Contents

About This Guide				
	ix	Introduction		
	х	Purpose of this Guide		
	xi	Assumptions of this Guide		
	xii	Documentation		
	xiii	Documentation Enhancements		
	XV	System Manuals		
Chapter 1	System Overview			
	1-1	Introduction		
	1-2	The Employee Master File		
	1-5	The HRMS Tables File		
	1-10	Reporting the HRMS Tables File		
	1-16	File Control		
	1-18	Processing the Trailer Total Reports		
	1-19	Test Date Processing Override		
Chapter 2	Running the System			
	2-2	Introduction		
	2-6	HRMS Tables File		
	2-7	User Translatable Fields		
	2-9	Skills Functions and Sub-Functions		
	2-30	Codes for Major and Minor Fields of Study		
	2-33	HRMS Code Translations		
	2-36	Workforce Utilization Statistics Information on the HRMS Tables File		
	2-37	Transferring an Employee		
	2-38	Using Recycled Input Feature		
	2-41	Time Entry Proof List		
	2-42	Using ACH and Banking Services		
	2-43	Setting Up Direct Deposit		
	2-46	Running the Check Writer		
	2-63	ZD and ZM Transaction Generator Feature - Batch Processing		
	2-64	Printing Special Hours on the Check Stub		
	2-65	Deleting an Organization		
	2-66	The Fiscal Year Totals		

(continued)

3-1	Introduction			
3-2	Levels of Control			
3-4	Screen 10 or Screen 8 - Basic Company Information			
3-9	Establishing Voluntary Deductions and Other Earnings			
3-13	Screen 9 or Screen 11 - CS-1 Data			
3-17	Identifying Tax Requirements			
3-18	Screen 333 or DOE-SPH			
3-20	Screen 332 or DOE-STP - Step DOE Fields			
3-25	Screen 332 - Setting Up DOE Steps			
3-31	Examples for Using Step DOEs			
3-33	Screen 27 or CS-A - DOE Assumption Data Entry			
3-34	Screen 371 or DOE-TAB - Tabled Amounts			
3-35	Screen 29 or CS-P - Definition of Vacation Wages (Canadian Organizations)			
3-37	Setting Up a 401(k) Deferred Compensation Plan			
3-38	Assigning Personnel Run Options			
Managing Employee Information				
4-2	Introduction			
4-3	Setting Up Basic Employee Information			
4-6	Screen 218 - New Employee Information			
4-10	Screen 219 - New Employee Payroll Taxing Options			
4-14	Screen 221 - Employee Basic Information			
4-16	Screen 222 - Employee Location Maintenance			
4-20	Setting Up Taxing Information			
4-21	Screen 214 - United States Employee Tax Maintenance			
4-24	Screens 226 and 227 - Canadian Employee Tax Maintenance			
4-28	Screen 125 - Employee Tax Information - NI/RI Transaction			
4-29	Ohio School District Income Tax (SDIT)			
4-31	Setting Up Pennsylvania Local Earned Income Tax (EIT)			
4-34	Setting Up Financial Services Data			
4-35	Screen 224 and 740-749 - Employee ACH Bank/CU Services			
4-37	Screens 43 and 39 - Bond Accounting			
4-39	Maintaining Employee Information			
4-41	Changing an Employee's Status			
4-42	Inactivating or Deleting Tax Information			
4-43	Maintaining Salary, DOEs, and Hours			
4-44	Screen 220 - Employee Salary Maintenance			
4-45	Screen 218 - Extended Distribution			
4-46	Screen 233 - Salary Splits			
4-48	Screens 226 and 227 - SB Transaction			
4-49	Screen 211 - Salary Review			
4-50	Screen 91 - Job Analysis Information			
4-51	Screens 217 and 225 - Employee DOE Maintenance			
4-54	Screen 60 - Establish DOE Using Step Technique			
4-55	DOE One-Time Overrides			
4-56	Inactivating or Deleting a Deduction or Other Earning			
	3-4 3-9 3-13 3-17 3-18 3-20 3-25 3-31 3-33 3-34 3-35 3-37 3-38 Mana 4-2 4-3 4-6 4-10 4-14 4-16 4-20 4-21 4-24 4-28 4-20 4-21 4-24 4-28 4-29 4-31 4-24 4-29 4-31 4-34 4-35 4-37 4-39 4-41 4-42 4-43 4-44 4-45 4-46 4-48 4-49 4-50 4-51 4-54 4-55			

(continued)

Chapter 4 (continued)				
	4-57	Tip Credit DOE		
	4-59	Earned Income Credit DOE		
	4-62	California Voluntary Disability Plan DOE		
	4-63	Screen 84 - Sick, Vacation, and Other Hours		
	4-64	Maintaining EEO, AAP, EEA Data		
	4-65	Screen 213 - Employee EEO/AAP/VETS Maintenance		
	4-66	Screen 230 - Employee User/EEA Dates		
	4-68	Screen 231 - Canadian Employee EEA Data		
	4-70	Maintaining Other Employee Information		
	4-71	Screen 201 - Emergency Notification Information		
	4-72	Screen 202 - Employee Family Data		
	4-73	Screen 203 - Higher Education and Training		
	4-74	Screen 204 - Employee Career Planning		
	4-75	Screen 205 - Employee Skills		
	4-76	Screen 206 - Employee Basic Benefits		
	4-77	Screen 207 - Employee Physical Data		
	4-79	Screen 208 - Employee Service Dates		
	4-81	Screen 209 - Personal Information Maintenance		
	4-82	Screen 210 - Performance Reviews		
	4-83	Screen 212 - Employee's Organization Property		
	4-84	Screen 215 - Military Data		
	4-85	Screen 232 - Employee Job Information		
	4-86	Screen 89 - Employee Transfer History		
	4-87	Setting Up Health Care Segments and Supplemental Addresses		
	4-92	Transactions and Screens to Set Up Health Care Data and Supplemental Addresses		
	4-97	Establishing Health Care Data for Your Company and Supplemental Addresses for Your File		
	4-101	Maintaining Health Care Data and Supplemental Addresses for Your File		
Chapter 5	External Pay Processing			
	5-1	Recording Manual Checks, Prepays, and Reversals		
	5-13	Online Check Calculation and Payment History		
	5-15	Entering Pay Data Screen 501		
	5-18	Entering DOE Data Screens 502 or 503		
	5-20	Calculate Gross-to-Net Process		
	5-21	Selecting Process Modes Screen 504		
	5-24	Processing Checks Screen 505		
	5-28	Generated Transactions		
	5-29	Release-for-Processing		
	5-30	Tax User Exit: Ohio SDIT		
	5-31	Check Reversal Feature		
	5-37	Check Reversal Submodule Reports		
		(continued)		

Rep	orting		
6-1 System Reports			
6-4	Balancing the Canadian Employee Master File		
6-6	Employee Master Audit Balance Tests		
6-10	Using the Bond Accounting Features		
6-12	Establishing a Bond Account		
6-14	Bond Accounting		
6-19	Bonds Register		
6-28	Savings Bond Tape		
6-29	Savings Bond Audit Report		
	Savings Bond Audit Exception Report		
	401(k) Nondiscrimination Testing		
	Using the EEO-1 and VETS Reporting Features		
	Generating the EEO-1 and VETS Reports		
	Canadian Regulatory Reporting		
6-47	Canadian Employment Equity Reports		
Labor Distribution			
7-1	Introduction		
7-2	Labor Distribution Reports		
7-4	Combined Labor Distribution/General Ledger Interface File		
7-6	Labor Distribution Reporting Options		
7-12	Generating Labor Distribution Detail Transactions		
7-16	Labor Distribution Direct Input		
7-21	Sample L* Transactions		
7-24	Organization Transactions (LA - LG)		
7-38	Information Expert Report Writer		
General Ledger Interface			
8-1	Introduction		
	Organization Options		
	Steps for Processing Payroll through GLI		
8-9	Step 1: Setting Up Options in the System		
8-13	Step 2: Generating Detail from Compute		
8-17	Step 3: Setting Up Your Table of Accounts		
8-24	Step 4: Processing the General Ledger Interface to Create Journal Entries		
8-30	Step 5: Balancing Payroll to General Ledger		
Managing Pay Information			
9-2	Introduction		
	Automatic Pay		
9-5	Regular Pay - ZT Transaction		
9-9	R0 Time Entry Transaction		
	Negative Earnings on the ZT R1 Transaction		
9-15			
9-15 9-19			
9-15 9-19 9-22	Using the Rate Table Canadian Employment Insurance		
	6-4 6-6 6-10 6-12 6-14 6-19 6-28 6-29 6-30 6-31 6-34 6-44 6-44 6-47 Labo 7-1 7-2 7-4 7-6 7-12 7-16 7-21 7-24 7-38 Gen 8-1 8-2 8-8 8-9 8-13 8-17 8-24 8-30 Man 9-2 9-3		

Chapter 9 (continued)			
	9-23	Paying a Canadian Employee	
	9-26	Special Pay - ZT Transaction	
	9-38	Special Hours	
	9-40	Other Earnings	
	9-41	Highly Compensated ZU Transaction	
	9-42	Labor Distribution Controls - ZT and ZV Transactions	
	9-44	Manual Split for Auto-Pay Employees	
	9-45	Job Cost Allocation by Time Entry Transaction	
	9-46	Special Tax Control - ZT Transaction	
	9-48	Vacation Pay - ZV Transaction	
	9-49	Vacation Pay Methods	
	9-51	Weeks Paid Tax Calculations	
	9-57	Payment History	
Chapter 10	First Parallel Run		
	10-1	Comparing Results	
	10-2	Resolving Differences	
Chapter 11	First Production Run		
	11-1	Preparing for the First Production Run	
	11-2	Explaining the Check and Stub	
	11-2		
Chapter 12	Helpful Hints for Using HCM:E		
	12-1	Introduction	
	12-2	How Weeks Worked Affect an Employee's Pay	
	12-4	Deferring 100% of Pay to 401(k) Plan	