement Fund for Puerto Rico W-2 only.</p>

#### Record 1 Fields

Field (Columns)	Description
<b>Description (Column 38-77)</b>	Required field. A description of the Special W-2 Information.

**Record 2 Fields**

Record 2 has a pre-coded **2** in the Action (Column 37) field.

Field (Columns)	Description
<b>ERN-DDD Ind (Column 38)</b>	Required field. This field will indicate if the ID numbers 1- 5 are for earnings or deductions. Valid codes are <b>E</b> for earnings and <b>D</b> for Deductions. <b>E</b> is not valid with 401, 403, 408, 414, 457 or 501.
<b>Number 1 (Column 39-41)</b>	Required field. The Earning (ERN) or Deduction (DDD) number that will be used for reporting the Item Name (Column 26-33).
<b>Number 2 (Column 42-44)</b>	Additional Earning (ERN) or Deduction (DDD) number that will be used for reporting the Item Name (Column 26-33).
<b>Number 3 (Column 45-47)</b>	Additional Earning (ERN) or Deduction (DDD) number that will be used for reporting the Item Name (Column 26-33).
<b>Number 4 (Column 48-50)</b>	Additional Earning (ERN) or Deduction (DDD) number that will be used for reporting the Item Name (Column 26-33).
<b>Number 5 (Column 51-53)</b>	Additional Earning (ERN) or Deduction (DDD) number that will be used for reporting the Item Name (Column 26-33).

## Tax Reporting W-2 User Box Table (XUR)

The **XUR** Table establishes the client-specific W-2 User Box reporting data.

The **XUR** Table defines the specific item to be reported and the literal to be used on the form and on the report for the W-2 Box 12. The Tax Reporting Transmitter Information Table Transaction Layout is used for coding optional batch **XUR** Table maintenance.

TAX REPORTING W2 USER BOX TABLE

Record 1							ITEM NUMBER	A C T I O N	DESCRIPTION	
INIT	TRAN SEQ	ID	ORG ID	PAY GR	TBL ID					
1	4	7	10	16	18	21			77	
	3	1	0	B	1	R		X	U	R

Record 2						A C T I O N	Form Literal	Report Literal	ERN DDD IND	NUM 1	NUM 2	NUM 3	NUM 4	NUM 5		
(DUPLICATE POSITIONS 1-36 FROM RECORD 1)																
1						21										
							42	43	54	55	58	61	64	66	67	69

TAXRPTW2USERBOX.XLS/0101

Field (Columns)	Description
<b>Table ID (Column 18-20)</b>	Required field. Must be <b>XUR</b> (pre-coded on the transaction layout).
<b>Item Number (Column 21)</b>	Required field. Valid Item Numbers are <b>1, 2, 3, 4,</b> and <b>5.</b>

### Record 1 Fields

Field (Columns)	Description
<b>Description (Column 38-77)</b>	Required field. A description of the W-2 User Box Information.

## Record 2 Fields

Record 2 has a pre-coded **2** in the Action (Column 37) field.

Field (Columns)	Description
<b>Form Literal (Column 38-42)</b>	Required field. This field (five positions) will print on the W-2 form. It will be used to describe the User field in Box 14.
<b>Report Literal (Column 43-53)</b>	Required field. This field (eleve positions) will print on the W-2 report headings. It will be used to describe the User field in Box 14.
<b>ERN-DDD Ind (Column 54)</b>	Required field. This field will indicate if the ID number 1- 5 are for earnings or deductions. Valid codes are <b>E</b> for earnings and <b>D</b> for Deductions.
<b>Number 1 (Column 55-57)</b>	Required field. The Earning (ERN) or Deduction (DDD) number that will be used for reporting the item on the W-2.
<b>Number 2 (Column 58-60)</b>	Additional Earning (ERN) or Deduction (DDD) number that will be used for reporting the item on the W-2.
<b>Number 3 (Column 61-63)</b>	Additional Earning (ERN) or Deduction (DDD) number that will be used for reporting the item on the W-2.
<b>Number 4 (Column 64-66)</b>	Additional Earning (ERN) or Deduction (DDD) number that will be used for reporting the item on the W-2.
<b>Number 5 (Column 67-69)</b>	Additional Earning (ERN) or Deduction (DDD) number that will be used for reporting the item on the W-2.

# Scheduling Batch Jobs and Reports

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## Introduction

Processing of Directory Maintenance batch jobs and generation of their reports are scheduled in online mode via a series of five panels.

Each Directory scheduling panel is associated with a work unit that is identified by a 5-character ID. The first two characters identify the application; for HRMS they are always HR. The third character is always the letter J for batch job, and the fourth and fifth characters represent the Procedure Code.

For example, panel HRJDMA belongs to work unit HRJDM and has a Procedure Code of DM. For brevity, scheduling panels in this guide will be referred to by their Procedure Code.

Before proceeding, we recommend that you first review the *Masterpiece/Net HRMS Getting Started Guide*. This guide contains an overview of the online facilities offered by Masterpiece/Net Services, along with details on how to use these facilities with both the XML-based web browser and character-based screens.

## Scheduling Panels and Reports

An overview of the scheduling panels is provided in the following table, along with a list of the reports produced by each panel.

Procedure Code	Title	Purpose	Reports Produced
<b>DA</b>	JOB Directory Table Maintenance Report	Generates a report of revisions, additions or deletions made online to directories. Deletes information from the Processing table when that option is selected.	<ul style="list-style-type: none"> <li>▪ Online Directory Maintenance Audit Listing</li> </ul>
<b>DB</b>	JOB Download or Clone of Directory Table	Creates Masterpiece/Net HRMS directory maintenance transactions.	<ul style="list-style-type: none"> <li>▪ HR Directory List Card Edit</li> <li>▪ HR Directory Download/Cloning</li> </ul>
<b>DD</b>	JOB Delete Directory Audit Records	Deletes all online directory maintenance information stored on the Processing table.	<ul style="list-style-type: none"> <li>▪ HR Directory Audit Trail</li> </ul>
<b>DL</b>	JOB Directory Table Information Listing	Generates a report that can list as many directories as needed.	<ul style="list-style-type: none"> <li>▪ Directory Listing</li> </ul>
<b>DM</b>	JOB Directory Table Maintenance	Generates two reports that detail changes made to the directory file and maintenance transactions in sequential order.	<ul style="list-style-type: none"> <li>▪ Directory Input Reformat Audit Trail</li> <li>▪ Directory Maintenance Audit Trail</li> </ul>

---

## Panel Display Fields

At the top of every scheduling panel is a set of Display Fields. Comparable to the Control Fields for batch transactions, these fields identify the job, the sign on organization, and the user who is scheduling the job. The Display Fields are listed in the following table.

Field Name	Description
<b>Job</b>	ID of the job. This consists of the work unit ID followed by a two-digit number (e.g., HRJDM01).
<b>Job Name</b>	Name of the job.
<b>Signon Organization</b>	ID of the user's current sign-on organization.
<b>User ID</b>	System name for the user.

## Accessing Directory Maintenance and Reporting Panels

To access the Directory Maintenance and Reporting panels, follow the steps below:

1. Select Batch Processing and Reports (HRM900) from the HR- Human Resources menu (HRM000).
2. Select Directory Maintenance and Reporting (HRM910) from the Batch Processing and Reports menu (HRM900).
3. The system displays the Directory Maintenance and Reporting menu listing the five directory panels.
4. Select the panel you wish to process.

These panels are presented in alphabetical order in this chapter.

## Panel DA: JOB Directory Table Maintenance Report

The screenshot shows a software interface for the 'JOB Directory Table Maintenance Report'. At the top, there is a title bar and a menu bar with icons for various functions: Print, Inquire, Information, Mark, Navigate, Process, Refresh, Cancel, Exit, and Help. Below the menu bar, the main area contains a form with the following fields and values:

- Job: HRJDA01
- Job Title: DIRECTORY AUDIT TRAIL
- Signon Org: HRS105
- User ID: PERSA02
- Save as Default: (checkbox)
- Org ID: (empty text box)
- CLG Option: (empty text box)

Panel DA generates the Online Directory Maintenance Audit Listing. It contains information concerning additions, revisions or deletions made during online Directory Maintenance procedures. The user's ID, the date and time of each modification are also included.

During an online Directory Maintenance session, the system logs the before-maintenance image of each revised, deleted, or added table record along with the user's ID and the date and time the maintenance activity took place, and the type of change.

### Preparation

None.

### Sequential Files

The program called by this panel and the name of the sequential output file produced by the procedure is listed below.

Program	Input File	Output File
IPD0201	none	Directory List Extract File
IPD3001	MP3BSQ3	none
IPD0301	None	none

## Recovery Procedure

Restart job from beginning.

## Field Descriptions

A description of each field on panel DA is provided in the following table.

Field Name	Description
<b>Save As Default</b>	Y/N switch that indicates whether to retain the selection criteria the next time this panel is displayed. <i>Required, alphanumeric, 1 character.</i> Default: N
<b>Org ID</b>	ID of the organization containing the information to be included in the audit listing. This ID is validated against the Company Control (COC) table and checked to be sure the user has been given authorization to access the organization via the Access Rights Assignments panel (MS600A) in Master Security. To include all organizations within the enterprise, enter the word <b>ALL</b> . <i>Required, alphanumeric, 6 characters.</i> Default: none
<b>CLG Option</b>	Number of college codes to be included in the audit listing. To include a specific number of college codes, enter that number here. To suppress printing of any college codes, enter all zeroes. To print all college codes, leave this field blank. <i>Optional, alphanumeric, 4 characters.</i> Default: none
<b>Delete Audit Records</b>	Y/N switch that indicates whether to delete the directory maintenance audit records. <i>Optional, alphanumeric, 1 character.</i> Default: N
<b>Delete Date</b>	Date of the last audit messages to be deleted (delete all messages up to and including this date). The date must be entered in the format defined via the Organization Date/Time panel (CS205C) in Common Services. <i>Conditional, numeric, 8 places.</i> Default: none

## Scheduling an Online Directory Maintenance Audit Listing

1. Enter data in all required fields: Org ID, CLG Option.

*Helpful hints:*

- a. To obtain help for a particular field, issue the HELP command.
  - b. To display the valid values for each promptable field, move the cursor to the data area and issue the PROMPT command.
2. To schedule the report issue the PROCESS command.
  3. When the following message appears: Do You Wish To Schedule?, enter Y and then press [Enter].
  4. A message displays indicating the job name (HRJDA01), the schedule number (such as 0001), and the cycle type (MP3RPT) defined via the Job Name Definition panel (CS510A) in Common Services, as shown in the sample below:

Batch job scheduled: HRJDA01 0001 MP3RPT

## Panel DB: JOB Download or Clone Of Directory Table

The Directory Download and Clone process creates *Masterpiece/Net HRMS* formatted directory maintenance transactions from the existing Directory tables. This program reads existing Directory tables, formats output transactions based on the record types, and writes those transactions to a sequential file.

An additional feature of this process is the ability to create transactions for a new pay group, organization, or enterprise. Any Company or Pay Group Level Directory Table can be copied to another pay group and organization as long as the organization from and to are defined within the same enterprise.

The Directory Copy option allows you to specify an organization or pay group to be copied, and the new organization or pay group directory to be created. This process then generates directory maintenance transactions that, when submitted, create the new organization or pay group directory.

**Note:** System level tables may be copied. When copying System and Company level tables, the Pay Group From and To fields should not contain an entry.

## Preparation

None.

## Sequential Files

The programs called by this panel and the names of the sequential files produced by the procedure are listed below.

Program	Input File	Output File
IPD0401	None	SEQ1 – Edited Run Control Records
IPD2001	SEQ1	SEQ2 – Directory Image Records
IPD1001	SEQ2	SEQ3 – Directory Transaction Records SEQ4 – Sorted Directory Transactions

## Recovery Procedure

Restart the job from the beginning.

## Field Descriptions

A description of each field on panel DB is provided in the following table.

Field Name	Description
<b>Save As Default</b>	Y/N switch that indicates whether to retain the selection criteria the next time this panel is displayed. <i>Required, alphanumeric, 1 character.</i> Default: N
<b>Start Seq</b>	Number of the first detail line displayed on the panel. If the More field indicates there are additional detail lines available, enter the number of the first line to be viewed and press [Enter]. <i>Optional, numeric, up to 4 characters.</i> Default: 0

Field Name	Description
<b>More</b>	<p>Indicator that signifies whether or not there are additional detail lines available. <i>Display.</i></p> <p>Valid values:</p> <ul style="list-style-type: none"> <li>blank No more detail lines.</li> <li>+ More detail lines following the display.</li> <li>- More detail lines preceding the display.</li> <li>+ - More detail lines both following and preceding the display.</li> </ul>
<b>Del</b>	<p>Indicator used to select a detail line for deletion. <i>Optional, alphanumeric, 1 character.</i></p> <p>Valid values:</p> <ul style="list-style-type: none"> <li>blank Do not select the detail line for deletion.</li> <li>/ Select the detail line for deletion. To delete the detail line, issue the DEL command.</li> </ul> <p>Default: blank</p>
<b>Seq</b>	<p>Number of the detail line displayed on the panel. <i>Display.</i></p>
<b>From Org</b>	<p>ID of the organization containing the directories to be downloaded or copied. This ID is validated against the Company Control (COC) table and checked to be sure the user has been given authorization to access the organization via the Access Rights Assignments panel (MS600A) in Master Security. <i>Required, alphanumeric, 6 characters.</i></p> <p>Valid values:</p> <ul style="list-style-type: none"> <li>ALL Create download transactions for all valid organizations within the enterprise, including System/Enterprise Level, entered in the Pay Group, Directory ID and Directory level fields. When copying, this value is not valid.</li> <li>NNNNNN Create download transactions for this organization, based on the values in the Pay Group Number and Directory ID or Directory Level fields. This value is valid for copying, where this identifies the organization whose transactions are copied to another organization, or to another pay group in this same organization.</li> </ul> <p>Default: none</p>

Field Name	Description
<b>Pay Grp</b>	<p>Code for the pay group in the specified organization containing the directories to be downloaded or copied. This code is validated against the Pay Group Record (PGR) table. <i>Required, alphanumeric, 2 characters.</i></p> <p>Valid values:</p> <p><b>**</b> Create download transactions for all pay groups in the specified organization. This option is valid when a Pay Group Level Table has been selected or when the Directory Level selection is 'P' for pay group. When copying, this value is valid, where this indicates the pay groups from which transactions are to be copied.</p> <p><b>NN</b> Create download transactions for this pay group, depending on the values specified in the Organization ID and Pay Group Number fields. This option is valid when a Pay Group Level Table has been selected or when the Directory Level selection is 'P' for pay group. When copying, this value is valid, where this signifies the pay group from which transactions are to be copied.</p> <p>Default: none</p>
<b>DirID</b>	<p>Directory ID code to be included in the listing. This code is validated against the DIX directory. <i>Optional, alphanumeric, 3 characters.</i></p> <p>Valid values:</p> <p><b>blank</b> Create download transactions for all directories; when copying, copy all directories from the specified organization and (if applicable) the pay group. When the Directory Level is selected, only that level specified is downloaded or copied. When the Org ID is ALL, all directories are downloaded.</p> <p><b>XXX</b> Create download or cloning transactions of this directory only (must be a valid directory ID).</p> <p>Default: none</p>

Field Name	Description
<b>DirLvl</b>	<p>Directory Level to be included in the listing. <i>Optional, alphanumeric, 1 character.</i></p> <p>Valid values:</p> <ul style="list-style-type: none"> <li>S System Level Tables.</li> <li>C Company/Organization Level Tables.</li> <li>P Pay Group Level Tables.</li> <li>A Add Level Tables.</li> <li>X No Level Selection.</li> </ul> <p>Default: none</p>
<b>Copy</b>	<p>Indicator of whether the information is for copying or downloading. <i>Conditional, alphanumeric, 1 character.</i></p> <p>Valid values:</p> <ul style="list-style-type: none"> <li>Y Create a copy transaction with a new Org ID and/or Pay Group.</li> <li>N Create a download transaction.</li> </ul> <p>Default: none</p>
<b>Action</b>	<p>Indicates what action the directory maintenance is to perform. <i>Optional, alphanumeric, 1 character.</i></p> <p>Valid values:</p> <ul style="list-style-type: none"> <li>N New</li> <li>R Revise</li> <li>D Delete</li> </ul> <p>Default: N</p>
<b>Organization To</b>	<p>ID of the organization to which directory transactions are to be copied. Required for cloning only. This ID is validated against the Company Control (COC) table and checked to be sure the user has been given authorization to access the organization via the Access Rights Assignments panel (MS600A) in Master Security. <i>Conditional, alphanumeric, 6 characters.</i></p> <p>Default: none</p>
<b>Pay Group To</b>	<p>Code for the pay group to which directory transactions are to be copied. Required for copying only. This code is validated against the Pay Group record (PGR) table.</p> <p>To copy directory transactions to all pay groups in another organization, enter two asterisks (**). To copy directory transactions to the same pay group in another organization, leave this field blank.</p> <p><i>Required, alphanumeric, 2 characters.</i></p> <p>Default: none</p>

## Scheduling a Download or Cloning

1. If default selection criteria are displayed (i.e., if a Y was entered in the Save As Default field), you may add to, change or delete the defaults, as follows:
  - a. To add to the default selection criteria, issue the ADD command. This clears the screen. Enter additional lines of selection criteria (see Step 3) and issue the ADD command again. This displays both the default lines and the newly added lines of selection criteria.
  - b. To change the default selection criteria, issue the CHANGE command, make the necessary changes (see Step 3), and issue the CHANGE command again.
  - c. To delete a detail line containing selection criteria, enter a slash (/) in the Delete field and issue the DEL command.

Then, skip to Step 4.

2. If default selection criteria are not displayed, enter as many lines of selection criteria as necessary.
3. Be sure to enter data in the required fields.

*Helpful hints:*

- a. To obtain help for a particular field, issue the HELP command.
  - b. To display the valid values for each promptable field, move the cursor to the data area and issue the PROMPT command.
4. To schedule the download or cloning, issue the PROCESS command.
  5. When the following message appears: Do You Wish To Schedule?, press Y and then press [Enter].
  6. A message is displayed indicating job name (HRJDB01), the schedule number (0006), and the cycle type (MP3UPD) defined via the Job Name Definition panel (CS510A) in Common Services, as shown in the sample below:
  7. Batch job scheduled: HRJDB01 0006 MP3UPD

## Panel DD: JOB Delete Directory Audit Records

Panel DD deletes all directory audit records stored on the Directory Audit (DAU) table. The information stored there is from the generation of the Online Directory Maintenance Audit Trail. The information remains there until the information is scheduled for deletion from this panel.

It is important to print all required online directory maintenance audit information before deleting the information via this panel.

### Preparation

None.

### Sequential Files

The program called by this panel is listed below.

Program	Input File	Output File
IPD0301	none	none

### Recovery Procedure

Restart the job from the beginning.

## Field Descriptions

A description of each field on panel DD is provided in the following table.

Field Name	Description
<b>Save As Default</b>	Y/N switch that indicates whether to retain the selection criteria the next time this panel is displayed. <i>Required, alphanumeric, 1 character.</i> Default: N
<b>Org ID</b>	ID of the organization containing the directory audit records to be deleted from the Processing Files. This ID is validated against the Company Control (COC) table and checked to be sure the user has been given authorization to access the organization via the Access Rights Assignments panel (MS600A) in Master Security. To include all organizations within the enterprise, enter the word <b>ALL</b> . <i>Required, alphanumeric, 6 characters.</i> Default: none
<b>Delete Date</b>	Date of the last audit messages to be deleted (delete all messages up to and including this date). The date must be entered in the format defined via the Organization Date/Time panel (CS205C) in Common Services. <i>Optional, numeric, 8 places.</i> Default: spaces (use current date)

## Scheduling Deletion of Directory Audit Records

1. Enter data in all required fields: Org ID.  
  
*Helpful hints:*
  - a. To obtain help for a particular field, issue the HELP command.
  - b. To display the valid values for each promptable field, move the cursor to the data area and issue the PROMPT command.
2. To schedule the report, issue the PROCESS command.
3. When the following message appears: Do You Wish To Schedule?, enter Y and then press [Enter].
4. A message displays indicating the job name (HRJDD01), the schedule number (such as 0001), and the cycle type (MP3UPD) defined via the Job Name Definition panel (CS510A) in Common Services, as shown in the sample below:

Batch job scheduled: HRJDD01 0001 MP3UPD



## Panel DL: JOB Directory Table Information Listing

JOB Directory Table Information Listing

Print Add Backward Change Delete Forward Inquire Information Mark Navigate Process Refresh Cancel EXIT ?

Print Add Backward Change Delete Forward Inquire Information Mark Navigate Process Refresh Cancel EXIT ?

**HRJDLA**

Job HRJDL01 DIRECTORY INFORMATION LISTING Signon Org HRS101

User ID PETLA01 Save as default N

Start Seq 0 More    

Del	Seq	Org ID	Pay Group	Directory ID	Directory Level	Number of College Codes	Print Total Indicator
<input type="checkbox"/>	0	<input style="width: 40px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 40px;" type="text" value="0"/>	<input type="checkbox"/>
<input type="checkbox"/>	0	<input style="width: 40px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 40px;" type="text" value="0"/>	<input type="checkbox"/>
<input type="checkbox"/>	0	<input style="width: 40px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 40px;" type="text" value="0"/>	<input type="checkbox"/>
<input type="checkbox"/>	0	<input style="width: 40px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 40px;" type="text" value="0"/>	<input type="checkbox"/>
<input type="checkbox"/>	0	<input style="width: 40px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 40px;" type="text" value="0"/>	<input type="checkbox"/>
<input type="checkbox"/>	0	<input style="width: 40px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 40px;" type="text" value="0"/>	<input type="checkbox"/>
<input type="checkbox"/>	0	<input style="width: 40px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 40px;" type="text" value="0"/>	<input type="checkbox"/>
<input type="checkbox"/>	0	<input style="width: 40px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 40px;" type="text" value="0"/>	<input type="checkbox"/>
<input type="checkbox"/>	0	<input style="width: 40px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 40px;" type="text" value="0"/>	<input type="checkbox"/>
<input type="checkbox"/>	0	<input style="width: 40px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 40px;" type="text" value="0"/>	<input type="checkbox"/>
<input type="checkbox"/>	0	<input style="width: 40px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 40px;" type="text" value="0"/>	<input type="checkbox"/>
<input type="checkbox"/>	0	<input style="width: 40px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 40px;" type="text" value="0"/>	<input type="checkbox"/>

Panel DL generates the Directory Listing, providing a hard copy of the contents of tables on the Directory Table. As few as one directory or all directories may be included.

### Preparation

None.

## Sequential Files

The program called by this panel and the name of the sequential output file produced by the procedure are listed below.

Program	Input File	Output File
IPD0401	none	MP3BSQ1 – Edited Run Control Records
IPD2001	MP3BSQ1	MP3BSQ2 – Directory List Extract Records
IPD2005	MP3BSQ2	MP3BSQ3 – Sorted Directory List Extract
IPD3001	MP3BSQ3	

## Recovery Procedure

Restart from the beginning.

## Field Descriptions

A description of each field on panel DL is provided in the following table.

Field Name	Description
<b>Save As Default</b>	Y/N switch that indicates whether to retain the selection criteria the next time this panel is displayed. <i>Required, alphanumeric, 1 character.</i> Default: N
<b>Start Seq</b>	Number of the first detail line displayed on the panel. If the More field indicates there are additional detail lines available, enter the number of the first line to be viewed and press [Enter]. <i>Optional, numeric, up to 4 characters.</i> Default: 0
<b>More</b>	Indicator that signifies whether or not there are additional detail lines available. <i>Display.</i> Valid values: <ul style="list-style-type: none"> <li>blank No more detail lines.</li> <li>+ More detail lines following the display.</li> <li>- More detail lines preceding the display.</li> <li>+ - More detail lines both following and preceding the display.</li> </ul>

Field Name	Description
<b>Del</b>	<p>Indicator used to select a detail line for deletion. <i>Optional, alphanumeric, 1 character.</i></p> <p>Valid values:</p> <p>blank    Do not select the detail line for deletion. /        Select the detail line for deletion. To delete the detail line, issue the DEL command.</p> <p>Default: blank</p>
<b>Seq</b>	<p>Number of the detail line displayed on the panel. <i>Display.</i></p>
<b>Org ID</b>	<p>ID of the organization containing the directories to be printed. This ID is validated against the Company Control (COC) table and checked to be sure the user has been given authorization to access the organization via the Access Rights Assignments panel (MS600A) in Master Security.</p> <p><i>Required, alphanumeric, 6 characters.</i></p> <p>Valid values:</p> <p>ALL        Print all directories including System level, if the Pay Group and Directory Level are blank. Otherwise, <b>ALL</b> means to select all organizations within the enterprise.</p> <p>NNNNNN    Print directories for this Org ID, according to the data entered in the Pay Group, Directory ID, and Directory level fields.</p> <p>Default: none</p>
<b>Pay Group</b>	<p>Code for the pay group in the specified organization to be included in the report. This code is validated against the Pay Group Record (PGR) table.</p> <p><i>Required, alphanumeric, 2 characters.</i></p> <p>Valid values:</p> <p>**        Print all Pay Group level tables for the organization specified.</p> <p>NN        Print directories for this Pay Group only.</p> <p>Default: none</p>

Field Name	Description
<b>Directory ID</b>	<p>Directory ID code to be included in the report. This code is validated against the DIX Table. To include all directories in the listing, leave this field blank. <i>Optional, alphanumeric, 3 characters.</i></p> <p>Valid values:</p> <p>blank List all directories from the specified organization and (if applicable) the pay group. Use the Directory Level to select a specific level.</p> <p>XXX List this directory only (must be a valid directory ID).</p> <p>Default: none</p>
<b>Directory Level</b>	<p>Directory Level to be included in the listing. <i>Optional, alphanumeric, 1 character</i></p> <p>Valid values:</p> <p>S System Level Tables</p> <p>C Company/Organization Level Tables</p> <p>P Pay Group Level Tables</p> <p>A All Level Tables</p> <p>X No Level Selection</p> <p>Default: none</p>
<b>Number of College Codes</b>	<p>Number of college codes to be included in the listing. <i>Optional, alphanumeric, 4 characters.</i></p> <p>Valid values:</p> <p>0000 Suppress printing of any College codes</p> <p>Print all College codes when System or All Level Tables are selected</p> <p>NNNN Print a specific number of College codes</p> <p>Default: none</p>
<b>Print Total Indicator</b>	<p>Y/N switch that indicates whether to print a totals page of all directories printed, sorted by organization and pay group, or of all system directories. <i>Required, alphanumeric, 1 character.</i></p> <p>Default: none</p>

## Scheduling a Directory Listing

1. If default selection criteria are displayed (i.e., if a Y was entered in the Save As Default field), you may add to, change or delete the defaults as follows:
  - a. To add to the default selection criteria, issue the ADD command. This clears the screen. Enter additional lines of selection criteria (see Step 3) and issue the ADD command again. This displays both the default lines and the newly added lines of selection criteria.
  - b. To change the default selection criteria, issue the CHANGE command, make the necessary changes (see Step 3), and issue the CHANGE command again.
  - c. To delete a detail line containing selection criteria, enter a slash (/) in the Delete field and issue the DEL command.

Then, skip to Step 4.

2. If default selection criteria are not displayed, enter as many lines of selection criteria as necessary.
3. Be sure to enter data in the following required fields.

*Helpful hints:*

- a. To obtain help for a particular field, issue the HELP command.
  - b. To display the valid values for each promptable field, move the cursor to the data area and issue the PROMPT command.
4. To schedule the creation of the Directory Listing report, issue the PROCESS command.
  5. When the following message appears: Do You Wish To Schedule?, press Y and then press [Enter].
  6. A message is displayed indicating job name (HRJDL01), the schedule number (0003), and the cycle type (MP3RPT) defined via the Job Name Definition panel (CS510A) in Common Services, as shown in the sample below:

Batch job scheduled: HRJDL01 0003 MP3RPT

## Panel DM: JOB Directory Table Maintenance

HRJDMA

Job: HRJDM01    DIRECTORRY MAINTENANCE    Signon Org: HRS105

User ID: PERSA02    Save as default:

Org ID:

Panel DM generates the Directory Input Reformat Audit Trail Report and, secondly, the Directory Maintenance Audit Trail report.

The Directory Input Reformat Audit Trail Report lists sorted directory maintenance records, categorizing multiple records by transaction. The report counts each record processed and provides a final count on the last page. It identifies the number of all records to be edited in the second step of the directory maintenance process.

The Directory Maintenance Audit Trail Report is the second report produced by this panel. It sequentially lists all reformatted transactions and prints any errors that occurred during the maintenance activity.

The reports may be generated for a single organization or for all organizations within the enterprise.

### Preparation

Manual creation of directory image transactions or transactions created via scheduling panel DB, JOB Download or Clone of Directory Table.

### Sequential Files

The programs called by this panel and the name of the sequential output file produced by the procedure is listed below.

Program	Input File	Output File
IPR0701	MP3BSQ1 – external feed	MP3BSQ2 – Reformatted Directory Transaction
IPR0301	MP3BSQ2	none

## Recovery Procedure

Be sure to save the external file and then restart the job from the beginning.

## Field Descriptions

A description of each field on panel DM is provided in the following table.

Field Name	Description
<b>Save As Default</b>	Y/N switch that indicates whether to retain the selection criteria the next time this panel is displayed. <i>Required, alphanumeric, 1 character.</i> Default: N
<b>Org ID</b>	ID of the organization containing the records to be updated. This ID is validated against the Company Control (COC) table and checked to be sure the user has been given authorization to access the organization via the Access Rights Assignments panel (MS600A) in Master Security. To update all of the Directory Tables, enter the word ALL. <i>Required, alphanumeric, 6 characters.</i> Default: none

## Scheduling Directory Maintenance Reports

1. Enter data in all required fields: Org ID.  
*Helpful hints:*
  - a. To obtain help for a particular field, issue the HELP command.
  - b. To display the valid values for each promptable field, move the cursor to the data area and issue the PROMPT command.
2. To schedule the reports, issue the PROCESS command.
3. When the following message appears: Do You Wish To Schedule?, enter Y and then press [Enter].
4. A message displays indicating the job name (HRJDM01), the schedule number (such as 0001), and the cycle type (MP3UPD) defined via the Job Name Definition panel (CS510A) in Common Services, as shown in the sample below:

Batch job scheduled: HRJDM01 0001 MP3UPD